

Commonwealth Secretariat and associated bodies

COMMONWEALTH SECRETARIAT

Marlborough House, Pall Mall, London SW1Y 5HX, Britain

Tel: (44) 071 839 3411; Fax: (44) 071 930 0827; Telex: 27678

COMSECGEN

Secretary-General

Chief Emeka Anyaoku

Founded

1965; before that, most Commonwealth affairs were organised by the British Government.

Organisation

The Commonwealth Secretariat is the main official organisation of the Commonwealth. It facilitates consultation and exchanges of information between member governments, organises meetings of Heads of Government, ministers and officials, and carries out programmes of co-operation.

The Commonwealth Fund for Technical Co-operation (CFTC), the Commonwealth Youth Programme, and the secretariat of the Commonwealth Science Council are separately funded by contributions from governments but form part of the Commonwealth Secretariat. Entries on these organisations follow on pages 5 to 9.

Other wholly or partly separately-funded specialised programmes managed by the Secretariat or CFTC are listed at the end of this section. These are: the Commonwealth Media Development Fund, the Commonwealth Industrial Training and Experience Programme, The Special Commonwealth Programme for Mozambique, the Enhanced Commonwealth Programme of Technical Assistance for Namibia, the Langkawi Awards for Environment, the Commonwealth Nassau Fellowships Scheme, the Commonwealth Scholarship and Fellowship Plan and the Commonwealth Consultative Group on Technology Management.

The Secretary-General and his two deputies are elected by Heads of Government. Other staff are appointed by the Secretary-General. Total staff number around 400, currently drawn from 33 Commonwealth countries.

Activities

The Secretariat is active in international political and economic affairs and in the main areas of development. Its divisions and programmes work with governments in these areas:

● *International Affairs*

The International Affairs Division helps to promote and facilitate consultation among Commonwealth governments on international issues. In association with the host Government, it organises the two-yearly meetings of Heads of Governments and of Senior Officials, and the meetings of the Commonwealth Foreign Ministers Committee on Southern Africa. The division monitors progress on international issues and includes a Human Rights Unit set up in 1985 to promote understanding and respect for human rights in the Commonwealth. The division helped to establish and administers the Joint Office of Commonwealth Permanent Missions to the United Nations in New York.

● *Economic Affairs*

The Economic Affairs Division assists consultation on economic issues, including consultations of Heads of Government and of finance and labour/employment ministers. It publishes bulletins on commodities, the development policies of international institutions and capital markets. It services the expert groups set up by governments to report on economic and related issues and organises consultations between officials and financiers in such areas as access to capital markets, policy development for economic adjustment, debt management and foreign investment. It administers the support unit of the Commonwealth Consultative Group on Technology Management and co-ordinates support for the Commonwealth-Government of Guyana Programme of Sustainable Tropical Forestry.

● *Human Resource Development*

The Human Resource Development Group (HRDG) brings together six programmes concerned with education, training, health, management, and the involvement of women and young people in development. This co-ordinating mechanism initiates joint projects and training activities in multidisciplinary areas including drugs, AIDS, and enterprise and disaster management. It also assists governments in an advisory capacity in the preparation of human resource development policies.

● *Education*

The Education Programme, building on Commonwealth-wide similarities in education systems, works in formal, non-formal and higher education. Distance education has been prominent in its concerns: it helped launch the Commonwealth of Learning (page 74) and works closely with it. Its areas of activity include quality improvement in basic education, science, technology and mathematics education, educational development in small states, education for entrepreneurship, teacher management and support, and higher education co-operation including student mobility.

The Education Programme also provides the secretariat for the Commonwealth Standing Committee on Student Mobility and Higher Education Co-operation and for the Donors to African Education Working Group on the Teaching Profession, and works with the As-

sociation of Commonwealth Universities on the Commonwealth Scholarships and Fellowships Plan (page 12).

● *Training*

The Fellowships and Training Programme of the CFTC operates within the HRDG. It provides awards, training places and work attachments for nearly 5,000 people each year, most of them officials at middle or senior management level, and nominated by governments for training to enhance their capabilities. (See also page 6).

The Programme manages the Commonwealth Nassau Fellowships Scheme for South Africans disadvantaged by apartheid, the Commonwealth Industrial Training and Experience Programme, the Enhanced Commonwealth Programme of Technical Assistance for Namibia and the Langkawi Awards for Environment (pages 11-13).

● *Health*

The Health Programme assists governments to strengthen their health services. It organises the annual and three-yearly meetings of health ministers, supports regional health organisations and undertakes consultancy work.

● *Management*

The Management Development Programme, financed by the CFTC, helps governments improve management and administration in government departments and public enterprises with training through workshops and manuals and consultancy advice.

● *Women*

The Women and Development Programme supports national efforts to give women a fairer share of training, access to credit, paid employment and income and to enhance their contributions to and benefits from development. It organises the three-yearly meetings of Ministers Responsible for Women's Affairs, advises governments, runs training workshops and publishes manuals and reports. It also advises on implementation of the Secretariat segment of the Commonwealth Plan of Action on Women and Development.

● *Youth*

The Youth Programme similarly assists governments to involve young people in nation building. It operates regional youth training centres in Zambia (providing courses and workshops for Africa), India (for Asia), Guyana (for the Caribbean) and the South Pacific (see Commonwealth Youth Programme, page 8).

● *Law*

The Secretariat's Legal Division assists co-operation among Commonwealth jurisdictions in such fields as extradition and the reciprocal enforcement of judgments. It runs a Commercial Crime Unit whose concerns include illicit drugs trafficking. It trains legislative draftsmen and assists in the exchange of information on law reform, taxation policy, copyright and other areas. It also services the meetings of law ministers.

The Division administers the non-governmental Commonwealth Legal Education Association (page 75).

● *Food Production*

The Food Production and Rural Development Division, financed by the CFTC, helps governments towards self-sufficiency in food and better earnings from agriculture. Its programmes are concerned with farming, fisheries, agricultural policy and management and combating drought and desertification. Environmental issues, small farmers and women farmers are central to its concerns. It provides operational support for the Commonwealth–Government of Guyana Programme of Sustainable Tropical Forestry.

● *Science*

The secretariat of the Commonwealth Science Council (page 7), which fosters collaboration in the use of science and technology for development, acts as the Science Division of the Commonwealth Secretariat.

● *Information*

The Secretariat's Information Division works with the public and the media to increase awareness of the Commonwealth and the work of the Secretariat and CFTC. It conducts press briefings and issues news releases, feature articles, radio and television programmes and films. Its publications include brochures, books, leaflets and the magazine *Commonwealth Currents*.

The Division manages the Commonwealth Media Development Fund (page 10).

Publications

The Commonwealth Today (illustrated booklet), Report of the Commonwealth Secretary-General (two-yearly), reports of Commonwealth expert groups, directories, and technical, policy and conference reports. Periodicals and journals include *Commonwealth Currents* (two-monthly), *Commonwealth Law Bulletin* (quarterly), *Commonwealth Education News* (four-monthly), *Link-in* (on women and development; six-monthly), *International Development Policies* (quarterly), *Basic Statistical Data* (on countries with fewer than 5 million people; annual), *Capital Markets Review* (quarterly), and commodity bulletins. Publications catalogue lists current titles.

COMMONWEALTH FUND FOR TECHNICAL CO-OPERATION (CFTC)

Marlborough House, Pall Mall, London SW1Y 5HX, Britain

Tel: (44) 071 839 3411; Fax: (44) 071 930 0827; Telex 27678

Managing Director

William H Montgomery

Founded

1971

Organisation

The CFTC is financed by voluntary subscriptions from Commonwealth governments, which are all represented on its governing body, the Board of Representatives; the Board is assisted by a Committee of Management. The CFTC functions as part of the Commonwealth Secretariat and its Managing Director is an Assistant Secretary-

General of the Secretariat, responsible to the Secretary-General.

Commonwealth developing countries, including associated states and dependent territories, and Commonwealth regional organisations, are eligible for CFTC assistance.

The CFTC manages the Special Commonwealth Fund for Mozambique (page 14) and, through the Fellowships and Training Programme, the Enhanced Commonwealth Programme of Technical Assistance for Namibia, the Langkawi Awards for Environment, the Commonwealth Industrial Training and Experience Programme and the Commonwealth Nassau Fellowships Scheme (listed at the end of this section).

Activities

The CFTC works to advance economic and social development by providing technical expertise and training. The CFTC was a pioneer of Technical Co-operation Among Developing Countries (TCDC); the majority of its experts are drawn from developing countries and most of its training takes place in developing country institutions. The CFTC also finances the Secretariat's Food Production and Rural Development Division and its Management Development Programme, and supports development work undertaken by other Secretariat programmes.

● *Expertise*

The CFTC's General Technical Assistance Division supplies some 300 experienced specialists, at the request of governments, each year. They fill important developmental posts for which no qualified national is available, or provide short-term technical help. Their assignments run from a few weeks to two or three years. Most often, they help governments to upgrade systems or technologies or to introduce new ones. Their specialities range from economic planning and computerisation to agricultural management or telecommunications, among many other fields. Their responsibilities include counter-part training for local staff.

● *Training*

The Fellowships and Training Programme, which operates as part of the Secretariat's Human Resource Development Group, is one of the core CFTC programmes (see also page 2). Each year, it helps to upgrade the skills of some 5,000 people, most of them middle or senior level officials working in areas crucial to development. Where other CFTC projects bring about a need for new skills, at the request of governments, it provides the necessary training.

The CFTC also supports training work (mainly workshops) undertaken by the Secretariat, and reaching some 3,000 people each year.

● *Exports*

The CFTC's Export Market Development Division conducts some 60 trade development projects each year. These range from large-scale buyer-seller meets - where selected potential exporters are introduced to buyers in a selected potential market in a programme culminating in a trade fair - to small scale assistance in upgrading

products and selling them successfully. These projects have helped countries upgrade exports, secure many millions of dollars in sales, create many thousands of jobs and launch numbers of small entrepreneurs.

The Division also assists governments to participate in multilateral and bilateral or commercial trade negotiations.

● **Industries**

The CFTC's Industrial Development Unit helps to set up, upgrade or revive over 100 industries each year. Its focus is on small and medium scale enterprises in the public and private sectors, on the reactivation of existing industries, and helping small or particularly disadvantaged countries.

Its support covers all stages in industrial development, from identifying opportunities, securing credits, helping plan and construct the plant and transferring technology, to hands-on production assistance. The Unit normally continues assistance until the plant is self-reliant.

● **Consultancy services**

Consultancy advice is provided by all CFTC divisions. The Technical Assistance Group is the CFTC's in-house consultancy. It assists governments to negotiate with multinationals on the development of their oil, gold and other minerals as well as other natural resources. It also helps governments develop macro-economic policies, improve their financial management and their taxation and statistical systems, and negotiate maritime boundaries.

The Group has also developed a computerised debt management system for a country's external debt which is now in use in, or has been requested by, some 30 countries.

Publications

Commonwealth Skills for the Nineties, an illustrated booklet. The Secretary-General's Report (two-yearly) covers CFTC activities. Technical publications and manuals are produced by the Export Market Development Division and Industrial Development Unit.

COMMONWEALTH SCIENCE COUNCIL

Marlborough House, Pall Mall, London SW1Y 5HX, Britain

Tel: (44) 071 839 3411; (44) Fax: 071 930 0827; Telex: 27678

Secretary

Dr Ulric Trotz

Founded

1946 as the Standing Committee of the British Commonwealth Scientific Official Conference; renamed in 1958 and 1964. Present name adopted 1975.

Organisation

A governmental organisation linking the national science organisations of 36 countries. It is managed by a Council of Members and an executive committee, elected at the full two-yearly Council meetings. The CSC secretariat functions as the Science Division of the Com-

monwealth Secretariat (see page 5). The CSC Secretary is Science Adviser to the Commonwealth Secretary-General.

All 50 Commonwealth countries are entitled to take part in its programmes. Some non-Commonwealth countries also participate

Aims

To promote collaboration between member countries of the Commonwealth to increase national capabilities to use science and technology for economic, social and environmental development.

Activities

The CSC organises collaborative projects, linking scientists and technologists within a Commonwealth region, in eight programme areas. These are: agriculture, biological resources, energy, environmental planning, science management and organisation, technology and industrial support, water and mineral resources, and awareness of rapid advances in science and technology.

Many of its projects focus on small countries, the rural poor and ecological issues.

Publications

Biennial report, seminar and conference proceedings, technical papers, how-to manuals, *Science and Technology News* (quarterly), *Earth Sciences Programme Newsletter* (two-monthly). Publications catalogue available.

COMMONWEALTH YOUTH PROGRAMME

Marlborough House, Pall Mall, London SW1Y 5HX, Britain

Tel: (44) 071 839 3411; Fax: (44) 071 930 0827; Telex 27678

Director

Raja G Gomez

Founded

1973

Organisation

The CYP, financed by Commonwealth governments, is administered by the Commonwealth Secretariat and directed by the Commonwealth Youth Affairs Council, representing all member governments, which meets every two years. It operates as the Youth Programme within the Human Resource Development Group of the Commonwealth Secretariat.

The CYP has four regional centres which conduct training programmes. These are:

CYP Africa Centre, P O Box 30190, Lusaka, Zambia

(director: Joseph Massallay)

CYP Asia Centre, P O Box 78, Chandigarh, India

(director: Devendra Agochiya)

CYP Caribbean Centre, P O Box 101063, Georgetown, Guyana

(director: Ivan Henry)

CYP South Pacific Centre, c/o University of the South Pacific,

P O Box 1168, Suva, Fiji

(director: Hannington Alatoa)

Aims

To assist governments in the fuller involvement of young people in national development.

Activities

The four regional centres provide training, for youth workers and officials concerned with youth, through residential diploma courses, distance learning courses and workshops and training courses held in different countries of the regions they serve. The CYP awards fellowships for study visits, gives grants to help income-generating projects set up by young people, and manages the Youth Service Awards Scheme to honour work by youth groups to benefit their communities. It also acts as a consultancy advising governments and other agencies on youth policy development. The CYP conducts programmes dealing with issues of youth enterprise and employment, youth health and welfare, young women and development, literacy and the environment, as well as issues specific to regions.

Publications

In Common (four-monthly newsletter), manuals, policy and learning materials, reports and other publications of the regional centres.

ASSOCIATED FUNDS AND SCHEMES**COMMONWEALTH CONSULTATIVE GROUP ON TECHNOLOGY MANAGEMENT**

c/o Economic Affairs Division, Commonwealth Secretariat,
Marlborough House, Pall Mall, London SW1Y 5HX, Britain
Tel: (44) 071 839 3411; Fax: (44) 071 930 0827; Telex: 27678

Chairman

Datuk Dr Omar Abdul Rahman, Science Adviser to the Prime Minister of Malaysia

Founded

September 1990

Organisation

An operational network, managed by a co-ordinating committee, of senior policy-makers and managers responsible for science and technology plans and programmes, in both public and private sectors, in Commonwealth countries. The facility may also draw on the expertise of leading economists, planners and environmentalists in Commonwealth countries. Funding is by participating governments with contributions from the Commonwealth Secretariat and CFTC.

The network developed out of the Commonwealth Science Council's ComManSat initiative (Commonwealth Project on Strategic Management and Planning of Science and Technology).

Aims

To help Commonwealth member countries draw on each other's experience to manage technological change in such a way as to promote sustainable development.

Activities

Provides advice, information and other assistance in such areas as the strategic management and planning of science and technology and its integration into national development. Areas of activity include technology assessment and transfer, the incorporation into technology policy of environmental concerns, and the interrelationships between these issues and economic policy.

COMMONWEALTH INDUSTRIAL TRAINING AND EXPERIENCE PROGRAMME (CITEP)

c/o Fellowships and Training Programme, Commonwealth Secretariat, Marlborough House, Pall Mall, London SW1Y 5HX, Britain

Tel: (44) 071 839 3411; Fax: (44) 071 930 0827; Telex: 27678

Contact

Chief Project Officer, Fellowships and Training Programme

Founded

1986

Organisation

A hands-on industrial training facility within the Fellowships and Training Programme funded by the Commonwealth Fund for Technical Co-operation (CFTC), member governments and industrial enterprises.

Activities

CITEP arranges for industrial management and technical staff in Commonwealth developing countries to receive training at the plants and training institutions of other Commonwealth countries where similar industries are more strongly established. It also organises training workshops. Some of its trainees are staff at industrial enterprises which the CFTC's Industrial Development Unit is helping to upgrade.

Publication

Brochure.

COMMONWEALTH MEDIA DEVELOPMENT FUND

c/o Information Division, Commonwealth Secretariat, Marlborough House, Pall Mall, London SW1Y 5HX, Britain

Tel: (44) 071 839 3411; Fax: (44) 071 930 0828; Telex: 27678

Contact

Director of Information

Founded

1980, following an Australian initiative at the 1979 Commonwealth Heads of Government meeting in Lusaka.

Organisation

A media training facility funded primarily by the British and Australian Governments and administered by the Information Division of the Commonwealth Secretariat.

Activities

The CMDF supports efforts to improve the skill of journalists, broadcasters, media technicians and managers by funding courses organised by well-established Commonwealth non-governmental bodies. Most courses are short training workshops or in-house training conducted in a developing country; others are designed for participants drawn from several Commonwealth countries.

COMMONWEALTH NASSAU FELLOWSHIPS SCHEME

c/o Fellowships and Training Programme, Commonwealth Secretariat, Marlborough House, Pall Mall, London SW1Y 5HX, Britain

Tel: (44) 071 839 3411; Fax: (44) 071 930 0827; Telex: 27678

Contact

Director, Fellowships and Training Programme

Founded

1986. Commonwealth Heads of Government, at their summit at Nassau, Bahamas, in 1985, issued the Commonwealth Accord on South Africa. The Nassau Fellowships Scheme is part of the Accord's programme to help end apartheid.

Organisation

The scheme consists of two parts: bilateral awards, offered by individual Commonwealth governments; and multilateral awards funded by voluntary governmental contributions and administered by the Commonwealth Secretariat's Fellowship and Training Programme (FTP).

Aims

To provide study and training fellowships for South Africans disadvantaged by apartheid.

Activities

Under the bilateral part of the scheme, Commonwealth governments offer scholarships for study mainly in the training institutions of their own countries. The Commonwealth Secretariat arranges training and work placements largely in Southern Africa and other Commonwealth developing countries. Both South African exiles in settlements in African countries and people disadvantaged by apartheid resident inside South Africa are eligible. Applicants must be normally over 16, have qualifications at least up to 'O' level standard, and be eligible for study at an appropriate university or other training institution. By 1991, 600 multilateral awards had been made.

Publication

Commonwealth Programme for South Africans: Nassau Fellowships (leaflet).

**COMMONWEALTH SCHOLARSHIP AND FELLOWSHIP PLAN
c/o Higher Education Unit, Education Programme, Commonwealth Secretariat, Marlborough House, Pall Mall, London SW1Y 5HX, Britain**

Tel: (44) 071 839 3411

Contact

Chief Project Officer, Higher Education

History

The Plan, recommended by a 1958 Commonwealth Trade and Economic Conference, was launched by the first Commonwealth Education Conference in 1959; scholars took up awards in 1960.

Aims

The CSFP was created to enable Commonwealth students of high intellectual promise to study in Commonwealth countries other than their own so that they could make a distinctive contribution to life in their own countries and to mutual understanding in the Commonwealth.

Operation

There is no single authority controlling the Plan which works through bilateral arrangements. Awards are offered at present by Australia, Bahamas, Britain, Canada, Cyprus, Ghana, Guyana, Hong Kong, India, Jamaica, Kenya, Malaysia, Malta, New Zealand, Nigeria, Papua New Guinea, Sierra Leone, Sri Lanka, Trinidad and Tobago and Zimbabwe. The total number of awards is set to rise to about 1,900 in 1991. There are two main types of award. Visiting professorships or fellowships are intended for scholars of established reputation and achievement and are made by invitation only. Scholarships are mainly for postgraduate study at university, though awards for undergraduate study can be made to students from countries where there are no universities or whose universities do not offer certain courses. Candidates under 28 years are preferred by some awarding countries. In addition, Britain makes awards to university teachers on the nomination of their vice-chancellors.

Publications

Annual reports on the Plan are available from the Commonwealth Secretariat. Addresses of its agencies in Commonwealth countries are listed in the annual reports, in the Commonwealth Universities Yearbook or can be obtained from the Association of Commonwealth Universities (see page 27).

ENHANCED COMMONWEALTH PROGRAMME OF TECHNICAL ASSISTANCE FOR NAMIBIA

c/o Fellowships and Training Programme, Commonwealth Secretariat, Marlborough House, Pall Mall, London SW1Y 5HX, Britain

Tel: (44) 071 839 3411; Fax: (44) 071 930 0827; Telex: 27678

Contact

Chief Project Officer, Fellowships and Training Programme

Founded

1975

History

Commonwealth assistance to Namibians began with the provision of fellowships for study in other Commonwealth countries and support in setting up distance education schemes in exile settlements. With Namibia's independence in 1990, the programme was broadened to include technical assistance inside Namibia.

Organisation

Funded by voluntary contributions from Commonwealth governments, international agencies and NGOs and administered by the Commonwealth Fund for Technical Co-operation (CFTC). All assistance is provided at the request of the Namibian government.

Aims

Originally to prepare trained personnel for a future independent Namibia; now to assist in all areas of the country's social and economic development.

Activities

From 1975 up to independence, the Commonwealth Programme enabled some 1,500 Namibians to study in other Commonwealth countries and over 7,000 exiles to take courses in refugee settlements. Since 1990, it has provided over 50 experts in a broad range of sectors together with awards for more than 400 Namibian officials on courses, work attachments and study visits.

Publications

The reports of the Commonwealth Secretary General and the CFTC's publication *Commonwealth Skills for the 1990s* contain further details about the Namibia Programme.

LANGKAWI AWARDS FOR ENVIRONMENT

c/o Commonwealth Fund for Technical Co-operation, Marlborough House, Pall Mall, London SW1Y 5HX, Britain.

Tel: (44) 071 839 3411; Fax: (44) 071 930 0827; Telex: 27678

Contact

Director, Fellowships and Training Programme

Founded

1989, by Commonwealth Heads of Government meeting in Malaysia.

Organisation

Funded by the Government of Canada, to mark the fortieth year of the

modern Commonwealth; administered by the Secretariat's Fellowships and Training Programme.

Activities

Provides 40 scholarships a year for five years, preferably in environment studies. Most awards so far have been made to government officers and other specialists working in environment-related fields, to help them learn from the experience of other Commonwealth countries.

SPECIAL COMMONWEALTH FUND FOR MOZAMBIQUE

c/o Commonwealth Fund for Technical Co-operation,

Marlborough House, Pall Mall, London SW1Y 5HX, Britain

Tel: (44) 071 839 3411; Fax: (44) 071 930 0827; Telex: 27678

Contact

Co-ordinator, Managing Director's Office

Founded

1987, by Commonwealth Heads of Government. Although Mozambique is not a Commonwealth country, Commonwealth countries sought to assist it in gratitude for its principled stand in supporting freedom for Zimbabwe prior to 1980 and because its ports, railways and oil pipeline are vital to the development of Commonwealth countries in Southern Africa.

Organisation

Funded by voluntary contributions by (currently) 17 Commonwealth governments, international agencies and NGOs and administered by the Commonwealth Fund for Technical Co-operation. A target of £10 million has been set by the Commonwealth Secretary-General for the Fund. All assistance is provided at the request of the Mozambique government.

Aims

To assist in Mozambique's reconstruction by deploying the special capabilities of the CFTC in areas in which other agencies may find it difficult to work; to help strengthen the development of the Southern African region.

Activities

Providing expertise to help Mozambique manage its debt, exploit its mineral wealth, attract investment, resuscitate or develop industries, strengthen exporting and develop its human resources by providing training in a variety of fields.