

# COMMUNITY OF AFRICAN BANKING SUPERVISORS

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## INTERNAL RULES\*

### **Purpose**

The purpose of these internal Rules is to provide guidance to the CABS members in their activities. These internal Rules are consistent with the CABS status within the Association of African Central Banks (AACB) and Article 3 of the AACB Statutes.

### **Article 1 - Definitions**

In these Rules, the following definitions shall apply:

**Community:** the Community (COM) is composed of the Heads of Banking Supervision of African Central Banks who are members of the AACB or Heads of other Banking Supervisory Bodies.

**Member:** Each Head of Banking Supervision of an African Central Bank member of the AACB or Head of other Banking Supervisory Body is a member of the Community.

**Bureau:** The Bureau (BR) of CABS is composed of members designated during an Annual Meeting of the Community. It shall include the Chairperson and the Deputy-Chairperson of the CABS.

**The Chairperson:** The Chairperson chairs both the CABS and the Bureau for one year.

**The Deputy Chairperson:** The Deputy Chairperson assists the Chairperson and acts on his/her behalf in the case of absence.

**Secretariat:** The Secretariat (SR) is composed of one or more staff. The Secretariat of AACB will assist the CABS in this area, until such a decision is reconsidered.

**Working Group:** The CABS may establish one or more working groups (WG). Each WG is set up to address themes and issues related to banking supervision, in line with the CABS Charter and the Recommendations of Kampala and Algiers meetings.

### **Article 2 - The Community**

- i) The COM shall elect its Chairperson and Deputy Chairperson in line with the AACB rules. The Chairperson leads its activities and is assisted by the Deputy Chairperson.

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\* Approved by the AACB Bureau during its meeting held in Dakar on 26 February 2014.

- ii) The COM's ideal course for decision-making is through consensus. However, if no consensus is reached, the Community under the leadership of the Chairperson shall organize a formal vote, with a simple majority required to make decisions. In the case of a tie, the Chairperson shall have a casting vote.
- iii) The COM shall review and approve the strategic plan, the annual work program and the related budget prepared by the Bureau.
- iv) The COM shall assess the work done by the Bureau between two Annual Meetings, with an emphasis on evaluating the results achieved throughout the year under consideration.
- v) The COM shall provide guidance to the Bureau on areas and profiles for potential partnerships and cooperation with other bodies or institutions operating in the area of banking supervision.

**Article 3 - The Bureau**

- i) The Bureau shall prepare the annual work program aimed at achieving the objectives of the COM. The program shall be submitted to the COM Annual Meeting for approval
- ii) The Bureau shall establish relationships and undertake activities, jointly, with institutions and international bodies operating in the same areas as well as with universities and research centers, particularly those located in Africa.
- iii) The Bureau shall be elected from among COM members in line with the rules governing the election of the members of the Bureau of the AACB. The designated representatives together with the Chairperson and the Deputy Chairperson of the Community shall constitute the Bureau. The Bureau reports to the COM's on all activities it undertakes.

**Article 4 - The Chairperson and the Deputy-Chairperson**

- i) The Chairperson and the Deputy of the Community shall come from the same countries as the AACB Chairperson and Vice-Chairperson respectively.
- ii) The Chairperson and the Deputy shall assume responsibility on a rotational basis as is the case with the leadership of the AACB.
- iii) The Chairperson shall chair the Community and the Bureau until a new Chairperson is elected and takes office.
- iv) The Chairperson shall call for the COM Meetings.
- v) The Deputy Chairperson shall act on behalf of the Chairperson in case he/she is not available.

#### **Article 5 - The Secretariat**

- i) The Secretariat shall facilitate the implementation of the Community's work program, including the provision of budgetary and other support as approved by the AACB.
- ii) The Secretariat shall be responsible for the set up and management of the intranet system, including the virtual library.
- iii) The Secretariat shall prepare all the documents and reports for the meetings of the Bureau and the Community.

#### **Article 6 - Working Groups**

- i) Working Groups (WG) shall be set up at the request of any member of the COM.
- ii) To set up a WG, a request from a member shall be endorsed by at least 10 other members.
- iii) The request shall be submitted to the Chairperson for consideration. COM members shall have 15 working days to respond to the request, failing which the Chairperson shall make a determination.
- iv) Each WG shall designate its Leader, who shall draft the Terms of Reference (ToRs) to be approved by the members of the WG.
- v) The Leader shall coordinate the WG activities, call meetings and prepare the agenda.

#### **Article 7 – Meetings and Quorum**

- i) The COM shall meet annually at the same venue as that of the General Assembly of the AACB. The annual meetings shall precede the AACB Governors Annual Assembly.
- ii) To address specific issues that may arise, extraordinary meetings may be held either at the initiative of the Bureau or at that of COM's members with the concurrence of 2/3 of the members.
- iii) The Bureau shall meet at least twice a year. One of its meetings shall prepare COM's annual meeting.
- iv) The quorum of the COM and the Bureau shall be 2/3 of members present, either physically or through videoconference.
- v) The decisions of the COM and Bureau shall be by consensus. In the absence of consensus, a simple majority vote shall suffice and in the case of a tie, the Chairperson shall have the casting vote.
- vi) The Bureau shall represent the COM between two annual meetings.

- vii) The Bureau shall meet at the offices of the Chairperson. However it may also meet in any other country as may be decided by the Chairperson.
- viii) Members of the Bureau who are not able to attend meetings in person may participate through videoconference.
- ix) To facilitate participation in meetings and decision making, the Chairperson or Working Group Leader may organize consultations through videoconferences or any other internet facilities.

**Article 8 - Confidentiality**

- i) Exchanges and findings of any WG may be confidential. Areas and issues that shall remain confidential shall be clearly stated.
- ii) The Secretariat shall prepare a confidentiality agreement (CA) to be signed by the members. The CA will specify the issues and areas covered.
- iii) The intranet platform shall be designed to have confidentiality restriction.
- iv) Access to confidential information and exchanges will be restricted to signing parties.

**Article 9 - Resources**

- i) Resources to support the COM activities shall be provided by the AACB.
- ii) Resources may also come from external partners. They shall be earmarked to specific activities.

**Article 10 – Partnership & Co-operation**

The COM may formally engage with any external party, other sister institution, development partner, or resource center in carrying out its activities.

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