

LIST OF MAJOR ABBREVIATIONS AND ACRONYMS USED IN MINFOPRA

**CENTRAL SERVICES**

<b>MINFOPRA</b>	Ministry of the Public Service and Administrative Reform
<b>CAB</b>	Minister's Office
<b>SP</b>	Private Secretariat
<b>SG</b>	Secretariat General
<b>SPRA</b>	Permanent Secretariat for Administrative Reform
<b>IG</b>	Inspectorate General
<b>CT1</b>	Technical Adviser No.1
<b>CT2</b>	Technical Adviser No.2
<b>I1</b>	Inspector No.1
<b>I2</b>	Inspector No.2
<b>DAG</b>	Department of General Affairs
<b>DDRHE</b>	Department of State Human Resources Development
<b>DGC</b>	Department of Career Management
<b>DAES</b>	Division of Social and Economic Ministries
<b>DAS</b>	Division of Sovereign Ministries
<b>DAT</b>	Division of Technical Ministries
<b>DCNS</b>	Division for the National Coordination of SIGIPES
<b>DDC</b>	Discipline and Disputes Division
<b>DRPCE</b>	Division of Regulations, Forecast and Staff Control
<b>DSI</b>	Division of Information Systems
<b>CFC</b>	Central Finance Control
<b>CM</b>	Stores Accountant
<b>SDACL</b>	Sub-Department of Reception, Mail and Liaison
<b>SDBMM</b>	Sub-Department of the Budget, Equipment and Maintenance
<b>SDC</b>	Sub-Department of Competitive Examinations
<b>SDFCD</b>	Sub-Department of the Central Card-Index and Documentation
<b>SDLD</b>	Sub-Department of Calculation of Benefits
<b>SDPF</b>	Sub-Department of Established Personnel
<b>SDPFSE</b>	Sub-Department of Established Education Services Personnel
<b>SDPNF</b>	Sub-Department of Un-established Personnel
<b>SDPSP</b>	Sub-Department of Personnel, Salaries and Pensions
<b>SDRC</b>	Sub-Department of Capacity Building
<b>CAC</b>	Disputes Unit
<b>CCE</b>	Staff Control Unit
<b>CD</b>	Discipline Unit
<b>CECNT</b>	Studies, Cooperation and New Technologies Unit
<b>CECO ou CCSCGC</b>	Career Management Structures Coordination Unit
<b>CEIS ou CELEIS</b>	Exploitation, Infrastructures and Security Unit
<b>CELCOM</b>	Communication Unit
<b>CELSU</b>	Follow up Unit
<b>CELTRAD</b>	Translation Unit
<b>CEP</b>	Studies and Projects Unit
<b>CGPSIGIPES</b>	SIGIPES Project Management Unit
<b>CP</b>	Forward Planning Unit
<b>CPP</b>	Planning and Projects Unit
<b>CR</b>	Regulations Unit

<b>SEP</b>	Studies and Forecast Section
<b>SECP</b>	Evaluation and Performance Control Section
<b>CE1</b>	Research Officer No.1
<b>CE2</b>	Research Officer No.2
<b>SAO</b>	Reception and Orientation Service
<b>SAS</b>	Social Welfare Service
<b>SAG</b>	General Affairs Service
<b>SAC</b>	Competitive Examination Archives Service
<b>SAPE</b>	Other Teaching Personnel Service
<b>SAPF</b>	Other Established Personnel Service
<b>SBM</b>	Budget and Equipment Service
<b>SCA</b>	In-coming Mail Service
<b>SCD</b>	Out-going Mail Service
<b>SCDB</b>	Direct and Scholarship Competitive Examinations Service
<b>SCI</b>	Internal Competitive Examinations Service
<b>SE</b>	Exploitation Service
<b>SFC</b>	Card-Index and Filing Service
<b>SF</b>	Training Service
<b>SGS</b>	Trainees Management Service
<b>SM</b>	Equipment Service
<b>SMa</b>	Contracts Service
<b>SPe</b>	Personnel Service
<b>SPAF</b>	Administrative and Finance Personnel Service
<b>SPAT</b>	Technical Ministries Personnel Service
<b>SPCN</b>	National Contract Personnel Service
<b>SPCT</b>	Technical Cooperation Personnel Service
<b>SPFSES</b>	Established Education and Social Welfare Personnel Service
<b>SPEPM</b>	Primary and Nursery Education Personnel Service
<b>SPNF</b>	Un-established Personnel Service
<b>SPS</b>	Social Welfare Personnel Service
<b>SR</b>	Reminders Service
<b>SS</b>	Statistics Service
<b>SSP</b>	Salaries and Pensions Service
<b>CEA (n°1, 2, 3, 4,5)</b>	Assistant Research Officer (No.1, 2, 3, 4,5)
<b>Br</b>	Brigade
<b>BAC</b> (SAC/SDC/DDRHE)	Bureau of Competitive Examination Instruments
<b>BAI (SAO/SDACL)</b>	Reception and Enquiries Bureau
<b>BAM</b> (SAS/ SDPSP/DAG)	Medical Assistance Bureau
<b>BAO</b> (SMa/ SDBMM/DAG)	Invitation to Tender Bureau
<b>BAPE</b> (SPFSES/SDLD/DGC)	Other Teaching Personnel Bureau
<b>BARAM</b> (SPS/SDLD/DGC)	Retired Auxiliary Employees and Ex-Servicemen Bureau
<b>BAS</b> (SAS/ SDPSP/DAG)	Social Welfare Bureau
<b>BAStat</b> (SS/SDC/DDRHE)	Statistical Analyses Bureau
<b>BB</b> (SBM/	Budget Bureau

SDBMM/DAG)		
<b>BC</b> (SSP/ SDPSP/DAG)	Disputes Bureau	
<b>BCA</b> (SCA/SDACL)	Incoming Mail Bureau	
<b>BCC</b> (SAO/SDACL)	Control and Conformity Bureau	
<b>BCD</b> (SCD/SDACL)	Outgoing Mail Bureau	
<b>BCo</b> (SPCN/SDPNF/DGC)	Contracts Bureau	
<b>BCR</b> (SAG/SPRA)	Mail and Duplication Bureau	
<b>BD</b> (SPe/SDPSP/DAG)	Discipline Bureau	
<b>BDo</b> /SDFCD	Documentation Bureau	
<b>BEA</b> (SE/SDFCD)	Research and Authentication Bureau	
<b>BFo</b> (SPe/SDPSP/DAG)	Training Bureau	
<b>BFi</b> (SFC/SDFCD)	Card Index Bureau	
<b>BFC</b> (SF/SDRC/DDRHE)	In-service Training Bureau	
<b>BFI</b> (SF/SDRC/DDRHE)	Basic Training Bureau	
<b>BFPI</b> (SPe/SDPSP/DAG)	Internal Personnel Card Index Bureau	
<b>BFS</b> (SGS/SDRC/DDRHE)	Card Index and Statistics Bureau	
<b>BG</b> (SPCN/SDPNF/DGC)	Management Bureau	
<b>BGANA</b> (SCD/SDACL)	Management of Signed Instruments and Notification of Instruments Bureau	
<b>BGE</b> (SAG/SPRA)	Management and Maintenance Bureau	
<b>BGI</b> (SS/SDC/DDRHE)	Computer Management Bureau	
<b>BGL</b> (SGS/SDRC/DDRHE)	Management and Liaison Bureau	
<b>BI</b> (SPAF, SPAT, SPS, SPEPM OU SAPE/SDPF OU SDPFSE/DGC)	Absorption Bureau	
<b>BLD</b> /SPS/SDLD/DGC	Calculation of Benefits Bureau	
<b>BM</b>	SAC/SDC/DDRHE	Equipment Bureau
	SBM/ SDBMM/DAG	
<b>BMa</b> (SM/SDPSP/DAG)	Maintenance Bureau	
<b>BN</b> (SE/SDFCD)	Notification Bureau	
<b>BOMC</b> (SCI ou SCDB/SDC/DDRHE)	Practical Organisation of Competitive Examinations Bureau	
<b>BPAAT</b> (SAPF/SDLD/DGC)	Other Technical Ministries Personnel Bureau	
<b>BPAF</b> (SAPF/SDLD/DGC)	Administrative and Financial Personnel Bureau	
<b>BPATV</b> (SPCT/SDPNF/DGC)	Technical Assistance Personnel and Volunteers Bureau	
<b>BPCE</b> (SPCT /SDPNF/DGC)	Contract Expatriate Personnel Bureau	
<b>BPEPM</b> (SPFSES/SDLD/DGC)	Primary and Nursery Education Personnel Bureau	
<b>BP</b> (SM/ SDPSP/DAG)	Cleaning Bureau	
<b>BPe</b> (SSP/	Pensions Bureau	

SDPSP/DAG)	
<b>BPF</b> (SPe/SDPSP/DAG)	Established Personnel Bureau
<b>BPNF</b> (SPe/SDPSP/DAG)	Un-established Personnel Bureau
<b>BPo</b> (SPAF, SPAT, SPS, SPEPM OU SAPE/SDPF OU <u>SDPFSE/DGC</u> )	Status Bureau
<b>BPro</b> (SPAF, SPAT, SPS, SPEPM OU SAPE/SDPF OU <u>SDPFSE/DGC</u> )	Promotions Bureau
<b>BPS</b> (SPFSES/SDLD/DGC)	Social Welfare Personnel Bureau
<b>BR</b> (SCD/SDACL)	Duplication Bureau
<b>BRe</b> (SCA/SDACL)	petitions Bureau
<b>BRes</b> (SCI ou SCDB/SDC/DDRHE)	Results Bureau
<b>BRet</b> (SE/SDFCD)	Retired Employees Bureau
<b>BS</b> (SFC/SDFCD)	Statistics Bureau
<b>BCEM</b> (SMa/ SDBMM/DAG)	Follow up and Control of the Execution of Contracts Bureau
<b>BSPD</b> (SSP/ SDPSP/DAG)	Salaries and Other Allowances Bureau
<b>BuC</b> (SFC/SDFCD)	Conservation Bureau
<b>Inf</b> (SAS/ SDPSP/DAG)	Infirmary

### **DEVOLVED SERVICES**

<b>RDPSAR</b>	<b>AD</b>	Regional Delegation of the Public Service and Administrative Reform	ADAMAOUA
	<b>CE</b>		CENTRE
	<b>EN</b>		FAR NORTH
	<b>ES</b>		EAST
	<b>LT</b>		LITTORAL
	<b>NW</b>		NORTH
	<b>SW</b>		NORTH WEST
	<b>OU</b>		WEST
	<b>SU</b>		SOUTH
	<b>SW</b>		SOUTH WEST
<b>SAG</b>	General Affairs Service		
<b>SFD</b>	Card-Index and Discipline Service		
<b>SRF</b>	Recruitments and Training Service		
<b>BBM</b>	Budget and Equipment Bureau		
<b>BCR</b>	Mail and Duplication Bureau		
<b>BD</b>	Discipline Bureau		
<b>BFo</b>	Training Bureau		
<b>BFi</b>	Card Index Bureau		
<b>BP</b>	Personnel Bureau		
<b>BR</b>	Recruitments Bureau		

### **BODIES UNDER SUPERVISORY MINFOPRA AUTHORITY**

<b>ENAM</b>	National School of Administration and Magistracy
<b>ISMP</b>	Advanced Institute of Public Management
<b>PCA (ENAM/ISMP)</b>	Board Chairperson
<b>DG (ENAM/ISMP)</b>	Director General
<b>DGA (ENAM/ISMP)</b>	Deputy Director General

### OTHERS

<b>ACE/FDR</b>	<b>Statement by the Head of State</b> to qualified certain actions featuring in the Ministry's road map
<b>ANTILOPE</b>	National Application for the Computerized and Logistics Processing of State Personnel
<b>AO/FDR</b>	<b>Ordinary Action</b> featuring on the road map
<b>ATCR</b>	For information
<b>ATI ou AI ou PI</b>	Acting or Interim
<b>APC</b>	Cameroon Public Administration
<b>BIP</b>	Public Investment Budget
<b>CAOA</b>	Assistant Counsellor in Administrative Organization
<b>CAPAG</b>	Joint Promotion Board in Grade
<b>CdG</b>	Management Controller
<b>CDMT</b>	Medium Term Expenditure Frameworks
<b>CEREGAR</b>	Think Tank Unit on Results-Based Management
<b>CIMS/OAFPSE</b>	Joint Ministerial Committee for the Follow up of the Operation to Sanitize the State Personnel and Payroll Database
<b>CLC</b>	Anti-Corruption Unit
<b>CNAC</b>	Promotion Board in Category of Contract Employees
<b>CO</b>	Organization framework
<b>COA</b>	Counsellor in Administrative Organization
<b>COA/OAFPSE</b>	Support Operational Unit to the Joint Ministerial Committee for the Follow up of the Operation to Sanitize the State Personnel and Payroll Database
<b>CPDFP</b>	Public Service Permanent Disciplinary Board
<b>CR</b>	Report
<b>DAO</b>	Invitation to Tender Document
<b>FDR</b>	Road Map
<b>GAR</b>	Results-Based Management
<b>IRR</b>	Rapid Results Initiative
<b>LC</b>	Circular Letter
<b>MPA</b>	Administrative Procedures Handbook
<b>MPAGRH</b>	Administrative Procedures Handbook for Human Resources Management
<b>MUFOPRA</b>	Mutual Assistance Scheme of Staff of the Ministry of the Public Service and Administrative Reform
<b>NS</b>	Service Memo
<b>OAFPSE</b>	Operation to Update the State Personnel and Salary Database
<b>PA</b>	Programme or Plan of Actions
<b>PAP</b>	Priority Actions Plan
<b>PGR</b>	Greater Achievements Programme
<b>PINORAC</b>	Project to Introduce Output Standards in the Cameroon Public Administration
<b>PIP</b>	Priority Investment Programme
<b>PNF</b>	National Training Plan
<b>PPA</b>	Ministries Performance Projects

<b>PPBS</b>	Planning-Programming-Budgeting and Monitoring/Evaluation
<b>PROMAGAR</b>	<b>Programme for the Modernisation of Public Administration through the implementation of Results-Based Management</b>
<b>PTA</b>	Annual Work Plan
<b>PTR</b>	Three-year Recruitment Plan
<b>RA</b>	Activities Report
<b>RAP</b>	Annual Performance Report
<b>SAGA</b>	Automatic System of Management of Government Competitive Examinations
<b>SIGIPES</b>	Computerized System for the Integrated Management of State Personnel and the Payroll
<b>SNLCC</b>	National Anti-Corruption Strategy
<b>TCO</b>	Texts and Organization Frameworks
<b>TDR</b>	Terms of References
<b>TO</b>	Organization Texts