



## Information on the Constitutional Reform Unit

CRU is an established division within the Office of the Prime Minister and Cabinet.

### Overall Responsibilities

Primarily, it manages & coordinates the Constitutional Reform Project.

CRU serves as the Secretariat to Constitutional Congress & Eminent Persons Advisory Council (EPAC) by;

- Having a staff that carries out administrative, media, legal and financial related tasks; and
- Undertaking periodical monitoring and evaluation on the progress of the Project, through work outputs it designs for Congress & EPAC to carry out their work effectively.

### Objectives

To provide secretariat support for Congress & EPAC, with the following objectives during its operation:-

- arrange important meetings for Congress & EPAC;
- prepare summary record of every meeting of Congress & EPAC;
- coordinate media releases on behalf of Congress & EPAC; and
- Arrange financial aspects of the programme for Congress & EPAC to carry out important Reform undertakings effectively.

To liaise between Government and Congress & EPAC for technical aspects of the Constitutional Reform Project, such as:-

- arranging Work plans & Timelines after monitoring and evaluating the Reform's work-flow in relation to Government objectives;
- providing technical papers and advise; and
- Coordinating meetings between the Government and Congress & EPAC Executive.

### Monitoring and Evaluation

Monitoring and Evaluation is done in three ways:-

- Daily monitoring of implementation progress based on the Program's Work plan and Timeline;
- Assist Congress in Periodic Reporting to the Government on progress; and
- Prepare Quarterly Progress Reports outlining main project updates, financial and budget information. The reports are provided to organizations deemed relevant at the time of reporting.
- Annual Reporting is done and provided to the Prime Minister's Office, which includes budget expenditure and implementation information.

### Reporting

CRU reports to the Prime Minister through the Secretary to the Prime Minister (SPM). However, there are occasions when the Unit is called upon by the Prime Minister to brief him on developments & issues in the absence of the SPM.

During these times CRU formally arranges the meeting, and informs members of the Executive of Congress & EPAC to join in, with the knowledge of the PM and/or SPM.

### Staffing

Staffing as currently endorsed and in the Public Service Establishment is as below;

- Permanent Secretary
- Consultant Lawyer
- Director/Project Coordinator
- Executive Personal Secretary
- Administrative Officer
- Accountant Officer
- Media Officer
- Driver