

REPUBLIC OF CAMEROON
Peace - Work - Fatherland

NATIONAL SCHOOL OF LOCAL ADMINISTRATION
(NASLA - BUEA)



REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie

NATIONAL SCHOOL OF LOCAL ADMINISTRATION
(NASLA - BUEA)

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N° _____/C/NASLA/DG/CAB/CT1 *Adm 19*

COMMUNIQUE

The Director General of the National School of Local Administration (NASLA) hereby informs Regional Council Presidents, Regional Executive Council Presidents, City Mayors, Mayors, and RLA Secretaries General, that NASLA is organising a **Master Class on the theme "Managing a Local Tax Monitoring Unit (LTMUs): Methods, Techniques and Tools"**, from 24 September to 8 October 2026, in accordance with the schedule below.

This Master Class primarily targets Local Elected Officials, as well as their collaborators in charge of the newly created Local Tax Monitoring Units (LTMUs), in accordance with Circular Letter No. 001/LC/MINDDEVEL of 3 July 2026 to set up a transitional mechanism to monitor local taxation.

Its purpose is to enable the establishment and effective management of the new Local Tax Monitoring Units (LTMUs), in order to optimize the local tax base and revenue.

The provisional schedule is as follows:

- **Buea**, 24–25 September 2026, for participants from Regional and Local Authorities (RLAs) of the North-West and South-West Regions;
- **Bafoussam**, 28–29 September 2026, for participants from the RLAs of the Littoral and West Regions;
- **Bertoua**, 01–02 October 2026, for participants from the RLAs of the Adamaoua and East Regions;
- **Maroua**, 5-6 October 2026, for participants from RLAs of the Far-North and North Regions;
- **Yaoundé**, 7-8 October 2026, for participants from RLAs of the Centre and South Regions.

To this effect, the Director General of NASLA hereby requests RLAs to make necessary arrangements to ensure the active participation of their staff concerned, in conformity with the modalities and contact information provided in the fact sheet hereto attached.

Buea, **21 AOUT 2026**

Attachment: 01 (one).

Copied :

- MINDDEVEL ;
- MINFI ;
- All Mayors;
- All Regional Council Presidents;
- DG/FEICOM;
- CVUC/ARC/AMVC.



The Director General
Le Directeur Général
Fanyitika E. Bayee
Administrateur Civil Principal
de Classe Exceptionnelle



5. The training will focus on aspects of local tax management such as:
- Fundamentals of Local Tax Monitoring;**
 - Local planning of tax monitoring activities in conjunction with the CFLP;**
 - Coordination of teams and tax management tools (indicators, dashboards, etc.);**
 - Local leadership and local taxation;**



- e. Methods and tools for taxpayer audits;
- f. Techniques for data analysis and tax performance reporting;
- g. Innovations and best practices in taxation (IT, Management Information Systems, etc.).

5. TARGETED SKILLS

By the end of the Master Class, participants will be able, generally, to plan, organise, manage and monitor – in partnership with State CFLPs – local tax monitoring activities for which the new RLA LTMUs are responsible.

Specifically, by the end of the Master Class, participants will be able to:

- At a strategic level:
 - o **Communicate** clearly and concisely with all users regarding the missions of the new LTMUs within RLAs;
 - o **Explain** to their line managers, collaborators or colleagues the practical mechanisms used by RLAs to monitor their taxes;
 - o **Analyse** the challenges involved in the optimal mobilisation and transparent, effective management of tax revenue, as well as their impact on the development of the RLA;
 - o **Prepare** draft action plans for local taxation monitoring, to be agreed with the CFLP and incorporated into the RLA's performance-based budget;
 - o **Produce** tax revenue forecast scenarios within the framework of the RLA's MTBFs;
 - o **Formulate** strategic recommendations based on findings, objective data and legal and regulatory provisions.
- At a technical level:
 - o **Use and demonstrate proficiency** in using standard tools for identifying taxpayers and transmitting local data to the relevant CFLP;
 - o **Design, use and analyse** tax data through interactive dashboards and decision-support tools;
 - o **Develop and monitor** key indicators of the RLA's tax performance;
 - o **Carry out** comparative analyses of variances against budget forecasts;
 - o **Prepare** periodic reports and summary notes for the executive.
- With regard to control:
 - o Identify risks of tax revenue loss;
 - o Organise and oversee taxpayer audits, in collaboration with the relevant stakeholders, notably the public accountant, the municipal police and the relevant CFPL;
 - o Enforce the penalties provided for by law and regulations;
 - o Help defend the RLA's tax interests in the event of a dispute.

6. TARGET PARTICIPANTS

The Master Class on the management of LTMUs within RLAs primarily targets:

- Local executives (Mayor and deputy mayors, Regional Council President, Members of the Regional Executive Council in English-speaking Regions);
- Secretaries General of Municipal Councils and Regions;
- Municipal Treasurers/ Regional Treasurers;
- Officials and Heads of the new Local Tax Monitoring Units;





- Anyone intending to work or take up a permanent post of responsibility within a Local Tax Monitoring Unit.

7. DATE AND VENUE

The Master Class will last twenty-four (24) hours spread over three (03) days, comprising two (02) days of intensive training and one (01) day set aside for assessment and the award of attestation. The two (02) days of intensive training will take place as follows:

No.	DATE	VENUE	RELEVANT PARTICIPANTS	INFO LINE
1	24-25 September 2026	Buea	Participants from RLAs within the North-West and South-West Regions	679 711 854 675 895 963
2	28 - 29 September 2026	Bafoussam	Participants from RLAs within the Littoral and West Regions	677 775 919 679 199 203
3	1 - 2 October 2026	Bertoua	Participants from RLAs within the Adamawa and East Regions	698 730 968 694 624 944
4	5 - 6 October 2026	Maroua	Participants from RLAs within the Far-North and North Regions	697 716 441 695 148 312
5	7 - 08 October 2026	Yaounde	Participants from RLAs within the Centre and South Regions	676 685 539 694 694 602

8. FINANCIAL TERMS AND LOGISTICAL ARRANGEMENTS

8.1. Financial terms

- For elected officials and staff of RLAs: CFAF one hundred thousand (100,000) to be paid into the NASLA account at BICEC, account No.: 10001 06842 72757842001 65;**
- For other participants: CFAF two hundred thousand (200,000) to be paid into the NASLA account at BICEC; No.: 10001 06842 72757842001 65.**

In addition to the above fees, each participant must set aside **CFAF twenty-five thousand (25,000)** to be paid on site at the training venue to cover expenses such as: the access batch, documentation costs, and, where applicable, the installation of digital applications.

8.2. Logistical arrangements

Accommodation, transportation, insurance, breakfast and dinner are the responsibility of each participant.

N.B.: If necessary, NASLA reserves the right not to proceed with the training course or to review its regional organisation.

