



**INSTRUCTIONS N° 08/52 OF 01 / 10 / 2018 REGULATING INTERVENTIONS OF STAKEHOLDERS/PARTNERS IN THE DEVELOPMENT OF THE COOPERATIVE SECTOR.**

**The Director General of Rwanda Cooperative Agency;**

Given the Law n°48/2013 of 28 June 2013 establishing Rwanda Cooperative Agency (RCA) and determining its Mission, Organization and Functioning, especially its article 3;

Pursuant to the National Policy on Cooperatives in Rwanda, approved on **08/08/2018** by the Government of the Republic of Rwanda;

Considering that Cooperative organizations play an important role in the development of the Cooperative movement and Contribute to the Socio-Economic Transformation of the Country;

Having in mind the roles and responsibilities of different stakeholders in the development of the Cooperative Sector,

**ISSUES THE FOLLOWING INTRUCTIONS:**

**Article one:**

Any Stakeholder/Partner in the Cooperative sector shall be authorized to freely identify cooperative organizations to support, assist and cooperate with.

**Article 2:**

All stakeholders/Partners in cooperative sector shall respect the National policy on cooperatives and abide by the Cooperative Principles, Cooperative Law as amended and complemented to date and all other regulations that are in force.

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### Article 3:

Each cooperative partner/stakeholder shall inform the regulator of cooperatives, Cooperative umbrella organizations and Local authorities about its partnership with identified cooperatives and make a proposal of an agreement to be signed by concerned parties, indicating the objective of the intervention, the rights and responsibilities of each and every party. This agreement shall be made in a language understandable by all parties

In addition, all stakeholders shall share with Rwanda Cooperative Agency, their Business plan for approval and orientation before engaging Cooperatives.

### Article 4:

Every intervention by a given Stakeholder/Partner in cooperatives must aim at improving governance, planning and financial management in order to make Cooperative organizations viable and sustainable. Assistance/support that is provided by partners/stakeholders does not allow them to lead cooperatives in lieu of their respective elected organs.

### Article 5:

Trainers hired by stakeholders are to be trained before embarking on the training. Rwanda Cooperative Agency or an Expert or a firm authorized by the Organ in charge of the development of Cooperatives are the only ones to train trainers (TOT).

Any training materials other than those developed by the Cooperative Regulator or the person/firm authorized by the regulator, which are to be used in cooperative training, must get the approval of the Cooperative regulator.

Each cooperative trainer must use the existing training materials that have been developed by RCA or by any person/firm authorized by him, and in case of new training materials, it must be developed and approved jointly by RCA and partners/stakeholders ;

### Article 6:

Every quarter, each partner/stakeholder in the Cooperative sector must produce a report on how the agreement signed between them and concerned cooperative organizations is being implemented, how the programs initiated under that agreement are executed and the impact of such intervention on the welfare of the cooperative members. A copy of such report must be handed to Rwanda Cooperative Agency for further consideration.



**Article 7:**

Partners/stakeholders in cooperative movement development shall help in strengthening cooperatives Umbrella organizations by assisting them to accomplish their respective missions. Assistance/support that is provided by partners/stakeholders does not authorize them to lead cooperatives. The support provided shall aim at building the capacity of cooperative organizations so as to take over the responsibilities to cater for those services in a sustained way.

**Article 8:**

A part from the organ in charge of cooperatives, no stakeholder/partner shall be authorized to issue any instructions/directives to cooperative organizations about its management and governance. He who contravenes these instructions shall be invited in writing to withdraw such instruction and/or to stop working with cooperative organizations.

**Article 9:**

Every quarter, there must be a Value chain cluster meeting which shall be chaired **by concerned Federations** legally registered under the Cooperative Law as amended and complemented to date. In the same meeting, partners/stakeholders interested in different sectors of activity, shall be invited to participate in that special meeting.


**Article 10:**

Every six months, there shall be a meeting convened and chaired by Rwanda Cooperative Agency with all stakeholders in the cooperative development on how cooperative organizations are being supported to transform the National Economy.

**Article 11:**

These instructions shall come into force on the date of their publication in the Official Gazette of the Republic of Rwanda.

Kigali, on 11/10/2018



**Prof HARELIMANA Jean Bosco,**  
Director General of Rwanda Cooperative Agency.

