

**AFRICAN UNION**

**الاتحاد الأفريقي**



**UNION AFRICAINE**

**UNIÃO AFRICANA**

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Addis Ababa, ETHIOPIA

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**EXECUTIVE COUNCIL**  
**Fourteenth Ordinary Session**  
**26-30 January 2008**  
**Addis Ababa, Ethiopia**

**EX.CL/453 (XIV) - b**

**SUB-COMMITTEE ON STRUCTURES**

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**EXECUTIVE COUNCIL**  
**Twelfth Ordinary Session**  
**25-29 January 2008**  
**Addis Ababa, Ethiopia**

**EX.CL/369 (XII) - b**

**REPORT OF THE SUB-COMMITTEE ON STRUCTURAL**  
**REFORMS ON THE STRUCTURE OF THE COMMISSION**

**REPORT OF THE PRC SUB-COMMITTEE ON STRUCTURAL REFORMS:  
SUMMARY CONCLUSIONS OF THE MEETING HELD ON WEDNESDAY,  
03<sup>rd</sup> AND 17<sup>th</sup> JANUARY, 2008.**

**1. ATTENDANCE**

**a. MEETING OF 03rd/01/2008**

**MEMBERS OF THE BUREAU**

a. Mozambique	Chairperson
b. Sudan	1 <sup>st</sup> Vice Chairperson
c. Chad	2 <sup>nd</sup> Vice Chairperson
d. Senegal	3 <sup>rd</sup> Vice Chairperson
e. Libya	Rapporteur

**OTHER SUB-COMMITTEE MEMBERS**

Algeria, Swaziland, Zimbabwe, Benin, Burkina Faso, Burundi.

**ABSENT**

Nigeria; Equatorial Guinea; Kenya.

**b. MEETING OF 17th/01/2008**

**MEMBERS OF THE BUREAU**

a. Mozambique	Chairperson
b. Sudan	1 <sup>st</sup> Vice Chairperson
c. Chad	2 <sup>nd</sup> Vice Chairperson
d. Senegal	3 <sup>rd</sup> Vice Chairperson
e. Libya	Rapporteur

**OTHER SUB-COMMITTEE MEMBERS**

Nigeria, Swaziland, Zimbabwe, Benin, Equatorial Guinea, Kenya, Burundi.

**ABSENT**

Algeria; Burkina Faso

**2. INTRODUCTION**

1. The Chairperson of the Sub-committee welcomed and thanked the members present for their support. He confirmed the quorum and the meeting proceeded to deal with the business as stipulated in the draft agenda as follows:

**DRAFT AGENDA**

1. Adoption of the agenda
2. Consideration of the Proposed Structure (Part C Volume III)
3. Any Other Business

**3. ADOPTION OF AGENDA**

2. The Chairperson introduced the draft agenda and the meeting agreed to adopt it as proposed.

**4. CONSIDERATION OF THE DRAFT STRUCTURE PROPOSALS  
(PART C VOLUME III):**

3. Management submitted for additional positions to the structures of the following offices after reviewing the original requests received from the Departments as contained in ANNEX I attached.

- i. Bureau of the Chairperson.
- ii. Protocol Services Division.
- iii. AUC Website Unit.
- iv. Management Information Services Division.
- v. Buildings, Equipment and Transportation Services (BETS) Unit
- vi. Stores Unit.
- vii. Inter-African Bureau for Animal Resources (AU-IBAR)
- viii. Pan-Africa Tse-Tse and Trypanosomiasis Eradication Campaign (PATTEC).
- ix. African Commission for Human and Peoples Rights (ACHPR)
- x. Department of Social Affairs (Africa Committee on the Rights and Welfare of the Child)
- xi. AU Passport Administration and Issuing Unit
- xii. African Union Permanent Delegation to the UN (GENEVA)

**5. DECISIONS****5.1 BUREAU OF THE CHAIRPERSON**

4. The Sub- Committee agreed to recommend for approval the following six additional positions for the Bureau of the Chairperson:

**(i) Secretariat of the PRC (new unit to co-ordinate and work on PRC matters)**

- |  |      |
|--|------|
| 1 Head of Unit                               | P3   |
| 1 Policy Officers (Relations with AU organs) | P2   |
| 1 Policy Officers (Internal AUC Matters)     | P2   |
| 1 Bilingual Secretary                        | GSA4 |

**(ii) Strengthening the Bureau of the Chairperson**

1 Interpreter/ Translator  
1 Clerk

P4  
GSA4

5. In recommending approval of additional positions for the Bureau of the Chairperson, the sub-committee recalled the recommendations made at the PRC/AUC brainstorming in Nazareth in February, 2007 that the office of the Secretary to the Commission be strengthened to support and facilitate co-ordination of PRC activities

**5.2 PROTOCOL SERVICES DIVISION**

6. The Sub- Committee agreed to recommend for approval the following three additional positions requested for the Protocol Division:

1 Snr. Protocol Officer  
2 Protocol Assistants

P3  
GSA5

7. In addition, it is endorsed that the position of Deputy Chief of Protocol be upgraded to P4.

**5.3 AUC WEBSITE UNIT**

8. The Sub- Committee agreed to recommend for approval the following seven positions for the Website unit.

1. Web Administrator	P3
1. Web Master (Arabic)	P2
1. Web Master (English)	P2
1. Web Master (French)	P2
1. Web Master (Portuguese)	P2
1. Web Master (Kiswahili)	P2
1. Web Master (Spanish)	P2

9. In recommending approval for the structure of the Website unit, the sub-committee took note of the critical role played by the AUC website in facilitating the activities of the Commission and agreed that the need for a regular structure for the unit is overdue. The sub-committee agreed that the number and grades of positions requested by the Commission are the basic minimum required for the effective operations of the unit.

**5.4 MANAGEMENT INFORMATION SERVICES DIVISION**

10. The Sub- Committee agreed to recommend for approval the following four (4) additional positions for the Management Information Services Division.

1 VSAT / Earth station Administrator	P3
3 IT Officers	P1

11. The request that the current positions of IT Technicians be upgraded to IT Officer on P1 is not approved.

5.5 BUILDINGS, EQUIPMENT AND TRANSPORTATION SERVICES (BETS) UNIT

12. The Sub- Committee agreed to recommend for approval the following nineteen (19) additional positions for the Buildings Equipment and Maintenance unit:

1 Head of Division	P5
1 Equipment and Transport Officer	P2
1 Vehicles Dispatcher	GSA4
1 Vehicles Maint. Clerk	GSA3
1 Electrician	GSA4
12 Drivers	GSB7
2 Telephone Operators	GSA2

13. The request to re-name the existing P3 position on the structure as BUILDINGS Maintenance Engineer is also supported provided it has no financial implications. Furthermore, the recommendation to approve extra positions for BETS is based on the condition that the Commission provides further information on the state of AUC's buildings, equipment and transport. In particular, the Commission is asked to provide information on the state of the vehicle fleet i.e the numbers and deployment of vehicles and Drivers, and the requirements of the soon-to-start Chinese mega construction project.

5.6 STORES UNIT

14. The Sub- Committee agreed to recommend for approval the following four (4) additional positions for the STORES unit:

1 Assets Management Officer	P1
1 Stock Controller	GSA5
2 Stores Clerks	GSA4

5.7 INTER- AFRICAN BUREAU FOR ANIMAL RESOURCES (IBAR), NAIROBI.

15. The sub-committee agreed to recommend for adoption the following additional positions for the Inter-African Bureau for Animal Resources (IBAR):

1 Snr. Policy Officer, Economics, Trade &Marketing	P3
1 Senior Fisheries Officer	P3
1 Data Mgt. Infor. & Communication Officer	P2
1 Translator	P3

1 Human Resource/Admin Officer	P2
1 Protocol Assistant	GSA5
1 Accounts Assistant	GSA5
1 Mail Runner	GSB6

16. The request to upgrade the position of Co-ordinator of AU-IBAR from P5 to P6 is also endorsed. In recommending approval for additional positions for IBAR, the sub-committee took note of Executive Council Decision: EX.CL/Dec.299 (IX) which requested the Commission to strengthen the capacity of AU/IBAR to facilitate the effective execution of its mandate.

5.8 PAN-AFRICAN TSETSE AND TRYPANOSOMIASIS ERADICATION CAMPAIGN (PATTEC)

17. The sub-committee agreed to recommend for adoption the following additional positions for the Pan-African Tse-Tse and Trypanosomiasis Eradication Campaign (PATTEC):

1 Co-ordinator	P5
1 Snr. Policy Officer (Res. Mobilisation)	P3
1 Driver/Messenger	GSB7

18. The request to re-name the positions of Senior Policy Officer and Policy Officer as Senior Policy Officer (Programme Monitoring and Facilitation) and Policy Officer (Programme Monitoring and Facilitation) respectively is approved on condition that these changes have no financial implications. Furthermore, in recommending approval for additional positions for PATTEC, the sub-committee took note of Executive Council Decision: EX.CL/Dec.251 (VIII) which requested the Commission to strengthen the capacity of PATTEC to enable it "respond to its expanding activities and scope of coverage".

5.9 AFRICAN COMMISSION FOR HUMAN AND PEOPLES RIGHTS (ACHPR), BANJUL.

19. The sub-committee agreed to recommend for adoption the following additional positions for the African Commission on Human and Peoples Rights (ACHPR):

**OFFICE OF THE EXECUTIVE SECRETARY**

1 Deputy Secretary	P5
1 Bilingual Secretary	GSA5
1 Driver	GSB7

**PROMOTION OFFICERS**

1 Senior Legal Officer	P3
3 Legal Officers	P2

**PROTECTION OFFICERS**

1 Senior Legal Officers	P3
3 Legal Officers	P2
1 Communications and Dbase Expert	P1

**SPECIAL MECHANISMS**

1 Senior Legal Officers	P3
2 Legal Officer	P2

**TRANSLATION/INTERPRETATION UNIT**

3 Interpreter/ Translators	P4
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**ADMINISTRATION AND HUMAN RESOURCES/ GENERAL SUPPORT STAFF**

Admin. & Human Resource Officer	P3
Administrative Assistant	GSA5
HR Assistant	GSA5
Bilingual Secretary	GSA5
1 Secretary	GSA4
1 Receptionist	GSA2
2 Driver/ Mail Runners	GSB6
2 Messengers	GSB6

**FINANCE AND ACCOUNTING**

1 Accounts Assistant	GSA5
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**LIBRARY AND DOCUMENTATION (Archives, Indexing & Distribution)**

1 Documentation Assistant	GSA5
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**PUBLIC RELATIONS AND INFORMATION**

1 Public Relations/ Information Officer	P3
1 Protocol Assistant	GSA5

**ICT**

1 ICT Officer	P2
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**TOTAL: 33**

20. The request to upgrade and rename the position of Secretary to the Commission to Executive Secretary on P6 is endorsed. In recommending approval for additional positions for ACHPR, the sub-committee took due note of the several Decisions taken in favour of strengthening the Commission. In particular the following Assembly and Council Decisions: AHG/Dec.3 (XXXVII); AHG/DEC.1 (XXXVIII); Assembly/AU/Dec.11 (II), Ex.CL/Dec.310 (IX) and the several recommendations made by the ACHPR/PRC brainstorming meetings are noted. The approval is given on condition that the ACHPR shall ensure the provision of adequate office space for all additional positions before recruitment.



#### **5.10 DEPARTMENT OF SOCIAL AFFAIRS (AFRICAN COMMITTEE ON THE RIGHTS AND WELFARE OF THE CHILD- ACRWC)**

21. The sub-committee agreed to recommend for adoption the following additional position for the Department of Social Affairs (African Committee on the Rights and Welfare of the Child):

1 Child Rights Officer

P2

#### **5.11 AU PASSPORT ADMINISTRATION AND ISSUING UNIT**

22. The sub-committee agreed to recommend for adoption the following positions to set up the AU Passport Administration and Issuing Unit:

1. Head of Unit

P3

1. Technical Officer

P2

2. Data Entry Clerks

GSA5

23. In recommending approval for the structure of the Passport unit, the sub-committee noted that the Commission is mindful of a recent Council Decision (EX.CL/Dec.348-377 (XI) taken in Accra in July, 2007 which instructed that the matter of AUC passport be de-linked from the “Free Movement” agenda. Accordingly, the recommendation is to set up a unit within the Directorate of Administration to be responsible for the administrative and technical management and procedures of the printing and issuance of passports/travel documents for staff of the Union that should replace the existing archaic, hand-written Laissez Passes.

#### **5.12 AFRICAN UNION PERMANENT DELEGATION TO THE UN (GENEVA)**

24. The sub-committee agreed to recommend for adoption the following additional positions for the Department of Social Affairs (African Committee on the Rights and Welfare of the Child):

1 Secretary

GSA4

1 Security Guard

GSB8

#### **6. GENERAL PRINCIPLES**

25. The Sub- Committee re-stated the principles adopted by it and endorsed by Council in June, 2007 and reminded the Commission to take note and abide by the same. Accordingly, whenever submitting for changes to the structure, the Commission is advised to be guided by the following considerations:

- i. COST: Submissions for changes to the structure should always be made within the most reasonable and cost effective considerations. This is important because the sub- committee shall always be cognizant of the issue of funding constraints;

- ii. STANDARDS AND BENCHMARKS: All submissions for changes to the approved structure should be aligned to and comply with the general Human Resource Management standards and benchmarks set for the AUC;
- iii. AUTHORITY FOR CHANGES TO THE STRUCTURE: All requests for changes to the structure must be made within the framework of some authority of the Union i.e a relevant Decision of the PRC, Executive Council and/or the Summit;
- iv. THE ROLE OF MANAGEMENT: AUC Management should always determine and ascertain the practical functionality of any change proposed to the approved structure before submission to the sub-committee. To this effect, the sub-committee shall only consider request for changes to the structure that are submitted by Management and not by individual departments.
- v. REQUESTS FOR ADDITIONS TO THE STRUCTURE MUST BE BASED ON CRITICAL MINIMA: All submissions for additions to the approved structure must be progressive and based on the critical minimum requirement. In other words, all new Units/ Divisions/ Departments proposed must start with the basic minimum staff required for take- off, so that the ideal structure should only be achieved overtime based on the progress and needs of the new creation.
- vi. PROVISION OF ADEQUATE OFFICE SPACE FOR ALL NEW POSITIONS: The sub-committee shall consider requests for changes to the structure on the assumption that there is provision for adequate office space for all new positions requested. Accordingly, the addition of more positions on the structure should not be used to justify requests for more office space.

**7. MINORITY OPINION: THE POSITION OF THE DELEGATIONS OF ALGERIA AND BENIN**

26. The delegation of the Republics of Algeria and Benin rejected all requests for changes to the structure and in doing so, expressed the following concerns:

- a. staff being recruited who cannot work because of lack of office space;
- b. the absence of any legal framework for the proposed passport unit;
- c. the inconsistency of figures and statistics on recruitment reported by the Commission at different times; and
- d. the need to consider any additional request for changes to the structure within the framework of the report of the just-concluded institutional audit.

SIGNED:

.....  
NAME AND SIGNATURE  
(CHAIRPERSON)

.....  
NAME AND SIGNATURE  
(RAPPORTEUR)

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