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REPORT OF THE SUB-COMMITTEE
ON STRUCTURAL REFORMS

REPORT OF THE PRC SUB-COMMITTEE ON STRUCTURAL REFORMS

A. INTRODUCTION

1. It is to be recalled that the Executive Council, by its Decision EX.CL/Dec.602 (XVIII) of January 2011 and its Decision EX.CL/Dec.646 of July 2011 requested the PRC through its Sub-Committee on Structural Reforms to consider and submit to it proposals for the structures of the Organs of the Union as well as the remaining structure proposals of the Commission, which were not considered by the Sub-Committee. In implementation of the Executive Council directives several attempts were made to convene the meetings of the Sub-Committee, however; due to logistical difficulties, the continuing meetings of the PRC and other constraints the Sub-Committee commenced its meetings on the 9th to the 28th of December 2011.

2. The meeting of the Sub-Committee on Structural reform was chaired by H. E. Pierre Juste MOUNZIKA-NTSIKA, Ambassador of the Republic of the Congo to Ethiopia and Permanent Representative to the African Union.

B. MEMBERS OF THE BUREAU

3. The following are the members of the Bureau of the Sub-Committee on Structural Reform:

- The Republic of the Congo Chairperson
- Burkina Faso 1st Vice Chairperson
- Tanzania 2nd Vice Chairperson
- Angola 3rd Vice Chairperson
- Egypt Rapporteur

C. ATTENDANCE

4. The following members of the Sub-Committee attended the meetings: Angola, Burkina Faso, Congo, Egypt, Ethiopia, Kenya, Libya, Nigeria, Senegal, South Africa, Tanzania and Zimbabwe

5. The Commission was represented by the Director of Administration and Human Resources Management. The Commissioner of Economic Affairs participated in the Sub-Committee Session during the consideration of the proposed structure of NEPAD Coordinating Agency (NPCA).

6. Representatives of NPCA, Pan African Parliament (PAP), the Board of Corruption and the African Court on Human and People's Rights (ACHPR) attended the sessions of the Sub-Committee with regards to their respective structures.

D. OPENING OF THE MEETING

7. The Chairperson of the Sub-Committee thanked the member states for their attendance and acknowledged the presence of the Commissioner for Economic

Affairs. He reminded the Sub-Committee of the heavy schedule before it and the limited time at its disposal. He urged all members to participate actively in order to reach consensus and present the report to the PRC on time.

E. ADOPTION OF THE AGENDA

8. The Sub-Committee adopted the following agenda:
- a) Opening of the Meeting;
 - b) Organization of work;
 - c) Consideration of the Structure proposals by the AU organs and the Commission:
 - i) Consideration of NPCA (NEPAD) Structure;
 - ii) Consideration of the African Court (ACHPR) proposals;
 - iii) Consideration of PAP Structure proposals;
 - iv) Consideration of APRM proposals;
 - v) Consideration of proposals of the Board on Corruption; and
 - vi) Consideration of the AUC new proposals.
 - d) Any other business;
 - e) Adoption of the Sub-Committee Report and closure of meeting.

F. CONSIDERATION OF THE PROPOSALS OF THE STRUCTURE OF NEPAD PLANNING AND COORDINATION AGENCY (NPCA)

9. Introducing the item, the Commissioner for Economic Affairs informed the Sub-Committee that the Commission met and reviewed the proposals of NPCA in an effort to avoid duplication of functions, particularly in view of the decision of the Assembly to integrate NPCA in the African Union Commission as a technical arm and provided it the necessary human capital with the view to deliver the following mandate:

- a) Facilitate and coordinate the implementation of continental and regional programs and projects;
- b) Mobilize resources and interact with partners in support of the implementation of Africa's priority programmes and projects;
- c) Conduct and coordinate research and knowledge management;
- d) Monitor and evaluate the implementation of programmes and projects; and
- e) Advocate on the African Union's vision, mission and core principals.

10. In the light of the above, the Commission proposed some amendments of the NPCA structure proposal with the necessary justifications during the Sub-Committee's deliberation.

11. The AUC Director of Administration and Human Resources Management (AHRM) provided further clarifications on the need to review the proposals. He referred to the Reports of the meeting of PRC Sub-Committee on NEPAD held on 31st May 2011 which inter alia recommended that:

- the structure be harmonized in line with the job and grade classifications of the Commission;
- the number of positions proposed be reduced to a reasonable number and recruitment be spread over a long period; and
- the right-sizing of the NPCA structure with the view to attaining competitiveness taking into account the actual financial capacities of the Union.

12. The Director of AHRM highlighted that the proposed structure should be aligned with the core strategic functions of NPCA and that key management functions should be part of the core staff of the Agency and not part of the posts financed by partners as this is necessary to ensure full ownership of its programmes by member states. He added that positions financed by partners would mainly relate to programmes and projects.

13. The representative of NPCA presented the structure proposals in detail, based on the discussions with the Commissioner for Economic Affairs following which the proposal was reviewed taking into account some of the Commission's suggestions. In her presentation, she referred to the NPCA new mandate, the current temporary structure of the agency, the financial implications related to the proposed structure and the structure implementation plan over a period of four (4) years.

14. Following these presentations the Sub-Committee engaged in assessing and reviewing the proposed NPCA structure and invited the representatives of the Commission and NPCA to provide clarifications as it deemed necessary. After careful assessment of the NPCA structure, the Sub-Committee decided to consider only the positions that constitute the Core staff of NPCA, which would be financed as part of the Commission's regular budget of Member States. These positions shall include all core management functions of NPCA. All partners' funded positions shall be excluded from the consideration.

15. On the basis of the above, the Sub-Committee reviewed the structure and reorganized in Directorates, Divisions and Units of NPCA with the right-sizing human resources taking into account the need to avoid duplication, the financial constraints facing the Union, and the need to start with a lean and efficient structure. The Sub-Committee therefore recommended to the Permanent Representative Committee (PRC) the adoption of the following NPCA's structure and recommendations to accompany its implementation.

RECOMMENDATIONS ON THE NPCA STRUCTURE

16. The Sub-Committee on Structural Reform recommended the following:

RECOMMENDATION 1: Structure of NEPAD Planning & Coordination Agency (NPCA)

A. OFFICE OF THE NPCA CHIEF EXECUTIVE OFFICER					
No. of positions	Job Title	Professional Grade (P)	Grade General Support (GS)	Source of Funding	
				Core (CF)	Partner (PF)
THE BUREAU OF THE CHIEF EXECUTIVE OFFICER (CEO)					
1	Chief Executive Officer	Pol. Appointee		CF	
1	Special Assistant to the CEO	P3		CF	
1	Private Secretary to the CEO		GSA5	CF	
1	Administrative Assistant		GSA5	CF	
1	Driver		GSB6	CF	
2	Household Staff		GSB7	CF	
7	<i>Subtotal</i>	2	5		
I. COORDINATING DIVISION					
1	Coordinator – Bureau of CEO	P5		CF	
1	Senior Protocol Officer	P3		CF	
1	Admin & Logistic Assistant		GSA5	CF	
2	Protocol Assistant		GSA5	CF	
1	Secretary		GSA4	CF	
6	<i>Subtotal</i>	2	4		
LEGAL SERVICES UNIT					
1	Chief Legal Services Unit	P3		CF	
1	Legal Officer	P2		CF	
1	Secretary/Filing Assistant		GSA4	CF	
3	<i>Subtotal</i>	2	1		
INTERNAL AUDIT UNIT					
1	Chief Internal Audit Unit	P3		CF	
1	Auditor	P2		CF	
2	<i>Subtotal</i>	2	0		
COMMUNICATIONS & INFORMATION UNIT					
1	Chief of Communication & Information Unit	P3		CF	
1	Website Officer	P2		CF	
1	Communication Officer - Advocacy & Conference Coordination.	P2		CF	
3	<i>Subtotal</i>	3	0		
II. PARTNERSHIPS AND RESOURCE MOBILIZATION DIVISION					
1	Head, Partnerships & Res. Mob. Div.	P5		CF	
1	Secretary		GSA4	CF	
2	<i>Subtotal</i>	1	1		
CAPACITY DEVELOPMENT UNIT					

1	Chief of Capacity Dev. Unit	P3		CF	
1	Capacity Development Officer	P2		CF	
2	<i>Subtotal</i>	2	0		
ECONOMIC ADVISORY UNIT					
1	Chief of Economic Advisory Unit	P3		CF	
1	Economist	P2		CF	
2	<i>Subtotal</i>	2	0		
III. CORPORATE SERVICES DIVISION					
1	Head of Corporate Services Division	P5		CF	
1	Administrative Assistant		GSA5	CF	
1	Secretary		GSA4	CF	
3	<i>Subtotal</i>	1	2		
FINANCE & BUDGETING UNIT					
1	Chief of Finance & Budgeting Unit	P3		CF	
1	Finance Officer	P2		CF	
1	Budget Officer	P2		CF	
1	Certification & Verification Officer	P2		CF	
3	Accounts Assistants		GSA5	CF	
1	Accounts Assistant & Cashier		GSA5	CF	
1	Secretary		GSA4	CF	
9	<i>Subtotal</i>	4	5		
ADMINISTRATIVE SERVICES UNIT					
1	Chief of Administrative Services Unit	P3		CF	
1	Administrative Officer	P2		CF	
1	Security Supervisor		GSA5	CF	
2	Registry Clerks		GSA3	CF	
1	Receptionist/Secretary		GSA4	CF	
5	Drivers/Mail Runners		GSB7	CF	
1	Mail Runner/Messenger		GSB6	CF	
1	IT Officer - Hardware, Network & Application including SAP	P2		CF	
1	IT Technician		GSA5	CF	
1	Procurement, Travel & Stores Officer	P2		CF	
1	Travel Assistant		GSA5	CF	
1	Procurement Assistant		GSA5	CF	
1	Stores Assistant		GSA5	CF	
18	<i>Subtotal</i>	4	14		
HUMAN RESOURCE MANAGEMENT UNIT					
1	Chief of HR Management Unit	P3		CF	
1	HR Officer - Recruitment, Selection & Contract Management	P2		CF	
1	HR Officer - Insurance, Pension,	P2		CF	

	Benefits & Welfare				
1	HR Officer - Discipline & Counselling and Performance Management & Training	P2		CF	
1	HR Payroll Officer	P2		CF	
3	HR Assistants		GSA5	CF	
1	Secretary		GSA4	CF	
1	Filing Clerk		GSA3	CF	
10	Subtotal	5	5		
67	OFFICE OF THE CEO – SUB TOTAL	30	37		

B. DIRECTORATE PROGRAMME IMPLEMENTATION AND STRATEGIC PLANNING

No. of positions	Job Title	Professional Grade (P)	General Service (GS)	Source of Funding
I. OFFICE OF THE DIRECTOR				
1	Director - Programme Implementation & Strategic Planning	D1		CF
1	Administrative Assistant		GSA5	CF
1	Secretary		GSA4	CF
3	<i>Subtotal</i>	1	2	
II. PROGRAMME DEVELOPMENT AND COORDINATION DIVISION				
1	Head of Programme Development & Coordination Division ①	P5		CF
2	Senior Programme Officers	P3		CF
2	Programme Officers	P2		CF
1	Secretaries		GSA4	CF
6	<i>Subtotal</i>	5	1	
① Note: Six (6) Principal Programme Officers (P4) funded by Partners will support the work of the Division in line with the six (6) AUC Portfolios - (1) Trade & Industry; (2) Rural Economy & Agriculture; (3) Economic Affairs; (4) Social Affairs; (5) Human Resources, Science & Technology; and (6) Infrastructure & Energy.				
III. PROGRAMME IMPLEMENTATION AND MANAGEMENT DIVISION				
1	Head of Prog. Implementation and Management Division ②	P5		CF
2	Senior Programme Officers	P3		CF
2	Programme Officers	P2		CF
1	Secretary		GSA4	CF
6	<i>Subtotal</i>	5	1	

② Note: Six (6) Principal Programme Officers (P4) funded by Partners will support the work of the Division in line with the six (6) AUC Portfolios - (1) Trade & Industry; (2) Rural Economy & Agriculture; (3) Economic Affairs; (4) Social Affairs; (5) Human Resources, Science & Technology; and (6) Infrastructure & Energy.

IV. STRATEGIC PLANNING, MONITORING, EVALUATION AND KNOWLEDGE MANAGEMENT DIVISION					
1	Head of Division	P5		CF	
1	Secretary		GSA4	CF	
2	<i>Subtotal</i>	1	1		
PLANNING, MONITORING AND EVALUATION UNIT					
1	Chief of Planning, Monitoring and Evaluation Unit	P3		CF	
1	Planning Officer	P2		CF	
1	Monitoring & Evaluation Officer	P2		CF	
3	<i>Subtotal</i>	3	0		

POLICY ALIGNMENT UNIT					
1	Chief of Policy Alignment Unit	P3		CF	
1	Policy Alignment Officer	P2		CF	
2	<i>Subtotal</i>	2	0		
KNOWLEDGE MANAGEMENT, LIBRARY & ARCHIVES UNIT					
1	Chief of Knowledge Management, Library & Archives Unit	P3		CF	
1	Knowledge Management Officer	P2		CF	
1	Librarian- Archivist	P2		CF	
2	Cataloguer		GSA5	CF	
5	<i>Subtotal</i>	3	2		
27	DIRECTORATE PI&SP SUB-TOTAL	20	7		

17. **RECOMMENDATION 1:**

SUMMARY OF POSITIONS FUNDED BY MEMBER STATES

Office	No of positions	Professional	General Service
A. Office of the Chief Executive Officer	67	30	37
B. Directorate of Programme Implementation & Strategic Planning	27	20	7
TOTAL NPCA	94	50	44

No. of Political and Special Appointees: 02 (Chief Executive Officer and Special Assistant)

No. of Professional positions to be subjected to AU Member States Quota: 48

BREAKDOWN OF POSITIONS BY GRADES

Grade	Special 3	D1	P5	P4	P3	P2	GSA6	GSA5	GSA4	GSA3	GSB7	GSB6	TOTAL
No. of posts	1	1	6	0	17	25	0	21	11	3	7	2	94
	Professional Category						General Service Category						

18. RECOMMENDATION 2:

FINANCIAL IMPLICATIONS AND RECRUITMENT IMPLEMENTATION PLAN

The Sub-Committee took note of the financial implications of the recommended NPCA structure amounting to US\$6,121,005.43 to be implemented over a period of five (5) years.

Year	2012	2013	2014	2015	2016
% of Budget	40%	15%	15%	15%	15%

19. RECOMMENDATION 3:

- A.** In line with Regulation 6.4 of the African Union Staff Regulations and Rules, the recruitment process shall be competitive and conducted transparently without any form of discrimination. All professional positions (D1 to P1) and General Service Category A positions (GSA6, GSA5 and GSA4) shall be opened to international competition by all African citizens.
- B.** All existing staff of NPCA shall compete with external candidates for the structured and budgeted positions in full transparency, equity and fairness and the NPCA's recruitment process shall be fully overseen and supervised by the African Union Commission.
- C.** Recruitments for all Professional positions should be governed by and merged with the overall quota distribution in the African Union Commission taking into account the regional distribution and gender balance.

G. CONSIDERATION OF THE STRUCTURE PROPOSAL FOR THE AU ADVISORY BOARD ON CORRUPTION

20. Due to prior commitments, representatives of other Organs were not able to attend the meeting on time. The Sub-Committee consequently decided to take the agenda items based on those available for consideration. The Sub-Committee examined the proposed structure of the AU Advisory Board on Corruption. It therefore called upon the Interim Executive Secretary of the Board to present the proposal.

21. He informed the Sub-Committee that for the last three (3) years, the Board Secretariat has been an autonomous body operating under a separate budget line provided under the overall AU budget. He reminded the Sub-Committee of the Executive Council Decisions; EX.CL/Dec.570 (XVI), EX.CL/Dec. 641(XVIII) and EX.CL/Dec. 557 (XIX) which inter alia call for the full operationalization of the Board Secretariat. He further briefed the Sub-Committee on the activities of the Advisory Board on Corruption.

22. In considering the proposals, the Sub-Committee noted that the Convention establishing the Advisory Board assigned the Secretariat with an administrative and logistical role only. Consequently, the Sub-Committee decided to review the structure bearing in mind the administrative and logistical functions. Although the Convention used the title of “Executive Secretary“ for the Head of the Secretariat ,the Sub-Committee felt that the title is not appropriate since it connoted executive powers which were not within the mandate of the Secretariat. In line with the African Union job classification, grading and nomenclature, the Sub-Committee therefore recommended that the Head of the Advisory Board Secretariat on Corruption be named ‘Secretary of the Board’.

23. The Sub-Committee examined the structure and decided, taking into account the small size of the Secretariat and the norms established by the AUC, to review the grade of the Secretary of the Board to P5 level. It further decided to merge some of the functions with a view to reduce the operating budget of the Advisory Board on Corruption.

24. The Sub-Committee recommends to the PRC the following structure and modality of implementation

25. **RECOMMENDATION 1: Summary Structure of Advisory Board on Corruption**

No of Posts	Job Title	Grade
1	Secretary to the Board	P5
1	Senior Policy Officer Political and Legal matters	P3
1	Senior Policy Officer Economic matters	P3
1	Finance and Administration Officer	P2
1	Documentalist & Office Assistant	P1
1	Bilingual Secretary	GSA4
1	Driver/ Mail Runner	GSB7
7	Advisory Board on Corruption - Total	

Total no. of Professional positions: 05

Total no. of General Service positions: 02

No. of Professional positions to be subjected to AU Member States Quota: 05

BREAKDOWN OF POSITIONS BY GRADES

Grade	P5	P3	P2	P1	GSA4	GSB7	TOTAL
No. of Posts	1	2	1	1	1	1	7

Professional Category

General Service Category

26. RECOMMENDATION 2:

FINANCIAL IMPLICATIONS AND RECRUITMENT IMPLEMENTATION PLAN

The Sub-Committee took note of the financial implications of the recommended structure of the Advisory Board on Corruption amounting to US\$533,979.59 to be implemented over a period of three (3) years.

Year	2012	2013	2014
% of Budget	50%	25%	25%

27. RECOMMENDATION 3:

- A. In line with Regulation 6.4 of the African Union Staff Regulations and Rules, the recruitment process shall be competitive and conducted transparently without any form of discrimination. All professional positions (P5, P3 and P2) and General Service Category (GSA4) shall be opened to international competition by all African citizens.
- B. Recruitments for all Professional positions should be governed by and merged with the overall quota distribution in the African Union Commission taking into account the regional distribution and gender balance.
- C. All existing staff of Advisory Board on Corruption recruited on the temporary structure shall compete with external candidates for the structured positions in full transparency, equity and fairness and the recruitment process shall be fully overseen and supervised by the African Union Commission.

H. CONSIDERATIONS OF THE PROPOSED STRUCTURE OF THE PAN AFRICAN PARLIAMENT (PAP)

28. The proposals of PAP were presented by the Vice-President of PAP – Hon. Francoise Labelle. In her presentation, she informed the meeting that with a view to facilitating the work of the Sub-Committee, PAP has reviewed its proposals contained in document PRC /SCttee/structure/5 (1) 2010 and reduced the number of requested posts from 149 posts to 125 posts. The PAP Vice-President then introduced the revised document submitted to the Sub-Committee.

29. After careful consideration of the revised proposals, the Sub-committee concluded that the proposal was still too big and needed to be down-sized further. At this juncture, and taking into account the many suggestions and adjustments proposed by the Sub-Committee members, the Chairperson of the Sub-Committee submitted a comprehensive proposal on the PAP proposals. Following the debate on the Chairperson’s submission, the Sub-Committee decided to request the representatives of PAP and AUC to review the proposal taking into account the Chairperson’s proposal.

30. The AUC and PAP met and reviewed the proposals. A second revised proposal consisting of 94 posts was submitted for the consideration of the Sub-Committee. During the debate of this 2nd revised proposal, the AUC was requested to present and provide clarification to guide the Sub-Committee in its deliberation. The Vice President of PAP participated in the meeting and provided also clarifications as requested by the Sub-Committee.

31. After a detailed consideration of the 2nd revised proposal, the Sub-Committee recommended to the PRC a structure composed of 69 positions consisting of 33 professional posts, 29 GSA posts and 7 GSB posts. The Sub-Committee took note of the financial implications amounting to US\$5,156,397.06. It recommended that the structure should be implemented over a period of five (5) years as reflected in recommendation below. The principles and guidelines for implementation of the structure was also discussed and recommended as mentioned below.

32. **RECOMMENDATION 1:** Summary of the Proposed Structure of the PAP

GRADE			POSITIONS	REMARKS
P	GSA	GSB		
A. OFFICE OF THE PRESIDENT				
1			Head of Cabinet -P5	<i>Special Appointee</i>
	1		Private Secretary-GSA5	<i>Special Appointee</i>
Internal Audit Unit				
1			Chief of Audit Unit-P3	Reports to Office of President
	1		Audit Assistant – GSA5	
2	2	0	SUB-TOTAL (A)	

B. OFFICE OF THE CLERK OF PARLIAMENT				
1			Clerk of the Parliament - D1	
1			Snr. Policy Officer (Prog. Plan. & Eval.) P3	
1			Senior Legal Officer - P3	
	1		Administrative Assistant - GSA5	
	1		Secretary - GSA4	
		1	Mail Runner - GSB6	
International Relations Unit				
1			Chief of International Relations Unit-P3	Reports to Clerk of Parliament
	1		Secretary-GSA4	
Protocol Services Unit				
1			Chief of Protocol Unit - P3	
	3		Protocol Assistants - GSA5	
	1		Secretary - GSA4	
Communication and Outreach Unit				
1			Chief of Unit - P3	
1			Webmaster - P2	
	1		Secretary - GSA4	
7	8	1	SUB-TOTAL (B)	

C. DEPT. OF FINANCE, ADMINISTRATION & HUMAN RESOURCE MANAGEMENT					
1			Deputy Clerk (Fin. & Admin & HRM.) – P5		
	1		Secretary-GSA4		
Finance Unit					
1			Chief of Finance Unit - P3		
1			Finance Officer (Accounting) - P2		
1			Finance Officer (Budgeting & Certifying) - P2		
	2		Accounts Assistants - GSA5		
	1		Cashier - GSA5		
	1		Secretary/Data Entry Operator -GSA4		
	1		Filing Clerk - GSA3		
Administration Unit					
1			Chief of Administration Unit-P3		
1			Procurement, Travel & Stores Officer P2		
	1		Procurement & Travel Assistant – GSA5		
	1		Store Assistant – GSA5		
	1		Transport Assistant – GSA5		
	1		Secretary/Data Entry Operator – GSA4		
		2	Mail Runners (Pool) - GSB6		
		3	Drivers/Mail Runners - GSB8		
Human Resource Management Unit					
1			Chief of HRM Unit – P3		
	1		HR Assistant - GSA5		
1			IT Systems Administrator -P2		
	1		IT Technician - GSA5		
	1		Secretary/Data Entry Operator- GSA4		
	1		Telephone Operator - GSA2		
8	14	5	SUB-TOTAL (C)		

D. DEPT OF PLENARY, CONFERENCE & DOCUMENTATION					
1			Deputy Clerk-P5		
4			Interpreter/Translator – P4		
	1		Secretary-GSA4		
		1	Mail Runner – GSB6		
Conference, Documentation & Archives Unit					
1			Chief of Conf., Doc. & Archives Unit - P3		
1			Document Controller – P2		
1			Documentalist-P1		
1			Research Officer – P2		
1			Librarian/Archivist - P2		
	1		Cataloguer-GSA5		
	1		Bilingual Secretary-GSA4		
	1		Reproduction Technician & Binder-GSA4		
Plenary, Committees, Hansard and Journals Unit					
1			Chief of Unit – P3		
	1		Secretary-GSA4		

1			Commissions & Plenary Officer–P2		
1			Sub-Editor – P2		
3			Committee Assistants – P1		
16	5	1	SUB-TOTAL (D)		

33	29	7	PAP STRUCTURE TOTAL		
	69				

SUMMARY OF POSITIONS FUNDED BY MEMBER STATES

Office	No of positions	Professionals	General Service
A. Office of the PAP President	4	2	2
B. Office of the Clerk of Parliament	16	7	9
C. Department of Finance, Administration & HRM	27	8	19
D. Department of Plenary, Conference & Documentation	22	16	6
PAP STRUCTURE TOTAL	69	33	36

No. of Special Appointees: 02 (Head of Bureau and Private Secretary)

No. of Professional positions to be subjected to AU Member States Quota: 32

BREAKDOWN OF POSITIONS BY GRADES

Grade	D1	P6	P5	P4	P3	P2	P1	GSA5	GSA4	GSA3	GSA2	GSB8	GSB6	TOTAL
No. of Posts	1	0	3	4	11	10	4	15	12	1	1	3	4	69
	Professional Category							General Service Category						

33. RECOMMENDATION 2:

FINANCIAL IMPLICATIONS AND RECRUITMENT IMPLEMENTATION PLAN

The Sub-Committee took note of the financial implications of the recommended PAP structure amounting to US\$4,650,620.84 to be implemented over a period of five (5) years.

Year	2012	2013	2014	2015	2016
% of Budget	40%	15%	15%	15%	15%

34. RECOMMENDATION 3:

- A** In line with Regulation 6.4 of the African Union Staff Regulations and Rules, the recruitment process shall be competitive and conducted transparently without any form of discrimination. All professional positions (D1 to P1) and General Service Category A positions (GSA6, GSA5 and GSA4) shall be opened to international competition by all African citizens.
- B.** All existing staff of PAP shall compete with external candidates for the structured and budgeted positions in full transparency, equity and fairness and the PAP should submit Annual Recruitment Report to the PRC during budget consideration.
- C.** Recruitments for all Professional positions should be governed by the quota distribution of the African Union taking into account the regional distribution and gender balance.

I. CONSIDERATION OF THE PROPOSED STRUCTURE OF THE AFRICAN COURT ON HUMANS AND PEOPLE'S RIGHTS (AFCHPR)

35. The proposal of AFCHPR was presented by the President of the Court. In his presentation, the President of the Court briefed the Sub-Committee on the development of the African Court structure. He indicated that the first two years 2006-2008 were devoted to the operationalization of the Court. As of 2009, the Court started performing its judicial functions and during this phase the Court realized that the initial take off structure was very weak and would not allow the Court to meet the expectations of the Assembly of the Heads of State and Government and the People of Africa. He also recalled the recommendations of the Auditors calling for strengthening the financial and administrative functions of the Court. He considered that the proposals were reasonable and that they will be implemented gradually over a number of years as the volume of work increases.

36. In the discussions that followed the Sub-Committee stressed the importance of the Court and the multiple competencies required to enable it effectively carry out its responsibilities. Some members of the sub-committee referred to the new protocol of the African Court combining its functions with those of ACHPR, Banjul – The Gambia and the need to review the structure again once the instruments were signed and ratified. Since the process of signing and ratification usually take a long time, the Sub-Committee decided to consider the proposals with a view to enabling AFCHPR to effectively address its mandate.

37. The Sub-Committee requested the Commission to guide it through the consideration of the proposals by providing information on the existing approved structure of the African Court, the new proposals and the standards job classifications, grading and nomenclature used in the structures of the Commission.

38. After careful consideration of the proposals and the clarifications provided by the President of the Court and representative of the Commission, the Sub-Committee made the following recommendations:

		EXISTING STRUCTURE			REVISED STRUCTURE APPROVED BY SUB-COMMITTEE			
Office and Unit		Job Title	Grade	Qty	Job Title	Grade	No	Remarks
Office of the President	Residence of President	Security Guard	GSB8	2	Security Guard	GSB8	2	
		Driver	GSB7	1	Driver	GSB7	1	
		Household staff	GSB5	2	Household staff	GSB5	2	
	Bureau of President	-	-	-	Special Assistant	P4	1	<i>Upgraded from P3 to P4</i>
		-	-	0	Senior Audit Officer	P3	1	<i>New Post</i>
		-	-	0	Audit Assistant	GSA5	1	<i>New Post</i>
		Private Secretary	GSA5	1	Private Secretary	GSA5	1	
		Driver	GSB7	1	Driver	GSB7	1	
	Mail Runner	GSB6	1	Mail Runner	GSB6	1		
	Sub-Total Residence & Office of the President				9		11	
OFFICE OF REGISTRAR	Bureau of Registrar				Registrar	D1	1	<i>Upgraded from P6 to D1</i>
		Deputy Registrar	P5	1	Deputy Registrar	P5	1	
		-	-	0	Senior Legal Aid Officer	P3	1	<i>New Post</i>
		-	-	-	Court Recorder	P2	1	<i>New Post</i>
		-	-	0	Assistant Court Recorder	P1	1	<i>New Post</i>
		Court Clerk	GSA3	2	Court Clerk	GSA3	3	<i>1 Additional Post</i>
		-	-	0	Driver-Mail Runner	GSB7	1	<i>New Post</i>
		Secretary	GSA4	1	Secretary	GSA4	1	
	Mail Runner	GSB6	1	Mail Runner	GSB6	1		
	Info. & Comm. Unit	Snr. Info. & Comm. Officer	P3	1	Snr. Info. & Comm. Officer	P3	1	
		-	-	-	-	-	0	<i>Transferred to Admin & Fin</i>
		-	-	0	Info. & Comm. Officer	P2	1	<i>New Post</i>
		-	-	0	Webmaster	P2	1	<i>New Post</i>
	Languages Unit	Translators-Interpreters	P4	4	Translators-Interpreters	P4	4	
		-	-	0	Revisors	P4	4	<i>New Posts</i>
-		-	0	Head of Secretary	GSA5	1	<i>New Post</i>	

		EXISTING STRUCTURE			REVISED STRUCTURE APPROVED BY SUB-COMMITTEE			
Office and Unit		Job Title	Grade	Qty	Job Title	Grade	No	Remarks
		Secretary	GSA4	4	Secretary	GSA4	6	2 Additional Posts
		-	-	-	-	-	0	Transferred to Legal Div.
Sub-Total Office of Registrar				17	29			
LEGAL DIVISION	Legal	-	-	0	Head of Legal Division	P5	1	1 New Post
		-	-	0	Principal Legal Officer	P4	3	3 New Posts
		Senior Legal Officer	P3	2	Senior Legal Officer	P3	3	1 Additional Post
		Legal Officer	P2	2	Legal Officer	P2	4	2 Additional Posts
	Library, Archives, Documentation & Reproduction	Librarian	P2	1	Librarian	P2	1	
		-	-	0	Archives & Indexing Officer	P2	1	1 New Post
		-	-	0	Reproduction & Distr. Off.	P1	1	1 New Post
		-	-	0	Librarian Assistant	GSA5	2	2 New Posts
		Documentalist	P1	1	Documentalist	P1	1	
		Filing Clerk	GSA3	1	Filing Clerk	GSA3	1	
		-	-	0	Reproduction Clerk	GSA3	1	From Languages Unit
		-	-	0	Reprod. & Distribution Clerk	GSA3	1	1 New Post
	Sub-Total Legal Division				7	20		
	FINANCE, ADMINISTRATION & HRM	Finance	-	-	0	Head Finance & Admin Div.	P5	1
-			-	0	Snr. Finance Officer	P3	1	1 New Post
-			-	0	Finance Officer (Budg&Cert)	P2	1	1 New Post
Finance Officer			P2	1	Finance Officer (Accounts)	P2	1	
Assistant Accountant			GSA5	1	Assistant Accountant	GSA5	2	1 Additional Post
Human Resource		-	-	0	Senior HR & Admin Officer	P3	1	1 New Post
		Human Resource Officer	P2	1	Human Resource Officer	P2	2	1 Additional Post
		Admin. Assistant (HR)	GSA5	1	Admin. Assistant (HR)	GSA5	2	1 Additional Post
		Filing Clerk	GSA3	1	Filing Clerk	GSA3	1	
Procurement, Travel,		-	-	0	Proc. Travel & Stores	P2	1	1 New Post

Office and Unit		EXISTING STRUCTURE			REVISED STRUCTURE APPROVED BY SUB-COMMITTEE			
		Job Title	Grade	Qty	Job Title	Grade	No	Remarks
	Transport & Stores				Officer			
		-	-	0	Stores Assistant	GSA5	1	1 New Post
		-	-	0	Transport & Travel Assistant	GSA5	1	1 New Post
		Receptionist	GSA2	1	Receptionist	GSA2	1	
		Driver/Messenger	GSB7	1	Driver-Mail Runner (Pool)	GSB7	3	2 Additional Posts
		-	-	-	Cleaner/Mail Runner	GSB6	1	Renaming
&	IT Services Unit	-	-	0	System Administrator (IT)	P3	1	1 New Post
		-	-	0	ICT Specialist	P2	1	From Info & Comm. Unit
		-	-	0	IT Technician	GSA5	1	1 New Post
Admin	Protocol	Protocol Officer	P2	1	Protocol Officer	P2	1	
		Protocol Assistant	GSA5	1	Protocol Assistant	GSA5	2	1 Additional Post
Fin, HRM	Security & Safety Services	-	-	0	Senior Security Officer	P3	1	1 New Post
		Security Supervisor	GSA5	1	Security Supervisor	GSA5	1	
		Security Guard	GSB8	2	Security Guard	GSB8	2	
Sub-Total Finance, Administration & Human Resource				13		30		
Total AFCHPR Structure				46		90		

39. **RECOMMENDATION 1:**

SUMMARY OF POSITIONS FUNDED BY MEMBER STATES

Office	No of positions	Professional	General Service
Office of the President	11	2	9
Office of Registrar	29	16	13
Legal Division	20	15	5
Finance, Admin & HRM Division	30	12	18
	90	45	45

Total no. of Professional positions: 45

Total no. of General Service positions: 45

No. of Special Appointees: 02 (Special Assistant and Private Secretary)

No. of Professional positions to be subjected to AU Member States Quota: 44

BREAKDOWN OF POSITIONS BY GRADES

Grade	D1	P6	P5	P4	P3	P2	P1	GSA5	GSA4	GSA3	GSA2	GSB8	GSB7	GSB6	GSB5	TOTAL
No. of Posts	1	0	3	12	10	16	3	15	7	7	1	4	6	3	2	90
	Professional Category							General Service Category								

40. **RECOMMENDATION 2:**

FINANCIAL IMPLICATIONS AND RECRUITMENT IMPLEMENTATION PLAN

The Sub-Committee took note of the financial implications of the recommended Court structure amounting to US\$5,112,372.54 to be implemented over a period of five (5) years. Taking into account that the Court already has an approved structure composed of 46 posts, it recommended that the new structure (44 posts) be implemented over a period of five (5) years as follows;

Year	2012	2013	2014	2015	2016
% of Budget	40%	15%	15%	15%	15%

41. **RECOMMENDATION 3:**

- A. In line with Regulation 6.4 of the African Union Staff Regulations and Rules, the recruitment process shall be competitive and conducted transparently without any form of discrimination. All professional positions (D1 to P1) and General Service Category A positions (GSA6, GSA5 and GSA4) shall be opened to international competition by all African citizens.
- B. The African Court of Human and People's Rights shall ensure that all new positions are advertised and opened to competitions of both internal and

external candidates in full transparency, equity and fairness and the Court shall submit Annual Recruitment Report to the PRC during budget consideration.

- C. Recruitments for all Professional positions should be governed by the quota distribution of the African Union taking into account the regional distribution and gender balance.

J. CONSIDERATION OF THE PROPOSED STRUCTURE OF THE AFRICAN PEAR REVIEW MECHANISM (APRM)

42. During the Structural Reforms meeting of the 12 December 2011, the Chairperson of the Sub-Committee read out a letter received from the Chairperson of the APRM Panel informing him the decision of the Extra Ordinary Summit of the NEPAD Heads of State and Government held in Algiers in March 2007 for not integrating the APRM in the AU System. Accordingly, the Chairperson of the APRM Panel requested the Sub-Committee on Structural Reforms to postpone the consideration of the APRM structure proposals. The Committee therefore, decided not to consider the item APRM.

K. CONSIDERATION OF THE PROPOSED STRUCTURE OF THE AFRICAN UNION COMMISSION

43. In line with the Executive Council decisions EX.CL/Dec.602 (XVIII) of January 2011 and EX.CL/Dec.646 of July 2011 requesting the PRC through its Sub-Committee on Structural Reforms to consider proposals for the structures of the Organs of the Union as well as the remaining structure proposals of the Commission, which were not considered by the previous Sub-Committee due to time constraint, the Commission had presented the following structures:

- a) Deputy Director Positions (1. Administration & Human Resources Management Directorate, 2. Social Affairs Department, 3. Peace and Security Department, 4. Rural Economy & Agriculture Department and 5. Infrastructure and Energy Department).
- b) Administration & Facility Management Division within the Directorate of Administration and Human Resource Management.
- c) Protocol Services Directorate.
- d) Publications Unit within the Directorate of Conference Management & Publication.
- e) Secretariat for Africa Sports Architecture.

44. The Sub-Committee noted the late submission of the documents on the proposed structure for the establishment and future funding of the Secretariat for Africa Sports Architecture by the Directorate of Social Affairs. The Sub-Committee was not in a position to consider the document and decided to defer its consideration to its next session after the January 2012 Assembly meetings along with the remaining proposals of the Commission.

45. Due to time constraint, the Sub-Committee had considered only the revised structure of the Administration and Facility Management Division as a matter of

urgency taking into consideration the handing over, overall management and training requirement for the new Conference Complex in January 2012. In a brief presentation, the Director of Administration & HRM presented the new Division as a merger between two existing Divisions (Administrative Services Division and Facility Management Division). He mentioned that this merger was necessitated due to the volume of work, challenges ahead in the management of the existing and new assets and the forthcoming projects of the Commission (residences of Deputy Chairperson and Commissioners, the African Village and the Peace and Security Complex). The new Division would enable rationalization of its administrative functions and to effectively and efficiently discharge its expanded responsibilities with the objective of attaining international standards and enhance the Commission's corporate image.

46. Following the consideration of the Commission proposals on the Administration and Facilities Management Division, the Sub-Committee made the following recommendations to the PRC.

47. RECOMMENDATIONS

- i) The Sub-Committee recommended to the PRC the following Structure for the proposed Division of Administration and Facilities Management Division as shown in the table below.
- ii) The Sub-Committee unanimously agreed to harmonize the post of Chief of Stores from grade P2 to P3 as the case for all other post of Chief of Unit in the structure of the Commission.
- iii) The Sub-Committee recommended that the Commission should submit a proposals on the rationalization and the most efficient use of the drivers (25) and Mail-Runners (23) taking into account its current programmes to move from paper to electronic based systems for all its management and administration functions.
- iv) The Commission should review the job descriptions of some of the approved posts with the view to ensure that the duties, responsibilities and competencies required for the job cover all the job functions that were initially proposed to the Sub-Committee and merged with the view to reduce staff cost.
- v) The recruitment of the new positions shall be implemented within the approved numbers and budget of the financial year 2012.

STRUCTURE OF THE ADMINISTRATION AND FACILITIES MANAGEMENT DIVISION

		EXISTING STRUCTURE			PROPOSED STRUCTURE			
Office and Unit	Job Title	Grade	Qty	Job Title	Grade	No	Remarks	
Office Head of Division	Head of Division	P5	2	Head of Division	P5	1	Abolish one P5	
	-	-	0	Administrative Assistant	GSA5	1	New Post	
	Secretary	GSA4	1	Secretary	GSA4	1		
Sub-Total Office of Head of Division			3			3		
		EXISTING STRUCTURE			PROPOSED STRUCTURE			
Office and Unit	Job Title	Grade	Qty	Job Title	Grade	No	Remarks	
Estate Development Unit	Chief of Unit	P3	1	Chief of Unit	P3	1		
	Estate Officer	P2	1	Estate Officer	P2	1		
	-	-	0	Building Engineer/Architect	P2	1	New Post	
	Secretary	GSA4	1	Secretary	GSA4	1		
Sub-Total Estate Development Unit			3			4		
		EXISTING STRUCTURE			PROPOSED STRUCTURE			
Office and Unit	Job Title	Grade	Qty	Job Title	Grade	No	Remarks	
Facilities Maintenance Unit	-	-	0	Chief of Unit	P3	1	New Post	
	-	-	0	Bldg automation & Sys Engineer	P2	1	New Post	
	-	-	0	Electro-Mechanical Engineer	P2	1	New Post	
	-	-	0	Electro-Mechanical Technician	GSA4	1	New Post	
	Maintenance Supervisor	GSA5	1	Maintenance Supervisor	GSA5	1	Existing	
	Technicians (Plumber, Electrician and Carpenter)	GSA4	3	Technicians (Electrician, Plumbing and carpenter)	GSA4	3	Existing	
	-	-	0	Assistant Technicians	GSB6	3	Three New Posts	
	-	-	0	Telecommunication Technician	GSA4	1	Three (3) New Posts + Two existing to be deployed to MIS Division	
	-	-	0	Assistant Telecom Technician	GSB6	1		
	Telephone Operators	GSA2	2	Telephone Operators	GSA2	3		
-	-	0	Secretary	GSA4	1	New Post		
Sub-Total Facilities Maintenance Unit			6			16		

		EXISTING STRUCTURE			PROPOSED STRUCTURE			
Office and Unit		Job Title	Grade	Qty	Job Title	Grade	No	Remarks
FACILITIES MANAGEMENT UNIT		-	-	0	Chief of Facilities Mgt. Unit	P3	1	<i>New Post</i>
		-	-	0	Facilities Management officer	P2	1	<i>New Post</i>
		-	-	0	Housekeeping, Events and Functions Supervisor	GSA5	1	<i>New Post</i>
		-	-	0	Function and Events Helpers	GSB5	1	<i>New Post</i>
		-	-	0	Secretary	GSA4	1	<i>New Post</i>
Sub-Total Facilities Management Unit				0			5	
		EXISTING STRUCTURE			PROPOSED STRUCTURE			
Office and Unit		Job Title	Grade	Qty	Job Title	Grade	No	Remarks
ADMINISTRATIVE SERVICES UNIT		Chief of Registry	P2	1	Chief of Administrative Unit	P3	1	<i>Upgrading from P2 to P3</i>
		Registry Supervisor	GSA5	1	Registry Supervisor	GSA5	1	
		Registry Clerks	GSA3	4	Registry Clerks	GSA3	4	
		Mail Runners	GSB6	23	Mail Runners	GSB6	23	
		Transport Supervisor	GSA5	1	Transport Supervisor	GSA5	1	
		-	-	0	Vehicle Ctrl, Insp. & Dispatch Clerk	GSA4	1	<i>New Post</i>
		Drivers	GSB7	25	Drivers	GSB7	25	
		-	-	0	Laundry Operator	GSA3	1	<i>New Post</i>
		Household staff Res. of Elec Officials -5 CP, 3 DCP & 3/Commissioner	GSB5	32	Household staff Residence of Elected Officials (5 CP, 3DCP and 3 per Commissioner)	GSB5	32	
	Secretary	GSA4	1	Secretary	GSA4	1		
Sub-Total Administrative Services Unit				88			90	
GRAND TOTAL				100			118	

HARMONISATION OF GRADE FOR THE CHIEF OF STORES UNIT

Procure & Travel Division	Chief of Stores Unit	P2	1	Chief of Stores Unit	P3	1	<i>Upgrade from P2 to P3</i>
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