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**EXECUTIVE COUNCIL**  
**Twenty-First Ordinary Session**  
**9 – 13 July 2012**  
**Addis Ababa, ETHIOPIA**

**EX.CL/720 (XXI)iii**  
**Original: English**

**REPORT OF THE PRC 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. 668 (XX) of January 2012 requested the PRC through its Sub-Committee on Structural Reforms to reconsider the proposals by the NEPAD Planning and Coordination Agency (NPCA) and the Pan-African Parliament (PAP) and make appropriate recommendations to its next Ordinary Session in July 2012 as well as to consider and submit to it proposals for the structures of the African Peer Review Mechanism (APRM) as well as the remaining structure proposals of the Commission.

2. In compliance with the Executive Council decision, the PRC Sub-Committee on Structural Reforms met from 18 to 27 June 2012. The meetings were chaired by Her Excellency Mrs. Minata SAMATE, Ambassador of Burkina Faso to Ethiopia and Permanent Representative to the African Union and ECA, First Vice Chairperson of the Sub-Committee.

### B. MEMBERS OF THE BUREAU

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

- |                         |                                  |
|-------------------------|----------------------------------|
| • Republic of the Congo | Chairperson                      |
| • Burkina Faso          | 1 <sup>st</sup> Vice Chairperson |
| • Tanzania              | 2 <sup>nd</sup> Vice Chairperson |
| • Angola                | 3 <sup>rd</sup> Vice Chairperson |
| • Egypt                 | Rapporteur                       |

### C. ATTENDANCE

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

5. The Commission was represented by the Director of Administration and Human Resources Management. The Director of Social Affairs Department participated in the Sub-Committee session during the consideration of the proposed Africa Sports Architecture.

6. The President of the PAP accompanied by members of his delegation and representatives of NPCA participated in the Sub-Committee sessions with regards to their respective structures.

### D. OPENING OF THE MEETING

7. The Chairperson of the Sub-Committee welcomed the members of the Sub-Committee, the representatives of PAP, NPCA and the Commission and thanked them for their attendance. She reminded the members of the heavy schedule before the Sub-

Committee and appealed to members to participate actively and to be on time to enable the Sub-Committee complete its work and present its report to the PRC.

## **E. ADOPTION OF THE AGENDA AND PROGRAMME OF WORK**

8. The Sub-Committee adopted the following agenda:

- 1) Opening of the Meeting;
- 2) Organization of work;
- 3) Consideration of the Structure proposals of the Pan African Parliament;
- 4) Consideration of the Structure proposals of the NEPAD Planning and Coordination Agency (NPCA);
- 5) Consideration of the Structure proposals of the African Peer Review Mechanism (APRM);
- 6) Consideration of Structure proposals of the Commission:
  - a) Creation of posts of deputy Directors in some Portfolios and Departments;
  - b) The Protocol Services Division;
  - c) Structure Proposal for the African Sports Architecture;
  - d) Grade Alignment for Technicians and Desktop Designer/Publisher in the Conference Management and Publications Directorate;
  - e) Transformation of One P4 and One P2 into Two P3s in the Information Society Division of the Infrastructure and Energy Department;
- 7) Any other business;
- 8) Adoption of the Report and closure of the Meeting.

9. The Sub- Committee adopted the following programme of work:

- *Morning Session:* From 10 00 hrs. to 13 00 hrs.
- *Afternoon Session:* From 15 00 hrs. to 18 00 hrs.

## **F. AGENDA 1: CONSIDERATION OF THE STRUCTURE PROPOSALS OF THE PAN AFRICAN PARLIAMENT**

10. The proposals of PAP were presented by the President of PAP Hon. Bethel Amadi. In his presentation he informed the Sub-Committee that PAP has reviewed the proposal to address its critical priority needs. In so doing the PAP endeavoured, as much as possible, to stay within the number of posts recommended by the Sub-Committee in its previous session of December 2011. He reiterated PAP's Commitment to work with the PRC Sub-

Committee on Structural Reform to provide the Parliament with a structure which will enable it deliver on its mandate.

11. In the discussions that followed the Sub-Committee reiterated its recommendation to provide PAP with 74 posts which it considered adequate. The Sub-Committee then embarked on a detailed discussion of the proposals to reallocate the 74 positions to the priority needs of PAP. The Sub-Committee was presented with a comparative table of the PAP Structure January 2012 as endorsed by PRC side by side with the PAP revised proposals. The Sub-Committee considered in detail each position in the PAP proposal taking into account its previous recommendations. The President of PAP and the Director of AHRM – AU Commission provided clarifications and suggestions which facilitated the deliberation of the Sub-Committee.

12. Following the rich debate the Sub-Committee was able to realign and rationalize the proposals of PAP with the African Union standards and recommended the following Structure to the PRC.

### RECOMMENDATIONS FOR PAP STRUCTURE

#### 13. RECOMMENDATION 1.

GRADE			POSITION	REMARKS
P	GSA	GSB		
<b>1. OFFICE OF THE PRESIDENT</b>				
1			Chief of Cabinet - P5	<i>Special Appointee</i>
1			Policy Officer P2	<i>Special Appointee</i>
	1		Private Secretary-GSA6	<i>Special Appointee</i>
<b>2</b>	<b>1</b>	<b>0</b>		
<b>Internal Audit Unit</b>				
1			Senior Internal Audit P3	
1			Internal Auditor P1	
<b>2</b>	<b>0</b>	<b>0</b>		

GRADE			POSITIONS	REMARKS
P	GSA	GSB		
<b>2. OFFICE OF THE CLERK OF PARLIAMENT</b>				
1			Clerk of the Parliament D1	
1			Senior Monitoring & Evaluation Officer P3	
1			Legal Officer P2	
	1		Secretary - GSA4	
<b>3</b>	<b>1</b>	<b>0</b>		
<b>International Relations Unit</b>				
1			Senior International Relations Officer P3	
1			Resources Mobilization Officer P2	
<b>2</b>	<b>0</b>	<b>0</b>		

<b>3. DEPARTMENT OF FINANCE, ADMINISTRATION &amp; HUMAN RESOURCES</b>				
<b>GRADE</b>			<b>POSITIONS</b>	<b>REMARKS</b>
<b>P</b>	<b>GSA</b>	<b>GSB</b>		
1			Deputy Clerk in charge of Finance, Administration & Human Resources P6	
	1		Secretary-GSA4	
<b>1</b>	<b>1</b>	<b>0</b>		
<b>Protocol Services Unit</b>				
1			Senior Protocol Officer P3	
1			Protocol Officer P1	
	1		Protocol Assistant - GSA5	
<b>2</b>	<b>1</b>	<b>0</b>		
<b>Sergeant-at-Arm Unit</b>				
1			Sergeant-at-Arm P3	
	1		Clerk (Sergeant-at-Arm) GSA3	
<b>1</b>	<b>1</b>	<b>0</b>		
<b>A. Finance &amp; Budget Division</b>				
1			Head of Finance & Budget Division-P5	
	1		Secretary – GSA4	
1			Finance Officer P2	
	1		Cashier - GSA5	
1			Finance Officer (Accounting) - P2	
1			Finance Officer (Budgeting & Certifying) - P2	
	1		Accounts Assistant GSA5	
<b>4</b>	<b>3</b>	<b>0</b>		
<b>B. Administration &amp; Human Resources Division</b>				
1			Head of Division-P5	
<b>1</b>	<b>0</b>	<b>0</b>		
<b>Procurement &amp; Travel Unit</b>				
1			Senior Procurement, Travel & Stores Officer P3	
1			Procurement & Stores Officer P1	
1			Travel Officer P1	
	1		Store Keeper – GSA5	
<b>3</b>	<b>1</b>	<b>0</b>		
<b>Human Resources Management Unit</b>				
1			Senior HR Officer P3	
1			HR Officer- P2	
	1		HR Assistant - GSA5	
	3		Secretary Pool - GSA4	
	1		Registry Clerk GSA3	
		4	Usher/Mail Runners - GSB6	HRM Unit coordinates the Pool
		3	Drivers GSB7	
<b>2</b>	<b>5</b>	<b>7</b>		
<b>Communication and IT Unit</b>				
1			Senior Communication & IT Officer P3	
1			IT Administrator P2	
1			Media Officer P1	
	1		IT Assistant GSA5	
	1		Telephone Operator GSA2	
<b>3</b>	<b>2</b>	<b>0</b>		

<b>4. DEPARTMENT OF LEGISLATIVE BUSINESS &amp; CONFERENCE</b>				
<b>P</b>	<b>GRADE</b>		<b>POSITIONS</b>	<b>REMARKS</b>
	<b>GSA</b>	<b>GSB</b>		
1			Deputy Clerk in charge of Legislative Business & Conference - P6	
	1		Secretary-GSA4	
<b>1</b>	<b>1</b>	<b>0</b>		
<b>A. Plenary, Hansard, Translation/Interpretation Division</b>				
1			Head of Division - P5	
4			Interpreters/Translators P4	
<b>5</b>	<b>0</b>	<b>0</b>		
<b>Plenary Unit</b>				
1			Senior Assistant Clerk P3	
1			Assistant Clerk P1	
<b>2</b>	<b>0</b>	<b>0</b>		
<b>Hansard Unit</b>				
1			Editor of Debates P3	
2			Sub Editor P2	
<b>3</b>	<b>0</b>	<b>0</b>		
<b>B. Committees, Research, Documentation &amp; Library Division</b>				
1			Head of Division - P5	
<b>1</b>	<b>0</b>	<b>0</b>		
<b>Committee Unit</b>				
1			Senior Committee Clerk P3	
5			Committee Clerk P1	
<b>6</b>	<b>0</b>	<b>0</b>		
<b>Library, Research &amp; Documentation Unit</b>				
1			Senior Library & Documentation Officer P3	
1			Research Officer P1	
	1		Cataloguer GSA5	
1			Documentation Officer P1	
	1		Technician Reproduction GSA4	
	1		Printing and Reproduction Assistant GSA3	
<b>3</b>	<b>3</b>	<b>0</b>		
<b>47</b>	<b>20</b>	<b>7</b>	<b>SUB TOTAL</b>	
	<b>74</b>		<b>TOTAL</b>	

**A. SUMMARY OF PAP STRUCTURE**

<b>Office</b>	<b>No of positions</b>	<b>Professional</b>	<b>General Service</b>
Office of the PAP President	5	4	1
Office of Clerk of Parliament	6	5	1
Dept. of Finance, Admin. & Human Resources	38	17	21
Dept. of Legislative Business & Conference	25	21	4
<b>TOTAL</b>	<b>74</b>	<b>47</b>	<b>27</b>

**B. BREAKDOWN OF POSITIONS BY GRADES**

Grade	D1	P6	P5	P4	P3	P2	P1	GSA6	GSA5	GSA4	GSA3	GSA2	GSB8	GSB7	GSB6	TOTAL
No. of Positions	1	2	5	4	12	10	13	1	7	8	3	1	0	3	4	74

**C. BREAKDOWN OF POSITIONS CATEGORIES& ESTIMATED BUDGET**

Total no. of Professional positions: **47**  
 Total no. of General Service positions: **27**  
 Total no. of Special Appointees: **03**(Chief of Cabinet, Policy Officer and Private Secretary)  
 Total no. of Professional positions to be subjected to AU Member States Quota: **45**

Estimated Annual Staff Cost Budget of PAP Structure: **USD6,913,160.02**

**RECOMMENDATION 2.**

**D. RECRUITMENT IMPLEMENTATION PLAN**

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

**RECOMMENDATION 3.**

**E. RECRUITMENT IMPLEMENTATION METHODOLOGIES:**

- I) 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 citizens of the AU Member States.
- II) All existing staff of PAP (of all grades shall compete with both internal and external candidates of AU Member States for the structured and budgeted positions in full transparency, equity and fairness. The PAP should submit an Annual Recruitment Report to the PRC during budget consideration.
- III) Recruitments for all Professional positions (D1 to P1) should be governed by the quota distribution of the African Union taking into account the regional distribution and gender balance.
- IV) The recruitment process of the PAP shall be overseen and supervised by the African Union Commission with the view to ensure compliance of the recruitment process with the AU Staff Regulations and Rules.

**G. AGENDA 2: CONSIDERATION OF THE STRUCTURE PROPOSALS OF THE NEPAD PLANNING AND COORDINATION AGENCY (NPCA)**

14. The proposals of the Structure of NPCA were presented by the representative of NPCA who briefed the Sub-Committee on the NPCA's mandate, programmes and activities as the AU Commission's specialized programme implementation agency. The representative stated that the revised submission was prepared to equip NPCA to effectively address its responsibilities as Africa's lead institution in the development field. He appealed to the Sub-Committee to consider the proposal taking into account the huge and critical responsibilities assigned to NPCA by the Heads of State and Government of the Union.

15. During its deliberations the Sub-Committee concurred to the important role assigned to NPCA and agreed to review the proposal within the 94 positions that was earlier recommended and to make adjustments to meet the requirements of NPCA as provided in its new proposal. The Sub-Committee was presented with a comparative table of the NPCA Structure January 2012 as endorsed by PRC side by side with the NPCA revised proposals. During the debate the representatives of NPCA provided clarifications and answered questions raised by the Sub-Committee members. On his part the Director of AHRM of the Commission assisted the Sub-committee with clarifications, explanations and suggestions with the view to assist the Sub-Committee make decisions. Following a rich and detailed debate and interaction between the Sub-Committee members and the representatives of NPCA and the Commission, the Sub-Committee made the following recommendations.

**RECOMMENDATION 1.**

**16. RECOMMENDATIONS FOR NPCA STRUCTURE**

Job Title	Professional Grade	General Service	No. of Position
<b>1. THE BUREAU OF THE CHIEF EXECUTIVE OFFICER (CEO)</b>			
Chief Executive Officer	Political Appointee		1
Special Assistant to the CEO ( <i>Special Appointee</i> )	P3		1
Private Secretary to the CEO ( <i>Special Appointee</i> )		GSA5	1
Administrative Assistant		GSA5	1
Driver		GSB7	1
Household Staff		GSB5	2
<i>Sub-Total</i>	<b>2</b>	<b>5</b>	<b>7</b>
<b>I. COORDINATING DIVISION</b>			
Coordinator – Bureau of CEO	P5		1
Senior Protocol Officer	P3		1
Admin & Logistic Assistant		GSA5	1
Protocol Assistant		GSA5	1
Secretary		GSA4	1
<i>Sub-Total</i>	<b>2</b>	<b>3</b>	<b>5</b>
<b>COMMUNICATION UNIT</b>			
Snr. Communication Officer – Advocacy & Conf. Coord.	P3		1
Website Officer	P2		1
Communication Assistant		GSA5	1
<i>Subtotal</i>	<b>2</b>	<b>1</b>	<b>3</b>
<b>II STRATEGIC PLANNING, MONITORING AND EVALUATION DIVISION</b>			



Job Title	Professional Grade	General Service	No. of Position
Head of Division	P5		1
Senior Policy Officer Planning , and M&E	P3		1
Policy Officer: Planning	P2		1
Policy Officer: Monitoring & Evaluation	P2		1
Policy Officer	P2		1
Administrative Assistant		GSA5	1
Secretary		GSA4	1
<i>Subtotal</i>	5	2	7
<b>KNOWLEDGE MANAGEMENT (KM) UNIT</b>			
Senior Policy Officer –(Knowledge Management, Library & Archives)	P3		1
Knowledge Management Officer	P2		2
Librarian- Archivist	P2		1
Cataloguer		GSA5	2
<i>Subtotal</i>	4	2	6
<b>III. PARTNERSHIPS AND RESOURCE MOBILIZATION DIVISION</b>			
Head, Partnerships & Res. Mob. Div.	P5		1
Policy Officer	P2		1
Secretary		GSA4	1
<i>Subtotal</i>	2	1	3
<b>LEGAL SERVICES UNIT</b>			
Senior Legal Officer	P3		1
Legal Officer	P2		1
Secretary/Filing Assistant		GSA4	1
<i>Subtotal</i>	2	1	3
<b>INTERNAL AUDIT UNIT</b>			
Senior Internal Auditor	P3		1
Auditor	P2		1
<i>Subtotal</i>	2	0	2
<b>IV. CAPACITY DEVELOPMENT DIVISION</b>			
Head Capacity Development Division	P5		1
Capacity Development Officer	P2		1
Secretary/Filing Clerk		GSA4	1
<i>Subtotal</i>	2	1	3

Job Title	Professional Grade	General Service	No. of Position
<b>2. DIRECTORATE OF PROGRAMME IMPLEMENTATION &amp; COORDINATION</b>			
Director – Programme Implementation & Coordination	D1		1
Administrative Assistant		GSA5	1
Secretaries		GSA4	2
<i>Subtotal</i>	1	3	4
<b>I. PROGRAMME DEVELOPMENT DIVISION</b>			
Head of Programme Development & Division ①	P5		1
Senior Programme Officers	P3		2
Programme Officers	P2		3
<i>Subtotal</i>	6	0	6

①Note: 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.

Job Title	Professional Grade	General Service	No. of Position
<b>II. PROGRAMME IMPLEMENTATION &amp; COORDINATION DIVISION</b>			
Head of Prog. Implementation and Coordination Division ②	P5		1
Senior Programme Officers	P3		2
Programme Officers	P2		3
-		-	-
<i>Subtotal</i>	6	0	6
② Note: Six (6) Principal Programme Officers (P4) <u>funded by Partners</u> 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.			

<b>3. DIRECTORATE OF ADMINISTRATION, FINANCE AND HUMAN RESOURCES</b>			
Job Title	Professional Grade	General Service	No. of Position
Director Corporate Services	D1		1
Administrative Assistant		GSA5	1
<i>Subtotal</i>	1	1	2
<b>I. FINANCE, BUDGETING AND ADMINISTRATION DIVISION</b>			
Head of Division	P5		1
<i>Subtotal</i>	1	0	1
<b>FINANCE &amp; BUDGETING UNIT</b>			
Senior Finance Officer	P3		1
Senior Budget Officer	P3		1
Finance Officer	P2		1
Budget & Certifying Officer	P2		1
Accounts Assistant		GSA5	2
Accounts Assistant & Cashier		GSA5	1
Secretary		GSA4	1
<i>Subtotal</i>	4	4	8
<b>ADMINISTRATIVE SERVICES UNIT</b>			
Senior Administrative Services Officer	P3		1
Administrative Services Officer	P2		1
Administrative Assistant		GSA5	1
Security Supervisor		GSA5	1
Secretary		GSA4	1
Receptionist/Secretary		GSA4	1
Drivers/Mail Runners		GSB7	5
IT Officer - Hardware, Network & Application including SAP	P2		2
IT Technician (Help Desk)		GSA5	1
<i>Subtotal</i>	4	10	14
<b>PROCUREMENT, TRAVEL AND STORES UNIT</b>			
Procurement, Travel & Stores Officer	P2		1
Travel Assistant		GSA5	1
Procurement Assistant		GSA5	1
Stores Assistant		GSA5	1
<i>Subtotal</i>	1	3	4
<b>II. HUMAN RESOURCE MANAGEMENT DIVISION</b>			
Head of Division	P5		1
Senior HR Officer (Performance Management, Training & Development)	P3		1
Senior HR Officer (Recruitment, Discipline & Counseling)	P3		1
HR Officer	P2		1

<b>3. DIRECTORATE OF ADMINISTRATION, FINANCE AND HUMAN RESOURCES</b>			
Job Title	Professional Grade	General Service	No. of Position
HR Officer	P2		1
HR Payroll Officer & Benefits	P2		1
HR Assistants		GSA5	3
Secretary		GSA4	1
<i>Subtotal</i>	<b>6</b>	<b>4</b>	<b>10</b>
<b>NET TOTAL</b>	<b>53</b>	<b>41</b>	<b>94</b>

#### A. SUMMARY OF NPCA STRUCTURE

Office	No of positions	Professional	General Service
A. Office of the Chief Executive Officer	39	23	16
B. Programme Coord. & Implementation Directorate	16	13	03
C. Corporate Services Directorate	39	17	22
<b>TOTAL NPCA</b>	<b>94</b>	<b>53</b>	<b>41</b>

#### B. BREAKDOWN OF POSITIONS BY GRADES

Grade	Special 3	D1	P5	P4	P3	P2	GSA6	GSA5	GSA4	GSA3	GSB7	GSB5	TOTAL
No. of posts	1	2	8	0	16	26	0	22	11	0	6	2	<b>94</b>

#### C. BREAKDOWN OF POSITIONS CATEGORIES & ESTIMATED BUDGET

Total no. of Professional positions: **53**  
 Total no. of General Service positions: **41**  
 Total No. of Political and Special Appointees: **03** (Chief Executive Officer, Special Assistant and Private Secretary)  
 Total No. of Professional positions to be subjected to AU Member States Quota: **51**

Estimated Annual Staff Cost Budget of NPCA Structure: **USD8,960,555.34**

### RECOMMENDATION 2.

#### D. RECRUITMENT IMPLEMENTATION PLAN

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

## **RECOMMENDATION 3**

### **E. RECRUITMENT IMPLEMENTATION METHODOLOGIES**

- I) 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 citizens of the AU Member States.
- II) All existing staff of NPCA of all grades shall compete with both internal and external candidates of AU Member States for the structured and budgeted positions in full transparency, equity and fairness.
- III) The NPCA's recruitment process shall be fully overseen and supervised by the African Union Commission with the view to ensure compliance with the recruitment process specified in the AU Staff Regulations and Rules.
- IV) The NPCA should submit through the Commission an Annual Recruitment Report to the PRC during budget consideration.
- V) As NPCA is part of the structure of the African Union Commission recruitments for all Professional positions (D1 to P1) 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. All NPCA's recruitment shall be approved by the Chairperson of the Commission as per the AU Staff Regulations and Rules

### **H. AGENDA 3: CONSIDERATION OF THE STRUCTURE PROPOSALS OF THE AFRICAN PEER REVIEW MECHANISM (APRM)**

17. The Sub-committee was not able to consider the proposals of the APRM structure due to the absence of the representatives of the APRM. In the light of this situation the Sub-Committee decided to defer consideration of the item and report to the PRC accordingly.

### **I. AGENDA 4: CONSIDERATION OF STRUCTURE PROPOSALS OF THE COMMISSION:**

#### **a) CREATION OF POSTS OF DEPUTY DIRECTORS IN SOME PORTFOLIOS AND DEPARTMENTS OF THE COMMISSION**

18. Introducing the item, the Director of AHRM recalled that the item has been on the agenda of the Sub-committee since 2010 and that it was overdue. He stated that the proposal originated from the College of Commissioners who proposed the creation of two or more directorates to manage the Portfolios assigned to each Commissioner. However, the Commission being conscious of the financial implications of such a proposal opted to propose the creation of positions of Deputy Directors at P6 in six (6) Departments/Directorates, namely:

- i) Peace and Security Department;
- ii) Rural Economy, Agriculture and Environment Department;
- iii) Infrastructure and Energy Department;
- iv) Social Affairs Department;
- v) Administration and Human Resources Management Directorate; and
- vi) Programming, Budget, Finance and Accounting Directorate.

19. He went on to provide the rationale and the justification for the proposals along with the set of criteria for proposing the position of Deputy Directors. These criteria includes the diversity of the Portfolio, the expansion of the mandate of the Portfolios through projects and programmes, the number of Divisions under the Department/Directorate, the increased responsibility of the Department/ Directorate as a result of the Assembly, the Executive Council and the sectorial Ministerial Conferences Decisions, and in the case of Peace and Security Department ,the substantial increase of the demands on the Union to address Conflict situations, peacekeeping and post conflict reconstruction. He admitted that this is not the ideal solution, but it will greatly help alleviate the load on the Directors and allow them to devote more time to policy and strategic issues of their respective Portfolios.

20. In the discussions that followed, the members of the Sub-Committee agreed that the current responsibilities of the Directors were too heavy and that there was need to find a lasting solution which would alleviate the burden on the directors and at the same time ensure efficiency and effectiveness. The Sub-Committee expressed concern that the creation of the posts of Deputy Directors in the absence of clear mandate and this might create an extra level of bureaucracy between the Director and the Heads of Divisions and break the established hierarchy chain. It was proposed that any proposals should address the root causes of the problem and propose solutions. Proposals were made on alternative options including the creation of the positions of Director Generals in some Portfolios, the provision of assistants to the Director, and the establishment of more than one directorate in some Portfolios.

21. The Sub-Committee was of the view that while the creation of the posts of Deputy Directors might provide a temporary solution to the problem it was not a lasting solution and might carry with it more problems for the Commission structure specially in the absence of a clear vision on the role and function of the deputy Directors.

### **RECOMMENDATION FOR THE POSTS OF DEPUTY DIRECTORS**

22. In view of the many alternatives proposed by the members of Sub-Committee, the latter recommended that the Commission should study all options taking into account the alternatives proposed by the Sub-Committee as well as other proposals that would provide a lasting and efficient solution. The Commission proposals should include detailed functions and responsibilities and terms of reference for the proposed structures and budget

implications. The proposals should be submitted to the Sub-Committee for consideration in its next session.

**b) THE PROTOCOL SERVICES DIVISION – UPGRADING OF THE POSITION OF HEAD PROTOCOL SERVICES P5 to D1 AND CREATING ON TWO NEW POSTS.**

23. The Director of AHRM introduced the item stating that the upgrading of the post of the Head of Protocol Services from its current P5 grade to D1 grade was justified by the level of responsibility of the Services; the increased volume of work as a result of the many meeting of the Union policy Organs, the Peace and Security Council, the Sectorial Ministerial Conferences and the many technical meeting organized by the Commission. The Protocol also provided services to the leadership of the Commission during International Conferences and events. Furthermore, the Director introduced the request of the Commission to provide the Protocol services with one Senior Officer (P3) to be in-charge of Consular and Airport duties as well as a Mail Runner (GSB6).

24. The financial implication for this position upgrading from P5 to D1 is US\$42,593.79.

No.	Grade	No. of Post	Annual Basic Salary Scale	Total Basic Salary	Post Adj. 46%	Spouse Allowance 5%	Child Assumptio n x 3 per staff	Education Allowance x 3 children per staff	Housing Allowance	Pension Contributio n 19% of Basic	TOTAL AMOUNT IN USD
1	D1	1	70,139.00	70,139.00	32,263.94	3,506.95	750.00	23,400.00	16,819.20	15,591.90	162,470.99
2	P5	1	45,551.00	45,551.00	20,953.46	2,277.55	750.00	23,400.00	16,819.20	10,125.99	119,877.20
<b>Difference</b>											<b>42,593.79</b>

25. The Director concluded that the Protocol Service Division is among the structure under the Office of the Chairperson where all the heads are Directors except Protocol. The Director of AHRM informed the Sub-committee that the upgrading was for the post and not the incumbent. He drew the attention of members of the Sub-Committee to the case of the upgrading of the Director of Communication and Information where the incumbent had to undertake an open competition with internal and external candidates. The deputy Chief of Protocol took the floor to provide some additional background information and some further clarifications.

26. In the debate that followed, members of the Sub-Committee, while appreciating the presentation of Director, of the AUC, some members felt that there was not enough justification for the upgrading of the Protocol Services since there was no change in the Functions and Responsibilities of the Service and that the upgrading could not be justified in terms of improved efficiency and effectiveness. Some members were of the view that the Head of the AUC Protocol reflects the image and prestige of the Union and should be graded accordingly.

27. The Sub-Committee agreed to the upgrading so as to endow the AU Protocol Services of the Union with the commensurate prestige of the function. It further agreed that the recruitment exercise should follow the same model adopted for the recruitment of the Director of Information and Communications Directorate. The Sub-Committee rejected the request for additional positions of Senior Protocol Officer (P3) and the Mail Runner (GSB5) and considered the number of existing posts was adequate.

28. During the adoption of the report, Members of the Sub-committee expressed their surprise to see that the financial implications provided in the draft report were higher than those provided by the Commission earlier and demanded explanation. The Commission explained that the figure provided earlier was based on basic salary only while the one provided in the report incorporated estimates of all entitlements as is common practice when preparing financial implications. The Commission apologized for any inconvenience caused.

## 29. RECOMMENDATIONS

- I) The Sub-Committee endorsed the upgrading of the Head of Protocol Services P5 to D1 on the condition that the post be opened to competition by both internal and external candidates from the Union Member States, in full transparency, equity and fairness;
- II) The two positions requested by the Protocol Services (1x Senior Protocol Officer P3 and 1x Mail Runner) were not approved;
- III) All other existing positions (Professional and General Service) within the structure of the Protocol Services shall remain unchanged;
- IV) The Commission had been requested to carry out a full assessment of the structure of the Recommended Protocol Services Directorate, prepare and submit to the Sub-Committee for review of the Protocol Services with the aim of making the service more efficient and effective and to endow it with appropriate structure without any financial implications.

### III FINANCIAL IMPLICATIONS

No.	Grade	No. of Post	Annual Basic Salary Scale	Total Basic Salary	Post Adj. 46%	Spouse Allowance 5%	Child Allowance n x 3 per staff	Education Allowance x 3 children per staff	Housing Allowance	Pension Contribution 19% of Basic	TOTAL AMOUNT IN USD
1	D1	1	70,139.00	70,139.00	32,263.94	3,506.95	750.00	23,400.00	16,819.20	15,591.90	162,470.99
2	P5	1	45,551.00	45,551.00	20,953.46	2,277.55	750.00	23,400.00	16,819.20	10,125.99	119,877.20
<b>Difference</b>											<b>42,593.79</b>

### c) STRUCTURE PROPOSAL FOR THE NEW AFRICAN SPORTS ARCHITECTURE

30. The Director of the Social Affairs Department introduced the item. In his presentation he informed the Sub-Committee that due to the fact that the African Supreme Council of Sports (SCSA), lacked the capacity and leadership to implement any sports development programmes, the AU Conference of Ministers of Sport (CAMS) in 2008, Accra, Ghana decided that the SCSA be dissolved and be replaced by a New Architecture for Sports in Africa. That decision was consequently endorsed by the Executive Council.

31. In this Executive Council Decision, the Commission was mandated, "...to conduct further studies regarding the integration of the functions of Supreme Council for Sports in Africa (SCSA) into the Commission including the transitional mechanism and the current financial situation relating to SCSA". It was further requested to, "...submit the outcome of its studies to the Permanent Representative Committee (PRC) through the relevant Sub-Committees, including the Structures Sub-Committee and the Sub-Committee on Administrative, Budgetary and Financial Matters for consideration and necessary action."

32. The Commission conducted an in-depth appraisal of the structures and functions of the SCSA and evaluated its current capacity in the development of sports in Africa within the New Sport Architecture which is made up of the following organs:

- The Conference of Ministers of Sports (CAMS) and its Bureau;
- The Sport Advisory Board with Technical Committees;
- The Secretariat for the African Sport Architecture, a Specialized Technical Office under the AU Commission to handle technical and operational aspects of sport development and development through sport in Africa, including the organization of the African Games. The Specialized Technical Office for Sport in Africa is to be self-financing with expected revenue to be generated from the marketing of the African Games and other sporting activities.

33. The Sub-Committee was further informed that the proposed operational and programme budgets for the African Sport Architecture Secretariat to be financed, from the Commission annual budget, is considered for the purposes to kick-start the operations of the Secretariat during its transitional 2 years period before the next edition of the African Games in 2015, after which the Secretariat shall be able to finance itself from the marketing and sponsorship of the African Games. It was also envisaged that part of the revenue generated from the marketing and sponsorship of the African Games will go towards mitigating the efforts of the Commission regarding ***"ALTERNATIVE SOURCES OF FUNDING FOR THE COMMISSION"***.

34. During the ensuing discussions, Members of the Sub-Committee made the following observations:

- A) Legal implications: The Sub-Committee raised concern on the Legal implications to approve a new Structure when the former Structure of the SCSA had not yet been dissolved in accordance with Executive Council Decision EX.CL/Dec.680(XX);
- B) Financial implications, assets and liabilities: Regarding the financial, assets and liabilities implications, the Sub-Committee requested for further clarification and full information on the status of the assets and liabilities of the SCSA;
- C) The Sub-Committee expressed concerned about the dangers of having no structure in place to take over the functions after the dissolution of the Supreme Council for Sport in Africa;



- D) In response to the requests for clarification and questions, the Director of Social Affairs informed the Sub-Committee that the new Sport Architecture was based on three main pillars, namely Legal, Institutional and Policy. The dissolution of the Supreme Council for Sport in Africa was only one part of the Architecture. The broader part of the Architecture focuses on the implementation of the Sport Policy Framework, Sports for development and Africa Games. The Sub-Committee was further informed that the dissolution of the Supreme Council for Sport in Africa has already been approved by the higher organs of the AU, Ministers of Sport and endorsed by three consecutive Executive Council decisions. It was also noted that the SCSA General Assembly during its Extra-Ordinary Session in 2009, Abuja, Nigeria endorsed the decision on dissolution. Regarding the financial implications, assets and liabilities, the Sub-Committee was informed that all the outstanding payments due to the current staff had been paid.

35. At the end of its deliberations the Sub-Committee made the following recommendations:

### RECOMMENDATIONS

- I) That the PRC approves the Structure and budget for new Architecture for Sport in Africa, subject to the final dissolution of the SCSA by its Extra-Ordinary General Assembly and should only be implemented after the dissolution as stipulated by the Executive Council above quoted Decision,EX,CL/Dec,680(XX)..
- II) The approved Structure shall be made up of the following staff:
- a) 1 x Coordinator (P5);
  - b) 1 x Senior Sports Officer Sport for Development(P3);
  - c) 1 x Senior Sports Officer, African Games and Marketing(P3);
  - d) 1 x Finance Officer(P2);
  - e) 1 x Accounts Assistant (GSA5);
  - f) 1 x Administrative Assistant (GSA5);
  - g) 2 x Secretaries (GSA4)
  - h) 1 x Driver(GSB 7)
- III) That translation and Interpretation services shall be sourced from free-lance services on an ad-hoc basis as and when needed.

**IV) Financial implication**

The annual financial implication is estimated to US\$674,421.74 as per the table below:

AFRICAN SPORTS ARCHITECTURE SUMMARY OF FINANCIAL IMPLICATIONS												
No.	Grade	No. of Post	Basic Salary Scale	Total Annual Basic Salary	Post Adj. 48%	Spouse Allowance 5%	Child Allowance Assumption x 3 per staff	Education Allowance x 3 children per staff	Housing Allowance	Pension Contribution 19% of Basic	Insurance Assumption Us\$1200 per staff per yr	Total
1	P5	1	45,551.00	45,551.00	21,864.48	2,277.55	750.00	23,400.00	21,196.80	10,125.99	1,200.00	<b>126,365.82</b>
2	P3	2	33,619.00	67,238.00	32,274.24	3,361.90	1,500.00	46,800.00	34,444.80	14,947.01	2,400.00	<b>202,965.95</b>
3	P2	1	27,892.00	27,892.00	13,388.16	1,394.60	750.00	23,400.00	17,222.40	6,200.39	1,200.00	<b>91,447.55</b>
4	GSA 5	2	14,145.00	28,290.00	13,579.20	1,414.50	1,500.00	46,800.00	26,496.00	6,288.87	2,400.00	<b>126,768.57</b>
5	GSA 4	2	11,520.00	23,040.00	-	1,152.00	1,500.00	15,120.00	-	5,121.79	2,400.00	<b>48,333.79</b>
6	GSB 7	1	6,225.00	6,225.00	-	311.25	750.00	7,560.00	-	1,182.75	1,200.00	<b>17,229.00</b>
		<b>9</b>		<b>198,236.00</b>	<b>81,106.08</b>	<b>9,911.80</b>	<b>6,750.00</b>	<b>163,080.00</b>	<b>99,360.00</b>	<b>43,866.80</b>	<b>10,800.00</b>	<b>613,110.68</b>
			<b>Contingency 10%</b>	<b>19,823.60</b>	<b>8,110.61</b>	<b>991.18</b>	<b>675.00</b>	<b>16,308.00</b>	<b>9,936.00</b>	<b>4,386.68</b>	<b>1,080.00</b>	<b>63,033.31</b>
										<b>TOTAL</b>		<b>674,421.74</b>

**d) GRADE ALIGNMENT FOR TECHNICIANS AND DESKTOP PUBLISHERS IN THE CONFERENCE MANAGEMENT AND PUBLICATIONS DIRECTORATE**

**36.** The item was introduced by a representative of the Commission who stated that the proposal for grade alignment was to effect fairness in grading the same jobs at the same grade. It is aimed at aligning all Conference Equipment Technicians and Desktop Publishers in the Conference Management and Publications Directorate at the same level of GSA5 with all other Technicians and Publish Designer of the Commission.

**RECOMMENDATIONS**

**37.** The Sub-Committee approved to align the grade of the Conference Equipment Technicians (GSA4) and Desktop Publishers (GSA4) in the Conference Management & Publication Directorate to the grade GSA5 with a financial implication amounting to **US\$10,887.22** as per the table below.

SUMMARY OF FINANCIAL IMPLICATIONS FOR THE UPGRADING GSA4 TO GSA5

**A. Alignment of existing positions of Conference Equipment Technicians (3) from GSA4 to GSA5**

Status	Grade	No. of Post	Annual Basic Salary Scale	Total Basic Salary	Post Adj. 46%	Spouse Allowance 5%	Child Assumpti on x 3 per staff	Education Allowance x 3 children per staff	Housing Allowance	Pension Contributi on 19% of Basic	TOTAL AMOUNT IN USD
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**CURRENT EMPLOYMENT STATUS AT GSA4**

Local A	GSA4-10	1	18,405.00	18,405.00	-	920.25	750.00	7,560.00	-	3,496.95	31,132.20
Local B	GSA4-8	1	16,875.00	16,875.00	-	843.75	750.00	7,560.00	-	3,206.25	29,235.00
Local C	GSA4-8	1	16,875.00	16,875.00	-	843.75	750.00	7,560.00	-	3,206.25	29,235.00
<b>3</b>											<b>89,602.20</b>

**PROPOSED REALIGNMENT TO GSA5**

Local A	GSA5-7	1	19,455.00	19,455.00	-	972.75	750.00	7,560.00	-	3,696.45	32,434.20
Local B	GSA5-5	1	17,685.00	17,685.00	-	884.25	750.00	7,560.00	-	3,360.15	30,239.40
Local C	GSA5-5	1	17,685.00	17,685.00	-	884.25	750.00	7,560.00	-	3,360.15	30,239.40
<b>3</b>											<b>92,913.00</b>
<b>DIFFERENCE A.</b>											<b>3,310.80</b>

Status	Grade	No. of Post	Annual Basic Salary Scale	Total Basic Salary	Post Adj. 46%	Spouse Allowance 5%	Child Assumpti on x 3 per staff	Education Allowance x 3 children per staff	Housing Allowance	Pension Contributi on 19% of Basic	TOTAL AMOUNT IN USD
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**B. Alignment of existing positions of Conference Desktop Publisher (6) from GSA4 to GSA5/6**

**CURRENT EMPLOYMENT STATUS AT GSA4**

Local A (P2H)	GSA5-10	1	22,110.00	22,110.00	-	1,105.50	750.00	7,560.00	-	4,200.90	35,726.40
Local B (P2H)	GSA5-10	1	22,110.00	22,110.00	-	1,105.50	750.00	7,560.00	-	4,200.90	35,726.40
Local C (P2H)	GSA5-7	1	19,455.00	19,455.00	-	972.75	750.00	7,560.00	-	3,696.45	32,434.20
Local D	GSA4-5	1	14,580.00	14,580.00	-	729.00	750.00	7,560.00	-	2,770.20	26,389.20
Local E	GSA4-5	1	14,580.00	14,580.00	-	729.00	750.00	7,560.00	-	2,770.20	26,389.20
International	GSA4-5	1	14,580.00	14,580.00	6,706.80	729.00	750.00	23,400.00	12,009.60	3,241.13	61,416.53
<b>6</b>											<b>218,081.93</b>

**PROPOSED REALIGNMENT TO GSA5/6**

Local A (P2H)	GSA6-6	1	22,815.00	22,815.00	-	1,140.75	750.00	7,560.00	-	4,334.85	36,600.60
Local B (P2H)	GSA6-6	1	22,815.00	22,815.00	-	1,140.75	750.00	7,560.00	-	4,334.85	36,600.60
Local C (P2H)	GSA6-3	1	19,620.00	19,620.00	-	981.00	750.00	7,560.00	-	3,727.80	32,638.80
Local D	GSA5-2	1	15,915.00	15,915.00	-	795.75	750.00	7,560.00	-	3,023.85	28,044.60
Local E	GSA5-3	1	15,915.00	15,915.00	-	795.75	750.00	7,560.00	-	3,023.85	28,044.60
International	GSA5-3	1	15,915.00	15,915.00	7,320.90	795.75	750.00	23,400.00	12,009.60	3,537.90	63,729.15
<b>6</b>											<b>225,658.35</b>

**DIFFERENCE B 7,576.42**

**NET TOTAL (US\$) FOR UPGRADING 3 CONFERENCE EQUIPMENT TECHNICIANS AND 6 DESKTOP PUBLISHERS FROM GSA4 TO GSA5/6 10,887.22**

**e) TRANSFORMATION OF ONE x P4 AND ONE x P2 INTO TWO x P3 IN THE INFORMATION SOCIETY DIVISION OF THE INFRASTRUCTURE AND ENERGY DEPARTMENT**

**38.** Introducing the item, the Commission informed the Sub-committee that the Division of Information Society in the Infrastructure and Energy Department was requesting the Sub-Committee to authorize the transformation of existing positions one P4 and one P2 into two P3 posts namely:

- Senior Radio Transmission and broadcasting Officer P3, and
- Senior Postal Services Officer P3

The change was necessitated by the need to meet the needs identified in Assembly Declaration reference Assembly/AU/Decl.1(XIV). The transformation would not involve any additional financial implications.

## RECOMMENDATION

The Sub-committee endorsed the proposal and recommended the transformation of the two existing posts of P4 and P2 into two P3 positions without any additional financial implications.

- Senior Radio Transmission and Broadcasting Officer P3, and
- Senior Postal Services Officer P3.

The process of transforming one existing P4 and one existing P2 positions into two P3 positions resulted in a saving of US\$920.22 as per the breakdown below.

No.	Grade	Post	Annual Basic Salary Scale	Total Basic Salary	Post Adj. 46%	Spouse Allowance 5%	Commo Assumpti on x 3 per staff	Allowance x 3 children per staff	Housing Allowance	Pension Contribution 19% of Basic	Assumptio n Us\$1200 per staff per yr	TOTAL AMOUNT IN USD
Exist	P4	1	38,489.00	38,489.00	17,704.94	1,924.45	750.00	23,400.00	16,819.20	8,556.10	1,200.00	108,843.69
Exist	P2	1	27,892.00	27,892.00	12,830.32	1,394.60	750.00	23,400.00	14,414.40	6,200.39	1,200.00	88,081.71
				<b>66,381.00</b>	<b>30,535.26</b>	<b>3,319.05</b>	<b>1,500.00</b>	<b>46,800.00</b>	<b>31,233.60</b>	<b>14,756.50</b>	<b>2,400.00</b>	<b>196,925.41</b>
New	P3	2	33,619.00	<b>67,238.00</b>	<b>30,929.48</b>	<b>3,361.90</b>	<b>1,500.00</b>	<b>46,800.00</b>	<b>28,828.80</b>	<b>14,947.01</b>	<b>2,400.00</b>	<b>196,005.19</b>
Diff.				(857.00)	(394.22)	(42.85)	-	-	2,404.80	(190.51)	-	<b>920.22</b>

The two P3 positions shall be internationally opened for competition by all African citizens and conducted in full transparency without any form of discrimination. All existing P2 staff of the Division shall compete with both internal and external candidates for the new P3 transformed positions.

## J. ANY OTHER BUSINESS

39. There being no any other business, the Sub-committee concluded its work.

## K. ADOPTION OF THE REPORT AND CLOSURE OF THE MEETING

40. The Sub-Committee adopted its report on 27 June 2012.

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