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COUNCIL OF MINISTERS

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REQUEST TO INCUR EXPENDITURE ON OFFICIAL VEHICLES
AND ALTERATION TO BUILDINGS FROM THE SAVINGS OF
THE 1967/68 BUDGET.



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OF THE 1967/68 BUDGET.

1. ~~This short paper is intended to elaborate on the request to incur expenditure~~ from the savings of the 1967/68 Budget as it pertains to the alterations of buildings.

2. The amount requested for is US. \$25,000,00. The main reason for requesting expenditure from the savings is because no appropriations exist in the present Budget or in the previous one for these alterations.

3. As the Council of Ministers is aware, the entire staff of the General Secretariat at Headquarters has been housed in two of the three main buildings, since its establishment in Addis Ababa. These premises were originally built as a Police College. However, when the Imperial Ethiopian Government kindly offered them to the General Secretariat, only one block of offices and apartments continued to be used by the Police cadets until six months ago. It is this third building that requires renovation and alterations, and for which funds are being sought.

4. The Council of Ministers is aware that of the two buildings now occupied, one is a lean six-storey structure and the other, a one-storey rectangular block. Block No. 1 has since provided office accommodation for the following:-

- (a) The Administrative Secretary General, his subordinate staff and Cabinet, including the Press Information Section, the Legal Section, Protocol Section, and the Courier and Mail Service Section. There is no reception room for dignatories and already four officers are sharing small offices and two just won't have offices when they take up their new posts. Normally, because of the structure of this Block, Divisions and Services attached to the office of the Administrative Secretary-General would, as of now, easily take up anything from three to four floors of this building. It is safe to say that there is at present a definite need to accommodate individually, if possible, more than 22 senior staff members;
- (b) The Political Department consisting of the Assistant Secretary-General and his private secretary; the Head of Department and his subordinate staff; three Sections with five senior officers and subordinate staff. Under normal conditions, this department would occupy, at least two floors in this building. Some senior officers are having to share offices and there is definitely no space for additional staff;
- (c) The Economic and Social Department consisting of the Assistant Secretary-General and his private secretary; the Head of Department and his subordinate staff; two large sections with eight senior officers and subordinate staff. With available sufficient space, this department could easily occupy two floors of this building;

- (d) Conference Division at present consisting of Conference Co-ordinator and fourteen senior staff require office space together with several subordinate staff. In addition, eight more senior staff posts are yet to be filled, also requiring additional office space. At present, the Conference Co-ordinator is having to share an office already stacked everywhere with documents, etc., with his Conference Officer and Translator-Editor-Precis-Writer. Two proof-readers, two translators and one typist have to use the General Secretariat's only Conference Hall when it is not in use.
- (e) The Librarian/Archivist and his subordinate staff occupy the fifth floor of this building. The floor is certainly not ideal for the library in the light of future expansion and also because of the floor specifications; and
- (f) the stores section which is situated in the basement of this building. This part of the building has been found unsuitable for the storage of some delicate commodities because of the moisture that constantly builds up. But since there is no other place to move the stores, the General Secretariat has had to continue to keep these materials often at the risk of their being spoiled.

5. The No. 2 building described above is occupied by the following:-

- (a) The Cultural and Scientific Department which consists of the Assistant Secretary-General and his subordinate staff; the Head of Department and his staff and one senior officer. This Department still has to provide office accommodation for one Director of Health, two Senior Health Inspectors, one Educational Affairs Officer and their subordinate staff. At the moment there is definitely no office space in the building for this additional staff.
- (b) The Department of Administration consisting of the Assistant Secretary-General and his private secretary; the Head of Administration and his subordinate staff; the entire staff of the Personnel Section, General Services Section, Finance Section and the Audit Section. There is a total of more than five senior officers yet to be accommodated and definitely no more office space for this expansion. What is now of more concern to the General Secretariat is that nine senior officers and their subordinate staff in the Finance and Internal Audit Sections are having to share one large office without any partition.

6. The plan envisaged for the third building is to make such alterations as will allow for the accommodation of a whole department, so as to effect close co-operation and supervision of work. It is planned to move the entire Department of Administration into the building if and when it is renovated as follows:-

(a) Ground Floor and Basement:

This will be taken up by the entire conference Division. The spacious office accommodation on this floor is suitable not only for all the present and future staff but also for the storage of all the General Secretariat's valuable documents, together with duplicating machines and translation equipment.

(b) First Floor:

This floor would be suitable for the General Services staff who are at present scattered as a result of lack of office space. Furthermore, there is also ample space to house most of the General Secretariats' stores in dry and airy space.

(c) The Second Floor:

This floor would be occupied by both the Finance and Audit Sections. As the two Sections have always worked closely together, the continued liaison between them could then be maintained within this arrangement.

(d) The Third Floor:

This floor would accommodate the Head of Administration and his subordinate staff and the entire Personnel Section. There would be ample space on this floor to provide for a small conference room for use by the General Secretariat in addition to the main Conference Hall in Block 1.

7. It is important to emphasize that if and when this move is made, there would be ample space in both Block 1 and 2 described earlier on for accommodating all the present and anticipated staff of the General Secretariat Headquarters.

8. From the foregoing, it is obvious that the position now at the General Secretariat is that there is not enough suitable office and storage accommodation to cope with the expansion of staff as already approved by the Council of Ministers' Budgetary session of February 1968. Prior to the Tenth Session of the Council of Ministers, a number of posts for the General Secretary Headquarters were non-existent. The amount of available office space as compared with the new posts filled or soon to be filled is definitely inadequate for the efficient functioning of the General Secretariat.

9. At this juncture it is also important to mention that the General Secretariat is certainly not unaware that the present premises it is occupying are temporary and that in a few years to come the General Secretariat will move into its permanent Headquarters. This fact has certainly been borne in mind.

However, as this plan might take anything up to four years before it is accomplished, the General Secretariat will, in the meantime, inevitably have to use whatever accommodation is available to cope with its expanding activities.

10. On the other hand, if it is not financially possible to utilise the third building, then it would be logical for the General Secretariat to put the building once again at the disposal of the host Government so as to avoid any unnecessary waste of this valuable property.



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