

**ORGANIZATION OF
AFRICAN UNITY**

SECRETARIAT
P. O. Box 3243

ADDIS ABABA

**ORGANISATION DE L'UNITE
AFRICAIN**

SECRETARIAT
B. P. 3243

COUNCIL OF MINISTERS
FOURTEENTH ORDINARY SESSION
Addis Ababa - February/March 1970

CM/302/Rev.1
Annex

ANNEXES TO DRAFT ESTIMATES FOR THE FINANCIAL YEAR,
1ST JUNE 1970 TO 31ST MAY, 1971

AS PRESENTED TO THE COUNCIL OF MINISTERS BY THE ADVISORY
COMMITTEE FOR BUDGETARY AND FINANCIAL MATTERS

The Council of Ministers meeting in its Thirteenth Ordinary Session in Addis Ababa in September 1969, having considered the recommendations of the Advisory Committee on Budgetary and Financial Matters based on the report of the Subcommittee of Experts, directed the Secretariat to submit to the next budget Session of the Council proposed structural changes in the administrative set-up of the Organization for its consideration and final decision. In the present annex, the details of all the posts affected by the proposed changes are set out as well as their financial implications.

It will be recalled that the Advisory Committee on Budgetary and Financial Matters recommended in its report (document CM/271 Rev.1 para. 55) a standard nomenclature for the Secretariat of the Organization. In accordance with this recommendation, the present Heads of Department and the Executive Secretaries in the Regional Offices have been redesignated Directors on scale P.5. It was further recommended that the three assistant secretaries in Dar-es-Salaam should revert to scale P.4. In all cases where officers revert to a lower scale, measures have been taken to put them at appropriate steps which would obviate any financial loss to them.

In the same manner, the proposed structural changes apply to the Cabinet which, in several respects, is equivalent to a Department. The Chief of Cabinet is therefore proposed for upgrading to P.5 while the Cabinet Attache is proposed for P.2. It is also proposed to redesignate their offices in conformity with the recommended standard nomenclature in the Secretariat. The Chief of Cabinet therefore becomes Director of Cabinet, while the Cabinet Attache becomes the Chief of Cabinet.

The financial implications of all the recommendations are set out in the present annex for the consideration of the Council of Ministers.

INCREASE AS A RESULT OF PROPOSED STRUCTURAL CHANGES

Item	Sub Item	Description	Page	Proposed Regular Budget 70/71		Proposed Structure		
				Actual Salary Scale	Salary p.a.	New Salary Scale	Salary p.a.	Increase
<u>General Secretariat</u>								
<u>CABINET</u>								
1	1	Director of Cabinet	6	P.4(III)	9,420.00	P.5-I	10,650.00	1,230.00
	2	Chief of Cabinet	6	P.1(IX)	6,310.00	P.2-VIII	7,460.00	1,150.00
	3	O. & M. Expert	6	-	-	P.4-I	8,930.00	8,930.00
<u>ADMINISTRATION DEPT.</u>								
1	1	Head of Administration	10	P.5(I)	10,650.00	P.5-III	11,170.00	520.00
<u>POLITICAL DEPT.</u>								
1	1	Head of Department	14	P.4(IV)	9,640.00	P.5-I	10,650.00	1,010.00
<u>ECONOMIC & SOCIAL DEPT.</u>								
1	1	Head of Department	15	P.4(VII)	10,650.00	P.5-III	11,170.00	520.00
<u>SCIENTIFIC & CULTURAL DEPT.</u>								
1	1	Head of Department	16	P.4(I)	8,930.00	P.5-I	10,650.00	1,720.00
Total for General Secretariat					55,600.00		70,680.00	15,080.00
<u>S.T.R.C.</u>								
1	1	Executive Secretary	62	P.6(V)	13,100.00	P.5-	13,100.00	-

Item	Sub Item	Description	Page	Proposed Regular Budget 1970/1971			Proposed Structure	
				Actual Salary Scale	Salary p.a.	New Salary Scale	Salary p.a.	Increase
<u>NEW YORK</u>								
1	1	Executive Secretary	124	P.6(I)	11,950.00	P.5-VI	11,950.00	-
<u>DAR-ES-SALAAM</u>								
1	1	Executive Secretary	132	P.6(V)	13,100.00	P.5	13,100.00	-
	2	Asst. Executive Secretaries (3)	132	P.5	33,990.00	P.4	33,990.00	-
					47,090.00		47,090.00	-
					127,740.00		141,520.00	15,080.00
G R A N D T O T A L								

EXPLANATORY NOTESDIRECTOR OF CABINET

After a careful study of the tasks incumbent on the Director of Cabinet, the Committee of Experts, like the Advisory Committee of Budgetary and Financial Matters, accepted the principle of up-grading the Director of Cabinet to P-5 instead of P-4 in the report submitted to the 13th Session of the Council of Ministers.

We feel that the comments and explanations given by the Sub-Committee of Experts and the Advisory Committee are reasonable. Such a fully justified proposal will be in conformity with other structural reforms, which have become indispensable, and will contribute also to the efficiency of the Cabinet as a whole.

CHIEF OF CABINET

Because of the too low salary provided for this post, it was for five years not easy for the General Secretariat to recruit a candidate who satisfied the necessary conditions. With the gracious co-operation of the Government of the Republic of Guinea, we have been able to recruit a high ranking civil servant of Guinea, whose training and experience demand a re-adjustment of his grade to P-2 step 8, if we are to retain him. The recruitment of this official and the proposed re-adjustment will make for the improvement of the functioning and efficiency of the Cabinet and satisfy our concern to make the structure of all the Departments of the General Secretariat uniform.

EXPERT IN ORGANIZATION AND METHOD

The new post of an Expert in Organization and Methods (O. & M.) has been created in accordance with the recommendation of the Sub-Committee of Experts to look into all procedural and organizational aspects of the work of the Secretariat. He will be on scale P-4.

HEAD OF ADMINISTRATION

This post is being up-graded from P.5 step 1 to P.5 step 3 in anticipation of a general increase in salaries . The Head of Administration has already been at P.5 for 2 years and obviously ahead of his colleagues who are all at P.4, it is strongly felt that, for moral and psychological considerations, he should be considered for, at least three steps higher than the other heads whose up-grading will result in bigger jump from P.4 to P.5.

HEAD OF POLITICAL DEPARTMENT

In line with the recommendation to apply a uniform scale for all Heads of Department and the Executive Secretaries, the present Head of the Political Department is being up-graded from P.4 Step 4 to P.5 Step 1. It is further recommended to re-designate his title so that he becomes Director of Political Department.

HEAD OF ECONOMIC AND SOCIAL DEPARTMENT

This post is being up-graded from P.4 to P.5 and re-designated Director of Economic Department in accordance with the recommendation of the Sub-Committee of Experts whereby the present heads of department and Executive Secretaries will become directors on the same scale of P.5. The present incumbent of the post is however proposed for P.5 Step 3 since his present scale P4 Step 8 is equivalent to P.5 Step I. Like in the case of the Head of Administration, it is felt that for professional, moral as well as psychological considerations he should be given a few steps ahead of the rest.

HEAD OF SCIENTIFIC AND CULTURAL DEPARTMENT

In line with the recommendation to apply a uniform scale for all Heads of Department and the Executive Secretaries, the present Head of the Scientific and Cultural Department is being up-graded from P.4 to P.5 Step 1. It is

further recommended to re-designate his title so that he becomes Director of Scientific and Cultural Department.

EXECUTIVE SECRETARY (LAGOS)

In view of the recommendation by the Sub-Committee of Experts to apply the same uniform scale to the Heads of Department and the Executive Secretaries in the regional offices, this post is being down-graded from P.6 to P.5. However it was further recommended that in reverting to this lower scale, the present incumbent should not thereby incur any financial loss. It is therefore proposed to put him at the appropriate step on scale P.5. This step will be determined after the approval of the Council of the new extended version scale.

EXECUTIVE SECRETARY (NEW YORK)

In view of the recommendation by the Sub-Committee of Experts to apply the same uniform scale to the Heads of Department and the Executive Secretaries in the regional offices, this post is being down-graded from P.6 to P.5. However it was further recommended that in reverting to this lower scale, the present incumbent should not thereby incur any financial loss. It is therefore proposed to put him at the appropriate step on scale P.5. This step will be determined after the approval of the Council of the new extended conversion scale.

EXECUTIVE SECRETARY (DAR-ES-SALAAM)

In view of the recommendation by the Sub-Committee of Experts to apply the same uniform scale to the Heads of Department and the Executive Secretaries in the regional offices, this post is being down-graded from P.6 to P.5. However it was further recommended that in reverting to this lower scale, the present incumbent should not thereby incur

any financial loss. It is therefore proposed to put him at the appropriate step on scale P.5. This step will be determined after the approval of the Council of the new extended conversion scale.

ASSISTANT EXECUTIVE SECRETARIES (DAR-ES-SALAAM)

Like in the case of the Executive Secretaries, it was recommended by the Sub-Committee of Experts to down-grade the post from P.5 to P.4. In so doing, however, it is further recommended that the present incumbents be put at the appropriate step on the new extended scale awaiting the approval of the Council of Ministers. This will obviate any financial loss to them.

CM/302/Rev.1

Annex II

LIST OF POSTS TO WHICH LOCAL

SCALES SHOULD APPLY

LIST OF POSTS TO WHICH LOCAL SCALES SHOULD APPLY

During the last meeting of the Advisory Committee on Financial and Budgetary Matters, the General Secretariat of the Organization of African Unity was requested to produce a list of posts to which local scales should apply. This will help both the Advisory Committee and the General Secretariat to correct some confusion which were made in the past between the General Services scale and the local scales. The General Secretariat is therefore proposing a list of posts to which local rates of salary and local conditions of service should apply:

a)	<u>PRESS AND INFORMATION SECTION</u>	<u>PRESENT SCALE</u>
	Technician	GS-2
	Clerk (2)	GS-1
b)	<u>PROTOCOL SECTION</u>	
	Bilingual Receptionist	GS-2
c)	<u>REGISTRY AND MAIL SERVICE</u>	
	Registry despatch and receiving clerk (2)	GS-2
	Typists (2)	Local Rate
	Mail runners (2)	L.R.
d)	<u>DOCUMENT SECTION</u>	
	Operator collators (6)	GS-2
e)	<u>GENERAL SERVICES SECTION</u>	
	Store Clerk	GS-1
	Telephone Operators (2)	GS-2
	Typist (2)	GS-2
	Technician & maintenance	L.R.
	Senior Security Officer	L.R.
	Security Guards (12)	L.R.
	Drivers (11)	L.R.
	Messengers (16)	L.R.
	Cleaners (10)	L.R.
	Gardners (4)	L.R.

	<u>LIBRARY SECTION</u>	<u>PRESENT SCALE</u>
f)	Typist	GS-2
g)	<u>STRC - LAGOS</u>	
	Typist	GS-1
h)	<u>REGISTRY/LIBRARY SECTION</u>	
	Clerk	L.R.
	Clerk (Publication)	L.R.
i)	<u>GENERAL SERVICES SECTION</u>	
	Post-Room Supervisor	GS-1
	Clerks (3)	L.R.
	Repro Operator	L.R.
	Telephonist/Receptionist	L.R.
	Motor Drivers (2)	L.R.
	Security Gateman	L.R.
	Office messengers (2)	L.R.
	Office cleaners (2)	L.R.
j)	<u>PUBLICATION BUREAU NIAMEY</u>	
	Typist	L.R.
	Typist i/c. Accounts	L.R.
	Messenger/cleaner	L.R.
	Driver	L.R.
k)	<u>INTER-AFRICAN PHYTO-SANITARY COMMISSION (YAOUNDE).</u>	
	Book-Keeper	L.R.
	Clerk/Librarian	L.R.
	Messenger/Receptionist	L.R.
	Motor Driver	L.R.
	Night Watchman	L.R.

	<u>PRESENT SCALE</u>
l) <u>INTER-AFRICAN BUREAU FOR SOILS (BANGUI)</u>	
Book-Keeper	GS-2
Ronco Typist	GS-1
Motor Driver	L.R.
Messenger/Cleaner	L.R.
Gardener	L.R.
Night guard	L.R.
m) <u>I.B.A.H. (MUGUGA)</u>	
Office Clerk	GS-1
Clerical and Office Assistants (4)	L.R.
Motor Driver	L.R.
n) <u>SECRETARIAT OF THE AFRICAN GROUP AT THE UNITED NATIONS (NEW YORK)</u>	
Driver/Messenger	L.R.
o) <u>CO-ORDINATION COMMITTEE FOR THE LIBERATION OF AFRICA (DAR-ES-SALAAM)</u>	
Copy/Typists (2)	L.R.
Driver/Mechanics (2)	L.R.
Telephone Operator	L.R.
Messengers (2)	L.R.
p) <u>BUREAU OF THE MEDIATION, CONCILIATION AND ARBITRATION</u>	
Clerk	GS-1
Drivers	L.R.
Office boy	L.R.
Cleaner	L.R.

After the adoption of this document, the General Secretariat would issue new letters of appointments to the staff members placed on local rates in accordance with the recommendation of the Advisory Committee.

This part of the budget sets out in detail the financial implications of the approval by the Council of Ministers of a general rise in salaries of all the staff of the OAU. It will be recalled that the Advisory Committee on Financial and Budgetary Matters accepted the recommendation of the Sub-Committee of Experts to give a general rise of 5% in salaries to all the staff and to pay post-adjustment allowances to the staff (vide document CM/271/Rev.1). In the case of the professionals, it was further recommended that their salaries and their housing allowances should be merged to make them more attractive to future applicants. While in the General Service grade, the housing allowance should be styled non-resident allowance and raised from US.\$75.00 to US.\$100.00.

The present annex shows the financial implications only as regards the normal budget. Thus the effect of applying this to the new up-grading resulting from proposed structural changes is not shown here. This will be seen in annex IV of document CM/302/Rev.1.

FIVE PER CENT SALARY INCREASE BASED ON DRAFT REGULAR BUDGET
1970/1971

PROFESSIONAL SCALE	BASIC SALARY	HOUSING ALLOWANCE	TOTAL	5% OF TOTAL
<u>General Secretariat</u>				
Page 6 Office of the Adm. Sec.-General	15,730.00	3,000.00	18,730.00	936.50
7 Press & Inf. Sect.	23,540.00	3,000.00	26,540.00	1,327.00
7 Protocol Section	14,430.00	2,400.00	16,830.00	841.50
8 Legal Section	16,430.00	3,000.00	19,430.00	971.50
9 Internal Audit	14,820.00	2,400.00	17,220.00	861.00
10 Administration Dept.(Direc.)	10,650.00	1,800.00	12,450.00	622.50
10 Finance Section	22,800.00	3,600.00	26,400.00	1,320.00
11 Personnel Sect.	14,430.00	2,400.00	16,830.00	841.50
11 Conference Div.	17,330.00	3,000.00	20,330.00	1,016.50
11 Language Sect.	41,920.00	4,800.00	46,720.00	2,336.00
11 Official Records Section	41,920.00	4,800.00	46,720.00	2,336.00
11 Document Section	5,750.00	1,200.00	6,950.00	347.50
13 General Services Section	7,670.00	1,200.00	8,870.00	443.50
13 Library Section	7,250.00	1,200.00	8,450.00	422.50
14 Political Dept.	50,250.00	9,000.00	59,250.00	2,962.50
15 Economic & Social Dept.	66,420.00	10,200.00	76,620.00	3,831.00
16 Scientific & Cultural Dept.	53,310.00	9,600.00	62,910.00	3,145.50
	424,650.00	66,600.00	491,250.00	24,562.50

S.T.R.C.

Page 62) Lagos Office	43,960.00	7,800.00	51,760.00	2,588.00
-64) 81 Publications Off.	13,730.00	3,000.00	16,730.00	836.50
92 IAPSC, Yaounde	17,090.00	3,000.00	20,090.00	1,004.50
104 BIS, Bangui	24,620.00	5,400.00	30,020.00	1,501.00
115 IBAH, Muguga	35,610.00	6,600.00	42,210.00	2,110.50
	135,010.00	25,800.00	160,810.00	8,040.50

PROFESSIONAL SCALE	BASIC SALARY	HOUSING ALLOWANCE	TOTAL	5% OF TOTAL
Page 124 <u>NEW YORK OFFICE</u>	27,190.00	4,800.00	31,990.00	1,599.50
Page 132 <u>DAR-ES-SALAAM</u>	74,270.00	10,800.00	85,070.00	4,253.50
Page 149 <u>MEDIATION CONTM.</u>	17,480.00	3,000.00	20,480.00	1,024.00
GRAND TOTAL	678,600.00	111,000.00	789,600.00	39,480.00

GENERAL SERVICE SCALE		Basic Salary	5% of Basic Salary	Additional Non-Resident Allowance	Total
<u>General Secretariat</u>					
Page 6	Office of the Adm. Sec. Gen. & Asst. Sec. Gen.	33,648.00	1,682.40	125.00	1,807.40
7	Press & Inf. Service	12,240.00	612.00	50.00	662.00
7	Protocol Section	8,268.00	413.40	-	413.40
8	Courrier & Mail Service Section	18,384.00	919.20	-	919.20
8	Legal Section	4,128.00	206.40	-	206.40
9	Internal Audit Section	2,688.00	134.40	-	134.40
10	Administration Dept. (Directorate)	8,976.00	448.80	50.00	498.80
10	Finance Section	13,322.00	666.10	25.00	691.10
11	Personnel Section	8,112.00	405.60	50.00	455.60
11	Conference Division	3,120.00	156.00	25.00	181.00
11	Language Section	13,056.00	652.80	100.00	752.80
11	Official Records Section	7,968.00	398.40	50.00	448.40
11	Documents Section	16,080.00	804.00	-	804.00
11	Typing Pools	35,616.00	1,780.80	75.00	1,855.80
13	General Services Section	54,042.00	2,702.10	25.00	2,727.10
13	Library Section	2,544.00	127.20	-	127.20
14	Political Department	8,412.00	420.60	25.00	445.60
15	Economic & Social Dept.	7,680.00	384.00	25.00	409.00
16	Scientific & Cultural Dept.	8,832.00	441.60	25.00	466.60
		267,116.00	13355.80	650.00	14,005.80

GENERAL SERVICE SCALE	Basic Salary	5% of Basic Salary	Additional Non-Resident Allowance	Total
<u>S. T. R. C.</u> Page 62) Lagos Office -64) 81 Publications Office 92 IAPSC, Yaounde 104 BIS, Bangui 115 IBAH, Muguga	37,916.60 7,015.20 14,392.00 8,260.00 12,177.50	1,895.83 350.76 719.60 413.00 608.87	50.00 50.00 25.00 25.00 25.00	1,945.83 400.76 744.60 438.00 633.87
	79,761.30	3,988.06	175.00	4,163.06
Page 124 <u>NEW YORK OFFICE</u>	10,454.00	522.70	25.00	547.70
Page 132 <u>DAR-ES-SALAAM OFFICE</u>	24,506.00	1,225.30	25.00	1,250.30
Page 149 <u>MEDIATION COMMISSION</u>	18,988.00	949.40	-	949.40
GRAND TOTAL	400,825.30	20,041.26	875.00	20,916.26

POST ADJUSTMENT

PROFESSIONAL SCALE

<u>Page</u>	<u>Addis Ababa</u>	<u>Basic Salary</u>		<u>4% Post Adjust- ment Allowance</u>
6	Office of the Administrative Secretary-General	15,730.00		629.20
7	Press & Information	23,540.00		941.60
7	Protocol	14,430.00		577.20
8	Legal	16,430.00		657.20
9	Internal Audit Section	14,820.00		592.80
10	Administrative Department (Directorate)	10,650.00		426.00
10	Finance Department	22,800.00		912.00
11	Personnel Section	14,430.00		577.20
11	Conference Section	17,330.00		693.20
11	Language Section	41,920.00		1,676.80
11	Official Records Section	41,920.00		1,676.80
11	Document Section	5,750.00		230.00
13	General Services Section	7,670.00		306.80
13	Library Section	7,250.00		290.00
14	Political Department	50,250.00		2,010.00
15	Economic and Social Department	66,420.00		2,656.80
16	Scientific, Educational and Cultural Department	53,310.00		2,132.40
		<u>424,650.00</u>		<u>16,986.00</u>
		=====		=====
62-64	Lagos Office	43,960.00	2%	879.20
81	Publication Office	13,730.00	10%	1,373.00
92	IAPSC	17,090.00	10%	1,709.00
104	BIS	24,620.00	10%	2,462.00
115	IBAH	35,610.00		-
		<u>135,010.00</u>		
		=====		
124	New York	27,190.00	30%	8,157.00
132	Dar-es-Salaam	74,270.00		-
149	Mediation	17,480.00	4%	699.20
	GRAND TOTAL	<u>678,600.00</u>		<u>32,265.40</u>
		=====		=====

This part of the budget shows the financial implications of applying the recommended 5% increase in salaries and payment of post-adjustment allowances to all those affected by the proposed structural changes.

	<u>5% Increase</u>	<u>Post-Adjustment Allowances</u>
General Secretariat	754.00	603.20
Commission of Mediation	-	-
STRC, Lagos	-	-
Publications Office, Niamey	-	-
IAPSC, Yaounde	-	-
BIS, Bangui	-	-
IBAH, Muguga	-	-
Liberation Committee, Dar-es-Salaam	-	-
African Group, New York	-	-
	<u>754.00</u>	<u>603.20</u>

This part of the budget shows the amount of savings which could be realised should the Council of Ministers make the Commission of Mediation, Conciliation and Arbitration an ad hoc organ. It is taken that such a decision will come into effect from 1st November 1970. Accordingly only the entitlements of the Registrar and the Accounts Clerk have been calculated for the whole period of the financial year 1970/71.

MEDIATION COMMISSION

Anticipated Savings in the event of Commission being made Ad-hoc with effect from 1/11/70 but retaining the Registrar and Accounts Clerk.

Total Draft Estimate for whole . year 1970/71		US.\$ 134,188.00
Proportion of above estimate for 5 months June/Oct.70	US.\$ 55,911.65	
Salary allowances for Registrar and Salary for Accounts Clerk for 7 months Nov. 70/May 71	<u>US.\$ 9,104.65</u>	<u>" 65,016.30</u>
Anticipated Savings	<u>US.\$</u>	<u>69,171.70</u>

SUMMARY OF BUDGETARY PROPOSALS FOR THE FINANCIAL
YEAR 1ST JUNE 1970 TO 31ST MAY 1971

(a)	Total Draft Budget showing normal growth only. CM/302.Rev. I	US.\$ 2,419,642.80
(b)	Increase as a result of Structural changes (Annex I)	" 15,080.00
(c)	Five per cent General Increase Additional Non-Resident Allowance and Post adjustment allowance based on the regular budget (Annex III)	" 92,661.66
(d)	Additional 5% increase and post adjustment for those affected by the proposed structural changes (annex IV)	" 1,357.20
(e)	Grand total of budgetary proposals	" 2,528,741.66
(f)	Anticipated Savings if Mediation Commission is made Ad-Hoc with effect from 1st November 1970 but retaining the Registrar and the Accounts Clerk (Annex V)	" 69,171.70

1970-02

Annexes to draft estimates for the financial year, 1st June 1970 to 31st May 1971 as presented to the Council of Ministers by the Advisory Committee for budgetary and financial matters

Organization of African Unity

Organization of African Unity

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