



ADDIS ABABA

COUNCIL OF MINISTERS

Sixteenth Ordinary Session

Addis Ababa - February 1971

CM/362

STAFF CONDITIONS OF SERVICE

- (a) Proposal to pay gratuity to OAU
Political appointees - Annex I
- (b) Subsistence allowances (Per diem rates
- Annex II
- (c) Education allowances - Annex III



CM0362

MICROFICHE

COUNCIL OF MINISTERS

Sixteenth Ordinary Session

Addis Ababa - February 1971

CONSIDERATION OF GRATUITY/PENSION FOR OAU POLITICAL
APPOINTEES

Consideration of gratuity/pension for OAU Political Appointees

Within the context of this document, the OAU political appointees are the Administrative Secretary-General, the Assistant Secretaries-General, the President and the two Vice-Presidents of the Commission of Mediation, Conciliation and Arbitration for the period when the Bureau of the Commission was established as a permanent body.

2. For the purpose of gratuity/pension the OAU Staff are divided into the following three categories:-

a) Permanent Statutory Staff Members

The above category of OAU Staff are entitled to pension under the terms of the OAU Staff Pension Fund, Document CM/121/Rev.1, as approved by the OAU Council of Ministers and endorsed by the Assembly of Heads of State and Government at its third Ordinary Session held at Addis Ababa from 5th to 9th November, 1966. Under this Pension Fund, the staff member contributes 7% of his basic salary and the OAU 14% so that the staff member is entitled to a total of 21% of his basic salary as pension at the end of his service.

b) Non-Statutory Permanent and Local Staff

The above category of OAU Staff are entitled to Social Security Fund, Document CM/177, as approved by the 9th Ordinary Session of the OAU Council of Ministers and ratified by the Assembly of Heads of State and Government. Under the terms of this Document, the non-statutory and local staff member contributes 2 $\frac{1}{2}$ % of his basic salary and the OAU the same percentage.

But a staff member will have to serve the OAU in continuous service for at least ten years before he can qualify to receive the OAU contribution of 2 $\frac{1}{2}$ % plus his own contribution. If he leaves the Organization before he completes at least ten years in continuous service, he will receive back only his contribution.

c) Staff Members appointed on contract

The terms of appointment of the above category of staff members are governed by Staff Rules and Regulations, Document CM/39. The relevant part of this document says "The Organization shall pay a gratuity amounting to 15% of the basic annual salary to each staff member employed on contract

or on a fixed-term basis of not less than one year, on the satisfactory completion of his service or contract".

3. For the purpose of gratuity/pension, the OAU political bodies have not yet taken a decision as to which of the three categories above, the OAU political appointees should belong. This matter was already discussed by the Advisory Committee on Budgetary and Financial Matters which made the following recommendation on it:-

"The Secretary-General and his Assistants be entitled to gratuity, the details of which should be worked out by the General Secretariat": Document CM/298/Rev.1. It is assumed that what applies to the Secretary-General and the Assistant Secretaries-General would also apply to the President and the Vice-Presidents of the Commission of Mediation, Conciliation and Arbitration.

4. When one examines the three categories, it is clear that if there is any one into which the political appointees can be put, it is (c). But the Secretariat, in keeping with its policy, wants to leave the matter entirely in the hands of the Advisory Committee to recommend to the Council of Ministers as it deems fit what gratuity should be paid to the political appointees.

5. However the Secretariat would like to point out that the President of the Mediation Commission and his two Vice-Presidents have already, at their expressly written request, been paid sums of money as gratuity. Before the President of the Commission, Mr. Justice M. A. Odesanya, left Addis Ababa, following the decision of the OAU Summit Conference to convert the bureau of the Commission to a part time body, he had a long discussion with the OAU Administrative Secretary-General and the Assistant Secretaries-General on a number of matters concerning the Commission. It was during this discussion that he requested the OAU to pay each of the three political appointees of the Commission two months' salary as gratuity. The Secretary-General told him that much as he fully supported the principle that the political appointees of the Commission, like their counterparts of the General Secretariat, be paid gratuity, he felt that the correct procedure was to refer the matter to the Council of Ministers, through the Advisory Committee on Budgetary and Financial Matters, for approval. The President of the Commission said that since he and his two Vice-Presidents were leaving for good, they would prefer to be paid and retroactive

- 3 -

approval of the Council of Ministers obtained. He wrote a letter to the Secretary-General to say that in the event of the Council of Ministers not approving the gratuity, they would refund the money paid to them. We quote below the relevant part of the letter:-

"My Dear Secretary-General,

I refer to our discussions at the General Secretariat on Friday, 9th October and Saturday 11th October 1970 and now respectfully forward to you the following requests:-

- 1) The payment of a gratuity to the members of the Bureau in the form of two months' salaries in addition to their normal entitlements. In the event of the Council of Ministers deciding against the payment of such a gratuity each member of the Bureau who has received the same shall be liable to refund it. This condition for the award has been agreed upon by the Bureau."
6. On the basis of this letter, the Secretariat paid each of the President of the Commission of Mediation, Conciliation and Arbitration, Mr. Justice M. A. Odesanya, his two Vice-Presidents Messrs. G. Baresson and R. J. Hayfron Benjamin two months of their basic salaries as gratuity.
7. Mr. Justice M. A. Odesanya was on a basic salary of US.\$ 25,000.00 per annum. He was paid as gratuity US.\$ 4,166.66 which represents his two months basic salary. Mr. Justice Odesanya assumed duty as President of the Mediation Commission on 6th April 1968. So the gratuity paid to him is 6.6% of the total salaries he received for the duration of his service. The two Vice-Presidents, Messrs. George Bresson and R. J. Hayfron-Benjamin, were each on a basic salary of US.\$ 18,000.00 per annum. They respectively assumed duty in Addis Ababa on 27th and 4th January 1969. They were each paid a gratuity of US.\$ 3,000.00, an amount representing their two months' basic salary and respectively 9.5% and 9.2% of the total basic salaries each received.

Doc/8/Rev.1 (XI)

8. The Advisory Committee is therefore invited to:

- (i) Consider the proposal of the Secretariat that the political appointees of the OAU be paid gratuity and recommend a sum either as absolute amount or percentage of salary to the Council of Ministers during its next budgetary Session.

- (ii) recommend to the Council of Ministers to approve the gratuity already paid to the three political appointees of the Commission of Mediation, Conciliation and Arbitration.

COUNCIL OF MINISTERS

Sixteenth Ordinary Session

Addis Ababa - February 1971

PER DIEM ALLOWANCES

I.

In order to make adequate recommendations to the political bodies of OAU in the field of per diem allowances in view of the inadequacy of the present situation, the General Secretariat has made special inquiries on practices in other international organizations and in particular at the United Nations and its specialized agencies for their officials :

The following are the findings :

- (1) The rate of per diem is regularly reviewed taking into account the fast increase of hotel as well as other related expenses.

In Algiers, in September 1968, it had been decided to give to the OAU the same rate of per diem as in the United Nations. But since then although the United Nations has made twice readjustments, nothing was done to readjust the per diem rate of OAU. It is suggested to the Advisory Committee to readjust the per diem rates with those of the United Nations in accordance with the OAU's clear decision on the matter in 1968.

- (2) In addition to the normal per diem, the following special increase is paid :

- (a) 15 % increase in standard rate for United Nations officials of D2 - D1 levels;

- (b) 40% increase in addition to the standard rate of per diem for Under Secretaries General and Assistant Secretaries General.

There is also a provision whereby, while on official mission, all the expenses of the United Nations Secretary General are paid, including those of his aids (such as personal advisors, aide de camps, etc...) depending on the nature of his visits. This expenditure is borne by the Organization if hospitality is not accorded as guest of the government.

II. Representation Allowance

At the United Nations representation allowances are paid at the level of Executive Secretaries and Assistant Executive Secretaries. The allowance is to enable the officials to give hospitality to persons connected with the Organization or to group of officials who have direct contact with the Organization.

The expenditure of such entertainment should be justified by official receipts and supporter by confidential report to the Chief Controller of the United Nations.

The amount paid at present to the Executive Secretaries of Regional Offices is no less than U.S. \$ 2,000 a year payable in four equal instalments in advance and for the Assistants 1/4 of the same amount. The Administrative Secretary General does not wish to make a suggestion as to the amount the Secretary General and his assistants should be paid for representation allowance, but expects that this Committee recommend to the Council of Ministers a reasonable sum for representation allowance and appropriate per diems to the elected officials of the OAU taking fully into account the real burden on them in particular while in mission outside of Africa and also the necessity to ensure the minimum of dignity and respectability to the Secretary General of the OAU who has been in some concrete cases, in the most embarrassing situation in comparison with the head executives of the regional organizations and the specialized agencies of the United Nations in the field of accommodation and entertainment and other international bodies.

III. Special Case of the Administrative Secretary General

It is to be recalled that the per diem rates while on official mission of U.S. \$ 40, 30 and 25 for the Administrative Secretary General, the Assistant Secretaries General and other officials respectively of the OAU were adopted in Nairobi in March 1965 by the Council of Ministers.

The Council of Ministers then thought it fit at least to make a 25 % higher per diem allowance to the Administrative Secretary General over the

Assistant Secretaries General in recognition of the duties and responsibilities devolved upon him. As can be seen from the figures above, the increase is a token sum of U.S. \$ 10 over the Assistant Secretaries General.

Since these are flat rates which do not at times take into account the realities in some capitals and in particular in Europe and America in which case the OAU officials are bound to make missions, the Administrative Secretary General brought this thorny problem to the consideration of the Advisory Committee since 1966.

The Council of Ministers at the Ninth and Tenth Sessions, on the recommendation of the Advisory Committee on Budgetary and Financial Matters, directed the General Secretariat to make a study on the rates of per diem, applicable in various capitals paid to OAU officials whilst on mission. The General Secretariat submitted a study to the Advisory Committee with a view to link the per diem rates with other international organizations, such as the United Nations and its agencies, with the emphasis that the Advisory Committee will recommend appropriate per diem rates to the Assistant Secretaries General and in particular to the Administrative Secretary General so as to get him out from constant embarrassment especially while travelling on official mission outside Africa.

In 1968 in Algiers "when the recommendation of the Advisory Committee on Budgetary and Financial Matters for the new rates of per diem was discussed at length delegations expressed their surprise that the Secretary General and the Assistants should be put on the same footing. They felt that the hierarchy of functions should also be expressed in the hierarchy of per diem allowances as it was the case and practice in OAU as well as in all other regional and international organizations. Others also stated that the 25 % increase on the United Nations normal rate to the Secretary General and the Assistants have been calculated lightly. But more so, some of the delegations argued that in view of the unsatisfactory figures of per diem allowance recommended by the Advisory Committee, the document on this subject should be referred back to the Advisory Committee for a further study and submission of new rates of per diem allowance".

The delegation then saw clearly the difficulties which the Administrative Secretary General in particular and his immediate assistants will embark upon even though they were made to accept the recommendation of the Advisory Committee that an additional 25 % over the figure of the capitals of countries be made on per diem allowance for the Administrative Secretary General and Assistant Secretaries General without any consideration of their duties, obligations and responsibilities attached to their respective posts.

Until recently this anomaly was not brought to the attention of the Secretary General, in fact, it is only when the Administrative Secretary General asked some of his colleagues that he was informed as to what ~~has taken~~ place in 1968 in Committee B in Algiers. The Assistant Secretary General in charge of the Plenary who attended the Committee B meeting then stated very clearly that the decision made was to give 25 % increase to the Assistant Secretaries General and 50 % to the Administrative Secretary General. So he advised the Administrative Secretary General to make the necessary ~~correction~~ accordingly, to alleviate the very embarrassing situation in which he has found himself very often in Africa, but mainly when he was in official mission outside Africa.

But, for the obvious reasons the Secretary General preferred to bring this situation to the attention of the Advisory Committee so as to enable this Committee to take the necessary corrective measures and recommend to the Council of Ministers reasonable per diem allowances for the Secretary General of the OAU.

COUNCIL OF MINISTERS

Sixteenth Ordinary Session

Addis Ababa - February 1971

PER DIEM ALLOWANCES

I. General Report on travelling allowances

In order to make adequate recommendations to the political bodies of OAU in the field of per diem allowances in view of the inadequacy of the present situation, the General Secretariat has made special inquiries on practices in other international organizations and in particular at the United Nations and its specialized agencies for their officials:

The following are the findings:

- (1) The rate of per diem is regularly reviewed taking into account the fast increase of hotel as well as other related expenses.

In Algiers, in September 1968, it had been decided to give to the OAU the same rate of per diem as in the United Nations. But since then although the United Nations has made twice readjustments, nothing was done to readjust the per diem rate of OAU. It is suggested to the Advisory Committee to readjust the per diem rates with those of the United Nations in accordance with the OAU's clear decision on the matter in 1968.

- (2) In addition to the normal per diem, the following special increase is paid:
 - (a) 15% increase in standard rate for United Nations officials of D2 - D1 levels;
 - (b) 40% increase in addition to the standard rate of per diem for Under Secretaries General and Assistant Secretaries General.

There is also a provision whereby, while on official mission, all the expenses of the United Nations Secretary General are paid, including those of his aids (such as personal advisors, aide de camps, etc...) depending on the nature of his visits. This expenditure is borne by the Organization if hospitality is not accorded as guest of the government.

It is suggested that the Advisory Committee examine this situation and make the necessary recommendations to the Council of Ministers.

II. Representation Allowance

In international organizations, it is a normal practice to pay representation allowances. At the United Nations in particular, representation allowances are paid at the level of Executive Secretaries and Assistant Executive Secretaries. The allowance is to enable the officials to give hospitality to persons connected with the Organization or to group of officials who have direct contact with the Organization.

The expenditure of such entertainment should be justified by official receipts and supported by a confidential report to the Chief Controller of the United Nations.

The amount paid at present to the Executive Secretaries of Regional Offices is no less than US.\$2,000 a year payable in four equal instalments in advance and for the Assistants 1/4 of the same amount. The Administrative Secretary General does not wish to make a concrete suggestion as to the amount the Secretary General and his assistants should be paid for representation allowance, but expects that this Committee recommend to the Council of Ministers a reasonable sum for representation allowance and appropriate per diems to the elected officials of the OAU taking fully into account the real burden on them in particular while on mission outside Africa and also the necessity to ensure the minimum of dignity and respectability to the high officials of the OAU who have been in some concrete cases, in the most embarrassing situation in comparison with the head executives of the regional organizations and the specialized agencies of the United Nations as well as other international bodies in the field of accommodation and entertainment.

III. Special Case of the Administrative Secretary General and Assistant Secretaries-General

It is to be recalled that the per diem rates while on official mission of US.\$40, 30 and 25 for the Administrative Secretary General, the Assistant Secretaries General and other officials respectively of the OAU were adopted in Nairobi in March 1965 by the Council of Ministers.

The Council of Ministers then thought it fit at least to make a 25% higher per diem allowance to the Administrative Secretary General over the Assistant Secretaries General in recognition of the duties and responsibilities devolved upon him. As can be seen from the figures above, the increase is a token sum of US.\$10 over the Assistant Secretaries General.

Since these are flat rates which do not at times take into account the realities in some capitals and in particular in Europe and America where OAU officials are bound to go on missions, the Administrative Secretary General brought this thorny problem to the consideration of the Advisory Committee since 1966.

The Council of Ministers at the Ninth and Tenth Sessions, on the recommendation of the Advisory Committee on Budgetary and Financial Matters, directed the General Secretariat to make a study on the rates of per diem, applicable in various capitals paid to OAU officials whilst on mission. The General Secretariat submitted a study to the Advisory Committee with a view to link the per diem rates with those of other international organizations, such as the United Nations and its agencies, with the emphasis that the Advisory Committee should recommend appropriate per diem rates to the Assistant Secretaries General and in particular to the Administrative Secretary General so as to get him out of constant embarrassment especially while travelling on official mission outside Africa.

In 1968 in Algiers "when the recommendation of the Advisory Committee on Budgetary and Financial Matters for the new rates of per diem was discussed at length, delegations expressed their surprise that the Secretary General and the Assistants should be put on the same footing. They felt that the hierarchy of functions should also be expressed in the hierarchy of per diem allowances as it was the case and practice in OAU as well as in all other regional and international organizations. Others also stated that the 25% increase on the United Nations normal rate to the Secretary General and the Assistants had been calculated lightly. But more so, some of the delegations argued that in view of the unsatisfactory figures of per diem allowance recommended by the Advisory Committee, the document on this subject should be referred back to the Advisory Committee for a further study and submission of new rates of per diem allowance."

The delegation then saw clearly the difficulties which the Administrative Secretary General in particular and his immediate assistants will embark upon even though they were made to accept the recommendation of the Advisory Committee that an additional 25% over the figure of the capitals of countries be made on per diem allowance for the Administrative Secretary-General and Assistant Secretaries General without any consideration of their duties, obligations and responsibilities attached to their respective posts.

Until recently this anomaly was not brought to the attention of the Secretary General, in fact, it is only recently that he was informed as to what had taken place in 1968 in Committee B in Algiers. The Assistant Secretary General in charge of the Plenary who attended the Committee B meeting then stated very clearly that the decision made was to give 25% increase to the Assistant Secretaries General and 50% to the Administrative Secretary General. So he advised the Administrative Secretary General to make the necessary correction accordingly, to alleviate the very embarrassing situation in which he has found himself very often in Africa, but mainly when he was on official mission outside Africa.

But, for the obvious reasons the Secretary General preferred not to take any action, but rather to bring this situation to the attention of the Advisory Committee so as to enable this Committee to take the necessary corrective measures concerning per diem allowance rates for the Secretary General of the OAU, and for his Assistants.



COUNCIL OF MINISTERS

Sixteenth Ordinary Session

Addis Ababa - February 1971

PER DIEM ALLOWANCE FOR THE ADMINISTRATIVE SECRETARY-

GENERAL

The Secretary-General and the Assistant Secretaries-General decided, after due consideration of the matter, to submit at a later date a special report on the re-adjustment of per diem allowances for:

- a) all staff members of the General Secretariat,
- b) the Assistant Secretaries-General.

2. It was also agreed that, until further orders, the question of entertainment allowances for the high officials of the General Secretariat should not be raised in the hope that on the strength of the suggestions made during the discussions held at the present Session of the Advisory Committee, the appropriations for receptions given by the General Secretariat would be reviewed and adjusted according to the true needs of the Organization and with due consideration of the social responsibilities incumbent on the high officials of the General Secretariat.

3. Consequently, the General Secretariat simply wishes to ask the advice of the Advisory Committee on the rate of per diem allowance for the Administrative Secretary-General. A comparative table of the Secretary-General's per diem allowances from 1965 to 1968, the amounts he received from 1968 to 1970 and what he should have received from 1970 on the basis of a 50% increase in the normal rate, is attached to the present report in order that the Advisory Committee may take a decision with full knowledge of the facts. It goes without saying that whatever decision is taken on the matter certainly does not intend to apply that decision retroactively.

4. Finally, owing to the standard of living in Europe and America and the special responsibilities which the Secretary-General and the Assistant Secretaries-General must assume when on official mission, the General Secretariat would like for the Advisory Committee to recommend to the Council of Ministers, an adequate system of compensation in whatever form it deems appropriate.

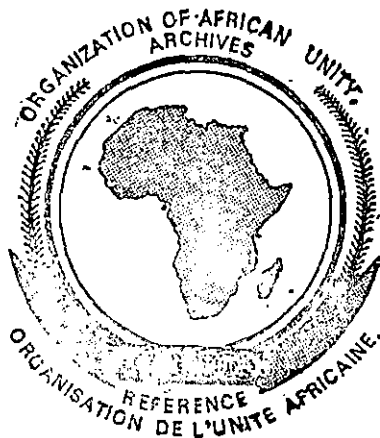
ADVISORY COMMITTEE ON BUDGETARY
AND FINANCIAL MATTERS

Eleventh Ordinary Session

Addis Ababa - December 1970

FBM/6/Add.1 (XI)

PER DIEM ALLOWANCE FOR THE ADMINISTRATIVE SECRETARY-
GENERAL



PERDIEM ALLOWANCE FOR THE ADMINISTRATIVE SECRETARY-GENERAL
OF THE OAU

Countries	1965-1968 For All Capitals US.\$ 40:-	1968-1970 UN Perdiem Rate Plus 25%	UN Perdiem Rate Plus 50%
1. Algeria	40.00	31.25	37.50
2. Botswana	"	25.00	30.00
3. Burundi	"	21.25	25.50
4. Cameroon	"	31.25	37.50
5. Central African Republic	"	37.50	45.00
6. Chad	"	36.25	43.50
7. Congo (Brazzaville)	"	32.50	39.00
8. Congo (Kinshasa)	"	25.00	30.00
9. Dahomey	"	30.00	36.00
10. Equatorial Guinea	"	31.25	37.50
11. Ethiopia	"	21.25	25.50
12. Gabon	"	32.50	39.00
13. Gambia	"	25.00	30.00
14. Ghana	"	32.50	39.00
15. Guinea	"	32.50	39.00
16. Ivory Coast	"	33.75	40.50
17. Kenya	"	22.50	27.00
18. Lesotho	"	13.75	16.50
19. Liberia	"	35.00	42.00
20. Libya	"	27.50	33.00
21. Madagascar	"	30.00	36.00
22. Malawi	"	17.50	21.00
23. Mali	"	25.00	30.00
24. Mauritius	"	21.25	25.50
25. Mauritania	"	31.25	37.50
26. Morocco	"	22.50	27.00
27. Niger	"	32.50	39.00
28. Nigeria	"	28.75	34.50

29.	Rwanda	40.00	21.25	25.50
30.	Senegal	"	32.50	39.00
31.	Sierra Leone	"	26.25	31.50
32.	Somalia	"	20.00	24.00
33.	Sudan	"	28.75	34.50
34.	Swaziland	"	20.00	24.00
35.	Tanzania	"	26.25	31.50
36.	Togo	"	27.50	33.00
37.	Tunisia	40.00	23.75	28.50
38.	Uganda	40.00	22.50	27.00
39.	United Arab Republic	"	20.00	24.00
40.	Upper Volta	"	28.75	34.50
41.	Zambia	"	33.75	40.50

COUNCIL OF MINISTERS

Sixteenth Ordinary Session

Addis Ababa - February 1971

EDUCATION ALLOWANCE

EDUCATION ALLOWANCE

With regard to Education Allowance, the OAU General Secretariat proposes the introduction of an Education Allowance for every legitimate child of an OAU official attending a school, a university or an analogous educational institution.

(1) Conditions:

Every official considered appointed the international level or on the basis of document CM/39 (Staff Rules and Regulations) whose duty station is outside his country of origin shall be entitled to Education allowance for each of his legitimate children attending a school or a university. The allowance shall however, not cover children attending:

- (i) A kindergarten or an infant school where tuition is free;
- (ii) a tuition-free educational institution at the officer's duty station;
- (iii) married children;
- (iv) children above the age of 18;
- (v) children living in the officers country of origin;

The allowance shall be paid until at the end of the academic year during which time the child shall have attained the age of 18.

II) Rate of Allowance

The General Secretariat proposes the sum of US.\$500:- per child for a maximum of six children.

Officers with legitimate children for whom the Organization pays dependency allowance and for whom they wish to claim Education allowance, should submit a written applications for Education Allowance together with any supporting document(s) that the Secretary General may request.

Education allowance shall cover only education bills excluding boarding, food and other related educational bills.

For the present 220 legitimate children of the staff, most of whom have reached the school-going age, the General Secretariat proposes the sum of US.\$110,000.- in respect of cost of tuition for the Financial Year 1971/1972.

1971-02

Staff conditions of service (a) proposal
to pay gratuity to OAU political
appointees-annex I (b) subsistence
allowances (per diem rates)- annex II
(c) education allowances-annex III

Organization of African Unity

<https://archives.au.int/handle/123456789/7566>

Downloaded from African Union Common Repository