

QUESTIONNAIRE FOR A MEMBER STATE THAT APPLIED TO HOST THE AIMEC SECRETARIAT

(Scoring Guidelines)

The following questions have to be answered by each Member State that applied to host the AIMEC Secretariat:

A. Obligatory Provisions (Total Weight 90%)

No.	Description	Weight	Benin			Tunisia		
			Yes	No	Point	Yes	No	Point
1	The host country shall provide, at its expense a secure structure with furnished and equipped office premises for the seat of the organ on the basis of the objective requirements of office space.	15						
1.1	Is the host country providing office space to accommodate the AIMEC Secretariat?	P/F	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	p	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	p
1.2	Will the Centre be the sole ownership of the African Union or rented by the Government?	1	Rented		0.5	Rented		0.5
1.3	Can the dedicated building for office accommodate a minimum of 40 staff?	2	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2
1.4	Is the building fully furnished/equipped?	2	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2
1.5	Is the surrounding area secure?	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1
1.6	Is the building provided with a security fence?	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1
1.7	Does the building have CCTV camera	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1
1.8	If yes, are all entrances and common areas covered by the CCTV?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
1.9	Is the building equipped with telecommunication and IT system	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1
1.10	Does the building have a standby generator?	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5
1.11	If Yes, what is the capacity of the generator?							
1.12	Is water reservoir available?	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5
1.13	If Yes, what is the capacity of the reservoir?							
1.14	Are there enough toilets for both gender?	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.25	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5
1.15	If Yes, how many?							
1.16	Is there a space for storage?	0.25	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	0.25	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.25
1.17	Is there a space for kitchen or coffee room?	0.5	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	0.25	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5
1.18	Does the building have enough parking space minimum for 30 cars?	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1
1.19	Does the building have handicap accesses?	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5
1.20	Does the building have space for safeguarding of information - documentation, filing and record keeping	0.25	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.25	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.25
1.21	Does the Building has firefighting system	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1
1.22	If Yes, what type of system? (sprinkler/fire real hose, fire hydrant)					Sprinkler		
1.23	Does the building has smoke detection system	1	Yes <input type="checkbox"/>	No <input type="checkbox"/>	1	Yes <input type="checkbox"/>	No <input type="checkbox"/>	1
	Total				11.5			14

No.	Description	Weight	Benin			Tunisia				
			Yes	No	Point	Yes	No	Point		
2	The premises offered by the host country should be such that the organ shall be easily accessible.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
2.1	What is the distance (in Km) from the international airport to the location of the proposed building?	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3		
2.2	Is the access road in good condition?	3	Yes	No	3	Yes	No	3		
2.3	Is the access road to the proposed office tarmac?	4	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	4
2.4	If it is tarmac road how many lanes does it have (both up and down)?	2			2			2		
2.5	Is the proposed office close to the city centre?	3	Yes	No	3	Yes	No	3		
	Total				15			15		
3	The host country shall meet the requirements of conducive political atmosphere and adequate logistical facilities.	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Political Atmosphere									
3.1	Is the country under any sanctions?	3	Yes	No	3	Yes	No	3		
3.2	If yes, which ones?		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Meetings and Conference Facilities									
3.3	Does the host country have adequate conference and meeting facilities for up to 3 concurrent events with up to 50 participants?	2	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	0.5
3.4	Are they within the office compound or outside?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	2
3.5	Does the host country have other conference facilities for big meetings for up to 500 people?	2	Yes	No	0.5	Yes	No	2		
3.6	Are they within the office compound or outside?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	0
	Requirements of Entry Visa									
3.7	Does the host country recognize the AU Passport?	1	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	0
3.8	Does the policy of the host country provide for visas on arrival? If yes, are there any exceptions?	1	Yes	No	1	Yes	No	1		
3.9	Is there a dedicated office within the Ministry of Foreign affairs that deals with these issues?	1	Yes	No	1	Yes	No	1		
	Flights									
3.10	How many international flights does the city where the office is to be located have in a week?	1			30			470	1	
3.11	How many direct flights does the city, where the office is to be located, have from other African locations a week?	1			20			145	1	
	Banking Sector and Financial Transfers									
3.12	How many local commercial banks do you have in the city where the office is to be located?	0.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	0.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23	0.5
3.13	Are these banks allowed to carry out international banking services including sending and receiving funds (wireless transfers)?	0.5	Yes	No	0.5	Yes	No	0.5		
3.14	How many international banks do you have in the city where the office is to be located?	0.5			15	0.5		11	0.5	
3.15	How many international money transfer services operate in the city where the office is to be located?	0.5			10	0.5		Several	0.5	
3.16	Which are they if any, please list. E.g. MoneyGram, Western Union, etc.	0.5			All Mentioned	0.5		All Mentioned	0.5	
3.17	What other banking services are available to International Organizations and their staff?	0.5				0.5			0.5	
	Total					11.5			14	

No.	Description	Weight	Benin			Tunisia		
			Yes	No	Point	Yes	No	Point
4	There should be appropriate and efficient modern infrastructure especially telecommunication facilities to enable the office to function efficiently.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.1	Does the host country have multiple service providers (3G/4G) of internet and telephone communications?	3	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	3
4.2	How many?	3	<input type="checkbox"/>	Several <input checked="" type="checkbox"/>	1.5	<input type="checkbox"/>	Several <input checked="" type="checkbox"/>	3
4.3	What is the average cost?	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3
4.4	Is there any public transport?	3	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	3	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	3
4.5	Is there frequent interruption of power and water supply?	3	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	3
	Total				9			15
5	There shall be available housing, hotel accommodation and health infrastructure to meet the functional needs of the organ.	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.1	Does the host country have referral hospitals?	2	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2
5.2	How many?	2					22	
5.3	What medical specializations?	2			1		Several	2
5.4	How many public hospitals are available in the city where the office is to be located?	2		3	1		17	2
5.5	How many private hospitals are available in the city where the office is to be located?	2		10	2		39	2
5.6	How many 5 star-Hotels available in the city where the office is to be located?	1.5		0	0		19	1.5
5.7	How many 4 star-Hotels available in the city where the office is to be located?	1.5		7	1.5		16	1.5
5.8	How many 3 star-Hotels available in the city where the office is to be located?	1		4	0.5		23	1
5.9	What is the average rate of the rooms for each of the hotels categories above?	1			0.25			1
5.10	What is the average monthly cost for renting a family residential house of three bedrooms in the city where the office is to be located?	1			0.75			1
5.11	What is the average monthly cost for renting an apartment of three bedrooms in the city where the office is to be located?	1			0.75			1
	Total				7.75			15
6	A Member State hosting or wishing to host any organs of the Union should have ratified the General Convention on Privileges and Immunities of the OAU, the Vienna Convention on Diplomatic Relations of 1961 and the Vienna Convention on Consular Relations.	15						
6.1	Does the host country have taxation, customs and VAT exemptions for international and diplomatic institutions relating to goods?	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5
6.2	Does the host country have taxation, customs and VAT exemptions for international and diplomatic institutions relating to services e.g. Insurance Services, Professional Services?	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5
6.3	Does the host country have taxation, customs and VAT exemptions for international and diplomatic staff for both goods and services?	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5
6.4	Ratification of international conventions Has the host country signed/acceded to/ratified/domesticated the General Conventions on Privileges and Immunities of the OAU?	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5
6.5	Has the host country signed/acceded to/ratified/domesticated the Vienna Convention on Diplomatic Relations of 1961?	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5
6.6	Has the host country signed/acceded to/ratified/domesticated the Vienna Convention on Consular Relations?	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	2.5
	Total				15			15

SUB TOTAL

69.75

88

No.	Description	Weight	Benin			Tunisia		
			Yes	No	Point	Yes	No	Point
B Optional Provisions (Total Weight 10%)								
1	Without prejudice to these criteria, nothing in this criteria shall be taken to preclude a member state from offering more facilities. In this regard, a member state offering to host an organ of the Union is encouraged to provide, at its expense, where the Head of the Organ is required to be resident at the seat, an appropriate furnished and equipped official residence.	10						0
1.1	Is the host country providing a dedicated residential building for the Head of the AIMEC Secretariat?	P/F	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.2	How many rooms?	2		6	2			
1.3	Is the building fully furnished?	1.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	1.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.4	What is the distance (in Km) from the international airport to the location of the proposed residence?	0.5		1 Km	0.5			
1.5	Is the proposed residence close to the city centre?	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.6	What is the distance (in Km) between the proposed residence and office location?	0.5			0.5			
1.7	Is the access road in good conditions?	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.25	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.8	Is the access road to the proposed residence tarmac?	0.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	0.25	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.9	If it is tarmac road how many lanes does it have (both up and down)?	0.5			0			
1.10	Is the surrounding area secure?	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.11	Is the building provided with a security fence?	1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.12	Does the building have a standby generator?	0.5	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	0.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.13	If yes, what is the capacity?			120KVA				
1.14	Is water reservoir available?	0.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	0.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.15	If yes, what is the capacity?			15m3				
1.17	Is there enough space for parking?	0.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	0.25	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.18	If yes, how many cars?				5			
Total					7.75			0
GRANT TOTAL					77.5	88		

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