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ORGANISATION DE L'UNITE  
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Addis Ababa : أديس أبابا

COUNCIL OF MINISTERS  
Twenty-Third Ordinary Session  
Mogadishu, June 1974

CM/587 (XXIII)

PROGRESS REPORT ON THE ESTABLISHMENT OF AN ASSOCIATION  
OF AFRICAN TRADE PROMOTION ORGANIZATIONS



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PROGRESS REPORT ON THE ESTABLISHMENT OF AN ASSOCIATION  
OF AFRICAN TRADE PROMOTION ORGANIZATIONS

1. The economic integration of the African continent is one of the primary objectives set forth in the Charter of the Organization of African Unity. However, the obvious lack of information, and particularly of co-ordination at the policy-making levels, continue to impede integration efforts. The policy-making bodies of the OAU have undertaken to remedy these shortcomings by emphasizing the need for joint measures designed to facilitate the exchange of information at all levels, and in particular, in the field of intra-African trade. Resolutions and Declarations underlining this emphasis abound in the records of the OAU.

2. In a recommendation by the Fifth Joint OAU/ECA Meeting on Trade and Development, adopted by the ECA Conference of Ministers (Resolution CM/Res.247(XI)), Accra, 19 - 23 February 1973, subsequently approved by the OAU Council of Ministers (CM/Res.310 (XXI), Addis Ababa, 17 - 23 May 1973), and endorsed by the Tenth Session of the Assembly of Heads of State and Government, the principle of the establishment of an Association of African Trade Promotion Organizations was acknowledged as a necessary first step in the expansion of intra-African Trade. This Association will institutionalize and formalize new methods for effective collaboration between African States in the field of trade promotion.

3. In a progress report (document CM/523) submitted to the Twenty-First Session of the Council of Ministers (May 1973), the constitution of the Association was discussed exhaustively. In Resolution CM/Res.310 (XXI); the Council requested the OAU and ECA Secretariats to continue to work towards the establishment of an Association of African Trade Promotion Organizations, and called on all Member States to adopt and sign the Association's constitution as soon as possible.

4. The inaugural meeting of the Association of African Trade Promotion Organizations was held in Addis Ababa from 14 to 18 January 1974. During this meeting, jointly serviced by the OAU and ECA Secretariats, 15 out of the 25 Member States present signed the Association's Constitution; thus enabling it, in accordance with Section XV paragraph 3, to come into force provisionally. The signatory States are: Egypt, Ethiopia, Gabon, Kenya, Morocco, Rwanda, Sudan, Swaziland, Togo, Uganda, Upper Volta, Ghana, Liberia, Zaire, and Zambia.

5. At this juncture it may be appropriate to draw the attention of Member States to the fact that the constitution will become official only after it is ratified by 12 signatory States. Two copies (English and French) are deposited with the OAU General Secretariat and are available for the signature of Member States who have not yet acceded to the Association.

6. During the above-mentioned inaugural meeting, it was decided to appoint a special committee composed of Egypt, Burundi, Kenya, Morocco, Nigeria, Togo, Zaire and Zambia, which, in collaboration with the OAU General Secretariat and the ECA African Trade Centre, and to entrust it with the task of preparing a document on the organization and finances of the Association, for submission to the Association's General Assembly to be held at the invitation of the Moroccan Government in Tangiers from 2 to 6 September 1974. Furthermore, this Committee is to draw up the Association's rules of procedure, work programme and budget, and the composition and duties of its Secretariat.

7. The Special Committee met in Addis Ababa from 8 to 9 April 1974, with all its Members present and with two observers (Ethiopia and Cameroon), to discuss the matters entrusted to it, namely:

- Composition and duties of the Association's Secretariat
- Headquarters of the Association
- Rules of procedure
- The Association's budget.

8. After a comprehensive discussion on each of the items mentioned in the preceding paragraph, the Committee adopted a report to be submitted to the General Assembly in Tangiers. In the report it recommends that:

- the Association should, in implementing its work programme, work in close collaboration with the Secretariat of the OAU and the ECA;
- in the selection of staff, the future Secretariat of the Association should give due regard to equitable geographical distribution;
- both the future Rules of Procedure, as well as the budget and the selection of the site of the Headquarters, should conform with the rules and practices of the OAU and ECA.

#### SUMMARY OF RECOMMENDATIONS

9. The Council is requested to:

- (a) review and adopt the Constitution of the Association, as amended and adopted by the inaugural meeting of the Association. The Constitution is attached as Annex I to this report;
- (b) call on all Member States to sign and/or ratify the constitution, as appropriate;
- (c) urge all Member States to appoint to the Association their most representative trade promotion organizations; and
- (d) appeal to all Member States to attend the first meeting of the General Assembly of the Association, scheduled for Tangiers (Morocco) from 2 to 6 September 1974.

CONSTITUTION OF THE ASSOCIATION OF AFRICAN TRADE  
PROMOTION ORGANIZATIONS

PREAMBLE

The Governments on whose behalf this Constitution is signed:

1. Being aware of the significant role that African trade promotion organizations have to play in the economic development of the region;
2. Having regard to the advantage for the region to be derived from the effective and continuous exchange of information and co-ordination of activities in the field of trade promotion especially as regards intra-African trade;
3. Recognizing that the creation of an Association of African Trade Promotion Organizations for the study, discussion and promotion of African trade matters would best serve these purposes;

Have agreed as follows:

ARTICLE I

Establishment of the Association

1. The Association of African Trade Promotion Organizations (AATPO) (hereinafter referred to as "the Association") is hereby established and shall operate and be governed according to the provisions of this constitution;
2. The Association shall operate under the aegis of the Organization of African Unity and the United Nations Economic Commission for Africa.

## ARTICLE II

Objectives and Functions

1. The main objectives of the Association shall be to foster contact and regular flow of information and communication between African countries in trade matters and to assist in the harmonization of the commercial policies of African countries in order to promote intra-African trade.

2. The Association shall serve as an instrument for the promotion of trade, market research and export-oriented investments particularly within Africa.

3. For the purposes set out in paragraphs 1 and 2 of this Article the Association shall:

- (a) provide for meetings of the Association and its organs;
- (b) assist member States to establish national trade promotion organizations or associations;
- (c) assist member States in the strengthening of their existing trade promotion organizations or association;
- (d) promote the exchange of ideas and experience in trade promotion generally and intra-African trade in particular;
- (e) advise member States in the formulation of trade policies conducive to trade exchanges and increased intra-African trade;
- (f) make recommendations to member States on various aspects of African trade;
- (g) assist in organizing sub-regional trade information centres for the dissemination of trade information among member States;

- (h) arrange contacts and organize meetings for African businessmen concerned with intra-African trade and its various aspects; and
- (i) do all such other things as would enable the Association to achieve its objectives.

### ARTICLE III

#### Membership

1. Membership of the Association shall be open to all African States which are members of the Organization of African Unity and the United Nations Economic Commission for Africa.
2. For the purposes of this Constitution, a member State may designate from within its territory, the national association or organization concerned with trade promotion by which it shall be represented to exercise the powers of a member State prescribed in paragraph 1 of Article VII taking into account the desirability of ensuring the development of intra-African trade.
3. Membership of the Association shall be acquired in accordance with the provisions of Article XV of this Constitution.

### ARTICLE IV

#### Obligations of member States

1. Member States shall co-operate in every possible way to assist the Association in achieving its objectives. They shall in particular:
  - (a) facilitate the collection, exchange and dissemination of information;
  - (b) submit all necessary reports and information to the competent organs of the Association;
  - (c) make available training and research facilities on such terms and conditions as may from time to time be agreed with the appropriate organ of the Association;

- (d) make available personnel on such conditions as may be agreed with the appropriate organ of the Association; and
- (e) pay their annual contributions as assessed by the General Assembly and such special contributions as may be determined by the General Assembly.

#### ARTICLE V

##### Status, structure and organization of the Association

1. To enable it to achieve its purposes and to perform its functions, the Association shall in accordance with the laws of the country where its headquarters is established, seek and acquire legal capacity to acquire, hold, manage and dispose of land and other property, enter into contracts, accept and make loans, grants, gifts and contributions, and to sue and be sued.
2. The organs of the Association shall be:
  - (a) the General Assembly and its Bureau;
  - (b) the Sub-regional Conferences;
  - (c) the Secretariat;
  - (d) the National Associations; and
  - (e) such other bodies as are established by the General Assembly and the Sub-regional Conferences.



## ARTICLE VI

Facilities, immunities and privileges

1. The Government of the State in whose territory the Headquarters of the Association shall be situated shall grant to the Association, privileges and immunities accorded to the Organization of African Unity or the United Nations. Furthermore, it shall grant to the officials of the Secretariat the same immunities and privileges as are accorded to the Organization of African Unity or the United Nations officials of comparable rank.

## ARTICLE VII

The General Assembly

1. The General Assembly shall consist of the representatives of all member States; provided however that each member State shall have only one vote at the meetings of the General Assembly.

2. The General Assembly shall meet once in two years in regular session and emergency sessions may be convened in accordance with rules made by the General Assembly.

3. The General Assembly shall elect from amongst its members, a President, two Vice-Presidents and a Rapporteur who shall together form the Bureau of the General Assembly.

4. The General Assembly shall:

- (a) determine the general policies of the Association;
- (b) determine the contributions of member States in respect of the expenditure involved in the running of the affairs of the Association and its subsidiary bodies;

- (c) consider and approve the annual reports on the activities of the Association and the accounts of the Association;
- (d) consider and approve the draft programme of work and the draft budget of the Association;
- (e) determine the conditions of admission of associate members and observers of the Association; and
- (f) consider and adopt rules and general directions governing the activities of the Association and its subsidiary bodies.

5. The General Assembly may establish such subsidiary organs that it deems necessary and may delegate any of its functions to an organ of the Association.

6. Subject to the provisions of this Constitution, the General Assembly shall prescribe its own rules of procedure including those for convening its meetings, the conduct of such meetings, and the quorum and voting thereat and for the dissemination of the report of its meetings.

7. The Bureau of the General Assembly shall under the direction of the President:

- (a) consider the annual Reports on the activities of the Association and the accounts of the Association and submit them to the General Assembly for approval;
- (b) consider the draft programme of work and the draft budget of the Association and submit them to the General Assembly for approval;
- (c) consult with the Secretariat on actions that may be undertaken by the Association or its organs in furtherance of the objectives of the Association; and
- (d) within the limits of the programme of work and the budget of the Association, review, direct and co-ordinate the activities of the organs of the Association.

## ARTICLE VIII

Sub-regional Conferences

1. A sub-regional conference shall consist of the representatives of the member States within a sub-region of Africa as defined by the United Nations Economic Commission for Africa.
2. A sub-regional conference shall among other things:
  - (a) oversee the implementation of the decisions and policies of the General Assembly concerning its sub-region;
  - (b) be responsible for the obtaining and dissemination of commercial intelligence concerning the trade of the member States of its sub-region;
  - (c) take decisions on matters concerning its sub-region and member States of its sub-region which are not inconsistent with the decisions and policies of the General Assembly;
  - (d) establish such subsidiary bodies as it deems necessary for the carrying out of its functions; and
  - (e) have such other functions and responsibilities as may be determined or delegated to it by the General Assembly.
3. A sub-regional conference shall elect its officers and prescribe its own rules of procedure; provided however that each member State of a Sub-regional Conference shall have only one vote at a meeting of a Sub-regional Conference.

## ARTICLE IX

The Secretariat

1. The General Assembly shall establish a permanent Secretariat of the Association within a maximum period of eighteen months from the date of its first meeting and prescribe its functions. The Secretariat of the Association, when established, shall have such other functions and responsibilities as the Bureau of the General Assembly may determine.

2. The Secretariat shall be headed by a Secretary-General assisted by such other officials as may be determined by the General Assembly. Until such a Secretariat is established, the Africa Trade Centre of the United Nations Economic Commission for Africa and the Secretariat of the Organization of African Unity shall jointly constitute the Secretariat of the Association.

#### ARTICLE X

##### National associations

1. A national association shall be organized on a broad basis in each member State and shall be the organ of the Association through which the services and other activities of the Association relating to the member State shall be considered, channelled and co-ordinated.

2. A national association shall also act as the centre for information about the activities of the Association in a member State and shall have such other functions as the General Assembly may determine.

#### ARTICLE XI

##### Amendments

1. This Constitution may be amended by a two-thirds majority of all members of the Association. Member States who are not represented at such a meeting may signify their votes in writing or by proxy; provided however that this Constitution may not be amended unless a written notice of a proposed amendment shall have first been given to all the member States at least three months before the meeting of the General Assembly at which such a proposed amendment is to be considered.

#### ARTICLE XII

##### Suspension, withdrawal, and cessation of membership

1. Any member State which persistently fails to fulfil any of its obligations under this Constitution may be suspended from membership of the Association by the General Assembly on such terms as the General Assembly may determine. However, such State's rights and privileges may be restored upon fulfilment of its obligations.

2. Any member State may withdraw from the Association after the expiration of one year from the date on which it acquired membership of the Association by giving a written notice of its withdrawal to the President of the General Assembly who shall forthwith inform all members of the Association and the Secretariat of the receipt of such notice of withdrawal and shall transmit the original of such notice of withdrawal to the Administrative Secretary-General of the Organization of African Unity.

3. Withdrawal from the Association shall become effective one year from the date of receipt by the President of the General Assembly of a notice of withdrawal. Provided that during the period of such one year a member State withdrawing from the Association shall nevertheless remain liable for the discharge of its obligations incurred under the provisions of this Constitution.

4. Any member State which fails without reasonable cause to fulfil its obligations incurred under the provisions of Article IV of this Constitution within two years from the time when such obligations should have been fulfilled, shall ipso facto cease to be a member State at the end of such two years. However, such State's membership in the Association may be reconsidered by the General Assembly upon receipt of the State's application.

#### ARTICLE XIII

##### Arbitration

1. Any dispute arising between member States concerning the provisions of this Constitution shall be settled in accordance with this Article.

2. The General Assembly shall appoint an ad hoc committee to solve this problem.

#### ARTICLE XIV

##### Dissolution of the Association

1. The Association may be dissolved by a resolution to that effect adopted by a two-thirds majority of all member States of the Association.

2. The General Assembly shall appoint a Committee for the purpose of liquidating the assets and/or liabilities of the Association in a manner as may be decided by the General Assembly.

## ARTICLE XV

Final Provisions

1. This Constitution shall be open for signature by all member States referred to in Article III of this Constitution until 31 December 1974, at the Headquarters of the Organization of African Unity. Two original copies in both English and French shall be deposited with the Administrative Secretary General of the Organization of African Unity.
2. This Constitution may be subject to ratification by Governments of signatory States in accordance with the laws of such States. The Instruments of Ratification or Accession shall be deposited with the Administrative Secretary General of the Organization of African Unity.
3. This Constitution shall provisionally come into force upon signature by twelve States and shall formally come into force upon ratification or approval by twelve States signatory to this Constitution. After the expiry of the period stipulated in paragraph 1 of this Article, any State referred to in Article III of this Constitution may accede to this Constitution upon acceptance of the provisions of this Constitution.
4. The Administrative Secretary-General of the Organization of African Unity shall transmit copies of this Constitution, Instrument of Ratification or Accession to all member States and to the Executive Secretary of the United Nations Economic Commission for Africa.

IN WITNESS HEREOF the undersigned being authorized by their respective Governments have signed this Constitution on the dates appearing under their signatures.

DONE at Addis Ababa this Eighteenth day of January Nineteen Hundred and Seventy-four in two original copies in the English and French languages both of which are equally authentic.

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ECONOMIC COMMISSION FOR AFRICA  
ORGANIZATION OF AFRICAN UNITY

REPORT OF THE MEETING OF THE AD HOC COMMITTEE  
OF THE ASSOCIATION OF AFRICAN TRADE PROMOTION ORGANIZATIONS

(Addis Ababa, 8 - 9 April 1974)

Prepared by ECA

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Agenda item 1: Opening of the meeting

1. The meeting of the Ad Hoc Committee of the Association of African Trade Promotion Organizations was held in Addis Ababa on 8 and 9 April 1974. It was opened by Mr. Nicholas M. Mugo (Kenya) who had been unanimously elected to serve as its Interim Chairman.

2. The following member countries of the Committee were represented: Burundi, Egypt, Kenya, Morocco, Nigeria, Togo, Zaire and Zambia. Cameroon and Ethiopia were represented at the meeting as observers.

Agenda item 2: Election of officers

3. The meeting elected Mr. Nicholas M. Mugo (Kenya) as Chairman, Mr. Efonjo Ise (Zaire) as Vice-Chairman and Mr. Tahar Nejjar (Morocco) as Rapporteur.

Agenda item 3: Adoption of the agenda

4. The following agenda was adopted:

1. Opening of the meeting
2. Election of officers
3. Adoption of the agenda
4. Programme of work
5. (a) Composition and functions of the secretariat.  
(b) Headquarters of the Association
6. Rules of procedure of the Association
7. Budget of the Association
8. Other business
9. Adoption of the report.

Agenda item 4: Programme of work

5. In introducing the programme of work (E/CN.14/WP.1/76; OAU/TRAD/64; E/CN.14/ATC.15), the representative of the interim secretariat indicated that it had been drawn up taking into account the Constitution of the Association and the need for making the secretariat an effective instrument for promoting the objectives of the Association. It had been drawn up on a two year basis; namely 1975 to 1976, but it was to be understood that until the secretariat was fully operational much of the work required would be undertaken by the interim secretariat. After considerable discussion, the programme of work suggested by the interim secretariat was adopted.



Agenda item 5(a): Composition and functions of the secretariat

6. The representative of the interim secretariat introduced the document on the Secretariat of the Association of African Trade Promotion Organizations (E/CN.14/WP.1/77; OAU/TRAD/65; E/CN.14/ATC.16) and stated that the proposals contained therein represented the minimum staff requirements to enable the Association to perform its functions. In the discussion that followed, amendments were made to the terms of reference of the Association and to the job description of the Secretary-General. It was agreed that one of the basic functions of the Secretary-General was to submit an annual report of the activities of the Association to the General Assembly in accordance with the Association's rules of procedure.

7. There was considerable discussion as to whether the posts in the secretariat should be distributed on a sub-regional basis. The committee recommended that while care should be taken to ensure that the secretariat staff was properly qualified, consideration should also be given to the need for ensuring a fair distribution of posts, taking the sub-regional balance into account.

Agenda item 5(b): Headquarters of the Association

8. In introducing the document on the headquarters of the Association (E/CN.14/WP.1/78; OAU/TRAD/66; E/CN.14/ATC.17), the representative of interim secretariat pointed out that the document had been prepared merely to provide a guideline to member States of the Association which might wish to have its headquarters located in their territory. Considerable discussion took place on the modalities to be followed, and it was agreed that the document represented an adequate guideline as to what might be expected of a member State wishing to host the Association. It was pointed out that facilities required by the Association, such as telephones and electricity, would be provided by the host country on mutually agreed terms. It was agreed that the secretariat should expand the document under consideration by adding a section on the criteria for deciding the location of the headquarters of the Association.

Agenda item 6: Rules of procedure of the Association

9. The representative of the interim secretariat introduced the paper on the rules of procedure of the Association of African Trade Promotion Organizations (E/CN.14/WP.1/72; OAU/TRAD/62; E/CN.14/TAC/13), and explained that the rules proposed therein were based on existing procedures followed by ECA and OAU which, in the case of the Association, had been modified for simplicity of application. After considerable discussion, the rules were examined paragraph by paragraph and were adopted with amendments.

Agenda item 7: Budget of the Association

10. The document on budget proposals of the Association (E/CN.14/WP.1/75; OAU/TRAD/63; E/CN.14/ATC/14) was introduced and discussed in considerable detail. Amendments to the budget were suggested and recommended for consideration and possible adoption at the first meeting of the General Assembly. The Meeting examined the formula for determining the share of the budget to be paid by each member State. Three possibilities were

discussed. First, the budget could be divided equally on the basis of a flat rate. However, it was felt that that solution might place too heavy a burden on some States. Second, the assessment be made in accordance with the OAU scale of assessment; and third, it could be made on the basis of the United Nations scale of assessment. After considerable discussion, it was agreed that the contributions to be paid by the members of the Association would be assessed on the basis of the OAU scale of assessment.

11. It was agreed that the secretariat would notify each member State of the amount of its contribution after the first meeting of the General Assembly and that it would be for each State to honour its obligations.

12. The question of voluntary contributions from member States as well as from interested international organizations was considered to be of great importance to the running of the Association. The Committee therefore recommended that an appeal should be made for the payment of voluntary contributions to the Association. The Association would also seek subsidies from other international organizations, such as the United Nations. It was agreed, however, that voluntary contributions so obtained would not affect the level of the contribution of each member country to the budget.

Agenda item 8: Other business

13. The representative of the interim secretariat drew the attention of the Committee to paragraph 3 of article XV of the Constitution which provided that the Constitution should provisionally come into force upon the signature of twelve States. He pointed out that for the Association formally to enter into operation, it was required that twelve member States signatory to the Constitution should ratify it. The secretariat therefore appealed to member States which had not already ratified the Constitution to take the necessary measures to ratify it as soon as possible. An appeal was also made to those members of OAU and ECA which had not already done so to sign the Constitution, preferably before the first meeting of the General Assembly of the Association to be held in September 1974.

Agenda item 9: Adopting of the report

14. The report was considered and adopted.

ANNEX

LIST OF DOCUMENTS

E/CN.14/WP.1/70 OAU/TRAD/60 E/CN.14/ATC/12 and Corr.1	Provisional Agenda
E/CN.14/WP.1/69/Rev.1 OAU/TRAD/59/Rev.1 E/CN.14/ATC/11/Rev.1 and Corr.1	Report of the Inaugural Meeting of the Association of African Trade Promotion Organizations.
E/CN.14/WP.1/72 OAU/TRAD/62 E/CN.14/ATC/13	Rules of procedure of the Association of African Trade Promotion Organizations
E/CN.14/WP.1/75 OAU/TRAD/63 E/CN.14/ATC/14	Budget proposals of the Association of African Trade Promotion Organizations
E/CN.14/WP.1/76 OAU/TRAD/64 E/CN.14/ATC/15	Work programme and priorities (1974-1976) of the Association of African Trade Promotion Organizations
E/CN.14/WP.1/77 OAU/TRAD/65 E/CN.14/ATC/16	Secretariat of the Association of African Trade Promotion Organizations
E/CN.14/WP.1/78 OAU/TRAD/66 E/CN.14/ATC/17	Headquarters of the Association of African Trade Promotion Organizations

ECONOMIC COMMISSION FOR AFRICA  
ORGANIZATION OF AFRICAN UNITY

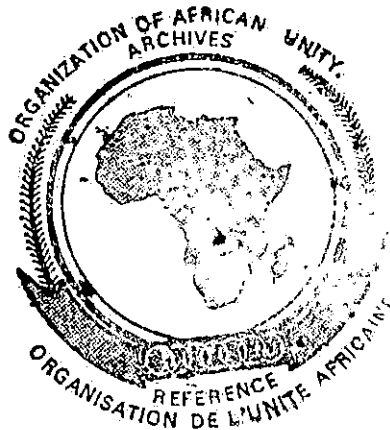
Ad Hoc Committee Meeting of the Association  
of African Trade Promotion Organizations  
Addis Ababa, 8-9 April 1974

WORK PROGRAMME AND PRIORITIES (1974-1976)  
OF THE ASSOCIATION OF AFRICAN TRADE PROMOTION ORGANIZATIONS  
(Prepared by ECA)  
(Provisional Note by the Interim Secretariat)

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ANNEX  
Proposed Man-month Requirements



WORK PROGRAMME AND PRIORITIES  
1974 - 1976

Introduction

1. The work programme is drawn up in accordance with the functions of the Association as prescribed under its Constitution. The programme follows the requirements for the orderly development of intra-African trade as a main factor in Africa's economic development. It is drawn up bearing in mind that the basic role of the Association is "to foster contact and a regular flow of information and communication between African countries in trade matters and to assist in the harmonization of the commercial policies of African countries in order to promote intra-African trade".
2. To this end, the activities of the Association should be closely linked with those of the Africa Trade Centre of the Economic Commission for Africa, and those of the Organization of African Unity.
3. The programme is drawn up on two year basis which will conform with the meetings of the General Assembly. Projections have been made in some projects up to a further period of two years, i.e. 1976-1978 to provide a guideline for the future development of the Association's activities. Priorities are determined by the year as years in which the project is undertaken.

Broad aims and objectives

4. To assist member countries of the Association in the development and expansion of intra-African trade.
5. To assist member countries in developing an appropriate external trade policy.

Work Content

6. Intra-African trade expansion

A. 1. Advisory services

- (1) To assist member countries in the establishment of national trade promotion centres (1974-1976) extended to 1978.
- (2) To assist member countries in establishing trade links between them especially the establishment of bilateral trade agreements (1974-1976) extended to 1978.
- (3) To advise member countries on how best intra-African payments arrangements can serve trade between them (1974-1976) extended to 1978.

- (4) To assist member countries in the harmonization of commercial policy in intra-African trade.
- (5) To assist in the organization of and to participate in trade fairs and group export activities (especially in relation to certain commodities).

A. 2. Studies

- (1) Study of African trade policies with a view to formulating in action programme for promoting intra-African trade (1975).
- (2) Study on the establishment and working of national trade promotion centres (1974-1976).
- (3) Study of barriers, fiscal and monetary restrictions to trade, between member countries of the Association (1976).
- (4) Study on product identification for increasing intra-African trade flows (1976) extended to 1978.

7. External Trade

B. 1. Advisory services

- (1) To assist member countries in identifying their external needs and in diversifying external trade contacts (1974-1976) extended to 1978.
- (2) To assist member countries in establishing priorities in external trade development (1974-1976) extended to 1978.

B. 2. Studies

- (1) Study of external trade flows of member countries to provide new guidelines for trade promotion activities (1976-1978).
- (2) Study of barriers to external trade of member countries especially with a view to diversifying their external trade relations (1976-1978).

8. Conferences, meetings, seminars and working groups

C. 1. Conferences, meetings

- (1) Preparation of documentation and servicing of meetings of General Assembly.
- (2) Preparation and servicing of subregional conferences (1974-1976).

- (3) Participation in meetings of ECA of interest to the Association (1974-1976):

C. 2. Seminars and working committees

- (1) Ad hoc working committee to study the establishment of national associations (1974-1975):

Man-month requirements

9. Administrative matters are not provided for in manpower requirements estimates. Separate provision will have to be made for 3 months in 1974 and for the years 1975 and 1976 for:

- 1 Administrative Finance Officer
- 3 Secretaries (bilingual)
- 1 Driver/Messenger
- 1 Office Cleaner.

10. No man-months have been provided for under consultancy. This will depend on the nature of the work that the General Assembly Bureau wants done on an ad hoc basis e.g. chipping, study of customs tariffs, etc.

11. It is expected that the regular programme of work will be carried out by two professionals, appointed by the Association of African Trade Promotion Organizations, with the assistance from the Africa Trade Centre. Those duties which involve extensive travelling have been assigned to extra budgetary staff to minimise its incidence on the budget of the Association of African Trade Promotion Organizations. The interim secretariat will endeavour to obtain resources from bilateral and multi-lateral sources (See Annex).

12. Information and publication activities will be carried out by the African Trade Centre on behalf of the Association of African Trade Promotion Organizations. They are not shown in the manpower requirements estimates of the Association of African Trade Promotion Organizations.

Related programmes and activities

13. Close collaboration with the Africa Trade Centre of the Economic Commission for Africa, and the Organisation of African Unity.

ANNEX

Proposed Man-month requirements

Item No. (Work Programme)	1974				1975				1976			
	P	C	XB	GS	P	C	XB	GS	P	C	XB	GS
<u>A. Intra-African Trade</u>												
<u>Expansion</u>												
A1.(1)	-	-	1	1	1	-	4			1	-	3
A1.(2)	-	-	-	-	1	-	2	8		1	-	2
A1.(3)	-	-	-	-	1	-	2			1	-	2
A1.(4)	-	-	-	-	-	-	2			-	-	2
A1.(5)	-	-	-	-	-	-	2			-	-	3
A2.(1)	-	-	-	-	4	-	-	6		4	-	-
A2.(2)	-	-	-	-	4	-	-			4	-	-
A2.(3)	-	-	1	1	4	-	-			4	-	-
A2.(4)	-	-	1		4	-	-			4	-	-
B1.(1)	-	-	-	-	-	-	2	2		-	-	2
B1.(2)	-	-	-	-	-	-	2			-	-	2
B2.(1)	-	-	-	-	4	-	-	2		4	-	-
B2.(2)	-	-	-	-	4	-	-			4	-	-
C1.(1)	-	-	1	-	-	-	1	4		3	-	3
C1.(2)	-	-	1	4	4	-	2			3	-	2
C1.(3)	-	-	-		2	-	-			1	-	-
C2.(1)	-	-	1	-	3	-	1	2		2	-	1
TOTAL	-	-	6	6	36	-	20	24		36	-	22

P - Professional  
C - Consultant  
XB- Extra Budgetary  
GS- General Service



ECONOMIC COMMISSION FOR AFRICA  
ORGANIZATION OF AFRICAN UNITY

Ad Hoc Committee Meeting of the Association of  
African Trade Promotion Organizations

Addis Ababa, 8-9 April 1974

HEADQUARTERS OF THE ASSOCIATION  
OF AFRICAN TRADE PROMOTION ORGANIZATIONS

(Provisional Note by the Interim Secretariat)

(Prepared by ECA)

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## I. INTRODUCTION

1. This paper is prepared only as a guideline to member States of the Association which wish to have the Headquarters of the Association located in their territory. The agreement for this purpose is subject to negotiation between the Association and the host government.

## II. OFFICE ACCOMMODATION

2. The host government will be required to provide furnished office accommodation comprising the following:

- (1) Secretary-General's office.
- (2) Office of the personal secretary to Secretary-General.
- (3) Six offices for professional staff.
- (4) One large office for secretary and typing pool.
- (5) One storage room—also to be used for documents reproduction.
- (6) One large room to be used as library.
- (7) One large room to be used as operations/conference room for staff and other small meetings.

3. In all at least twelve rooms will be required initially for the purpose. The office furniture will be similar to what is generally found in government offices.

## III. CONFERENCE FACILITIES

4. The secretariat of the Association will normally be responsible for preparations for conferences and meetings of the Association held at the Headquarters. However, the host government will ensure that where meetings are held at Headquarters, it provides conference rooms, committee rooms, local transportation for delegates and assists in travel formalities.

## IV. CONTROL AND PROTECTION OF HEADQUARTERS

5. The Headquarters of the Association shall be inviolable and shall be under the control of the Association. Officials of the host government, including the military or the police, cannot enter the premises for any reason whatsoever without the permission of the Secretary-General. However, the Secretary-General shall ensure that the Headquarters is not used to harbour criminals or persons who are avoiding arrest under the laws of the host government, or who are required for extradition to another country.

## V. TRANSPORT AND COMMUNICATION

6. The Association shall be accorded the same treatment in respect of communications as are accorded to missions of governments accredited to the host country. Such immunity shall extend to correspondence, publications, documents, films and sound recordings and any other forms of communication as may be necessary for the smooth operation of the Association. The Association shall have the right to instal telex or radio communication machines.

## VI. ACCESS AND RESIDENCE

7. The officials of the secretariat, their families and relatives shall have the privilege of unimpeded access or exit from the host country at all times. Representatives of other African governments and any persons invited to Headquarters for official business shall have the same rights and privileges regarding free transit as the staff of the secretariat.

## VII. PUBLIC SERVICES AND UTILITIES

8. The host government through its appropriate authority shall supply to the Headquarters of the Association, and on equitable terms, the necessary public utilities such as electricity, water, post and telegrams, telephones, transportation, sewage and drainage, refuse or garbage collection, fire protection and medical facilities. In cases of emergencies, it is to be understood that the needs of the secretariat are to be treated in the same manner as the essential needs of the host government.

## VIII. IMMUNITIES AND PRIVILEGES

9. The officials of the Association shall enjoy within the territory of the host government the following immunities and privileges:

- (1) Immunity from legal process in respect of words spoken or written and all acts performed by them in their official capacity, such immunity to continue notwithstanding that the persons concerned may have ceased to be officials of the Association.
- (2) Immunity from personal arrest or detention.
- (3) Immunity from seizure of their personal and official baggage.
- (4) Exemption from taxation on the salaries and emoluments paid to them by the Association.
- (5) Immunity from national service obligations.
- (6) Immunity, together with members of their families and their personal employees, from immigration restrictions and alien registration.
- (7) The same privileges in respect of exchange facilities as are accorded to the officials of comparable ranks forming part of diplomatic missions to the Government of the host State.
- (8) The same repatriation facilities in time of international crisis, together with members of their families and their personal employees, as diplomatic envoys.

- (9) Exemption for officials, other than nationals and permanent foreign residents of host State, from any form of direct taxation on income derived from sources outside the host State, and the freedom to maintain within the host State, or elsewhere, foreign securities, and other moveable and immoveable property, and whilst employed by the Association in host State, and at the time of termination of such employment, the right to take out of host State, funds in foreign currencies without any restrictions or limitations, provided that the said officials can show good cause for their lawful possession of such funds.
- (10) The right to import, free<sup>of</sup> duty and other levies, prohibitions and restrictions on imports, their furniture and effects within twelve months after first taking up their post in host State the same regulations shall apply for other than nationals and permanent foreign residents of host State in the case of importation, transfer and replacement of automobiles, as are in force for the resident members of diplomatic missions of comparable rank.
- (11) All officials of the Association shall be provided with a special identity card certifying the fact that they are officials of the Association enjoying the privileges and immunities specified in a Protocol or Agreement between the Association and host government:
- (a) The Government shall accord to the Secretary-General and to such of his immediate assistant as may be agreed between the Association and the Ministry of Foreign Affairs of the host government the privileges and immunities indicated in paragraph 2 of Article 105 of the United Nations Charter.
- (b) For this purpose the Secretary-General and the immediate assistants referred to in subparagraph (a) above shall be incorporated by the Ministry of Foreign Affairs into the appropriate diplomatic categories and shall enjoy the customs exemptions granted to such diplomatic categories in the host State.
- (12) The privileges and immunities accorded by any agreement are granted in the interests of the Association and not for the personal benefit of the individuals themselves. The Association shall waive the immunity of any official in any case where, in his opinion, such immunity would impede the course of justice and can be waived without prejudice to the interests of the Association.
- (13) The Association shall co-operate at all times with the appropriate authorities of the host government to facilitate the proper administration of justice, secure the observance of police regulations and prevent the occurrence of any abuse in connexion with the privileges, immunities and facilities mentioned in this Article.

ECONOMIC COMMISSION FOR AFRICA  
ORGANIZATION OF AFRICAN UNITY

Ad Hoc Committee Meeting of the Association of  
African Trade Promotion Organizations

Addis Ababa, 8 - 9 April 1974

BUDGET PROPOSALS OF THE ASSOCIATION OF AFRICAN TRADE  
PROMOTION ORGANIZATIONS

(Provisional Note by the Interim Secretariat)

(Prepared by ECA)

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Introductory Note

The budget proposals have been prepared taking into account the work programme and priorities of the Association. The proposed staff strength is the minimum required to make the secretariat effective. Salaries are based on OAU scale to be adjusted by United Nations allowances. It is assumed that during the initial period, the bulk of research work and studies will be undertaken by the ECA (Africa Trade Centre) and the Organization of African Unity.

TABLE I

Summary of Budget Estimates 1975-1976

(in US dollars)

Description of Items	1975	1976
1. Personal salary expenditures . . . . .	15,600	113,200
2. Travel expenditure estimates . . . . .	26,000	66,300
3. Equipment and miscellaneous expenditure	6,000	15,800
TOTAL	47,600	195,300

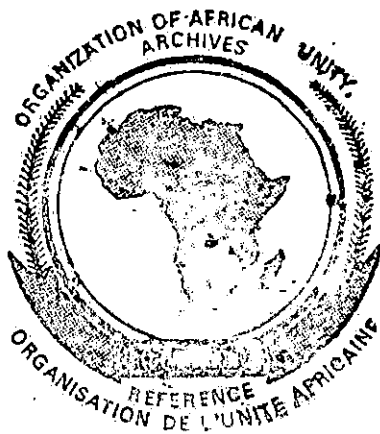


TABLE II  
Personnel Salary Expenditure

(in US dollars)				
Description of Post	Level	Man Months	1975	1976
<b>1. <u>Professional Category</u></b>				
(i) Secretary-General	D.1	18 <sup>a/</sup>	10,000	20,000
(ii) Senior Economist <sup>b/</sup>	P.4/5	12		14,500
(iii) Economist	P.2/3	12		8,500
(iv) Translator	P.1/2	12		7,000
(v) Administrative Officer	P.1/2	12		7,000
<b>2. <u>General Service Category</u></b>				
(i) Senior Secretary	GS.8	18 <sup>a/</sup>	2,000	4,000
(ii) Bilingual Secretary (local)	GS.6/7	12		2,800
(iii) Clerk/Typist(local)	GS.5	12		1,500
(iv) Driver/Messenger(local)	GS.3/4	12		800
(v) Office Cleaner (local)	GS.1/2	12		500
<b>3. <u>Consultancy</u></b>				
Consultant <sup>c/</sup>	P.4/5			
<b>4. <u>Allowances</u></b>				
(i) Installation grant			1,200	9,600
(ii) Dependency allowance				6,500
(iii) Education grant				16,000
<b>5. <u>Pension Fund Contribution</u></b>				
			2,400	12,000
<b>6. <u>Life Insurance Premium Group</u></b>				
				1,200
<b>7. <u>Medical Insurance Group</u></b>				
				1,300
<b>TOTAL</b>			<b>15,600</b>	<b>113,200</b>

a/ It is essential that the Secretary-General and Senior Secretary commence earlier to undertake recruitment of the other staff of the secretariat.

b/ Senior Economist will also act as Deputy to the Secretary-General.

c/ It is assumed that in the first two years, consultancy services will not be required.

TABLE III  
Travel Expenditure Estimates

Description of Travel	(in US dollars)	
	1975	1976
1. Travel to take up first appointment (with family)	16,000	3,000
2. Travel for consultations with member States ECA and OAU and other meetings .....	10,000	15,000
3. Travel for implementation of work programme assignment .....		6,800
4. Travel to service conferences and meetings of the Association .....		14,500
5. Hire of interpreters .....		18,500
6. Hire of translators .....		8,000
7. Miscellaneous travel, e.g. local travel costs for conference participants .....		500
TOTAL	26,000	66,300

TABLE IV  
Equipment and Miscellaneous Expenditure

Description of item	(in US dollars)	
	1975	1976
1. One official car .....		5,000
2. Four typewriters <sup>a/</sup> .....	2,500	300
3. One duplicating machine .....		550
4. One ditto machine .....		350
5. One photocopying machine .....		600
6. Two calculating machines <sup>b/</sup> .....		900
7. Four filing cabinets .....		600
8. Stationery .....	3,500	5,500
9. Lighting, heating and water .....	500	1,200
10. Repairs, maintenance and rental of vehicles and equipment .....	500	500
11. Hospitality .....		500
12. Miscellaneous equipment <sup>c/</sup> .....		500
13. Insurance of vehicles .....		200
TOTAL	7,000	16,700

a/ Made up of 3 electric typewriters and 1 long carriage (manual typewriter)

b/ One for Administrative/Finance Officer and 1 for general use by professional staff.

c/ Including punchers, staplers, ash-trays, carpet for Secretary-General's office, etc.



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# Progress Report on the Establishment of an Association of African Trade Promotion Organizations.

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