



ORGANIZATION OF
AFRICAN UNITY
Secretariat
P. O. Box 3243

منظمة الوحدة الأفريقية
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ORGANISATION DE L'UNITE
AFRICAINNE
Secretariat
B. P. 3243

Addis Ababa * * * * *

ADVISORY COMMITTEE ON BUDGETARY
AND FINANCIAL MATTERS

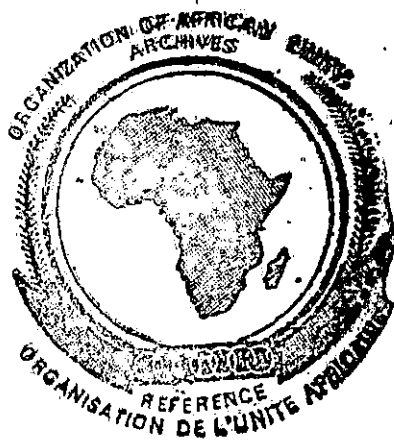
Twentieth Session

Addis Ababa, 16 - 20, December 1974

CM/616 (XXIV)

Add. 1

ESTABLISHMENT OF AN OAU EXECUTIVE SECRETARIAT FOR AFRICAN-ARAB CO-OPERATION
IN CAIRO AND ITS BUDGET FOR 1975/76



ESTABLISHMENT OF AN OAU EXECUTIVE SECRETARIAT FOR AFRICAN-ARAB
CO-OPERATION

PART I

INTRODUCTION AND BACKGROUND

1. At its Eighth Extraordinary Session held in Addis Ababa on 19 - 21 November 1973, the Council of Ministers adopted Resolution ECM/Res.20 (VIII) on Co-operation between African States and Arab States, that is between the Organization of African Unity and the League of Arab States, in political, economic, social, financial and technical matters for the mutual interest of both Organizations.
2. The said resolution also "Recommends the establishment of economic co-operation between the Arab League States and the OAU Member States and instructs the Administrative Secretary-General, in consultation with the Secretary-General of the Arab League, to set up the Machinery for such co-operation."
3. The same resolution "Recommends the holding of periodic consultations at various levels between the Arab League and the OAU in order to ensure the continued co-operation which will further strengthen our
of purpose and action.
4. The same resolution also contained that the Council of Ministers: "Decides to establish a committee of Seven OAU Member States who will make contacts with Arab countries through the Arab League so as:
 - (a) to study the effects of oil embargo on African countries,
 - (b) to discuss with the Arab crude oil producing countries how best to alleviate the effects of this impact on African countries."



5. The Declaration of the Algiers Arab Summit Conference, inter alia, contained the followings:

"The Arab Kings and Heads of State meeting in Algiers from November 26 to 28, 1973,

"Considering that Arab-African solidarity must express itself in a concrete manner in all fields, and in particular as far as political and economic co-operation are concerned in order to strengthen their national independence and to promote their development,

"Welcomes the decision taken by the OAU Council of Ministers at its Eighth Special Session to set up a Seven-Member Committee in view of developing Arab-African co-operation, and in order to strengthen Arab-African solidarity and implement it in practice, decides to adopt the following measures:

- A. Develop Arab-African co-operation through consolidation of Arab diplomatic representation in Africa.
- B. Severance, by the Arab countries, which have not already done so of all diplomatic, consular, economic, cultural and other relations with South Africa, Portugal and Rhodesia.
- C. Impose a complete embargo as regards shipment of Arab oil to these countries.
- D. Review special measures in order to maintain normal deliveries of Arab oil to brotherly African countries.
- E. Strengthen and develop economic, financial and cultural co-operation with brotherly African countries on a bilateral basis, as well as at the level of regional co-operation institutions.

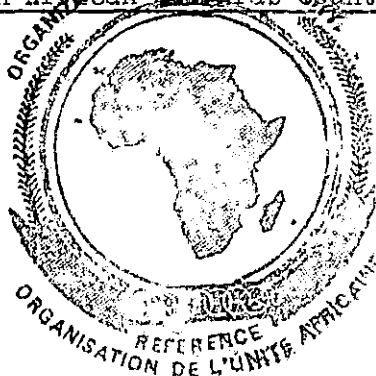
- F. Set up an Arab Fund for contribution to the social and economic development of African countries and granting them technical assistance.
- G. Grant immediate assistance to African countries victims of natural disasters and specially drought.
- H. Give increased diplomatic and material support to national liberation movements in Africa.

"In order to speed up implementation of these decisions and to instal permanent co-operation between Arab and African countries, mandate the Arab League Secretary-General to take political measures and to consult with the OAU Administrative Secretary-General and the Committee of Seven to arrange periodical consultations at all levels, including the highest, between Arab and African States."

6. The Council of Ministers of the OAU meeting at its Twenty-Third Ordinary Session and the African Summit meeting at Mogadiscio (Somalia) June 1974, adopted a resolution on co-operation between African and Arab countries (CM/Res. 337(XXIII)) which contains, inter alia, the following:

"Requests the OAU Administrative Secretary-General to contact the Secretary-General of the Arab League with a view to considering the possibility of convening an Arab-African conference at ministerial level to discuss the possibilities and areas of co-operation in which joint efforts would be made especially regarding joint co-operation for development and the establishment of a joint Afro-Arab development strategy.

"Decides to establish a special machinery for Afro-Arab Co-operation to study and submit recommendations on all factors likely to strengthen co-operation between African and Arab countries in all fields and especially:



- (a) The possibility of drawing up an industrialization policy based on co-ordination of development of Arab-African resources;
- (b) Co-operation between African and Arab countries in agriculture, trade, science, technology and technical know-how,
- (c) The prospects and problems of investment in Arab and African countries;
- (d) The role which oil and other raw materials can play in Afro-Arab development;
- (e) The adoption of the necessary measures, in collaboration with the competent body within the Secretariat of the Arab League (i.e. African Department), to organize and convene joint Specialized Commissions to study and discuss possibilities of ensuring the necessary co-operation;"

"Recommends that the Administrative Secretary-General submit a report on the measures taken in this connection to the Twenty-Fourth Session of the Council of Ministers."

PART II

ACTION TAKEN BY OAU AND ARAB LEAGUE FOR FURTHER PROMOTION OF AFRICAN-ARAB-CO-OPERATION

1. The Secretary-General of the Arab League headed an Arab delegation to the Twenty-Third Ordinary Session of the OAU Council of Ministers and the African Summit meeting at Mogadiscio (Somalia) June 1974. Likewise and in order to ensure smooth forward steps towards African-Arab co-operation the Administrative Secretary-General of OAU headed a delegation to the Sixty-Third Ordinary Session of the Council of Ministers of the Arab League and the Seventh Arab Summit meeting at Rabbat (Morocco) October 1974.
2. During his stay in Rabbat the Administrative Secretary-General made several contacts and discussions in order to focus different aspects related to African Arab Co-operation. These contacts and consultations were an increasingly understanding and strategic element as they touched upon all matters connected with African-Arab relations that were already under consideration by the Arab League.

3. The objectives and strategy for accelerating and increasing African-Arab Co-operation were clarified and determined by the following resolution adopted by the Council of Ministers of the Arab League at its 63rd Session and endorsed by the Arab Summit at its 7th Session:

Resolutions of the Seventh Arab Summit Conference held in Rabbat from 26 to 29 October 1974 on Afro-Arab Solidarity.

I. Strengthening co-operation between the League of Arab States and OAU in

II. (1) Convening an Afro-Arab Summit Conference

The Conference considered the question of Afro-Arab co-operation and decided the following:

- (a) To approve the convening of an Afro-Arab Summit Conference;
- (b) That the Secretary-General of the League of Arab States should contact African countries to ascertain their opinions on the matter. If it is agreed upon, the necessary arrangements would be taken to convene an Afro-Arab Conference of Foreign Ministers to prepare for the Conference.
- (2) That a Delegation consisting of the Foreign Ministers of the United Arab Emirates, Algeria, Sudan, Saudi Arabia, Syria, Lebanon, Kuwait, Egypt and Mauritania be sent to African countries with a view to strengthening Afro-Arab Solidarity and briefing these countries on the resolutions of the Seventh Arab Summit Conference in this field.

III. Arab Bank for Economic Development in Africa

The conference has considered the question of the Arab Bank for Economic Development in Africa, and decided the following :

- (a) That the capital of ABEDA be increased and the matter be submitted to Finance Ministers at the next meeting of the Economic Council to determine the amount of this increase;

- (b) That Khartoum be the venue of the headquarters of the Bank;
- (c) That the question of co-operation between the Bank and ADB should be left until the Bank's governing Council meets.
- (d) That all countries subscribing to the Bank's capital should expedite depositing the instruments of ratification with the General Secretariat of the League.

IV. Arab Loan Fund for Africa

The conference considered the question of the Arab Fund for providing loans to African countries and decided the following:

- (a) That the countries subscribing to the Fund Capital and which have not yet met their obligations should as soon as possible hand them over to the General Secretariat of the League;
- (b) That the repayment period for Loans should be twenty-five years instead of eight years, and the grace period should be ten years instead of three years;
- (c) That the amount allocated for the Fund in the last year should be completed and fully renewed for the next year in accordance with the obligations of each country.
- (d) The United Arab Emirates, Saudi Arabia and Kuwait, each pledged to increase its contribution by ten million dollars, and Iraq by five million dollars.

(V) Arab Fund for Technical Assistance to African and Arab Countries

The conference considered the question of the Arab Fund for Technical Assistance to African and Arab Countries and decided the following:

- (a) To approve the Constitution of the Fund as adopted by the Legal Standing Committee;
- (b) To increase the amount allocated for the Fund from fifteen million dollars to twenty-five million dollars.

4. During his official visit to Cairo (18-21 November, 1974) the Administrative Secretary-General had further consultations and discussions with the Secretary-General of the Arab League on co-operation and co-ordination between the two organizations.



The Administrative Secretary-General during these discussions was informed that the Arab League's Council of Ministers has decided to establish a Bureau for the Arab League in Addis Ababa, in order to ensure further African-Arab co-operation and to work closely with the OAU. Action is being taken for staff recruitment of the Office so that it can start its functions very shortly.

Resolution No. 3202 of the Council of Ministers of the Arab League at its Sixty-Second Session, Third meeting, held on 4 September 1974, was handled to the OAU Delegation. In the said resolution the Council of Ministers of the Arab League approves the recommendations of the Political Committee and the Administrative and Financial Committee, as well as the Note of the General Secretariat, and decides to establish a Bureau for the Arab League in Addis Ababa and to allocate necessary funds for that purpose.

5. Also Resolution No. 3201 of the Council of Ministers of the Arab League at its Sixty-Second Session, Third Meeting held on 4 September 1974, was delivered. In the said resolution the Council of Ministers of the Arab League approves the recommendations of its Political Committee and Legal Affairs Committee as well as the memorandum of the General Secretariat of the Arab League and accordingly decides to approve the draft Agreement of Co-operation between the Arab League and the Organization of African Unity. The said resolution also authorises the Secretary-General of the Arab League to sign the draft Agreement on behalf of the Arab League.

N.B. The subject of the Draft Agreement is on separate item of the Agenda of the Council.

PART III

OAU SECRETARIAT FINDINGS AND CONCLUSIONS

1. After serious consideration and careful assessment of the matter, the Secretariat found that the best way for implementing the Council of Ministers' resolution to establish a special machinery for Afro-Arab co-operation, is by establishing a new "Executive Secretariat" in Cairo, similar to those established in New York and Geneva.

2. The OAU Secretariat believes that contacts have been established, resolutions have been adopted, declarations at all levels have been announced; remaining steps and action to be taken to institutionalize and set up the relations and co-ordination between the two Secretariats on close and realistic grounds. It is believed that this could be reached only by the establishment of the suggested Executive Secretariat of the OAU in Cairo, Egypt, where the Arab League Headquarters is located.

PART IV

JUSTIFICATIONS OF ESTABLISHING THE PROPOSED EXECUTIVE SECRETARIAT

1. It would be recalled that the OAU Council of Ministers in its Twenty-Third Session, as well as the Heads of State and Government at their meeting in Mogadiscio in June 1974, both decided to establish a special machinery for Afro-Arab Co-operation, in order to undertake the tasks assigned to it as contained in the resolution mentioned above, and in order to put solutions, findings, functions and activities of African-Arab co-operation co-ordination and requirements, into appropriate and real practice. Also Resolution ECM/Res. 20(VIII) instructed the Administrative Secretary-General to set up a machinery for such co-operation.

2. The process of strengthening African-Arab political and economic relations will never come to an end, and will remain to hold pivotal position within the activities of the OAU and the Arab League. Thus there is a continual need and necessity to make new endeavours, evolution, approaches, activities, scope and achievements in all aspects of political and economic relations between African and Arab countries.

3. Development and co-ordination of African-Arab relations must be planned and exercised, both within the OAU Headquarters, and closely near the Headquarters of the Arab League, and near the Arab countries themselves, so as to reach a degree of "on the spot" practical and potential Afro-Arab relations, with rates appropriate to the needs and opportunities of individual governments and the two Organizations.

4. The need for the wholehearted co-operation is indisputable; how to obtain it is primarily a matter of coming closer, and "working out the job jointly" with a p specific purpose, and keeping up-to-date with circumstances, events and developments in a way to avoid any contradiction or misunderstanding.
5. The African-Arab relations must be seen as a continuous process, not only as periodical meetings and conference at different levels.
6. Attention should be focused upon execution, implementation, and follow-up of decisions, resolutions, agreements, and declarations, in a way to avoid any crippling difficulties, i.e. short-lived or unproductive relations, and to secure realistic degree and continuity required of these relations, based on practical grounds and experience. This could only be reached through alleviating the isolation in African-Arab relations. The proposed Executive Secretariat in Cairo can be the best instrument to realize these goals.
7. The impetus and co-ordination needed from the two Organizations and from the concerned countries had not reached satisfactory or the required stage of progress. African-Arab relations have been quite "visible" as bright and promising face to all politicians at all levels in all their meetings. Remains the capability to reach the point of breakdown of the deficiency and taking a positive and practical steps with objective method on solid grounds to reach the goal. This could not be reached without direct communication and exchange of views and information, with freer expression of views, in addition to personal contacts which lead to better results.
8. The Arab League has recently taken positive action by establishing an Arab League Office in Addis Ababa to work closely with the OAU. The establishment of the proposed Executive Secretariat of OAU in Cairo, will tremendously help to realize the objectives contained in the Council of Ministers' resolution, as it will pave the way for mutual investigations, consultations, evaluation, and interviews with the Arab League's staff concerned with African Affairs, and will help realizing the objectives of joint Advisory Groups contained in resolution 337. Moreover, it will improve the usefulness and effectiveness and impact of present and future joint activities. It will also be much more fruitful than a short-term single man mission sent from the Headquarters who cannot really contribute to the Policy formulation, planning and organization required.

9. It would not be far from truth if we say at this stage that the African-Arab countries should come together for the achievement of collective action in matters related to their raw materials, pooling their resources together and self-reliance. Moreover, the oil producing countries both African and/or Afro-Arab with excessive financial resources can have a major role to play in the establishment of a new international economic order, and in exchange of aid to the needy countries among themselves. The proposed Executive Secretariat can play a good role in this connection, by directing its activities towards that end.
10. It has been stressed that in both quantitative and qualitative terms, there are a number of beneficial results to be obtained from increasing co-operation and co-ordination among African and Arab countries. There exists in those countries a wealth of human, institutional and material resources and development experience which remain untapped and which can be utilized with great profit for assisting the development effort of all African and Arab countries. It is widely believed that these untapped resources are particularly relevant to the problems of development of all countries concerned, and can have significant impact on these problems. While capital investment is abundant in oil producing countries, others have experts and know-how at less expensive costs; and their experts have more familiarity with the common problems of development in African-Arab countries, and can adapt themselves more readily to the conditions prevailing in those countries. Accordingly, the Executive Secretariat can provide the conceptual framework of African-Arab co-operation, its nature and scope, collectively with the Arab League.
11. In keeping with their regional character, the OAU and the Arab League collectively should make the fullest use of the capacities and experiences of all their member States. This will enable the development process in all African and Arab countries to acquire new depth and additional dimensions.
12. As mentioned above, the Council of Ministers of the Arab League has approved the draft Agreement of Co-operation with the OAU. It has also decided to establish an Arab League Office in Addis Ababa to work closely with the OAU, and steps are taken to appoint personnel for the said office to start its duties soonest. Consequently there should be a reciprocal relationship which will have significant influence in the framework of developing African-Arab relations and co-operation.

13. Moreover, speaking in quantitative terms, the Council of Ministers and the Arab Summit have decided the following:

- A. To increase the capital of the Arab Bank for Economic Development in Africa, which was originally put at US\$. 231 million. The increase will be decided shortly at the next meeting of Arab Finance Ministers.
- B. To wholly renew the sum of the Arab Loan Fund (Emergency Fund) for 1975, i.e. to make a new contribution of US\$.200 million for the year 1975.
- C. To raise the sum allocated for the Arab Fund for Technical Assistance to African countries from US\$. 15 million to US\$. 25 million.

Thus in view of the fact that millions of dollars are being contributed, and in view of the fact that this trend is expected to continue in the near term and long term, the situation calls for new initiatives designed to assure and adequate and continuous capacities for effective African-Arab relations. This could be achieved through the establishment of the proposed "Executive Secretariat" whose costs will be negligible composed with the responsibilities it will undertake and the amounts involved.

14. Resolution 337 (XXIII) of the OAU Council of Ministers endorsed by the African Summit in Mogadiscio, June 1974, requests the OAU Administrative Secretary-General to contact the Secretary-General of the Arab League with a view to considering the possibility of convening an Afro-Arab Conference at Ministerial level.

The Council of Ministers of the Arab League and the Arab Summit (Rabat) October 1974, decided to convene an African-Arab Summit. This will be proceeded by a meeting of the African-Arab Foreign Ministers to prepare for the African-Arab Summit.

Looking for the future, the African-Arab Summit will achieve better basis, new conclusions and action 25 years ahead.



A basic strategy for effectively tackling these conclusions and actions in the future, and to achieve higher rates of African-Arab co-operation and accelerating its expansion, includes and necessitates the establishment of the suggested "Executive Secretariat."

PART V
FUNCTIONS AND DUTIES

1. The Executive Secretariat will carry out its functions and duties according to the contents of resolution (CM.RES.337 XXIII) on co-operation between African and Arab countries adopted at the Twenty-Third Session of the Council of Ministers and the 11th Session of Heads of State and Government, Mogadiscio (Somalia) June 1974. It will also take into consideration the Resolutions adopted at the 63rd Session of the Council of Ministers of the Arab League and the 7th Arab Summit (Rabat) October 1974, as well as future resolutions of OAU and Arab League related to African-Arab co-operation. This will include setting up lists of priorities for African-Arab co-operation, by preparing joint activity programmes between OAU and Arab League, by designing and activating relations between the two Organizations, and by proposing, arranging and conducting co-ordination meetings related to all aspects of relations, at different levels, as deems necessary.
2. The Executive Secretariat will have to search for and initiate a specific line and main indications and possibilities for African countries' new economic needs, the effective realization of strategies and environment of integration, and all modes of co-operation and understanding wherever possible.
3. One of the prime tasks of the Executive Secretariat, is developing and maintaining high standards of joint action and collaboration between OAU and Arab League, and assisting in the evolution and evaluation of the effectiveness of African-Arab co-operation.
4. The Executive Secretariat will also set up a system of information between both Organizations and their member countries. It will prepare, collect and disseminate, studies, inquiries, analyses, information on problems and questions, related to African-Arab relations and co-operation.

5. The OAU Executive Secretariat in Cairo will be responsible of setting up meetings of African and Arab Ambassadors in Cairo, so as to consult on major issues of interest to all, with the aim of harmonizing intra African-Arab co-operation and co-ordination, and with the aim of taking common African-Arab stand on these issues.
6. The Executive Secretariat will also be responsible for the formulation, the follow-through and assessment of joint African-Arab projects of economic and political nature, and for planning and programming of joint tasks, whether between OAU and the Arab League, and/or OAU and certain regions, and/or between individual African-Arab countries.
7. Among the duties of the Executive Secretariat is to combat and alleviate any confusion or diversion of opinion and interest that may arise under any circumstances, and to search for ways and means for collaborative Afro-Arab co-existence, and "bridge-building" for Afro-Arab co-operation and co-ordination.
8. Present trends in international development co-operation have provided an added impetus to the oft-declared resolve of the developing countries to attain objectives of development by stressing self-reliance, of which co-operation among developing countries themselves in an important part. Needless to mention that the African and Arab countries have plenty of factors in common, which can give great impetus and achievements through co-operation and co-ordinated policies. The main emphasis at the present stage seems to be on eliciting way and means for the identification and implementation of this co-operation. This will be a major task of the Executive Secretariat in Cairo.
9. The scope and examples of possible programmes of co-operation are countless. Suffice it to mention infrastructure, i.e. transport, communication, education, health and other areas of social development. Also co-operation includes development of trade and entering into negotiations for African-Arab trade expansion. Establishment of joint activities in agricultural projects and industrial plants, touristic promotion, the adoption of relevant policies and operations for multi-national corporations, are examples of fruitful avenues for African-Arab co-operation in which the "Executive Secretariat" will have a prime role to play.

PART VI
THE EXECUTIVE SECRETARY

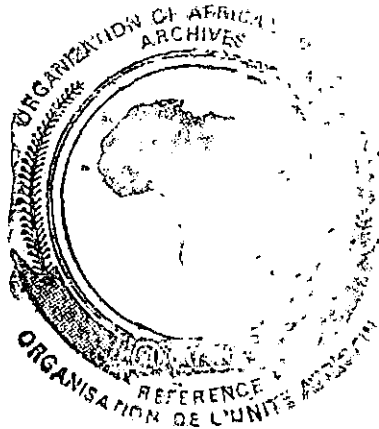
1. The results will primarily depend on the selection of experienced and well-trained Executive Secretary and officers, who know better about the African-Arab relations, and who can form opinions and take actions without any bias or prejudice.
2. It is suggested that the Executive Secretary, be an Afro-Arab citizen, who masters perfectly the Arab language with at least twenty years of experience in the economic and political fields, to be selected among the high ranking statutory staff members of the OAU. Besides profound knowledge and experience in economic and political affairs, he should be of good abilities in public relations needed to make these objectives a success, and who can be constantly on the alert to consider any matter relating directly or indirectly to African-Arab relations.
3. He is also required to have the abilities and high degree of interest to lay the groundwork for a continuous programme related to the upheaval of African-Arab relations.
4. He should have high academic degree as well as professional qualifications, technical skills, abilities to initiate and practice a new phase of African-Arab relations based on realities, with the aim to activate and co-ordinate the African-Arab relations, and to verify and transform further collaboration between the OAU and the Arab League on the one hand and between African and Arab countries on the other.
5. The Executive Secretary will take normal administration responsibilities, i.e signing administrative correspondence and contracts, writing and supervising reports and all technical work prepared by the Secretariat, as well as administering budgets and personnel.... etc.
6. The Egyptian Government will be requested to grant the Executive Secretary and Statutory Staff of the Executive Secretariat, complete diplomatic status, including privileges and immunities, normally granted to members of the Diplomatic Corps.



PART VII
SUMMARY OF DRAFT BUDGET FOR THE
EXECUTIVE SECRETARIAT OF THE O A U (CAIRO, EGYPT)

(All figures in US\$)

Item	Descriptions	Draft Estimates 1975 - 1976
1	Personal Emoluments	82,467.00
2	Adjustment to dollar devaluation	2,000.00
3	Temporary Assistance	1,000.00
4	Common Staff Costs	38,300.00
5	Travel of Staff on Official Mission	3,000.00
6	Rent and maintenance of equipment and Premises	9,900.00
7	Communications	2,000.00
8	Miscellaneous supplies and services	7,000.00
9	Capital Expenditure	24,500.00
10	Meetings and Conferences	<u>1,000.00</u>
	GRAND TOTAL	<u>171,167.00</u> =====



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EXECUTIVE SECRETARIAT OF THE OAU (CAIRO)1. Personal Emoluments

(All figures in US\$)

Item	Sub Item	Proposed Establishments 1975 - 1976	Description	Salary Scale	Draft Estimates 1975 - 1976
		AC/Code			
1			<u>Personal Emoluments</u>		
	1	100	<u>Executive Secretary</u>	P6-1	15,783.00
	2	"	<u>Assistant Executive Secretary (Economic and Social Affairs)</u>	P4-1	12,295.00
	3	"	<u>Assistant Executive Secretary (Political and Information Affairs)</u>	P4-1	12,295.00
	4	"	<u>Co-ordinator (Administration & Finance)</u>	P3-1	9,936.00
	5	"	<u>Translator /Interpreter</u>	P5-1	9,936.00
	6	"	<u>Clerk/Accountant</u>	GS5-1	5,757.00
	7	"	<u>Bilingual Secretaries</u>	LR	9,000.00
	8	"	<u>Secretary/Receptionist</u>	LR	3,600.00
	9	"	<u>Driver/Messengers</u>	LR	3,600.00
	10	"	<u>Cleaner</u>	LR	900.00
	11	"	<u>Guard</u>	LR	900.00
			Total		82,467.00

2		AC/Code			
		100(a)	Adjustment of United States dollar devaluation		2,000.00
3		102	Temporary Assistance- Part time translators of technical documents		1,000.00

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Explanatory Notes: 1 - Proposals for the Staff appointments in
the Executive Secretariat of OAU - Cairo

Executive Secretary:

1.1 The Executive Secretary should be selected among the most experienced and well-trained high ranking statutory staff members of the OAU who masters the Arabic language. He should be with profound knowledge and with at least twenty years of experience in economic and political affairs, and should have higher academic and professional qualifications, technical skills, abilities to initiate and practice a new phase of African-Arab relations, with the aim to activate and co-ordinate the African-Arab relations. The functions and duties of the Executive Secretariat, as contained in the resolution (337 XXIII) on co-operation between African-Arab countries adopted at the 23rd Session of the Council of Ministers and at the 11th Session of Heads of State and Government, together with the functions and duties as included in the Report on the Establishment of an OAU Executive Secretariat in Cairo, all suggest that the post of the Executive Secretary of the Executive Secretariat in Cairo be P6. This makes the post of Executive Secretary in Cairo equivalent to the Executive Secretaries in New York and Geneva.

1.2 Assistant Executive Secretary for Economic and Social Affairs:

The Cairo Executive Secretariat will be a major step in achieving new phase of African-Arab relations, in political, economic and social fields. The Executive Secretary is expected to attend meetings in the Arab League, or the Headquarters of OAU, and/or Council of Ministers meetings and Heads of States and Government. He is also expected to represent the OAU in Arab meetings outside Cairo, of mutual interest to OAU and the Arab League. Thus, he needs an assistant for economic and social affairs who has special qualities and abilities to give advice and assistance in economic co-ordinating matters. He will also discharge the functions and responsibilities of the Executive Secretary be P4.

1.3 Assistant Executive Secretary for Political and Information Affairs:

The Executive Secretariat will set up a system of information between both Organizations and their member countries. It will prepare, collect, and disseminate studies, inquiries, analysis, information on questions and problems related to African-Arab relations and co-operation in political, economic and other aspects. Also it will handle and stress African-Arab relations, through press, press releases, declarations, T.V. Radio and other information media.

Therefore the activities of the Executive Secretariat will require the services of an Assistant Executive Secretary for political and information affairs ranking P4.

1.4 Co-ordinating Officer:

The Executive Secretariat with three senior officers will be in need of one co-ordinating officer. The senior officers being occupied in meetings, missions, technical work etc. there will be a great need for a co-ordinating officer to take care of the Secretariat's financial, administrative daily running and other additional duties. It is proposed that the post of co-ordinating Officer be P2-1.

1.5 Clerk/Accountant:

In order to enable the Executive Secretariat to secure proper and exact control over its financial resources, and in order to operate in accordance with the financial rules and regulations of the OAU, the post of Clerk/Accountant is more than necessary. It is suggested that this post be GS5-1.

1.6 Two Biligual Secretaries:

By the nature of the functions of the Executive Secretariat in Cairo, and with the Arabic language as the only official language of the Arab League, vis-a-vis the official language of the OAU, and the necessity in most cases to use foreign languages other than Arabic, the Executive Secretariat will be in great need to employ 2 pilingual secretaries (LR) with high experience in short-hand typing.

1.7 Secretary/Receptionist:

The nature of the work of the Executive Secretariat in Cairo will need the employment of a Secretary/Receptionist. Besides her responsibilities in providing protocol services of Arab and foreign personalities visiting the Executive Secretariat, his/her services will be needed in official errands of the Administrative Secretary-General, the Assistant Secretaries-General and other staff members of OAU visiting Cairo on official missions. She/he should be as well of high experience in short-hand typing.

1.8 Two Driver/Messengers:

The Executive Secretariat will need the services of two driver/messengers, one to facilitate the movement of the Executive Secretary and the other to take care of other requirements, i.e. take OAU officials coming to and leaving from Cairo on official errands to and from airport, their need for transportation during their stay, in addition to needs of communications, i.e. cables, postage, pouches, etc.

1.9 & 10: Cleaner and Guard

The need for a cleaner and a guard is self-evident.

2 Adjustment of US\$ Devaluation:

This item is calculated at US.\$2,000.

3 Temporary Assistance:

In some conferences and or meetings, as the Committee of Seven for example, part-time translators for technical documents and/or interpreters will be required. For this purpose the sum of US.\$1,000 is allocated.

N.B. The comparative low wages in Cairo, in respect of the employment of locally recruited personnel, reflect the reasons why it is suggested that a good number of the personnel required, should be locally recruited.



EXECUTIVE SECRETARIAT OF THE OAU (CAIRO)4. COMMON STAFF COSTS

(All figures in US\$)

Item	Sub Item	Account Code	DESCRIPTION	Draft Estimates 1975-1976
4		200		
	1		Travel on Initial Recruitment	10,000.00
	2		Travel on Home Leave	2,000.00
	3		Travel on Separation	-
	4		Travel on Transfer	1,000.00
	5		Installation Allowance	5,000.00
	6		Dependency Allowance	3,800.00
	7		OAU Pension Fund	8,000.00
	8		OAU Insurance & Social Security	1,000.00
	9		OAU Medical Scheme	1,500.00
	10		Education Allowance	3,300.00
	11		Post adjustment allowance to 4 statutory staff only.	2,500.00
	12		Interviews for new appointments for the local staff	<u>200.00</u>
			TOTAL	<u><u>38,300.00</u></u>

Explanatory Notes:4 Common Staff Costs4.1: Travel on initial recruitment:

The travel on initial recruitment of staff members of the Secretariat and their families, in addition to shipment of their belongings and household according to the rules is estimated at US.\$10,000.00.

4.2 Travel on Home Leave:

It is not normally expected that any of the staff members will be leaving on home leave at the first year of the new Secretariat. However, in case any staff member is entitled to an official home leave, the sum of US.\$2,000 is included for this purpose.

4.3: Travel on Separation:

No staff member is expected to separate at the first initial year.

4.4: Travel on Transfer:

It is not really expected that any staff member will be transferred at the first year. Nevertheless, in order to avoid any financial bottlenecks in case of this occurs, the sum of US.\$1,000 is incorporated.

4.5: Installation Allowances:

The installation allowances have been calculated at US.\$5,000 by the Finance Section.

4.6: Dependency Allowances:

Dependency allowance has been calculated at US.\$3,800 by the Finance Section.

4.7: OAU Pension Fund:

The OAU Pension Fund has been calculated at US.\$8,000 by the Finance Section. This represents 14% contribution that OAU pays for statutory staff and 2½% for the non-statutory permanent staff.

4.8: OAU Insurance Scheme:

This is estimated by the Finance Section at US.\$1,000, on the basis of 5% of the salaries of staff members.

4.9: OAU Medical Scheme:

Staff members and their departments are entitled to be reimbursed 80% of the costs of their medical bills, as governed by the rules and regulations. This has been estimated at US.\$1,500.

4.10: Education Allowances:

A statutory staff member is entitled to education allowance up to a maximum of US.\$166 a year per child and up to 6 children for a maximum of US.1,000 (This is being re-considered in a way to raise it to all statutory staff members). Nevertheless this has been calculated at US.\$3,300 by the Finance Section.

4.11: Post adjustment allowance: (Statutory staff only)

This has been calculated at US.\$2,500 by the Finance Section.

4.12: Interviews for new appointments for the local staff:

The recruitment of local staff will need several advertisements in newspapers, the cost of which is put at US.\$200.

EXECUTIVE SECRETARIAT OF OAU (CAIRO)

5. Travel of Staff on Official
Duty

Item	Sub Item	Account Code	DESCRIPTION	Draft Estimates 1975-1976
5	1	300	Travel of staff on official duty	3,000.00
TOTAL				<u>3,000.00</u>

Explanatory Note: Travel of Staff on Official Duty

5.1: The travel of staff on official duty is a normal practice by OAU officers whose duty station is outside the Headquarters in Addis Ababa. The Executive Secretary and/or his Assistants have to attend the Ordinary Sessions of the OAU in order to represent the Secretariat's report on its activities in different economic and political fields as well as its reports of financial and budgetary matters. The normal journeys are for attending the Ordinary Sessions of the Council of Ministers and the Assembly of Heads of State and Government. This has been the practice of other Executive Secretariats whose Executive Secretaries usually attend these meetings with one of their assistants together with officer in charge of financial and budgetary affairs if necessary. On the other hand the Executive Secretary, and/or his assistant might be any time called by the headquarters for consultations on a particular question. The Executive Secretary, and/or his assistant might as well be delegated to attend any Arab meeting outside Cairo, or might be delegated for negotiations with any Arab country.

EXECUTIVE SECRETARIAT OF OAU (CAIRO)6. Rent and Maintenance of Equipment
and Premises

			US.\$
Item	Sub Account Item Code	DESCRIPTION	Draft Estimates 1975-76
6	600	<u>Rent & Maintenance of equipment</u> <u>Premises</u>	
	1	Rent of Offices	6,000.00
	2	Maintenance and running cost of vehicles	1,500.00
	3	Maintenance of equipment	600.00
	4	Maintenance of premises	400.00
	5	Utilities (Electricity, Water)	600.00
	6	Alterations to premises	400.00
	7	Insurance of vehicles and equipment	400.00
TOTAL			<u>9,900.00</u>

Explanatory Note: Rental and Maintenance of Equipment and
Premises

6.1: The rent of offices is calculated at US.\$500 per month (i.e. approximately 200 Egyptian Pounds). This is moderate rent for a decent place in a good location in Cairo.

6.2: Maintenance and running cost of vehicles

The maintenance and running costs of vehicles is calculated on the assumption that the Executive Secretariat will have two cars, one for the use of the Executive Secretary and the other would be land-rover or likewise for use in other affairs of the Executive Secretariat, i.e. luggage, mail, pouches, to and from airport etc. This is calculated at a monthly average of US.\$62.50 per month for each car or about Egyptian Pounds 25 including garage and service fees.

6.3: to 7 The sum of US.\$2,400 is allocated to cover maintenance of equipment maintenance of premises, utilities (such as electricity and water, alterations to premises as moving a wall, or building a partition etc.) and insurance of vehicles and equipment.

EXECUTIVE SECRETARIAT OF OAU (CAIRO)

7. Communications

				US.\$
Item	Sub Item	Account Code	DESCRIPTION	Draft Estimates 1975-76
7		500	<u>Communications:</u>	
	1		Cables)	
	2		Telephone services)	
	3		Postage)	2,000.00
	4		Pouches)	
	5		Freight)	
TOTAL				2,000.00

Explanatory Note:

7.1 - 5 The installation of telephones, and the urgent need of matters to be reported to Headquarters necessitate the allocation of this sum.

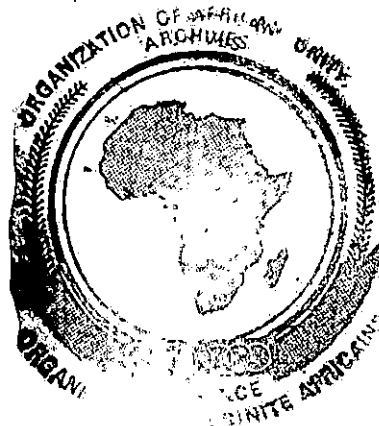
EXECUTIVE SECRETARIAT OF OAU (CAIRO)8. Miscellaneous Supplies
and Services

			US.\$	
Item	Sub Item	Account Code	DESCRIPTION	Draft Estimates 1975/76
8		600	<u>Miscellaneous Supplies & Services</u>	
	1		Stationery and office supplies	3,500.00
	2		Hospitality	2,000.00
	3		Subscription to Newspaper and Periodicals	600.00
	4		Other supplies and Services	400.00
	5		Printing of pamphlets and other information materials	500.00
			TOTAL	7,000.00 =====

Explanatory Note:

8.1 & 2 - The Executive Secretariat will need at the foundation stage plenty of stationery and office supplies. This is estimated at US.\$ 3,500.00. The hospitality costs are calculated at about 400 persons to be invited on 25th May "African Liberation Day" at least US.\$5 per cent.

8.3,4 and 5 are self-explanatory.



EXECUTIVE SECRETARIAT OF OAU (CAIRO)9. Capital Expenditure

			US.\$	
Item	Sub Item	Account Code	DESCRIPTION	Draft Estimates 1975/76
9		700	<u>Capital Expenditure</u>	
	1		Purchase of Vehicles	10,000.00
	2		Purchase of Furniture	10,000.00
	3		Purchase of Typewriters	2,000.00
	4		Office quipment (3 air- conditioners and 1 refrige- rator)	2,500.00
			TOTAL	<u>24,500.00</u>

Explanatory Notes:

9.1 The purchase of vehicles is claculated on the assumption that there will be a reasonable vehicle i.e. mercedes, or chevrolet, for the use of the Executive Secretary. This is claculated at US.6000. Likewise, the Executive Secretariat will need additional car for general services, i.e. mail, pouches, airport services transportation of LR personnel when necessary etc.... This is calculated at US.\$4,000.

9.2 The purchase of furniture is calculated at US.\$10,000 or about L.E. 4,000 which is a reasonable amount for purchasing furniture suitable for the Executive Secretariat at Cairo prices.

9.3 The Executive Secretariat will need at least four typewriters, one for each working language, in addition to a fourth typewriter depending on the language that will be used more. This is estimated at US.\$500 for each.

9.4 Due to weather conditions in Cairo, it is necessary to have heating-coöling air conditioners. Also it is necessary to have a refrigerator. The sum of US.\$2,500 is calculated on the assumption that three units of air-conditioners will be required, the price of each is about US.\$500 while the refrigerator will cost about US.\$1,000.

N.B. It is worth mentioning that Item 7 above (Capital Expenditure) is of lasting nature. It will be needed at the establishment budget of the Executive Secretariat. Naturally it will need not to be included in the forthcoming budget.

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