



**ORGANIZATION OF
AFRICAN UNITY**

Secretariat
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منظمة الوحدة الافريقية

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**ORGANISATION DE L'UNITE
AFRICAIN**

Secretariat
B. P. 3243

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COUNCIL OF MINISTERS

Twenty-fourth Ordinary Session

Addis Ababa - February 1975

CM/621 (XXIV)

Consideration of Applications for Subventions Submitted by
The International Association for the Development of
Documentation Libraries and Archives in Africa



Ref: 246

A.I.D.B.A.

International Association
For the Development of
Documentation Libraries
and Archives in Africa

Subject:

EXECUTIVE BUREAU

Request for Subvention
for 1975-1976

Dakar, 15 September 1974

The Secretary-General of
the OAU

Addis Ababa,

Mr. Secretary-General,

We have the honour to send you appended justification for the employment of the subvention granted by OAU to AIDBA for the 1974-1975 Fiscal Year, and our draft budget for 1975-1976.

We are requesting you to kindly grant us a subvention of US\$300,000 (Three Hundred Thousand US Dollars) for the coming Fiscal Year.

AIDBA is the only African Organization which is following a policy of co-operation, integration and development in the field of documentary information embracing libraries, documentation centres, archives and museums.

Our association hopes this year to benefit by OAU Observer Status, and to one day become a specialized agency of our great African organization.

Thanking you in anticipation for your assistance, please accept, Mr. Secretary-General, the expression of our highest and most fraternal consideration.

For the Executive Bureau
The Secretary-General

E.K.W. DADZIE

Ref: 46

A.I.D.B.A.

International Association
for the Development of
Documentation Libraries
and Archives in AfricaExecutive Bureau
Dakar, 15 SeptemberEMPLOYMENT OF THE OAU SUBVENTION
TO AIDBA FOR 1974-1975

The Council of Ministers of the Organization of African Unity has agreed to grant AIDBA a subvention of US\$50,000 for the 1974-1975 Fiscal Year.

This sum, the first installment of which we are awaiting, is to be employed as follows:

A. Personnel of the Permanent Bureau:

2 Translators (qualified)	2,222.22
1 Bilingual Secretary (12 Months)	7,200.00
1 Secretary-Accountant (6 months)	2,200.00
1 Librarian (6 months)	2,700.00
1 Assistant Archivist-document officer	3,400.00
1 Guard-Messenger	2,800.00
	<u>2,800.00</u>
	US\$ <u>20,522.22</u>

This personnel is needed to staff our secretariat and the library-school of instruction for our trainees.

B. Furniture and Miscellaneous:1. Equipment and accessories:

1 typist's table	(221.15)
1 typist's chair	(98.07)
4 sets of shelves	<u>(510.00)</u>
	829.22

To be carried forward ... US\$829.22

2 cupboards with 4 shelves
 1 electric typewriter with accessories (782.00)

Purchase of books, documents and subscriptions for periodicals needed by the Executive Bureau

(666.66)	1,448.66
<u>1,448.66</u>	<u>2,277.88</u>

II. Office Furniture

Office Furniture and correspondence (costs) (letters, cables, telephone) have been exceptionally reduced to: 1,400.00

III. Renting of a building for the Bureau (Secretariat, archives, documentation) 4,500.00

IV. Publication

Publication of an Index of archives, libraries, documentation centres, museums and scientific schools of African documentary information, and a biographical dictionary of archivists, librarians, document-officers and museum workers: 3,211.24

V. Social Welfare

Until an insurance system has been adopted, we have the gratuitous services of a doctor for the medical treatment of the permanent staff of the secretariat, trainees and those attending AIDBA conferences for a token sum of: 2,666.67

VI. Provision has also been made for assistance to national associations and documentary institutions of Member-States to the amount of: 4,444.44

C/F 16,222.35

VII. Training of documentation technicians, guiding young Africans to the profession of document-officers, librarians, archivists and museum workers at medium and higher level, and initiation into documentary techniques for 3 months (trainees of the host country, who are more numerous, get no allowance):

- Travel for 4 non-Senegalese trainees: 150,000 x 4 = CFA.600,000		
- Residence: 25,000 x 3 x 4 = 300,000		
- Transportation for 50 trainees to visit institutions throughout Senegal = 200,000		
- Teachers' Allowances = <u>120,000</u>		
	CFA. 1,220,000	<u>5,422.22</u>
		21,644.57
<u>PART TOTAL B. I. Equipment:</u>		2,277.88
II., III., IV., V., VI. VII., Miscellaneous:		<u>21,644.57</u>
		23,922.45

C. Conferences and Missions

Afro-Scandinavian Conference on the Planning and Development of national networks of urban and rural public reading-rooms (Dakar, 13-20 April 1975):

1. Travel for 10 delegates at AIDBA expense		3,333.33
2. Living expenses for 10 days at 10,000 (x10x10) = CFA.1,000,000		2,222.00
3. Translation and reproduction of documents, rental of installations, interpretation, receptions, etc...		----
	PART TOTAL C.	<u>5,555.33</u>

D. Recapitulation

Total A.	=	US\$ 20,522.22
Total B.	=	23,922.45
Total C.	=	<u>5,555.33</u>
Grand Total		<u>US\$ 50,000.00</u>

Decreed for the present justification for the 1974-1975 subvention by the Organization of African Unity to AIDBA for the sum of FIFTY THOUSAND US DOLLARS.

The Secretary-General

E.K.W. DADZIE

A.I.D.B.A

International Association for the
Development of Documentation
Libraries and Archives in Africa

EXECUTIVE BUREAU

Ref: 45

Dakar 15 September 1974

INTRODUCTION TO THE REPORT ON THE DRAFT BUDGET

OF A.I.D.B.A. FOR 1975-1976

Since it was first established on 13 September 1957, A.I.D.B.A. has been operating despite its limited resources, consisting of subscriptions from its members, donations from generous individuals and small subventions from the governments of a few countries.

It is for this reason that, after seventeen years of sustained effort, the principal objectives of the associations have yet to be achieved. However, since resources have expanded, action has become increasingly effective.

The time has now come to go beyond the first tentative steps and begin to organize a permanent Bureau for the study and solution of the development problems of documentation, libraries, archives and museums throughout Africa. For the fact is that, hitherto, the competent authorities of the Executive Bureau have been obliged to give of their spare time or their leave to devote themselves to the Association's work. This has not always enabled them to give of their best, and this extra effort has also had a deleterious effect on their health.

We have been able to begin implementation of essential tasks with the help of subventions from a few international organizations, especially OAU, and the Governments of Senegal, Ivory Coast, Congo and Togo, namely:

- Organization of a permanent secretariat;
- Conferences on the integrated planning of national infrastructures for documentation, library, archive and museum facilities;
- Contributing to laying down the guidelines and training technicians to deal with documentary information.

The draft budget for 1975-1976 has inventorized the requirements of the Association and its Executive Bureau for a speeding-up of the development process of documentary institutions in Africa. It is now up to us to find the financial resources to permit such action.

We rely on assistance from OAU, African Governments and other international and national organizations, whether African or Expatriate, for the implementation of this budget.

ESTIMATED EXPENDITURE

A. PERSONNEL

Provision has been made for a Delegate from the Executive Bureau to be director of the Permanent Bureau, an administrative assistant, four heads of department for research and instruction in documentary information (documentation, libraries, archives and museums), and two translators for correspondence and documents.

It is intended that these eight management support staff shall be offered salary-scales equivalent to the lowest scale enjoyed by officials belonging to international organizations (from P1 to P3) in order not to overburden the budget during the first years of operation of the Permanent Bureau.

Nine additional employees in the general services category complete the operational staff of the Permanent Bureau. Total expenditure anticipated for staff amounts to US\$199,800 for the first year of operation, paid travel on home leave being excluded in 1975-1976.

B. FURNITURE AND MISCELLANEOUS

I. Equipment

Provision has been made for the equipment of the Permanent Bureau with regard to functional furniture for staff and trainees, as well as the technical equipment necessary to operate the Bureau.

II. Bureau Furniture

The furniture required by each bureau has been budgeted at US\$2,800.

III. The Building

Until a building has been purchased, rented premises have been budgeted at US\$4,500 per annum.

IV. Publications

Since the publication of four issues of the AIDBA Bulletin, (No. 1,8,9 and 10) our limited financial resources have prevented us from publishing the 20 other issues. We intend to group them by years (1970-1975) in order to reduce the cost since estimated at US\$2,000.

V. Medical Treatment

Until a medical insurance system has been created, the staff will benefit by free treatment carried out by a doctor paid by our Organization. This doctor will also be available to our trainees and those attending conferences organized by AIDBA for a token fee of US\$2,666.67 annually.

VI. Assistance to national associations and documentary institutions.

Some members would like subventions received by AIDBA to be made available to national associations. However, general-purpose expenses are so high that any sharing with member-associations is out of the question. But modest assistance could be extended to associations in urgent need of it, and donations accorded to documentary institutions in special circumstances to an amount of US\$4,444.44.

VII. Training of technicians.

Provision has been made for scholarships, the orientation and training of document-officers, librarians, archivists and museum-workers at three levels (masters, baccalauréat and BEPC), to an amount of US\$56,088.88 for the first year.

VIII. Organization of a pilot library

To link practice with the theory of library development, AIDBA has made a concrete achievement compatible with the means at its disposal: a small library with reading-room, which was set-up in

Saint-Louis in Senegal in 1962, was transferred to Dakar in 1968, the seat of the association. This library of 2,000 books and a few dozen periodicals serves as a study-centre for trainees undergoing courses for African countries.

It would seem desirable to transform it into a true pilot library to serve as a model for AIDBA trained librarians, in the same way as the eighteen-year old archives and the documentation centre on documentary information now being formed.

These documentary institutions are to be organized by the technical staff of the Permanent Bureau as a cadre for trainees who might be stationed there for a year with preferment.

Anticipated expenditure is US\$53,333.33 for the first year of reorganization and development.

IX. Receptions

It is customary to give a reception in honour of African delegations to conferences, high-ranking officials passing through to visit the seat of the Association, and on the occasion of the anniversary of AIDBA. A moderate sum of US\$4,444.44 is provided for this purpose.

X. Investment

In order to ensure the Organization's future, it would seem appropriate to place investments on its behalf, such as the purchase of a building for the seat, the buying of company shares or a deposit account in accordance with the advice of our Legal and Financial Counsellor.

We expect to purchase, without loss of time, a building to serve as the seat rather than pay a substantial rental each year. A sum of US\$26,666.67 has been provided for this purpose.

Or a total sum of US\$190,158 for Requisites
and Miscellaneous Items.

C. CONFERENCES AND MISSIONS

I. Annual Conference

The annual conferences organized at Continental level represent one of the methods employed by our Organization. They enable the various African countries to pool their experiences and facilitate study of the development problems encountered by our documentary institutions.

A big conference is scheduled to be held in Accra from 7 to 14 September 1975 under the auspices of the Organization of African Unity.

II. AIDBA is making every effort to attend every technical or general international meeting which might concern it so as to both supply and receive information on current events in the field of documentation in general.

It intends to take part in conferences held by the principal international organizations with which it either maintains or hopes to maintain close ties, namely:

- Organization of African Unity (OUA/OAU)
- African Cultural Society (SAC)
- World Black and African Festival of Arts and Culture (Educational Seminar)
- UNESCO
- International Federation of Librarians Associations (FIAB/IFLA)
- International Federation on Documentation (FID)
- International Council of Museums (ICOM)
- Museums Association of Tropical Africa (MATA/AMAT)
- Union of International Associations (UAI/UTA)

III. Missions

Moreover contacts are required in Africa to breath life into existing associations and create new ones;

- to make governments and peoples more responsive to problems connected with documentation, libraries, archives and museums through press-and public-conferences, etc...

IV. Meeting of the Executive Bureau

In conclusion, the Executive Bureau should meet annually to settle the association's affairs, and orientate and supervise the activities of the Permanent Bureau.

The sum of US\$113,155.53 has been provided under this heading.

D. RECAPITULATION

The overall sum needed to ensure the proper working of AIDBA is estimated at:

A.	=	199,800	(Personnel)
B.	=	190.158	(Equipment)
C.	=	<u>113,155.53</u>	(Conferences and Missions)
		US\$ 503,113.53	

If this amount were made available to us by OAU, other international organizations, African governments and national foundations, then AIDBA could effectively contribute to the development of Africa in the highly-important field of documentation, scientific and technical information, libraries, archives and museums.

The General Treasurer

Dr. Samba N'D. GUEYE

For the Executive Bureau

The Secretary-General

E.K.W. DADZIE

EXECUTIVE BUREAUDAKARDRAFT BUDGET FOR 1975-1976

(Reminder: Exchange-rate: CFA.225 = US.\$1)

<u>A PERSONNEL.</u>	<u>COST IN US.</u>
1. Permanent delegate of the Executive Bureau P3/5(12 months)	27,000
2. Administrative Assistant P1/5((12 months)	15,000
3. Head Documentation Section P2/1 "	20,000
4. Head Library Section P2/1 "	20,000
5. Head Archives Section P2/1 "	20,000
6. Head Museums Section P2/1 "	20,000
7. Two Translators P2/1 " x 2	40,000
8. Bilingual Secretary L... (12 months)	7,200
9. Secretary Accountant L... "	4,400
10. Archivist-document- officer L... "	3,400
11. Asst. Archivist-document- officers L... "	3,400
12. Librarian L... "	5,400
13. Assistant-librarian L... "	3,400
14. Driver L... "	3,000
15. Messenger L... "	2,800
16. Guard L... "	2,800
Part Total A	199,800.00

<u>B. REQUISITES AND MISCELLANEOUS</u>		
<u>I. Equipment</u>		<u>US\$.</u>
1.	6 desks for management personnel: 124,635 + (86,612x5) = 557, 695 =	= 2,478.64
2.	6 armchairs; 136,455 + (36,920 x 5) = 321,055	= 1,426.91
3.	12 visitors' chairs: 20,988 x 12 = 251,856	= 1,119.36
4.	4 desks with drawers: 43,750 x 4 = 175,000	= 777.77
5.	4 work-tables: 28,500 x 4 = 114,000	= 506.66
6.	5 inter-changeable tables for conferences: 60,625 x 5 = 303, 125	= 1,347.22
7.	1 typist's table: 49,758	= 221.15
8.	1 typist's chair: 22,066	= 98.07
9.	1 bookcase for delegate: 134,654	= 598.46
10.	1 shelf for archives; 53,995	= 239.98
11.	1 UHEL cupboard with 720 files: 274,866	= 1,221.62
12.	100 archive files: 200 x 100 : 20,000	= 88.89
13.	10 box files with spring fasteners 28,308 x 10 = 283,070	= 1,258.09
14.	2 card-index cabinets with cards (28,307 x 2) + 12,608 = 69,222	= 307.65
15.	2 UHZL cupboards, 4 shelves: 391 x 2	= 1,782.00
16.	Facit typewriters 1749:	= 570.00
17.	Photocopier: 146,000	= 648.88
18.	1 family car 504: 1,792.500	= 7,966.67
19.	1 air-conditioner: 150,000.	= 666.66
20.	Biblio-documentation: 1,500.000	= 6,666.67
21.	Fuel, maintenance vehicle and premises, water, electricity. (CFA 1,000,000)	= 4,444.44
<u>II. Office Furniture</u>		
1.	Office furniture (12 months)	= 1,400.00
2.	Postage, telephone, cables (12 months)	= 1,400.00
<u>III. Rent of a building (12 months)</u>		= 4,500.00
		<hr/>
		C/F 40,735.78

B/F.... US\$40,735.78

IV. Publications

Publication of 20 collected issues of the
AIDBA Bulletin (delayed issues for 1970-1975)
CFA 2,000,000 = 8,888.89

V. Medical treatment and care of office staff,
trainees and those attending AIDBA conferences:
token: 50,000 x 12 months = CFA.600,000 = 2,666.67

VI. Assistance to national associations in urgent
need, donations to documentary institutions
of Member States: CFA.1,000,000 = 4,444.44

VII. Scholarships for training of document-officers,
librarians, archivists and museum-workers:

1. Higher Standard (masters) 10 trainees for
8 months:

- Travel: 200,000 x 10 = 2,000,000

- Allowances: 80,000x8x10 = 6,400,000

CFA 8,400,000

or US\$... 37,333.33

2. Average Standard: (Baccalauréat/Dual 2)

4 trainees for 8 months. (Trainees of
the host country receive no allowance).

- Travel: 150,000 x 4 = 600,000

- Allowances: 25,000 x 8 x 4 = 800,000

CFA. 1,400,000

or US\$... 6,222.22

3. Lower Standard (BÉPC) and orientation in
the direction of average and higher
education) 3 months. (Trainees of the
host country receive no allowance).

- Travel: 150,000 x 4 = 600,000

- Living Expenses for 4
trainees: 25,000 x 3 x 4 = 300,000

- Transportation for visits
to institutions and living
allowance = 200,000

- Teachers' allowance
2,000 x 60 = 120,000

CFA. 1,220,000

or US\$... 5,422.22

Or a total of: 37,333.33 + 6,222.22 + 5,422.22 = US\$48,977.77

Total. 64,977.77

To be carried forward: 40,735.78 + 64,977.77 = US\$ 105,713.55

c/f

II. Participation in International Meetings:

1. Conference of OAU Ministers

2 delegates for 8 days:

- Travel: 200,000 x 2	= 400,000	
- Living Expenses: 10,000 x 2 x 8	= 160,000	
	CFA. <u>560,000</u>	= 2,488.89

2. African Cultural Society 1 delegate

= 280,000 = 1,244.44

3. Second World Black and African Festival of Arts and Culture: Educational Seminar:

..... P.M, (560,000)

4. UNESCO (1 delegate) (280,000)

5. FIAB/IFIA " (280,000)

6. FID " (280,000)

7. CIA " (280,000)

8. ICOM " (280,000)

9. U.A.I. (P.M.) -----

CFA. 1,400,000 = 6,222.22

III. Missions for Extension-work in Africa and the establishment of national associations: (The Gambia, Mali, Guinea, Guinea-Bissau, Sierra Leone, Zaire, Zambia, Tanzania, Uganda, Kenya, Ethiopia, Somalia, Morocco, Algeria, Tunisia, Libya, Egypt, Sudan)

2 delegates of the Executive Bureau:

- Travel to Western Africa:
100,000 x 2 = 200,000

- Travel to Northern Africa:
150,000 x 2 = 300,000

- Travel to Central and
Eastern Africa:
200,000 x 2 = 400,000

- Living Expenses in 17
countries for 3 days:
10,000 x 3 x 17 = 5,100,000 = 8,533.33

1,920,000 = 104,266.65

c/f

VIII. Organization of a public library as study-centre for trainees:

1. Purchase of a building	=	6,000.000	
2. Equipment	=	2,000.000	
3. Books and Periodicals	=	3,000.000	
4. Technical equipment	=	500,000	
5. Electricity, water, telephone	=	<u>500,000</u>	
Total: CFA		12,000.000	= = 53,733.13

IX. Receptions for delegations, high-ranking officials in transit and anniversary celebration CFA. 1,000.000 = 4,444.44

X. Investment: purchase of a building as seat, buying of shares or deposit-account: CFA.6,000.000 = 26,666.67
84,444.44
105,713.55
Total = US\$ 190,158.00 190,157.

C. CONFERENCE AND MISSIONS

I. "African Conference on the integrated planning and the development of documentary information services (documentation, libraries, archives and museums) from 1975 to the year 2000":

1. Travel of 50 delegates of OAU Member States and Liberation Movements 150,000 x 50 = CFA. 7,500.000	=	33,333.33
2. Living Expenses for 10 days at 10,000 per day = CFA.5,000.000	=	22,222.22
3. Translation and reproduction of documents, hiring of technical installations and interpreters, receptions, etc. = CFA.5,000.000	=	22,222.22
4. Technical arrangements for the conference by 10 African experts for 3 days:		
- Travel: 150,000 x 10 = CFA. 1,500.000		
- Living expenses: 10,000 x 3 x 10 = <u>300.000</u>		
CFA 1,800.000	=	<u>8,000.00</u>
		US\$ 85,777.77

IV. Meeting of Members of the Executive Bureau

(10 members for 5 days)

1. Transportation: 150,000 x 10 = 1,500.000

2. Living Expenses: 10,000 x 5 x 10 = 500.000

CFA. 2,000.000 = 8,888.88Part Total C. = 113,155.53

TOTAL A. = 199,800.00

B. = 190,158.00

C. = 113,155.53

GRAND TOTAL = US\$503,113.53.

ANTICIPATED REVENUE

A. ORGANIZATION OF AFRICAN UNITY	=300,000.00
B. OTHER AFRICAN ORGANIZATIONS AND GOVERNMENTS	=200,000.00
C. NATIONAL FOUNDATIONS AND ASSOCIATIONS	<u>3,113.53</u>
	US\$. 503,113.53

Decreed the current draft budget in revenues and expenditure to the amount of Five hundred and Three Thousand One Hundred and Thirteen Dollars and Fifty-Three Cents.

The Chief Treasurer

Dr. Samba N'D GUEYEFor the Executive Bureau
The Secretary-GeneralE.K.W. DADZIE

1975-02

Consideration of application for subventions submitted by the international association for the development of documentation Libraries and Archives in African

Organization of African Unity

Organization of African Unity

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