



منظمة الوحدة الافريقية
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ص. ب. 3243

ORGANISATION DE L'UNITE
AFRICAINNE
Secretariat
B. P. 3243

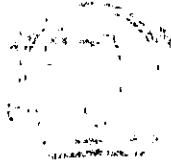
ORGANIZATION OF
AFRICAN UNITY
Secretariat
P. O. Box 3243

اديس ابابا . ص. ب. 3243

Advisory Committee on Budgetary and
Financial Matters

CM/616 (XXIV)

Addis Ababa - December 1974.



CORRIGENDUM

PERMANENT EXECUTIVE SECRETARIAT - GENEVA

PERMANENT DELEGATION OF THE OAU IN GENEVA, SWITZERLAND

BUDGETARY PROPOSALS 1975/76

| Sub Item | Establishment 1974/75 | Proposed Establishment 1975/76 | Actual Strength 1974/75 | A/C Code | DESCRIPTION | Salary Scale | Appropriations 1974/75 | Actual Expenditure 1973/74 | Draft Estimates 1975/76 | Increase | De |
|----------|-----------------------|--------------------------------|-------------------------|----------|---|--------------|------------------------|----------------------------|-------------------------|----------|----|
| | | 1 | | 100 | <u>PERSONAL EMOLUMENTS</u> | | | | | | |
| 1 | 1 | 1 | 1 | | Executive Secretary | P6-2 | 14,567.00 | 14,281.00 | 16,113.00 | 1,546.00 | |
| 2 | 1 | 1 | 1 | | Asst. Executive Secretary (Political Affairs & Information) | P4-3 | 12,581.00 | 12,225.00 | 12,867.00 | 286.00 | |
| 3 | 1 | 1 | 1 | | Asst. Executive Secretary (Economic & Social Affairs) | P4-3 | 12,581.00 | 12,595.00 | 12,867.00 | 286.00 | |
| 4 | 1 | 1 | 1 | | Translator/Interpreter | P3-2 | 9,936.00 | 9,000.00 | 10,189.00 | 253.00 | |
| 5 | 1 | 1 | 1 | | Bilingual Secretary | GS4-10 | 6,246.00 | 6,081.00 | 6,411.00 | 165.00 | |
| 6 | 1 | 1 | 1 | | Bilingual Secretary | GS4-6 | 5,586.00 | 4,092.00 | 5,751.00 | 165.00 | |
| 7 | - | 1 | - | | Clerk/Accountant | GS5-2 | 5,757.00 | - | 5,922.00 | 165.00 | |
| 8 | 1 | 1 | 1 | | Driver | L.R. | 4,600.00 | 4,000.00 | 5,100.00 | 500.00 | |
| 9 | 1 | 1 | 1 | | Messenger/Cleaner | L.R. | 3,00,00 | 2,500,00 | 4,275.00 | 1,275.00 | |

TOTAL 74,854.00 55,544.00 79,495.00 4,641.00

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| Account Code | DESCRIPTION | Appropriations 1974/75 | Actual Expenditure 1973/74 | Draft Estimates 1975/76 | Increase | Decrease |
|--------------|-------------------------------------|---------------------------|----------------------------------|-------------------------------|----------|----------|
| 100 a | Devaluation of United States Dollar | 74,854.00 | 55,544.00 | 79,495.00 | 4,641.00 | - |
| 102 | Temporary Assistance | 35,930.00 | 17,648.70 | 35,930.00 | - | - |
| | Total of Personal Emoluments | - | - | 2,000.00 | 2,000.00 | - |
| | | 110,784.00 | 73,192.70 | 117,425.00 | 6,641.00 | - |

Net Decrease..... 29,289.00

| Item | Account Code | DESCRIPTION | Appropriations 1974/75 | Actual Expenditure 1973/74 | Draft Estimates 1975/76 | Increase | Decrease |
|-------------------------|--------------|--|---------------------------|----------------------------------|-------------------------------|-----------|----------|
| 1 | 200 | Travel of Staff on Intial Recruitment | 3,000.00 | 17,185.02 | - | - | 3,000.00 |
| 2 | 201 | Travel of Staff on Home Leave and Separation | 5,000.00 | - | 10,300.00 | 5,300.00 | - |
| 3 | 203 | Installation Allowances | 2,000.00 | 9,685.44 | - | - | 2,000.00 |
| 4 | 204 | Dependency Allowance | 4,000.00 | 1,480.20 | 4,000.00 | - | - |
| 5 | 205 | Housing Allowance | - | - | 20,000.00 | 20,000.00 | - |
| 6 | 206 | OAU Pension Fund | 7,000.00 | 6,760.48 | 10,500.00 | 3,500.00 | - |
| 7 | 207 | OAU Insurance & Social Security | 4,000.00 | 286.47 | 4,000.00 | - | - |
| 8 | 208 | OAU Medical Scheme | 2,000.00 | 1,288.86 | 2,500.00 | 500.00 | - |
| 9 | 212 | Education Allowance | 6,000.00 | - | 7,000.00 | 1,000.00 | - |
| 10 | 213 | Post Adjustment Allowance | 18,000.00 | 11,963.53 | 23,840.80 | 2,000.00 | - |
| 11 | 300 | Travel of Staff on Official Duty | 10,000.00 | 7,517.12 | 10,000.00 | - | - |
| 12 | 400 | Rental of Premises | 2,000.00 | 6,160.00 | 22,200.00 | - | - |
| 13 | 401 | Maintenance of Vehicles | 800.00 | 937.91 | 1,200.00 | 400.00 | - |
| 14 | 402 | Maintenance of Equipment | 500.00 | 203.31 | 1,000.00 | 500.00 | - |
| 15 | 403 | Maintenance of Premises | 500.00 | 615.50 | 1,000.00 | 500.00 | - |
| 16 | 404 | Utilities (Electricity and Water) | 500.00 | 176.71 | 1,000.00 | 500.00 | - |
| 17 | 405 | Alteration to Premises | - | 633.33 | - | - | - |
| 18 | 406 | Insurance of Vehicle and Equipment | 500.00 | 1,144.50 | 1,300.00 | 800.00 | - |
| BALANCE CARRIED FORWARD | | | 86,000.00 | 66,038.38 | 119,540.80 | 35,000.00 | 5,000.00 |

Code 205:

The additional sum of US.16,000.00 dollar approved reference Resolution CM/Res.343 (XXIII) has been accounted for.

| Item | A/C Code | DESCRIPTION | Appropriations 1974/75 | Actual Expenditure 1973/74 | Draft Estimates 1975/76 | Increase | Decrease |
|-------------------------|----------|--------------------------------------|------------------------|----------------------------|-------------------------|-----------|----------|
| | | BALANCE BROUGHT FORWARD | 86,000.00 | 66,038.38 | 119,540.80 | 35,000.00 | 5,000.00 |
| 19 | 500 | Cables, Telephone, Postage and Pouch | 3,000.00 | 4,175.08 | 5,000.00 | 2,000.00 | - |
| 20 | 600 | Stationery and Office Supplies | 4,000.00 | 2,862.38 | 4,000.00 | - | - |
| 21 | 601 | Bank Charges and Revenue Stamps | 250.00 | 57.56 | 250.00 | - | - |
| 22 | 603 | Hospitality Vote | 5,000.00 | 4,122.94 | 5,000.00 | - | - |
| 23 | 605 | Library Books | 1,000.00 | - | 1,000.00 | - | - |
| 24 | 606 | Newspapers and Magazines | 1,000.00 | 440.20 | 1,000.00 | - | - |
| 25 | 607 | Other Supplies and Services | 1,500.00 | 745.08 | 1,500.00 | - | - |
| 26 | 608 | Printing of Documents | 1,500.00 | - | 1,500.00 | - | - |
| 27 | 703 | Office Equipment | 5,000.00 | 17,594.93 | 5,000.00 | - | - |
| 28 | 707 | Purchase of Official Car | - | 4,942.28 | - | - | - |
| TOTAL 200 - 707 | | | 108,250.00 | 100,976.83 | 143,790.00 | 37,000.00 | 5,000.00 |
| TOTAL Code 100, 100 (a) | | | 110,784.00 | 73,192.70 | 117,425.00 | 6,641.00 | |
| GRAND TOTAL | | | 219,034.00 | 174,169.53 | 261,215.00 | 43,641.00 | 5,000.00 |

NET INCREASE.....US\$38,641.00

EXPLANATORY NOTES:

Code 206 - OAU Pension Fund is calculated on US\$ 70,120 x 14%

US\$ 9,816.80

Code 207 - OAU Insurance and Social Security is calculated on US\$ 9,375 x 2½%

US\$ 234.38

Code 213 - Post Adjustment is calculated on US\$ 70,120 x 18% - 1 = 17 x 2 = 34%

US\$23,940.80

BUDGETARY PROPOSAL FOR 1975/76

The 1974/75 budgetary appropriations of the Geneva office were prepared in September, 1973, the office was in the first month of its existence and all provisions were made tentatively. Since October, 1973, the cost of living has gone up. The persistent rises in price levels are unavoidably reflected in the budget. In addition to the automatic adjustment of salary levels (US\$ devaluation and post adjustment), the cost of essential equipment and services have inevitably risen. It, therefore, follows that the present budgetary estimates for 1975/76 have been made after one year's existence of this office and experience during the past year has helped considerably in drafting the estimates for the next financial year.

I - A/C Code 100

1974/75 provision : 74,854.00 US\$

1975/76 provision : 79,495.00 US\$

1. Normal increments have been provided in the case of each staff for each non-member. The Council of Ministers during its last meeting in June, 1974 in Mogadiscio approved that the Executive Secretary be placed at P6 Step 1; the salaries of the driver and messenger/cleaner have been adjusted to reflect at least the minimum salaries being paid in Geneva to the staff of these categories. It should be added that the present messenger/cleaner besides his routine work, works also on the duplicating machine and collates documents - a system which is not applied in Switzerland because of the different nature of the work. A cleaner gets a minimum salary of US\$400.00 a month. Provision in respect of the minimum salaries applicable to locally recruited staff in Geneva is therefore reflected in the present budgetary provision.

A/C CODE 100 (a)

1974/75 provision 35,930.00 US\$

1975/76 " 35,930.00 US\$

This amount has been calculated to compensate the staff for the devaluation of the US dollar as approved by the Advisory Committee (1 US\$ = 4.32 Swiss francs).

II - A/c Code 102

2. The provision of US.\$2,000.00 can be analyzed as follows:
- (a) To pay differential **salaries to the Translator/Interpreter** on the basis of three meetings a month. In other words, at the rate of US.\$50.00 for each meeting serviced.
 - (b) To replace staff who may be on sick/annual/home leave as well as reinforcements to meet fluctuations in the volume of work. It is to be noted that the Executive Secretariat in Geneva provides for full secretarial assistance to African delegations who have no permanent missions based in Geneva.
 - (c) To allow the Executive Secretary to hire temporary secretaries during meetings of International Organization outside Geneva (UNESCO, IMCO, FAO, UNIDO meetings, etc.).

III - A/c Code 201

1975/76 provision: 10,300.00 US.\$

3. The estimate covers travel expenses for staff members and their families due for home leave in 1975. The estimate covers the trip Geneva/Dar-es-Salaam/Geneva and Geneva/Bangui/Geneva for two staff members and their families. Cost of excess and unaccompanied luggage is also included.

IV - A/c Code 204

4. 1974/75 provision: 4,000.00 US.\$
1975/76 provision: 4,000.00 US.\$

4. Though the actual expenditure during the financial year 1973/74 was 1,480.20 US.\$, this does not reflect the real expenditure for 1974/75 during which two officers joined the office. A third officer is expected to be recruited during this current year.

- 3 -

V - A/c Code 206

1974/75 appropriations: 7,000.00 US.\$
1975/76 appropriations: 10,500.00 US.\$

5. The estimate of 10,500 US.\$ is based on payment of 14% of pensionable remuneration for all participants (seven staff members - four on professional category and three on general services category). It should be noted that a translator and an accountant will have to be recruited as statutory staff during the 1974/75 financial year.

VI - A/c Code 207

1974/75 provision: 4,000.00 US.\$
1975/76 provision: 4,500.00 US.\$

6. All the staff of this office are covered, in conformity with the staff rules and regulations by a comprehensive life insurance which is less than 5% of their basic salaries. The above sum will be needed to pay for the yearly premium and to pay also for the social security fund of the non-statutory staff which amounts to 2.5% of their basic salaries.

VII - A/c Code 208

1974/75 provision: 2,000.00 US.\$
1975/76 provision: 2,500.00 US.\$

7. Under the OAU medical scheme which stipulates that it should cover 80% of medical expenses incurred by its staff, the sum of US.\$2,500.00 will be needed. The cost of medical assistance has gone up during the past year and it continues to rise.

VIII - A/c Code 212

1974/75 provision: 6,000.00 US.\$
1975/76 provision: 6,500.00 US.\$

8. In conformity with the resolution of the 23rd Ordinary Session of the Council of Ministers the above estimate will be used as Education Allowance which represents 75% of school fees payable to the eligible permanent staff members.

IX - A/c Code 213

1974/75 provision: 18,000.00 US.\$

1975/76 provision: 20,217.00 US.\$

9. At the time the estimate for the financial year 1974/75 was made, post adjustment 15 was taken into consideration. At present post adjustment for Geneva is 18.

X - Housing Allowance

1974/75 provision: (to be approved by the Adv.Cttee)

1975/76 provision: 20,000.00 US.\$

10. The above estimate will be needed to cover for Housing Allowance for eight staff members residing in Geneva.

XI - A/c Code 300

1974/75 provision: 10,000.00 US.\$

1975/76 provision: 10,000.00 US.\$

11. The estimate provides for the payment of travel expenses, subsistence allowances and other incidental expenses relating to missions of staff members travelling on official business.

The Executive Secretary will undertake at least three missions during a year to London, Paris, Brussels, Bonn, Rome, Madrid, The Hague, Stockholm in order to meet and co-ordinate the activities of African Ambassadors accredited to these capitals on political matters relating to the OAU and to contact the non-governmental organizations and the press which are involved in the struggle against apartheid and colonialism in Africa. The Executive Secretary will ensure as much as possible that such missions are rationalised and co-ordinated to economise on travel fares.

The Executive Secretary will also attend the following meetings in Addis Ababa: The Advisory Committee on Budgetary and Financial matters, the February Session of the Council of Ministers, the June Session of the Council of Ministers and the Assembly of Heads of State and Government.

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