



## WORKING GROUP ON POLICY AND LEGAL HARMONIZATION (WGPL)

Online Meeting of 14 March 2024

PAPU/AC/ATC/PRC/04/2024- Doc no.2d

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### HANDOVER/TAKEOVER PROCEDURES BETWEEN INCOMING AND OUTGOING ELECTED OFFICIALS

#### Agenda item No. 3.4

<b>1. Subject</b> Handover/takeover procedures between incoming and outgoing elected officials	<b>2. References/paragraphs</b> <ul style="list-style-type: none"><li>Articles 8-4 of the Detailed Regulations of the Convention;</li></ul>
<b>3. Decision expected</b> <ul style="list-style-type: none"><li>Adopt the Hand/Over Take Over Procedures;</li><li>Authorize the General Secretariat to forward the Procedures to the Finance and Administration Committee.</li></ul>	<ul style="list-style-type: none"><li>Referral letter No. PAPU/GS/AF/H/INTM/042 of 7th November 2022 from the Working Group on Human Resources to the Working Group on Policy and Legal Harmonization.</li></ul>

#### **I. INTRODUCTION**

By letter No. PAPU/GS/AF/H/INTM/042 dated 7 November 2022, the Secretary of the Finance and Administration Committee referred the matter to the Policy and Regulatory Committee with a view to having the Working Group on Policy and Legal Harmonization consider the *“Implications of overlapping contract periods between outgoing and incoming elected officials in order to facilitate the handover process [...]”*

Previously, the handover/takeover between incoming and outgoing elected officials at PAPU used to take place on a single day, i.e. on the date set by the Plenipotentiary Conference for assumption of duty by newly elected officials.

However, due to the logistical challenges of achieving this feat on a single day, it has been observed that the single day is not adequate as it does not allow sufficient time for incoming officials to fully familiarize themselves with all matters/working files of the General Secretariat handed over to them. During the Human Resources Management Working Group held a virtual on 28th June 2022, where-in this matter was deliberated under Doc No.03 ref: PAPU/ATC/FAC/HRM/01/2022. Deliberations resulted in a advice for consideration of the handover/takeover procedure to be developed so that it accommodates the need to allow adequate time for the handover, to the incoming elected officials, of the Union's bank balances, assets (movable and immovable), liabilities, staff issues, Departments reports, issues, challenges and opportunities, agreements, files and records, and responsibilities.

## **II. HANDOVER/TAKEOVER PROCEDURES BETWEEN INCOMING AND OUTGOING ELECTED OFFICIALS**

To date, the handover/takeover between incoming and outgoing elected officials of PAPU has been taking place in one day, i.e. on the date set by the Plenipotentiary Conference for the incoming officials to assume duty. However, it has become clear from the Union's operational imperatives that a single day is largely insufficient for a proper handover/takeover of the PAPU General Secretariat's assets (movable and immovable), bank records, working files and comprehensive assimilation of its affairs. A reasonable timeframe should therefore be set aside for this process to be performed effectively, hence the need for a more elaborate handover/takeover procedure that will equally cater to the implications of the overlapping transitional period during which the incoming and outgoing elected officials will be interacting with each other for a comprehensive handover/takeover.

The procedure proper is described in ten articles aimed primarily at guaranteeing effective continuity of service by ensuring that the Union's activities and working files and records are properly passed on and assimilated between the outgoing and incoming officials. In this regard, the procedure provides for incoming elected officials to commence duty at the PAPU Headquarters **two** weeks ahead of the official handover/takeover date in order to fully familiarize themselves with the organization, operations, resources and records and working files of the General Secretariat. Furthermore, the procedure makes provision for the Union to cater for lodging and board as well as transportation for the incoming elected officials during the **two (02)** week period.

Lastly, the handover/takeover ceremony on the date set by the Plenipotentiary Conference will mark the official cessation of duty for outgoing elected officials and commencement of duty for incoming elected officials.

### **III. DECISION EXPECTED**

The Policy and Regulation Committee is invited to:

- Adopt the Hand/Over Take Over Procedures;
- Authorize the General Secretariat to forward the Procedures to the Finance and Administration Committee.