



## Working Group on Policy and Legal Harmonization (WGPL)

Online Meeting of 30 April 2025

PAPU/AC/PRC/WGPL/04/2025 - Doc No.04 & Annex

*Original: French*

### Legal Experts Task Team Meeting Reports

<b>1. Subject</b> Legal Experts Task Team Meeting Reports	<b>2. References/paragraphs</b> <ul style="list-style-type: none"><li>• Working documents;</li><li>• Recommendations by the Legal Experts Task Team.</li></ul>
<b>3. Decision expected</b> <ul style="list-style-type: none"><li>• Consider the Report of the Legal Experts Task Team;</li><li>• Make relevant comments/observations and recommendations.</li></ul>	

#### I. INTRODUCTION

The Legal Experts Task Team (LETT) held its third and fourth meetings remotely on 11<sup>th</sup> and 17<sup>th</sup> April 2025 from 09:00 GMT, chaired respectively by the Kingdom of Eswatini represented by Mr. Noel Mabuza and Burkina Faso represented by Mr. Compaore Sana David. The other Legal Task Team members are Algeria, Benin, Uganda and Tanzania.

During the Task Team's third meeting, the following Member States attended as observers, in addition to the Bureau members present: **Kenya, Côte d'Ivoire, Ghana, Egypt, Tunisia, Cameroon, Malawi, Democratic Republic of Congo, Angola, Gabon and Mozambique.**

The fourth meeting was held on 17<sup>th</sup> April 2025 with the following Member States in attendance as observers alongside the Bureau members, **Côte d'Ivoire, Malawi, Cameroon, Sudan and Egypt.**

For the PAPU General Secretariat, in attendance during both meetings, Dr. Sifundo Chief Moyo (Secretary General) and Mrs. Jessica Ssenooba (Assistant Secretary General), led the PAPU Team which included d Arnaud Philippe Sawadogo (Head of Policy, Regulation and Legal Affairs) who served as the meeting Secretary.

The detailed attendance list is attached as **Annex 1**.

## **II. LEGAL EXPERTS TASK TEAM MEMBERSHIP**

The full Task Team Bureau membership is as follows:

- Chairperson: **Eswatini**;
- Vice-Chairperson: **Burkina Faso**;
- Members: **Algeria, Benin, Uganda and Tanzania**.
- The PAPU General Secretariat serves as Secretariat.

## **III. SYNOPSIS OF TASK TEAM PROCEEDINGS**

The Task Team's proceedings were conducted based on the respective draft agendas adopted during the third and fourth meetings.

### **III.1. SYNOPSIS OF THE THIRD MEETING**

The third meeting was conducted based on the proposed agenda .

#### **1. Introductory remarks**

The PAPU Secretary General and the LETT Chairperson took turns to deliver their opening remarks.

##### **a) By the Chairperson**

The Chairperson of the Task Team, Mr. Noel Mabuza welcomed all participants and thanked them for taking time to attend the meeting. He also outlined the objectives of the meeting before inviting members to participate actively in the deliberations to ensure meaningful and constructive deliberations.

##### **b) By PAPU Secretary General**

Dr. Sifundo Chief Moyo, PAPU Secretary General, welcomed participants and expressed his profound gratitude to Member States for taking time off their busy schedules to attend the meeting.

He commended the Chairman and LETT members for the excellent work carried out since the beginning of the 2021/2022-2024/2025 quadrennial cycle.

He then reiterated the pivotal role of the LETT, whose mandate as Legal Experts is mainly to scrutinize all the legal issues referred to it in order to provide informed advice or guidance by way of recommendations through the Working Group on Policy and Legal Harmonization. The PAPU Secretary General noted that the issues presented for consideration were of utmost importance to the Union as proposed amendments would remedy the gaps and shortcomings identified in order to provide the Union with a streamlined and appropriate legal framework.

Dr Sifundo Chief Moyo stated that the proposed establishment of the Sustainable Development Task Force, reflected the General Secretariat's willingness to strengthen the African postal sector's contribution to the global struggle to promote sustainable development enshrined in the United Nations' Agenda 2050 and the African Union's Agenda 2063.

He therefore invited LETT members to carefully examine the documents to be submitted for their scrutiny, while stressing that the proposed amendments to the PAPU Staff Rules and Regulations had already been examined by the Working Group on Human Resources considering the guiding principles of human resources management.

The PAPU Secretary General concluded his remarks by reiterating the unwavering support of the PAPU General Secretariat, before wishing participants fruitful deliberations.

## **2. Confirmation of the Bureau**

The General Secretariat's verification of the Bureau showed that the Kingdom of Eswatini, Burkina Faso, Benin and Uganda were present. Only Algeria and Tanzania were absent. It was then confirmed that deliberations could proceed since there was no specific minimum quorum required and a good number of the Bureau members were present.

## **3. Adoption of agenda**

The PAPU General Secretariat presented the Draft Agenda for consideration and adoption, namely Document **No. PAPU/AC/PRC/WGRD/LETT/03/2025 - Doc No. 01**.

The Draft Agenda of the third LETT meeting comprised **nine** items, including **three** working documents, namely:

- Proposed amendments to the Convention and Detailed Regulations of the Convention;
- Proposed amendments to the PAPU Staff Rules and Regulations;

- Terms of reference for establishing a Sustainable Development Task Force.

The Meeting Agenda was adopted without amendment and is attached as **Annex 2**.

#### **4. Proposed amendments to the Acts of the Union**

The General Secretariat presented **No. PAPU/AC/PRC/WGPL/LETT/03/2025 - Doc No. 02 and its Annex** on the proposed amendments to the Acts of the Union. Six amendments were proposed, namely **four** to the Convention and **two** to the Detailed Regulations of the Convention. These involved fostering gender mainstreaming, members' rights, an additional procedure for electing the Secretary General and Assistant Secretary General, and the rights and obligations of Associate members.

After a detailed examination of the document containing proposed amendments to the PAPU Acts, the participants adopted the proposals and recommended that they be submitted to the Working Group on Policy and Legal Harmonization.

The proposed amendments to the PAPU Acts are attached as **Annex 3**.

#### **5. Proposed amendments to the PAPU Staff Rules and Regulations**

The General Secretariat presented **No. PAPU/AC/PRC/WGPL/LETT/03/2025 - Doc No. 03 and its Annex** on the proposed amendments to the PAPU Staff Rules and Regulations. At the end of the discussions, the participants adopted the proposed amendments, some with amendments and others without changes.

However, the meeting participants decided to have more time on some proposed amendments in order to conduct a more thorough studying and analysis of these proposed amendments namely, dealing with **Rules 58-2, 58-3, 58-4, 60-10, 60-12 and 67** of the Staff Rules and Regulations.

The Legal Experts then adjourned the discussion to 17<sup>th</sup> April 2025 at 09:00 (GMT) to examine and conclude the pending proposed amendments as earlier mentioned and to complete the other items on the agenda.

### **III.2. SYNOPSIS OF THE FOURTH MEETING**

The fourth meeting was conducted based on the proposed agenda (Updated Agenda of the Third Meeting).

## **1. Introductory remarks**

The PAPU Secretary General and the LETT Chairman took turns to deliver their opening remarks.

### **a) By the Chairperson**

As LETT Vice-Chairman, Mr. Compaore Sana David thanked participants for attending this fourth meeting. He then thanked the General Secretariat for providing properly crafted working documents and organizing the LETT meetings. He also recalled that this fourth meeting was a sequel to the third meeting to conclude the outstanding items on the previous Agenda.

On the meeting agenda, he emphasized that it comprised two (02) main points, namely: examination of the pending proposed amendments and the proposed Terms of Reference for the planned Sustainable Development Task Force.

Finally, Mr. Compaore Sana David called for an objective and rigorous deliberation process, so that a meaningful and impartial analysis of the proposals could be conducted. He concluded his opening remarks by inviting members to engage in open discussions in a spirit of mutual respect, before wishing them fruitful deliberations.

### **b) By PAPU Secretary General**

Dr. Sifundo Chief Moyo, PAPU Secretary General, thanked participants for attending this fourth meeting. He congratulated LETT members and other participants for the fruitful deliberations from the third meeting. The PAPU Secretary General also pointed out that this meeting was being held following the decision taken at the third meeting to carry over certain proposed amendments in order to give participants more time to thoroughly examine the proposed amendments in light of the current provisions of the PAPU Staff Rules and Regulations.

Referring to the agenda, Dr. Sifundo Chief Moyo reminded participants that they would also be expected to consider the adjourned proposed amendments and the Terms of Reference for setting up a Sustainable Development Task Force. He renewed the unwavering support of the PAPU General Secretariat to the Experts Team, before wishing the participants fruitful deliberations.

## **2. Confirmation of the Bureau**

The General Secretariat's verification of the Bureau showed that the Kingdom of Eswatini, Burkina Faso, Benin and Uganda were present. The absent members were Algeria, Tanzania and Uganda. It was then confirmed that proceedings could continue, as some of the Bureau members were present.

## **3. Adoption of agenda**

The PAPU General Secretariat presented the Draft Agenda for consideration and adoption, namely Document **No. PAPU/AC/PRC/WGRD/LETT/04/2025 - Doc No. 01**. By way of reminder, the draft agenda for the fourth meeting contained eight (08) items, including the following working documents:

- Proposed amendments to the PAPU Staff Rules and Regulations;
- Terms of reference for establishing a Sustainable Development Task Force.

The Meeting Agenda was adopted without amendment and is attached as **Annex 4**.

## **4. Pending Proposed Amendments to the PAPU Staff Rules and Regulations**

The General Secretariat presented document **No. PAPU/AC/PRC/WGPL/LETT/04/2025 - Doc No. 03 and Annex** containing proposed amendments to the PAPU Staff Rules and Regulations. The presentation focused the proposed amendments to **Rules 58-2, 58-3, 58-4, 60-10, 60-12 and 67** of the Staff Rules and Regulations.

At the end of the discussions, the participants adopted the proposed amendments with an additional recommendation for setting a time limit for lodging an administrative appeal with the Chairperson of the Administrative Council, as provided for in the proposed amendment to **Rule 60-12**.

The proposed amendments to the PAPU Staff Rules and Regulations are contained in **Annex 5**.

## **5. Terms of reference for establishing a Sustainable Development Task Force**

The General Secretariat presented document **No. PAPU/AC/PRC/WGPL/LETT/04/2025 - Doc No. 04 and Annex** on the Terms of Reference for the proposed Sustainable Development Task Force.

At the end of the discussions, participants welcomed the initiative to set up this Task Force, which will enable Africa's postal sector to take concrete action to promote sustainable development on the continent. The meeting also pointed out that this initiative is timely, as many initiatives are being taken in certain Member States to promote sustainable development.

While thanking and congratulating the General Secretariat for the initiative and the clarity of the document, participants adopted the Terms of Reference and proposed that, in view of the global scope of the issue, consideration should be given to external sources of funding for face-to-face meetings of the Sustainable Development Task Force. According to participants, these external sources of funding could come from international organizations working in the field of sustainable development or from international organizations active in other sectors.

The Terms of Reference for the Sustainable Development Task Force are attached as **Annex 6**.

#### **6. Date and Venue of Next Meeting**

The date and venue of the next meeting will be determined and notified to the members of the Legal Experts Task Team after consultation between the General Secretariat and the Bureau.

#### **7. Any Other Business**

No issue was raised under this agenda item by participants or the General Secretariat.

#### **8. Closing**

The PAPU Secretary General thanked and congratulated the Chairman and Vice-Chairman for the constructive and meaningful outcome of the discussions. He equally thanked LETT members and the Member States attending as observers for their relevant contributions. Lastly, the Secretary General thanked PAPU staff members, in particular the technical team and the interpreters, for their unfailing commitment and a job well done.

The Working Group Chairman thanked all participants and the Secretary General for their valuable contributions and adjourned the meeting at 12:33 pm GMT.

## ANNEX 1 : LIST OF ATTENDANCE

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Sandrine Nkoulou Nang		Gabon
Rejoice Rungwende		Zimbabwe
Tchémiabeka		Congo
Myriam		
Lucky Moyo		Zimbabwe
Djodel		Congo Brazzaville
Mokhfi Rafika		Algérie
Marthe Mendama		Gabon
Fatoumata Toure		Mali

## ANNEX 2 : 3<sup>rd</sup> MEETING AGENDA

A Specialized Agency of the AU



Institution spécialisée de l'UA

**Legal Experts Task Team**  
**Online Meeting of 11<sup>th</sup> April 2025**

**PAPU/AC/PRC/WGPL/LETT/03/2025- Doc No.01**  
**Original: French**

### DRAFT AGENDA

#### BUREAU

CHAIR : Eswatini  
VICE-CHAIR : Burkina Faso  
SECRETARIAT: PAPU General Secretariat  
MEMBERS : Algeria, Benin, Tanzania & Uganda

#### Agenda item n°03

	DRAFT AGENDA	RESPONSIBLE
<b>1.</b>	Introductory remarks <ul style="list-style-type: none"><li>• Chairperson</li><li>• Secretary General</li></ul>	<ul style="list-style-type: none"><li>• Chairperson</li><li>• Secretary General</li></ul>
<b>2.</b>	Confirmation of Bureau Members	<ul style="list-style-type: none"><li>• General Secretariat</li></ul>
<b>3.</b>	Adoption of Agenda <b>PAPU/PRC/WGPL/LETT/03/2025 – Doc No.01</b>	<ul style="list-style-type: none"><li>• Chairperson</li><li>• Legal Experts Task Team</li></ul>
<b>4.</b>	Proposed Amendments to the PAPU Acts <b>PAPU/AC/PRC/WGPL/LETT/03/2025 – Doc o.02 &amp; Annex</b>	<ul style="list-style-type: none"><li>• Legal Experts Task Team</li><li>• General Secretariat</li></ul>
<b>5.</b>	Proposed Amendments to the Staff Rules and Regulations <b>PAPU/AC/PRC/WGPL/LETT/03/2025 – Doc o.03 &amp; Annex</b>	<ul style="list-style-type: none"><li>• Legal Experts Task Team</li><li>• General Secretariat</li></ul>

<b>6.</b>	Terms of Reference for the establishment of a Sustainable Development Task Team <b>PAPU/PRC/WGPL/LETT/03/2025 – Doc No.04 &amp; Annex</b>	<ul style="list-style-type: none"> <li>• Legal Experts Task Team</li> <li>• General Secretariat</li> </ul>
<b>7.</b>	Date and venue of next meeting	<ul style="list-style-type: none"> <li>• Experts Task Team</li> <li>• General Secretariat</li> </ul>
<b>8.</b>	AOB	<ul style="list-style-type: none"> <li>• Experts Task Team</li> <li>• General Secretariat</li> </ul>
<b>9.</b>	Closing	<ul style="list-style-type: none"> <li>• Secretary General</li> <li>• Chairperson</li> </ul>

## ANNEX 3 : PROPOSED AMENDMENTS TO THE PAPU ACTS



Legal Experts Task Team (LETT)  
Online Meeting of 11<sup>th</sup> April 2025

PAPU/AC/PRC/WGPL/LETT/03/2025 – Doc no. 02 and Annex  
*Original: French*

### PROPOSED AMENDMENTS TO THE PAPU ACTS

Agenda item no. 04

<b>1. Subject</b> Proposed amendments to the PAPU Convention and Detailed Regulations of the Convention	<b>2. References/paragraphs</b> <ul style="list-style-type: none"><li>• PAPU Acts;</li><li>• Programme of Activities of the Policy and Regulation Committee for the 2022-2025 quadrennial cycle.</li></ul>
<b>3. Decision expected</b> <ul style="list-style-type: none"><li>• Consider this working document ;</li><li>• Make any relevant comments/observations.</li></ul>	

#### **I. INTRODUCTION**

One of the primary objectives of the PAPU Programme of Activities 2024-2025 is to align the Union's legal instruments with each other by proposing amendments to the PAPU Acts and other legal instruments governing the organization and functioning of its constituent bodies. This is why, during the period under review, the PAPU General Secretariat conducted a considerable review of the PAPU Convention and its Detailed Regulations, which helped to point out existing flaws and inconsistencies so that appropriate amendments could be proposed.

The proposed amendments to the Acts of the Union focus mainly on

- a. gender mainstreaming in the French version of the Acts,
- b. rights and obligations of Member States and Associate Members, and
- c. introducing an alternative method of voting for elected officials (vote by acclamation).

## **II. OBJECTIVES OF PROPOSED AMENDMENTS**

The proposed amendments are aimed specifically at:

- a. Harmonizing the PAPU Convention's provisions with those of its Detailed Regulations by making appropriate proposals;
- b. Promoting gender equality within the Union in the French version of the Acts;
- c. Introducing international best practices in voting, namely voting by acclamation, particularly where there is a single candidate for a position;
- d. Effectively filling vacant seats and/or positions in the organs, while improving the Union's financial standing through proposals aimed at redefining the circumstances for forfeiting the right to hold office in the Union's organs.

## **III. DECISION EXPECTED**

The Legal Experts Task Team is therefore requested to consider the document and make any relevant comments and/or further proposals.

REFERENCES	COMMENTS	PROPOSED IMPROVEMENTS
<b>PAPU CONVENTION</b>		
<p><b>GENDER MAINSTREAMING</b></p>	<p>In the French version of the PAPU Acts, the masculine gender is used when referring to the “Secretary General” and “Assistant Secretary General” in all related provisions. There is need to incorporate the feminine gender for purposes of gender equality. This amendment shall apply solely to the French version. The English remains unchanged as there is no “gender agreement” in English grammar.</p>	<p><b>ARTICLE 1 OF PAPU CONVENTION:</b></p> <p><b>“Secretary General”:</b> The Secretary General of the Pan African Postal Union;</p> <p><b>“Assistant Secretary General”:</b> The Assistant Secretary General of the Pan African Postal Union.</p>
<p><b>ARTICLE 20(3):</b></p> <p><b>RIGHTS OF MEMBERS</b></p> <p>Any Member State whose contributions to the Union are in arrears for two consecutive years shall forfeit the right to:</p>	<p>The term “consecutive” signifies that Member States enjoy their rights as recognized by the Union insofar as they do not accumulate any outstanding contributions in a back-to-back manner. In other words, a Member State may have outstanding payments during a ten-year period and still continue to enjoy its rights, provided it has made sure such arrears are not incurred over consecutive financial years.</p> <p>Conversely, a Member State may have arrears for only two years and forfeit its rights on account of having incurred them during back-to-back financial years.</p>	<p><b>ARTICLE 20(3):</b></p> <p><b>RIGHTS OF MEMBERS</b></p> <p>Any Member State whose contributions to the Union are in arrears for two <b>consecutive</b> years shall forfeit the right to: ...</p>

	<p>It is therefore only right and proper that this discrepancy be rectified.</p>	
<p><b>ARTICLE 20(3)-b:</b></p> <p><b>RIGHTS OF MEMBERS</b></p> <p>Any Member State whose contributions to the Union are in arrears for two <b>consecutive</b> years shall forfeit the right to:</p> <p>(b) Hold any positions within the Union;</p>	<p>The posts held include elective posts (Secretary General and Assistant Secretary General), non-elective posts at the General Secretariat, seats on the Administrative Council, seats on the Bureau of the Plenipotentiary Conference and seats on the Bureau of the Administrative and Technical Committees. In this respect, <b>Rule 12(1)</b> of the Detailed Regulations of the Convention requires that Member States with nationals applying for the offices of Secretary General and Assistant Secretary General must have fully met their mandatory financial obligations to the Union, including for the current financial year.</p> <p>Furthermore, <b>Rule 9(1)-f</b> of the PAPU Staff Rules and Regulations states that Member States with nationals applying for non-elective positions with the General Secretariat must not have more than one year in arrears with their mandatory contributions.</p> <p>This creates an inconsistency between the provisions of <b>Rule 20(3)-b</b> of the Convention, <b>Rule 12(1)</b> of the Detailed Regulations and <b>Rule 9(1)-f</b> of the Staff Rules and Regulations.</p> <p>This inconsistency should therefore be rectified in order to harmonize the financial requirements for holding any office in the Union.</p>	<p><b>ARTICLE 20-3:</b></p> <p><b>RIGHTS OF MEMBERS</b></p> <ol style="list-style-type: none"> <li>1. All Member States shall enjoy the same rights;</li> <li>2. Each Member State shall have one vote during meetings of the Union;</li> <li>3. Any Member State whose contributions to the Union are in arrears <b>for at least two consecutive</b> years shall <b>automatically</b> forfeit the right to: <ol style="list-style-type: none"> <li>(a) Vote;</li> <li><del>(b) Hold any positions within the Union</del></li> <li><b>((b) Technical assistance from the Union;</b></li> <li>(c) Host meetings of organs of the Union.</li> </ol> </li> <li>4. <b>Any Member State in arrears of contributions of at least one year to the Union shall automatically forfeit its right to hold any position within the Union's organs, excluding positions at the General Secretariat.</b></li> <li>5. <b>Such sanctions shall be lifted automatically and with immediate effect as soon as the Member</b></li> </ol>

To do this, while making a distinction between posts/seats on the Administrative Council, the Plenipotentiary Conference and those on the General Secretariat, there is need to:

- Separate the provisions relating to the loss of the right to occupy posts from those relating to the loss of other rights in the event of accumulation of arrears of mandatory contributions;
- Maintain the threshold of **two (02)** years for forfeiting the right to vote, to benefit from the technical assistance of the Union and the right to host meetings of the organs of the Union;
- Set the threshold of one year of arrears of mandatory contributions for forfeiting the right to hold any positions within the Union.
- Harmonize the requirement to be up to date with compulsory contributions, including for the current financial year, for elective positions and other positions at the PAPU General Secretariat.
- Add the term "automatic" to specify that there will be no need to follow a formal procedure for taking a decision on forfeiting these rights. This practice is followed by the UPU (Cf. 150, 1 and 2 of the UPU General Regulations)
- Also provide for the automatic lifting of said sanctions

**State concerned has fully paid its outstanding mandatory contributions to the Union, including relevant interest, or agrees with the Union to submit a debt amortization schedule, with payment of the first instalment when signing the said schedule.**

6. Associate Members shall not have the right to vote and hold any positions within the Union.

## **RULE 9 OF PAPU STAFF RULES AND REGULATIONS**

### **REQUIREMENTS**

1. No person shall be elected or recruited and appointed to any position of the Union:

**f) ~~if he/she is a national of Member State that is in arrears of contribution for two consecutive years;~~**

**f) If he/she is a national of Member State that is in arrears with its mandatory contribution, including for the current financial year.**

**DETAILED REGULATIONS OF THE PAPU CONVENTION**

<p align="center"><b>ARTICLE 13:</b></p> <p><b>PROCEDURE FOR ELECTION OF THE SECRETARY GENERAL AND ASSISTANT SECRETARY GENERAL</b></p>	<p>Voting by acclamation is not explicitly covered in the Acts of the Union, whereas it is increasingly used in international organizations. It should therefore be explicitly stated in the PAPU Acts.</p>	<p align="center"><b>ARTICLE 13 :</b></p> <p align="center"><b>PROCEDURE FOR ELECTION OF THE SECRETARY GENERAL AND ASSISTANT SECRETARY GENERAL</b></p> <p><b>1) Where only one candidate is standing for the office of Secretary General or Assistant Secretary General, he or she shall be elected by acclamation;</b></p> <p><b>2) Where there are at least two (02) candidates for the office of Secretary General or Assistant Secretary General:</b></p> <p align="center">2.1 .....</p> <p align="center">2.2 .....</p> <p align="center">2.3 .....</p>
<p align="center"><b>ARTICLE 20:</b></p> <p><b>RIGHTS AND OBLIGATIONS OF ASSOCIATE MEMBERS</b></p> <p>1. The rights and obligations of Associate Members shall be as follows:</p>	<p>This provision sets out the rights and obligations of Associate Members indiscriminately. The obligations outlined in this Rule are not exhaustive. The missing obligations should therefore be laid down explicitly, while equally separating rights and obligations in specific articles, as presented in Articles 19 and 20 of the Convention.</p>	<p align="center"><b>ARTICLE 20:</b></p> <p align="center"><b>RIGHTS AND OBLIGATIONS OF ASSOCIATE MEMBERS</b></p> <p>1. Associate Member shall enjoy the right to:</p> <p>a) Participate in the framework for dialogue between stakeholders of the postal sector;</p>

<p>a) Participate in the framework for dialogue between stakeholders of the postal sector;</p> <p>b) Participate in studies aimed at developing the postal sector;</p> <p>c) Advise the Union on specialized/technical issues and make recommendations/give opinions on matters referred to them by the Administrative Council;</p> <p>d) Make recommendations to the Conference, subject to approval by the Administrative Council;</p> <p>e) Carry out any other activity assigned by the Administrative Council;</p> <p>f) Raise financing for the Union;</p> <p>g) Participate in the activities of the Union.</p>		<p>b) Participate in studies aimed at developing the postal sector;</p> <p>c) Advise the Union on specialized/technical issues and make recommendations/give opinions on matters referred to them by the Administrative Council;</p> <p>d) Make recommendations to the Conference, subject to approval by the Administrative Council;</p> <p>e) Raise financing for the Union;</p> <p>f) Participate in the activities of the Union.</p> <p><b>2. (New) Associate Member shall be under the obligation to:</b></p> <p>a) Carry out any other activity assigned by the Administrative Council;</p> <p><b>b) Pay mandatory contributions ;</b></p> <p><b>c) Abide by the provisions of the Convention and its Detailed Regulations.</b></p>
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## ANNEX 4 : 4<sup>th</sup> MEETING AGENDA

A Specialized Agency of the AU



Institution spécialisée de l'UA

**Legal Experts Task Team Online Meeting**  
**17<sup>th</sup> April 2025 0900hrs GMT**

**PAPU/AC/PRC/WGPL/LETT/03/2025- Doc No.01**

*Original: French*

### AGENDA

#### BUREAU

CHAIR : Eswatini  
VICE-CHAIR : Burkina Faso  
SECRETARIAT: PAPU General Secretariat  
MEMBERS : Algeria, Benin, Tanzania & Uganda

#### Agenda item n°03

N°	DRAFT AGENDA	RESPONSIBLE
1.	Introductory remarks <ul style="list-style-type: none"><li>• Chairperson</li><li>• Secretary General</li></ul>	<ul style="list-style-type: none"><li>• Chairperson</li><li>• Secretary General</li></ul>
2.	Confirmation of Bureau Members	<ul style="list-style-type: none"><li>• General Secretariat</li></ul>
3.	Adoption of Agenda <b>PAPU/PRC/WGPL/LETT/03/2025 – Doc No.01</b>	<ul style="list-style-type: none"><li>• Chairperson</li><li>• Legal Experts Task Team</li></ul>
4.	Proposed Amendments to the Staff Rules and Regulations- <b>PAPU/AC/PRC/WGPL/LETT/03/2025 – Doc o.03 &amp; Annex</b> <ul style="list-style-type: none"><li>• Adjourned Matters</li></ul>	<ul style="list-style-type: none"><li>• Legal Experts Task Team</li><li>• General Secretariat</li></ul>
5.	Terms of Reference for the establishment of a Sustainable Development Task Team <b>PAPU/PRC/WGPL/LETT/03/2025 – Doc No.04 &amp; Annex</b>	<ul style="list-style-type: none"><li>• Legal Experts Task Team</li><li>• General Secretariat</li></ul>

6.	Date and venue of next meeting	<ul style="list-style-type: none"><li>• Experts Task Team</li><li>• General Secretariat</li></ul>
7.	AOB	<ul style="list-style-type: none"><li>• Experts Task Team</li><li>• General Secretariat</li></ul>
8.	Closing	<ul style="list-style-type: none"><li>• Secretary General</li><li>• Chairperson</li></ul>

## ANNEX 5 : Proposed amendments of the PAPU Staff Rules and Regulations



Legal Experts Task Team (LETT)  
Online Meeting of 11<sup>th</sup> April 2025

PAPU/PRC/LETTWG/PL/LETT/03/2025 - Doc No.03 & Annex  
Original: French

### Proposed amendments of the PAPU Staff Rules and Regulations

#### Agenda item No.05

<b>4. Subject</b> Proposed amendments to the PAPU Staff Rules and Regulations	<b>5. References/paragraphs</b> <ul style="list-style-type: none"><li>• Acts of the Union;</li><li>• PAPU Staff Rules and Regulations;</li><li>• Programme of Activities of the Policy and Regulation Committee 2022-2025</li></ul>
<b>6. Decision expected</b> <ul style="list-style-type: none"><li>• Consider this Working Document;</li><li>• Make any relevant comments, observations or proposals</li></ul>	

#### I. INTRODUCTION

Pursuant to the Programme of Activities 2024-2025, the PUPU General Secretariat has conducted a review of the PUPU Staff Regulations and Rules with a view to identifying gaps or inconsistencies and proposing appropriate amendments. This exercise was performed in line with the provisions of **Rule 89 (3)** of the Staff Rules and Regulations, which state that: ***“The initiative to change or amend the Staff Rules and Regulations may equally be taken by the General Secretariat.”*** Along these lines, the PUPU Staff Rules and Regulations were reviewed and a number of amendments and new provisions are being proposed. The proposed amendments deal with disciplinary proceedings, termination of service, secondment, advancement, promotion and progression, as well as to payment of education allowance.

The proposed new provisions relate, among other things, to the introduction of early retirement for medical reasons, dismissal and recusal of Advisory Committee members.

Furthermore, in order to ensure that the guiding principles of human resources management are taken into account, the proposed amendments to the Staff Regulations were first examined by the Human Resources Working Group during its online meeting on 8<sup>th</sup> April 2025. This document is therefore presented to the Legal Experts Task Team (LETT) for consideration, taking into account comments and amendments by the Human Resources Working Group.

## **II. OBJECTIVES OF PROPOSED AMENDMENTS**

The proposed amendments to the Staff Regulations are aimed specifically at:

- a. Harmonizing the provisions of the PAPU Staff Rules and Regulations;
- b. Promoting fairness in the management of PAPU staff members;
- c. Improving the effectiveness of the disciplinary procedure while protecting the rights of PAPU staff members and ensuring observance of due process;
- d. Applying best practices in human resources management;
- e. Tapping into lessons learned from practical experience in managing PAPU human resources.

## **III. DECISION EXPECTED**

The Legal Experts Task Team is called upon to consider the document and make any relevant comments, observations or proposals.

**STAFF RULES AND REGULATIONS**

<p style="text-align: center;"><b>CHATPER VI</b></p> <p style="text-align: center;"><b>ADVANCEMENT AND PROMOTION</b></p> <p style="text-align: center;"><b>RULE 25</b></p> <p style="text-align: center;"><b>ADVANCEMENT IN STEPS WITHOUT CHANGE IN GRADE</b></p>	<p>The title of the Rule does not take into account "progression" which is nevertheless dealt with under this chapter and in this Rule.</p> <p>Advancement and promotion are dealt with under separate articles while progression is covered by Rule 25, paragraphs 8 and 9 on advancement. However, these are two (02) different concepts.</p> <p>It is appropriate to correct these shortcomings in the form to facilitate the use of the PAPU Staff Rules and Regulations, particularly in these paragraphs.</p> <p>This Article simply provides for movement to the next grade at a step offering a higher salary than prior to the progression, without expressly specifying the upper limit of the new salary. This may give room for abusive or controversial practices in calculating the new salary of upgraded staff.</p> <p>There is also a substantive error in the content of this Article, which deals with progression to the next grade. The term "advancement" is used here, whereas these are two different concepts.</p>	<p style="text-align: center;"><b>CHAPTER VI</b></p> <p style="text-align: center;"><b>ADVANCEMENT, PROGRESSION AND PROMOTION</b></p> <p style="text-align: center;"><b>RULE 25</b></p> <p style="text-align: center;"><b>Advancement in steps without change in grade</b></p> <p><i>1. Any staff member on permanent appointment shall be granted advancement in grade without change in grade on the basis of merit and a satisfactory appraisal report, after each year of continuous service</i></p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p>5. ....</p> <p>6. ....</p> <p>7. ....</p>
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8. **“Progression from one grade to another after reaching the ceiling of the grade shall be subject to successful outcome of a performance assessment and conduct appraisal showing that the member of staff obtained sixty percent (60%) or more aggregate score and is performing his/her duties satisfactorily.**

9. **Where a staff member reaches the tenth or last step of the grade, he/she shall advance to the next grade and shall be placed on a step that is higher in value to his or her salary prior to the next grade advancement. He/she shall be assigned this new grade and step on personal-to-holder basis after spending two consecutive years on the ceiling of the last grade.**

**RULE 26 (New)**

**PROGRESSION**

1. Progression from one grade to another after reaching the ceiling of the grade shall be subject to successful outcome of a performance assessment and conduct appraisal showing that the member of staff obtained sixty percent (60%)

		<p>or more aggregate score and is performing his/her duties satisfactorily.</p> <p>2. Where a staff member reaches the tenth or last step of the grade, he/she shall advance to the next grade and be placed on the <b>immediately</b> higher value step to his or her salary before the progression to the next grade—<b>advancement</b>, pursuant to the applicable PAPU salary structure. He/she shall be assigned this new grade and step on a job-to-holder basis after spending two consecutive years on the ceiling of the last grade.</p>
		<p style="text-align: center;"><b>RULE 1</b></p> <p><b>Progression: This is a movement from the last step of a lower grade to the next higher grade at the step within this grade giving an immediately higher salary than the previous grade.</b></p> <p><b>Advancement: This is a movement from one step to the next higher step within the same grade.</b></p> <p><b>Promotion: This is a movement from a lower-grade post to a higher-grade post.</b></p>

**RULE 27(1):**

**ORGANS**

An Advisory Committee shall be formed under the chairmanship of the Assistant Secretary General, with all Heads of Departments as members. Its role shall be to advise the Secretary General, to give opinions, to make suggestions or proposals on all issues regarding the general administration of the General Secretariat. The functions, terms and conditions of operation of this Body shall be defined by the Secretary General.”

Under this provision, the Advisory Committee membership must be chaired by the Assistant Secretary General. However, it might happen that he/she is absent. It is then appropriate to correct this provision in order to guard against any malfunction due to the absence of the Assistant Secretary General.

Furthermore, this provision indicates that only Heads of departments are members of the Advisory Committee. This could extend the processing times for files submitted to the Advisory Committee due to the absence of one or more Heads of departments. It is, therefore, appropriate to provide for certain flexibility concerning the committee members by providing for the representation of department heads in case they are unavoidably absent (leave, missions, etc.)

Finally, given the sensitive nature of the issues submitted to the Advisory Committee, in particular recruitment and disciplinary matters, it is appropriate to provide for cases of recusal to protect against conflicts of interest and to guarantee further the impartiality of the Advisory Committee and its members.

**RULE 27(1):**

**ORGANS**

An Advisory Committee shall be composed of the Assistant Secretary General and all Heads of Departments or **their duly designated alternates**. Its role shall be to advise the Secretary General, to give opinions, to make suggestions or proposals on all issues regarding the general administration of the General Secretariat. The functions, terms and conditions of operation of this Body shall be defined by the Secretary General.”

**RULE 27(2) (New)**

**RECUSAL OF MEMBERS OF THE ADVISORY COMMITTEE**

- a) **Each member of the advisory committee shall recuse him/herself from the meeting where the Advisory Committee hears a matter involving himself or herself.**
- b) **In the event where several members are concerned, they shall recuse themselves from the deliberations solely when the matter on the meeting agenda in which they have an interest is being considered.**

**Rule 44: Official Holidays**

1. Official holidays with pay for all staff members of the Union are:
  - a) 25<sup>th</sup> May, (Africa Union) Day;
  - b) 1<sup>st</sup> May, Workers Day;
  - c) Public Holidays observed by the host-country.
2. Any member of staff whose country observes a national holiday shall be excused from work on that day on presentation of a formal request. Such requests shall be limited to one National Day in the case of countries observing more than one National Day.

This provision is inconsistent with the relevant provisions of the African Union. As AU's specialized institution for the postal sector in Africa, PAPU can equally consider these important days for the continent as public holidays. The proposal is therefore to harmonize it with the African Union provisions, particularly with regard to "Africa Day" and "African Union Day".

**Rule 4.2-2** of the Staff Rules and Regulations provides that:

- (b) Staff members shall be entitled to the following official paid holidays:
  - i) 25<sup>th</sup> May (Africa Day); and 9<sup>th</sup> September (African Union Day)
  - (d) Where an official holiday falls on a weekend, staff members shall be entitled to one (01) additional day of annual leave.

**Article 44: Official Holidays**

1. Official holidays with pay for all staff members of the Union are:
  - a) 25<sup>th</sup> May, (~~African Union~~ Africa Day);
  - b) 9<sup>th</sup> September (African Union Day);
  - c) 1<sup>st</sup> May (Labour Day)
  - d) Public holidays observed by the host country.
2. Any member of staff whose country observes a national holiday shall be excused from work on that day on presentation of a formal request. Such requests shall be limited to one National Day in the case of countries observing more than one National Day. **If the national holiday falls on a non-working day, the staff member shall be granted a compensatory day off on the next working day or any other day approved by the Secretary General.**

**RULE 47(5):**

**ALLOWANCES AND BENEFITS TO ALL STAFF**

An education allowance shall be paid for each dependent child attending a school. This grant will be paid in respect of dependent children of all members of staff, including those working in their own countries, in line with the prevailing African Union regulations.

This provision is inconsistent, especially since it does not take into account the fact that short-term contracts are a special case. While education allowances are paid annually, some staff members are on short-term contracts, which are defined as contracts lasting at least three (3) months and less than one (1) year.

It is therefore appropriate to correct this inconsistency by providing, following the example of the African Union, special conditions for project staff, part-time staff, temporary staff, consultants and those on short-term contracts.

**RULE 47(5):**

**ALLOWANCES AND BENEFITS TO ALL STAFF**

An education allowance shall be paid for each dependent child attending a school, **limited to four (04) children, provided the children are at least three (03) years old and at most twenty-three (23) years old.**

This grant will be paid in respect of dependent children of all members of staff, including those from the host country, in line with the prevailing African Union regulations.

The amount paid to locally recruited staff members, **excluding those on short-term contracts**, is equivalent to forty percent (40%) of the education allowance paid to internationally **recruited** staff members working outside their country of origin.

**Project staff, part-time staff, temporary staff, staff recruited on short-term contracts and consultants are not entitled to the education allowance. However, if they have been in the service of the Union for more than four (04) years continuously, their children are entitled**

		<p>to forty percent (40%) of the education allowance paid to internationally recruited staff members serving outside their country of origin.</p>
<p><b>RULE 57(1): ADMINISTRATION OF SANCTIONS</b></p> <p>Written warning and censure shall be served by the Head of Department or Secretary General if the Head of Department is affected, of the member of staff concerned.</p>	<p>Considering the degree of seriousness (implications) of a censure, which must be recorded in the employee's file, it is not advisable for such a sanction to be left to the sole discretion of the Head of Department.</p> <p>It is therefore proposed that this provision be amended in order to protect the rights of the staff and prevent any possible abuse.</p>	<p><b>RULE 57(1): ADMINISTRATION OF SANCTIONS</b></p> <p>Written warning <b>and censure</b> shall be served on the concerned member of staff by the Head of Department or by the Secretary General if the Head of Department is affected.</p>
<p><b>RULE 57(2): ADMINISTRATION OF SANCTIONS</b></p> <p>None of the sanctions under Article 56 may be meted out to a staff member unless his/ her case has been referred to the Advisory Committee as laid down in the Staff Rules and Regulations.</p>	<p>Considering that Article 57-1 above allows for warnings to be administered by the Head of Department or the Secretary General, as the case may be, Article 57-2 should be amended to accommodate the recognized authority of the Head of Department or the Secretary General to administer warnings without prior referral to the Advisory Committee.</p>	<p><b>RULE 57(2): ADMINISTRATION OF SANCTIONS</b></p> <p><b>Except for a warning</b>, none of the sanctions under Article 56 may be meted out to a staff member unless his/ her case has been referred to the Advisory Committee as laid down in the Staff Rules and Regulations.</p>

<p style="text-align: center;"><b>RULE 57(3): ADMINISTRATION OF SANCTIONS</b></p> <p>The final decision shall be taken by the Secretary General on the Advisory Committee's recommendation.</p>	<p>Considering that Article 57-1 above allows for warnings to be administered by the Head of Department or the Secretary General, as the case may be, Article 57-2 should be amended to accommodate the recognized authority of the Head of Department or the Secretary General to administer warnings without prior referral to the Advisory Committee.</p>	<p style="text-align: center;"><b>RULE 57(3): ADMINISTRATION OF SANCTIONS</b></p> <p><b>Except for a warning</b>, the final decision shall be taken by the Secretary General on the Advisory Committee's recommendation.</p>
<p><b>RULE 58 : DISCIPLINARY PROCEDURE</b></p> <p>2. When a member of staff's written reply is received, or upon the expiration of the time allowed for reply, if it is considered that a prima facie case exists for disciplinary action, a report setting out the charge together with the member of staff's reply, if available, shall be forwarded through the hierarchical channels to the Secretary General on the recommendation of the Advisory Committee.</p>	<p>In its current wording, the last segment of this Rule allows for the same matter to be referred to the Advisory Committee twice. It is recommended to strike out this last bit.</p>	<p><b>RULE 58 : DISCIPLINARY PROCEDURE</b></p> <p>2. When a member of staff's written reply is received, or upon the expiration of the time allowed for reply, if it is considered that a prima facie case exists for disciplinary action, a report setting out the charge together with the member of staff's reply, if available, shall be forwarded through the hierarchical channels to the Secretary General <b>on the recommendation of the Advisory Committee.</b></p>

<p><b>RULE 58(3):</b></p> <p><b>DISCIPLINARY PROCEDURE</b></p> <p>The Secretary General on the recommendation of the Advisory Committee shall within fifteen (15) working days, if he/she considers that there are grounds for disciplinary action, impose a written censure, as defined in Rule 56 or refer the matter to the Advisory Committee for advice before taking any other disciplinary measure.</p>	<p><b>Rule 58(3)</b> is redundant as it provides for the possibility of the same professional misconduct being brought before the Advisory Committee twice. Nonetheless, the spirit of this Article is specifically reflected in the wording of <b>Article 59-9</b>. Therefore, the proposal is to strike it out altogether.</p>	<p><b>RULE 58(3):</b></p> <p><b>DISCIPLINARY PROCEDURE</b></p> <p><del>The Secretary General on the recommendation of the Advisory Committee shall within fifteen (15) working days, if he/she considers that there are grounds for disciplinary action, impose a written censure, as defined in Rule 56 or refer the matter to the Advisory Committee for advice before taking any other disciplinary measure.</del></p>
<p><b>ARTICLE 58(4) :</b></p> <p><b>DISCIPLINARY PROCEDURE</b></p> <p>If the Secretary General on the recommendation of the Advisory Committee considers that there is a prima facie evidence of serious misconduct by a member of staff and that member's continuance in service will be prejudicial to the interest of the Union or to the investigation into the case, the</p>	<p>It is therefore necessary to align this provision with those of articles 58.1 and 58.2 for greater consistency.</p>	<p><b>ARTICLE 58(4) :</b></p> <p><b>DISCIPLINARY PROCEDURE</b></p> <p>If the Secretary General <del>on the recommendation of the Advisory Committee</del> considers that there is a prima facie evidence of serious misconduct by a member of staff and that member's continuance in service will be prejudicial to the interest of the Union or to the investigation into the case, the Secretary General may suspend that member of staff from duty</p>

<p>Secretary General may suspend that member of staff from duty</p>		
<p><b>ADVISORY COMMITTEE QUORUM FOR NON-DISCIPLINARY PROCEEDINGS</b></p>	<p>No provision sets the quorum for the Advisory Committee to deliberate on non-disciplinary matters. However, Rule 59-3 sets a quorum of 2/3 for the Advisory Committee to deliberate on disciplinary matters. There is also a need to set a quorum for the Advisory Committee's deliberations on non-disciplinary matters.</p>	<p><b>RULE 59(3): ADVISORY COMMITTEE PROCEEDINGS</b></p> <p>A two-thirds quorum shall be required for the Advisory Committee <b>to deliberate on all matters referred to it.</b></p>
<p><b>RULE 60(10): FUNCTIONING OF THE ADVISORY COMMITTEE IN DISCIPLINARY MATTERS</b></p> <p>Any member of staff aggrieved by the decision of the Advisory Committee may appeal to the Secretary General.</p>	<p>The following passage: “<i>...by the decision of the Advisory Committee...</i>” is inconsistent with the primary mandate of the Committee. Indeed, the Advisory Committee is not a decision-making body. Rather it makes recommendations as specified in <b>Rule 27(1)</b> of the Staff Rules and Regulations which, while establishing the Advisory Committee, notes that it is responsible for advising the Secretary General by way of opinions, suggestions and recommendations. This inconsistency should be rectified.</p>	<p><del><b>RULE 60(10): FUNCTIONING OF THE ADVISORY COMMITTEE IN DISCIPLINARY MATTERS</b></del></p> <p><del><b>Any member of staff aggrieved by the decision of the Advisory Committee may appeal to the Secretary General</b></del></p> <p>The proposal is to strike this provision, as its content is set out in greater detail in <b>Rule 60(11)</b>, which reads as follows: “<b>The disciplinary action taken by the Secretary General shall be notified forthwith to the staff member. It shall be subject to an internal administrative appeal within 24 hours of the notification, before the Secretary General who shall hear the appellant in the presence of the Assistant Secretary General.</b>”</p>

<p><b>RULE 60(11): FUNCTIONING OF THE ADVISORY COMMITTEE IN DISCIPLINARY MATTERS</b></p> <p>The disciplinary action taken by the Secretary General shall be notified forthwith to the staff member. It shall be subject to an internal administrative appeal within 24 hours of the notification, before the Secretary General who shall hear the appellant in the presence of the Assistant Secretary General.</p>	<p>There is a clerical error in the French version of this provision. The English remains unchanged. There is a repetition of the word “<i>devant</i>” (meaning “before” in English).</p> <p>The repetition should therefore be deleted in the French version.</p> <p><i>( the error is only in the French version)</i></p> <p>In addition, it should be expressly stipulated that the notification must be in writing</p>	<p><b>RULE 60(11):</b></p> <p><b>FUNCTIONING OF THE ADVISORY COMMITTEE IN DISCIPLINARY MATTERS</b></p> <p>The disciplinary action taken by the Secretary General shall be notified <b>in writing</b> forthwith to the staff member. It shall be subject to an internal administrative appeal within 24 hours of the notification before the Secretary General, who shall hear the appellant in the presence of the Assistant Secretary General.</p>
<p><b>RULE 60(12):</b></p> <p><b>FUNCTIONING OF THE ADVISORY COMMITTEE IN DISCIPLINARY MATTERS</b></p> <p>A member of staff dissatisfied with the decision arrived in 11 above, may further appeal to the Chairperson of the Administrative Council.</p>	<p>There is a substantive error in this provision. It states that: “...<b>the decision arrived in 11 above</b>...”. This wording is inaccurate, as no decision is taken in paragraph 11. <b>Rule 60(12)</b> simply refers to the decision taken pursuant to <b>Rule 60(11)</b>. There is a need to rectify this inaccuracy.</p>	<p><b>RULE 60(12):</b></p> <p><b>FUNCTIONING OF THE ADVISORY COMMITTEE IN DISCIPLINARY MATTERS</b></p> <p>A member of staff who is <b>still</b> dissatisfied with the decision arrived at, <b>pursuant to the provisions of paragraph 11 hereinabove</b>, may lodge a <b>further</b> appeal to the Chairperson of the Administrative Council <b>through the Secretary General</b>.</p>

**RULE 62**

**LEAVING THE SERVICE**

The following are the means by which a member of staff may leave the employment of the Union:

- (i) resignation;
- (ii) termination
- (iii) dismissal;
- (iv) death or permanent disability;
- (v) recall or expiration of secondment;
- (vi) retirement on attaining the maximum age of 62 years.

The terms dismissal and termination could bring confusion, given the definitions. As a reminder, Rule 65 of the PAPU Staff Rules and Regulations defines dismissal as an act by the Secretary-General to dismiss any staff member found guilty of any serious misconduct mentioned in Rule 55. It should, therefore, be deleted and replaced by "Revocation"

Furthermore, "revocation" is missing in the cases of termination, which could be defined as an act of termination of employment relations at the initiative of the Union in certain cases, such as elimination of positions, need for retrenchment, etc.

Finally, permanent disability is a cause for termination and not a form of termination of service. Consequently, it could be deleted in paragraph iv and considered as a new reason for separation from service entitled "Early retirement on medical grounds".

**RULE 62**

**~~LEAVING THE SERVICE~~ TERMINATION OF SERVICE**

The following are the ways a member of staff may leave the employment of the Union:

- (i) Resignation;
- (ii) Dismissal;
- (iii) ~~Dismissal~~ Redundancy / abolition of office;
- (iv) Death ~~or permanent disability~~;
- (v) Early retirement on medical grounds;
- (vi) Recall or end of secondment;
- (vii) Retirement on attaining the maximum age of 62 years.

**RULE 1**

**DEFINITIONS**

**Termination: The severance of the employment relationship occasioned by an act of PAPU or of a staff member, or by the death of a staff member.**

**RULE 63**

**RESIGNATION**

A member of staff may resign by giving three (3) months' written notice to the Secretary General, if he has been appointed and confirmed in a position for at least one year, or one (1) month' notice if he holds a probationary appointment or a fixed-term appointment. The Secretary General may, however, on the recommendation of the Advisory Committee accept or reject a shorter notice.

The use of the term "... of at least one year" is confusing because according to these provisions, the notice period of three (03) months is required for any member of staff holding a contract of one year or more i.e., for members of staff who are on a fixed-term contract and those who are employed permanently. However, the same rule provides a one-month notice period for staff hired under a fixed-term contract.

Furthermore, the Rule does not mention staff on temporary contracts and those who are on short-term contracts.

These inconsistencies should, therefore, be corrected.

**RULE 63**

**RESIGNATION**

A member of staff may resign by giving three (3) months' written notice to the Secretary General, if he is on permanent appointment and confirmed in a position for at least one year or fixed-term appointment, or one (1) month' notice if he holds a probationary appointment, a short-term, a temporary appointment, or on secondment. The Secretary General may, however, on the recommendation of the Advisory Committee accept or reject a shorter notice.

**RULE 64**

**TERMINATION**

The Secretary General may, on the recommendation of the Advisory Committee, terminate the appointment of a member of staff by giving him three months' written notice if he holds a permanent appointment or one

Termination applies to all categories of PAPU staff. It is then necessary to add to this list, the staff on secondment, on temporary appointment, on short-term contracts.

**RULE 64**

**TERMINATION-DISMISSAL**

The Secretary General may, on the recommendation of the Advisory Committee, terminate the appointment of a member of staff by giving him three months' written notice if he holds a permanent appointment or fixed-term appointment, or one month notice if he holds a short term, probationary appointment,

<p>month notice if he holds a fixed term or probationary appointment, subject to the following conditions:</p>		<p><b>temporary appointment or on secondment</b> subject to the following conditions:</p>
<p><b><u>RULE 65</u></b> <b><u>DISMISSAL</u></b></p> <p>The Secretary General may on the recommendation of the Advisory committee dismiss any member of staff who has been adjudged guilty of any of the offences listed in Rule 55. In the case of international staff the dismissal will be subject to the approval of the Administrative Council.</p>	<p>This provision confuses dismissal with Termination. Therefore, it is appropriate to replace it with Revocation and provide for the rights granted to the dismissed staff member.</p>	<p><b><u>RULE 65</u></b> <b><u>DISMISSAL REDUNDANCY / ABOLITION OF POSITION</u></b></p> <p><b>65-1. The Secretary-General may, upon recommendation of the Advisory Committee or approval of the Administrative Council as the case may be, terminate the functions of a staff member for one of the following reasons:</b></p> <ul style="list-style-type: none"> <li>- <b>If the demands of the service require the abolition of the position occupied by the official;</b></li> <li>- <b>If the demands of the service require a reduction in the number of staff;</b></li> </ul>

		<p style="text-align: center;"><b><u>RULE 66 (New)</u></b></p> <p style="text-align: center;"><b><u>EARLY RETIREMENT ON MEDICAL GROUNDS</u></b></p> <p>On the recommendation of the Advisory Committee or approval of the Administrative Council, as the case may be, the Secretary General may place a staff member on early retirement if, due to health reasons duly established by an occupational health physician acting under oath, he/she is unable to continue providing his services to the Union</p>
<p><b>Rule 66 : DEATH AND PERMANENT DISABILITY</b></p> <ol style="list-style-type: none"> <li>1. In the event of death of a member of staff, all accounts owed to him by the Union shall be paid to his beneficiary or beneficiaries.</li> <li>2. Permanent disability of a member of staff shall be certified by the medical panel of the Union. In which case, all amounts due to the disabled person shall be paid to him or possibly to his beneficiary or beneficiaries.</li> </ol>	<p>Permanent disability has been removed and considered in early retirement on medical grounds.</p> <p>In the English version, the term "accounts" has been replaced by "amounts".</p> <p>These shortcomings need to be corrected</p>	<p><b>Article 66—7: DEATH AND PERMANENT DISABILITY</b></p> <ol style="list-style-type: none"> <li>1. In the event of death of a member of staff, all amounts owed to him by the Union shall be paid to his beneficiary or beneficiaries. ;</li> <li>2. <del>Permanent disability of a member of staff shall be certified by the medical panel of the Union. In which case, all amounts due to the disabled person shall be paid to him or possibly to his beneficiary or beneficiaries..</del></li> </ol>

**RULE 67**

**RECALL OR END OF  
SECONDMENT**

The disengagement of service of a member of staff member may result from:

- a) recall of the member of staff concerned by his country of origin;
- b) end of secondment to or retirement from the Union.

No rights are provided in such cases. Also, paragraph b) refers to retirement, which is nevertheless covered by Rule 68.

Furthermore, there is need to clearly provide for the following:

- possibility for a staff member to resign from service;
- expiry of the secondment period as one of the reasons for ending secondment.

**RULE 67~~8~~**

**RECALL OR END OF SECONDMENT**

The disengagement of service of a member of staff on secondment may be due to:

- a) recall of the seconded member of staff concerned by the sponsoring Member State;
- b) resignation**
- c) expiration of secondment to the Union or retirement from.**

**In the event of end of secondment, the staff member is entitled to benefits contained in the secondment contract:**

## ANNEX 6: TERMS OF REFERENCE OF SUSTAINABLE DEVELOPMENT TASK FORCE



Legal Experts Task Team (LETT)  
Online Meeting of 11 April 2025

PAPU/PRC/LETTWG/PL/LETT/03/2025 - Doc No.04 & Annex  
*Original: French*

### TERMS OF REFERENCE OF SUSTAINABLE DEVELOPMENT TASK FORCE

#### Agenda item No.06

<b>1. Subject</b>  Terms of Reference of the sustainable development task force	<b>2. References/paragraphs</b> <ul style="list-style-type: none"><li>• Acts of the Union;</li><li>• Harmonized Rules of Procedure of the Administrative and Technical Committees;</li></ul>
<b>3. Decision expected</b> <ul style="list-style-type: none"><li>• Consider this working document;</li><li>• Make any relevant comments, observations or proposals</li></ul>	

#### I. INTRODUCTION

Africa is one of the lowest carbon emitters globally, accounting for less than 4% of global emissions<sup>1</sup>. However, the continent remains highly vulnerable to global warming. More than 110 million people and nearly 52% of African countries are directly affected by climate change, with economic losses estimated

<sup>1</sup> Report on Sustainable Development in Africa, Co-published by AU, AfDB and UNDP, 2024

at about \$8.5 billion by 2022.<sup>2</sup> In light of these statistics, Africa’s postal sector—a key player in the continent's socioeconomic development—has a prominent role to play in achieving sustainable development goals. With approximately 12,647 postal outlets and 59,048 employees who handled approximately 529 million letter post items and 5 million parcels<sup>3</sup> in 2020, Africa's postal industry can indeed perform a dual function in promoting sustainable development in Africa: Building resilience to climate change and lowering Africa's contribution to global carbon emissions.

It is therefore strategic and fitting for PAPU Member States to engage in meaningful reflections in a formal setting such as a Sustainable Development Task Force, where experts from all Member States can actively share insights and experiences.

## **II. DECISION EXPECTED**

The Legal Experts Task Team is called upon to consider the document and make any relevant comments observations or proposals.

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<sup>2</sup> Report on Sustainable Development in Africa, Co-published by AU, AfDB and UNDP, 2024

<sup>3</sup> Postal Networks, UPU, March 2022



## TERMS OF REFERENCE OF SUSTAINABLE DEVELOPMENT TASK FORCE

### 1. BACKGROUND AND RATIONALE

Sustainable development is defined as any form of economic development aimed primarily at reconciling economic and social advancement with environmental conservation<sup>4</sup>. Today, it is a global priority in all spheres of activity. Sustainable development takes center stage in both national and international forums, where the goal is to strike the right balance between economic development, environmental conservation and social advancement. With this in mind, various initiatives are being undertaken by States both individually and collectively with collaboration of international organizations.

On the national stage, alongside various awareness-raising campaigns, setting specific conditions for importing certain goods, promoting renewable energy and paperless administrative formalities, governments have enshrined the concept of “corporate social responsibility” in their national policies. This concept strives to encourage companies to contribute to the sustainable development agenda while also being economically viable and thriving. This means that companies must, while keeping an eye on growing their turnover and productivity, be mindful of the impact of their decisions on social development and environmental protection.

On the international stage, the UN approved a programme in 2016 titled the **Sustainable Development Programme**, broken down into 17 Sustainable Development Goals (SDGs), several of which deal with sustainable development. More specifically these are Goal 7 “Affordable and Clean Energy”, Goal 11 “Sustainable Cities and Communities”, Goal 12 “Responsible Consumption and Production” and Goal 13 “Climate Action”. On the African stage, one of the aspirations of the African Union's Agenda 2063 is: “A prosperous Africa based on inclusive growth and sustainable development.” .

Besides Agenda 2063, the African Union adopted a Convention on the Conservation of Nature and Natural Resources on 11 July 2023.

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<sup>4</sup> Article 1, 8) of PAPU Convention

In the same vein, the postal sector is taking several initiatives to support the global drive to promote sustainable development. In this regard, member countries of the Universal Postal Union recently pledged, through the Green Package adopted during the 4<sup>th</sup> Extraordinary Congress in Riyadh, **to reduce carbon emissions by 85% by 2050**. In addition, the UPU has set up the Carbon Fund and an online tool for monitoring, analyzing and producing reports on carbon emissions called “OSCAR”. Lastly, the UPU has a subsidiary organ called the “Cooperation and Development Committee” responsible, among other things, for sustainable development issues.

At the Pan African Postal Union (PAPU), one of the objectives stated in the PAPU Acts is to promote sustainable development. Several initiatives have been rolled out towards this objective, including cutting down on paper consumption, introducing online meetings and using environmentally friendly materials in building the PAPU Tower, and much more being done at Member State level. However, there is no denying that the measures taken by PAPU have been rather low-key and/or lacking in high-profile visibility. It is therefore clear that there is need for a “Sustainable Development” Task Force, pursuant to Rule 6 of the Harmonized Rules of Procedure of the Administrative and Technical Committees, to deal with sustainable development issues in Africa's postal industry.

## **2. OBJECTIVES**

The main objective and specific objectives of the Sustainable Development Task Force are as follows.

### **2.1 Main objective**

The Sustainable Development Task Force will serve as a formal platform for interaction and sharing experiences and best practices, raising awareness on sustainability issues as well as addressing and monitoring sustainable development matters.

### **2.2 Specific objectives**

The Task Force will specifically offer a platform to:

- i)** Share information and studies on sustainable development;
- ii)** Assess the status of sustainable development in the African postal sector;
- iii)** Identify the impact of postal activities on the environment and climate change;
- iv)** Encourage the African postal sector's individual and collective efforts to integrate sustainable development into postal activities;
- v)** Propose concrete, appropriate and sustainable measures to support Member States' initiatives to reduce and/or stabilize the carbon footprint on the environment;

- vi) Highlight the contribution of PAPU and Africa's postal sector in implementing the United Nations 2030 Agenda for Sustainable Development and the African Union Agenda 2063;
- vii) Support Africa's postal sector in developing sustainable development policies;
- viii) Build capacity for Africa's postal sector to offer citizens good-quality products and services, tailored to their needs while meeting sustainable development requirements.

### **3. EXPECTED RESULTS AND DELIVERABLES**

The following results are expected from the "Sustainable Development" Task Force:

- i) To provide Member States with sufficient information on sustainable development issues and challenges;
- ii) Raise awareness and improve understanding among Member States of the importance of the role of the African postal sector in sustainable development, particularly environmental protection;
- iii) Propose concrete, appropriate and sustainable solutions to strengthen the role of the African postal sector as a major player in sustainable development;
- iv) Develop policies and/or guidelines to support member states in reducing and/or maintaining the carbon footprint of postal activities on the environment.

### **4. MEMBERSHIP AND PARTICIPATION IN TASK FORCE PROCEEDINGS**

The Sustainable Development Task Force proceedings shall be open to all Member States, Associate Members and Sub regional Postal organizations. Associate Members and Sub Regional Postal organizations shall attend as observers.

### **5. ORGANIZATIONAL AFFILIATION**

The "Sustainable Development" Task Force shall operate under the umbrella of the Working Group on Legal and Policy Harmonization. It shall therefore report to this Working Group, which shall take ownership of any findings or conclusions it reaches before forwarding same to the Policy and Regulation Committee.

### **6. DURATION OF MANDATE**

The Sustainable Development Task Force shall be entrusted with a mandate spanning financial year 2025-2026. Upon expiry of this period, the mandate will be reviewed when the Union finalizes its Strategy for the 2026-2030 cycle.

## **7. MEETING NOTICE AND FORMAT**

The Task Force shall meet physically or remotely when convened by its chairperson in line with the Union *modus operandi*.

## **8. ORGANIZATION**

The Sustainable Development Task Force Bureau shall be made up as follows:

- A Chairperson;
- A Vice-Chairperson;
- 2X Rapporteurs.

The Bureau members shall be installed by the Task Force members at its first meeting.

The PAPU General Secretariat shall serve as the secretariat for the Task Force.

## **9. FUNCTIONING**

The functioning of the Sustainable Development Task Force shall be governed by these terms of reference. However, for all matters not expressly covered herein, reference shall be made to the Harmonized Rules of Procedure of the Administrative and Technical Committees.

## **10. FINANCING**

Members States shall bear the participation costs of their representatives for in-person activities of the Task Force. However, PAPU General Secretariat will assist in organizing Task Force activities by facilitating meetings, including arranging meeting links and language interpretation.

## ANNEXE 7 : 5th MEETING AGENDA

A Specialized Agency of the AU



Institution spécialisée de l'UA

**Legal Experts Task Team Online Meeting**  
**25<sup>th</sup> April 2025 09 00hrs GMT**

**PAPU/AC/PRC/WGPL/LETT/05/2025-**  
**Doc No.01**

*Original: French*

### DRAFT AGENDA

#### BUREAU

CHAIR : Eswatini  
VICE-CHAIR : Burkina Faso  
MEMBERS : Algeria, Benin, Tanzania & Uganda  
SECRETARIAT: PAPU General Secretariat  
Agenda item n°03

N°	DRAFT AGENDA	RESPONSIBLE
1.	Introductory remarks <ul style="list-style-type: none"><li>• Chairperson</li><li>• Secretary General</li></ul>	<ul style="list-style-type: none"><li>• Chairperson</li><li>• Secretary General</li></ul>
2.	Confirmation of Bureau Members	<ul style="list-style-type: none"><li>• General Secretariat</li></ul>
3.	Adoption of Agenda <b>PAPU/PRC/WGPL/LETT/05/2025 – Doc No.01</b>	<ul style="list-style-type: none"><li>• Chairperson</li><li>• Legal Experts Task Team</li></ul>
4.	Proposed Amendments to the Rules of Procedure of the Administrative Council of the Union. <b>PAPU/AC/PRC/WGPL/LETT/05/2025 – Doc 0.02 &amp; Annex</b>	<ul style="list-style-type: none"><li>• Legal Experts Task Team</li><li>• General Secretariat</li></ul>
5.	Date and venue of next meeting	<ul style="list-style-type: none"><li>• Experts Task Team</li><li>• General Secretariat</li></ul>
6.	AOB	<ul style="list-style-type: none"><li>• Experts Task Team</li><li>• General Secretariat</li></ul>
7.	Closing	<ul style="list-style-type: none"><li>• Secretary General</li><li>• Chairperson</li></ul>



**LEGAL EXPERTS TASK TEAM (LETT)**  
**Online Meeting of 25<sup>th</sup> April 2025**

**PAPU/PRC/LETTWG/PL/LETT/05/2025 - Doc No.02 & Annex**  
*Original: French*

**PROPOSED AMENDMENT TO THE RULES OF PROCEDURE OF THE PAPU  
ADMINISTRATIVE COUNCIL**

**Agenda item No. 4**

<b>7. Subject</b> Proposed amendment to the Rules of Procedure of the PAPU Administrative Council	<b>8. References/paragraphs</b> <ul style="list-style-type: none"><li>• Acts of the Union;</li><li>• Rules of Procedure of the PAPU Administrative Council.</li></ul>
<b>9. Decision expected</b> <ul style="list-style-type: none"><li>• Consider this working document;</li><li>• Make any relevant comments/observations</li></ul>	

**IV. Introduction**

Pursuant to the relevant provisions of the Acts of the Union and the Rules of Procedure of the Administrative Council, during each session, the Administrative Council shall elect a Bureau to conduct the proceedings of the session for a one (01) year term of office. However, it is worth noting that the the Bureau of the Administrative Council elected at the Ordinary Session before the Plenipotentiary Conference has a term of office that may be a week or less. The election of the Administrative Council has always been seen as unreasonable and self-defeating as it renders the oversight role of the Council which in the Convention is fixed to last for a year untenable. The practice in the Union has always been that the Administrative Council elected a year before the Plenipotentiary Conference is retained or re-elected to hold fort through the Plenipotentiary Conference and hand over the reigns at the Extra-Ordinary Administrative Council meeting held a few days after the Conference.

The General Secretariat is proposing that this practice be incorporated to amend the Rules of Procedure of the Administrative Council to take this age old practice into account for clarity and removal of any ambiguity.

**V. Decision expected**

The Legal Experts Task Team is called upon to consider the proposed amendment and make any relevant comments, inputs or proposals.

REFERENCES	COMMENTS	PROPOSED IMPROVEMENTS
<b>RULES OF PROCEDURE OF THE PAPU ADMINISTRATIVE COUNCIL</b>		
<p><b>RULE 4: ELECTION OF BUREAU AND TERM OF OFFICE</b></p> <ol style="list-style-type: none"> <li>1. During the opening session, on the proposal of one Member State seconded by two others, the Council shall elect its Bureau composed of a Chairperson, two Vice-Chairpersons and two Rapporteurs.</li> <li>2. The Bureau's term of office shall be one (1) year.</li> <li>3. Elected members shall assume duty forthwith following the elections.</li> <li>4. Chairpersons and Vice-chairpersons shall be eligible for re-election once only.</li> <li>5. Bureau members shall be elected to the various seats solely in their capacity as representatives of their countries</li> </ol>	<p>The term of office of the Bureau from the last Ordinary Session of the Administrative Council for a four-year cycle is very short, lasting a few days or just a day. The last Ordinary Session of the Administrative Council is indeed held a few days or a day before the Plenipotentiary Conference, followed immediately by an Extraordinary Session of the Administrative Council. This renders meaningless and untenable the expected oversight role of the Council which in the Convention is fixed to last for a year in anticipation of the actual work that the Council is expected to play.</p> <p>Furthermore, although the term of office of the Bureau from the last Ordinary Session of the Administrative Council may be less than the stipulated period, this cannot be realistically considered to have been a rotation slot for any region or Member State in the Bureau of the Administrative Council and may deny that region or Member State the opportunity to have an equal chance to perform the expected role.</p> <p>As a result, there is need to ensure that remedy to this imbalance along the lines of what has been the practice in the past is included in the Rules of Procedure of the Council. It bears reiterating that the term of office of the Bureau from the 38th ordinary session, like the situation with the others before it in a similar position, had been extended to the 10th Extraordinary Session of the Council by the 39th Ordinary Session of this body. However, this extension, like the others</p>	<p><b>RULE 4: ELECTION OF BUREAU AND TERM OF OFFICE</b></p> <ol style="list-style-type: none"> <li>1. During the opening session, on the proposal of one Member State seconded by two others, the Council shall elect its Bureau composed of a Chairperson, two Vice-Chairpersons and two Rapporteurs.</li> <li>2. The Bureau's term of office shall be one (1) year. <b>However, notwithstanding the specified term of office, the Bureau members elected during the penultimate Ordinary Session of the Administrative Council for each quadrennial cycle shall remain in office until the Extraordinary Session of the Administrative Council held immediately after the Ordinary Session of the Plenipotentiary Conference.</b></li> </ol>

<p>and not as individuals.</p>	<p>before, was only recorded in the report of the Ordinary Session and not evidenced by a decision of the then Ordinary Session of the Administrative Council or an amendment in its Rules.</p> <p>It is therefore proposed to amend the Rules of Procedure of the Administrative Council in order to document this practice, thereby forestalling any ambiguity or lack of clarity.</p>	<p><b>3.</b> Elected members shall assume duty forthwith following the elections.</p> <p><b>4.</b> Chairpersons and Vice-chairpersons shall be eligible for re-election once only.</p> <p><b>5.</b> Bureau members shall be elected to the various seats solely in their capacity as representatives of their countries and not as individuals.</p>
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## MEMBERSHIP OF THE BUREAU OF ADMINISTRATIVE COUNCIL DURING THE QUADRIENNAL CYCLES FROM 2012/2016 TO 2024/2025

### 2012/2013 – 2015/2016 CYCLE

DESIGNATION	2012/2013 <b>(30<sup>th</sup> Ordinary Session)</b>	2013/2014 <b>(31<sup>st</sup> Ordinary Session)</b>	2014/2015 <b>(32<sup>nd</sup> Ordinary Session)</b>	2015/2016 <b>(33<sup>rd</sup> Ordinary Session)</b>	2016 <b>(34<sup>th</sup> Ordinary Session)</b>
CHAIRMAN	Ethiopia- East	Tanzania- East	Tanzania-East	Sudan- East	Sudan – East
1 <sup>er</sup> VICE-CHAIRMAN	Tunisia- North	Burkina Faso- West	Chad- Central	Mozambique- South	Mozambique- South
2 <sup>ème</sup> VICE- CHAIRMAN	Zimbabwe- South	Egypt- North	South Africa- South	Gabon- Central	Gabon- Central
RAPPORTEURS	DRC-Central Gambia- West	PAPU Secretariat	Niger- West Egypt- North	Kenya- East Côte d'Ivoire- West	Kenya- East Côte d'Ivoire-West
SECRETARIAT	General Secretariat	General Secretariat	General Secretariat	General Secretariat	General Secretariat

### 2016/2017 – 2020/2021 CYCLE

DESIGNATION	2016/2017 <b>(35<sup>th</sup> Ordinary Session)</b>	2017/2018 <b>(36<sup>th</sup> Ordinary Session)</b>	2018/2019 <b>(37<sup>th</sup> Ordinary Session)</b>	2019/2020 <b>(38<sup>th</sup> Ordinary Session)</b>	2021 <b>(39<sup>th</sup> Ordinary Session)</b>
CHAIRMAN	Kenya - East	Tunisia - North	Burkina Faso - West	Zimbabwe - South	Zimbabwe - South
1 <sup>er</sup> VICE- CHAIRMAN	Egypt - North	Nigeria- West	Egypt - North	Madagascar - East	Madagascar - East
2 <sup>ème</sup> VICE- CHAIRMAN	Côte d'Ivoire - West	Zambia- South	Mozambique - South	Sénégal - West	Sénégal - West
RAPPORTEURS	Cameroon- Central Zimbabwe- South	Chad – Central Uganda- East	Tanzania - East Congo (Republic)-Central	Tunisia- North Gabon - Central	Tunisia- North Gabon - Central
SECRETARIAT	General Secretariat	General Secretariat	General Secretariat	General Secretariat	General Secretariat

**2021/2022 – 2024/2025 CYCLE**

<b>DESIGNATION</b>	<b>2021/2022</b> <b>(10<sup>th</sup> Extraordinary Session)</b>	<b>2022/2023</b> <b>(40<sup>th</sup> Ordinary Session)</b>	<b>2023/2024</b> <b>(41<sup>st</sup> Ordinary Session)</b>	<b>2024/2025</b> <b>(42<sup>nd</sup> Ordinary Session)</b>
<b>CHAIRMAN</b>	Côte d'Ivoire-West	Madagascar-East	DRC-Central	Algeria-North
<b>1<sup>er</sup> VICE- CHAIRMAN</b>	Tunisia-North	Nigeria- West	Ethiopia - East	Burkina Faso -West
<b>2<sup>ème</sup> VICE- CHAIRMAN</b>	Botswana-South	Algeria-North	Morocco-North	Tanzania-East
<b>RAPPORTEURS</b>	Burundi-Central Sudan-East	Burundi-Central Malawi-South	Eswatini - South Benin-West	Botswana-South Burundi - Central
<b>SECRETARIAT</b>	General Secretariat	General Secretariat	General Secretariat	General Secretariat