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FINANCE AND ADMINISTRATION COMMITTEE

PAPU/ATC/FAC/01/2026 - Doc No.02

Human Resources Management Working Group
4 FEBRUARY, 2026, VIRTUAL

STATUS REPORT ON IMPLEMENTATION OF 43RD ADMINISTRATIVE COUNCIL DECISIONS

1. Subject <ul style="list-style-type: none">Status Report on Implementation of 43rd Administrative Council Decisions	References/Paragraphs <ul style="list-style-type: none">Decision No. 03/PAPU/AC/XLIII/2025Decision No. 04/PAPU/AC/XLIII/2025Decision No. 05/PAPU/AC/XLIII/2025Resolution No. 07/PAPU/AC/XLIII/2025Resolution No. 08/PAPU/AC/XLIII/2025Resolution No. 09/PAPU/AC/XLIII/2025
2. Decisions Expected <ul style="list-style-type: none">Note the update on the status of implementation of the Decisions and Resolutions approved by the 43rd Ordinary Administrative CouncilProvide comments as may be deemed appropriate	

1.0 Introduction

After the meetings of the Human Resources Management Working Group held on 8th April 2025 virtually, key recommendations made by the Group to the 43rd Ordinary Administrative Council was adopted on 24th June 2024. The recommendations were submitted to improve working conditions at the PAPU General Secretariat.

2.0 Status Report on Implementation of the Recommendations Made by the Committee

S/N	DECISION/RESOLUTION	COUNCIL DECISION/RESOLUTION	STATUS OF IMPLEMENTATION
1.	<p>Decision No. 03/PAPU/AC/XLIII/2025</p> <p>On adopting proposed Amendments to the Staff Rules and Regulations</p>	<p>Persuaded that the proposed amendments are germane and seek to harmonize the provisions of the PAPU Staff Rules and Regulations, foster fairness in the management of PAPU human resources, improve the effectiveness of disciplinary procedures while preserving, to the greatest extent possible, the rights of PAPU staff members, and implement best practices in human resource management;</p> <p>The Administrative Council Approved the proposed amendments to the PAPU Staff Rules and Regulations</p>	<p>Implemented. The Staff Rules and Regulations were revised and updated to incorporate the approved amendments, in accordance with the decision of the Administrative Council.</p>
2.	<p>Decision No. 04/PAPU/AC/XLIII/2025</p> <p>On amending the Terms and Conditions for Secondment of Staff to the PAPU General Secretariat</p>	<p>To approve the amended Conditions of Secondment of Staff to the PAPU General Secretariat as follows:</p> <ul style="list-style-type: none"> i) Sponsoring Member to maintain the provision of the total salary level earned by the staff before secondment in line with the sponsoring Agency's salary structure; ii) Sponsoring Member to maintain the provision of allowances to the seconded staff as prevailing before their secondment, such as housing, transport, pension, gratuity, etc., in line with the sponsoring agency's remuneration structure and adjusted subject to negotiations concluded between the sponsoring agency and the seconded employee; iii) Flexible payment of a minimum adjustment allowance of not less than USD 9,000.00 per annum, i.e., USD 750 per month, 	<p>Implemented</p> <ul style="list-style-type: none"> i) The General Secretariat communicated the Administrative Council's decision to the sponsoring Member States. ii) The sponsoring Members are remitting flexible payments the Union, to cover the adjustment allowance for seconded staff, in accordance with the Administrative Council's decision; iii) The General Secretariat is paying a monthly secondment allowance of USD 600 to seconded staff, in line with the Council's decision.

		<p>to cater for settlement costs in Arusha during the tenure of the staff's secondment service. The payment of this allowance can be adjusted upwards as deemed most practically suitable for the sponsoring country.</p> <p>iv) Air tickets to and from Tanzania should be provided during the secondment period.</p> <p>v) The General Secretariat pays a counterpart of USD 7,200.00 per annum, i.e., USD 600.00 per month, as a secondment allowance.</p>	
3.	<p>Decision No. 05/PAPU/AC/XLIII/2025</p> <p>On Training for PAPU Staff Members Eligible for Retirement</p>	<p>The administrative Council authorized the General Secretariat to;</p> <ul style="list-style-type: none"> • Launch an appeal to Member States to provide the General Secretariat with a structured programme and qualified personnel to carry out the training . • In the absence of any assistance from Member States, the General Secretariat to outsource the provision of training from the Union's regular budget, subject to the availability of funds earmarked for this purpose. 	<p>Implemented</p> <p>The General Secretariat, through a letter referenced CL/PAPU/GS/AF/H/030 dated 25 July 2025, communicated the Administrative Council's decision to Member States. However, by the set deadline, no Member State had expressed availability to provide the required training.</p> <p>Consequently, using funds earmarked under the Union's Staff Development budget, three (3) staff members nearing retirement were facilitated to attend a specialized training programme in Johannesburg, South Africa, on Retirement, Income Planning, and Investment Strategies. The training aimed at supporting a smooth transition from active service to retirement and enabling informed post-retirement financial decision-making.</p>
4.	<p>Resolution No. 07/PAPU/AC/XLIII/2025</p> <p>Approval for filling the vacant positions of retiring staff</p>	<p>The Council authorized the General Secretariat to fill the vacant positions of the Head of the Administration and Finance Department and the English-French Translator/Interpreter, two months before the end of the short-term contract for retired staff and the retiring date of the Head of the Operations and Technology Department to ensure continuity and efficiency in executing the General Secretariat's work.</p> <p>Furthermore, the Administrative Council instructed the General Secretariat to advertise the vacant positions of the Head of</p>	<p>Ongoing</p> <p>i. A call for applications for the position of Head of Administration and Finance was circulated to Member States on 28 July 2025. Applications were received from Benin, Kenya, Madagascar, Tanzania and Zimbabwe. Upon completion of the recruitment process, an internal candidate from the United Republic of Tanzania, who was serving as an Accounts Officer, was successful and appointed with effect from 1 January 2026.</p>

		Administration & Finance department, Head of Operations & Technology, and the Translator/Interpreter (English/French) four months ahead of the end of their current employment.	ii. ii. A recruitment circular for the position of English–French Translator/Interpreter was initially issued to Member States with a closing date of 20 September 2025 . As no applications were received by the deadline, the position was subsequently re-advertised through a second circular issued on 9 October 2025 . Applications have since been received, and the recruitment process is currently ongoing.
5.	Resolution No. 08/PAPU/AC/XLIII/2025 On Restoration and Filling the Position of Accounting Technician	The Administrative Council approved restoration and filling of the Accounting Technician Position with effect from the Financial Year 2025/2026.	Ongoing The General Secretariat has commenced the recruitment process for the restored position of Accounting Technician. A call for applications was circulated to Member States through Circular No. CL/PAPU/GS/AF/H/HPRLA/035 dated August 2025. Applications have since been received, and the recruitment process is currently underway
6.	Resolution No. 09/PAPU/AC/XLIII/2025 Conversion of one of the five (5) Vacant ICT Positions into an Information Technology Assistant Position	The Administrative Council approved conversion of one of the five (5) vacant ICT positions into an Information Technology Assistant Position and Authorized the General Secretariat to fill this position during the 2025/2026 Financial Year.	Implemented, One of the five (5) approved vacant ICT positions was converted into an Information Technology Assistant position and filled through an internal recruitment process. The successful candidate was appointed on a fixed-term contract of two (2) years, with effect from 25 August 2025.

3.0 Conclusion

The Working Group is invited to take note of the update on the status of implementation of the Group's recommendations that was approved by the Administrative Council.