



## FINANCE AND ADMINISTRATION COMMITTEE

PAPU/ATC/FAC/HRM/01/2026 - Doc N°5

Human Resources Management Working Group  
04 FEBRUARY, 2026, VIRTUAL

<b>1. Subject</b> <ul style="list-style-type: none"><li>• Proposal for the review of Staff Rules and Regulations, and Rules of procedures of the Staff Pension Funds Rules</li></ul>	<b>References/Paragraphs</b> <ul style="list-style-type: none"><li>• Rule 91 of the Staff Rules and Regulations</li><li>• Rule 5.19 of the Staff Pension Funds Rules</li></ul>
<b>2. Decisions Expected</b> <ul style="list-style-type: none"><li>• Examine the draft proposal</li><li>• Recommend the review and amendment of the Staff Rules and Regulations, and Staff Pension Funds Rules to the Finance and Administration Committee</li></ul>	

### 1. Introduction

The Administrative Council is mandated by Regulation 91 of the Staff Rules and Regulations (SRR) of PAPU, to amend the Staff Rules and Regulations when deemed necessary. The above regulation stipulates that “The authority to make any changes or amendments of the present Staff Rules and regulations are vested in the Administrative Council”. The same Rule 91 stipulates that any Member State may submit a written proposal for changes or amendments of the Staff Rules and Regulations to the General Secretariat. It further stipulates in paragraph 3 that the initiative to change or amend the SRR may equally be taken by the General Secretariat. In both cases, all proposed changes or amendments shall be submitted to the Administrative Council through the

Human Resources Management Working Group and the Finance and Administration Committee.

Furthermore, Rule 5.19 of the Staff Pension Funds Rules stipulates that every amendment to the rules shall be approved by members before being submitted to the Administrative Council for adoption.

## **2. Need for Review and Amendment of the Staff Rules and Regulations and Staff Pension Funds Rules.**

Generally, amendments to the Staff Rules and Regulations as well as Staff Pension Funds Rules are done to ensure that they are aligned with the ever-changing human resources management practices, to ensure that they remain relevant, efficient, and compliant with both evolving legal and organizational requirements of the Union. These include:

- i. To address matters such as harmonization of entitlements;
- ii. To ensure alignment with best practices;
- iii. To provide clarity and flexibility in application.
- iv. To take on board new developments within the African Union from where the SRR was benchmarked;
- v. To benchmark from practices in other inter-governmental organizations;
- vi. To ensure the creation of a unified set of rules for all staff, ensuring consistent application of policies and procedure;
- vii. To clarify ambiguous language or procedures and reduce the potential for misinterpretation and multiple interpretation;
- viii. To address constraints that may impede retaining and, attracting competent and skilled personnel to the Union.

## **3. Proposed Reviews**

The tabulation below represents the proposed chapters and paragraphs that are recommended for review.

## PROPOSED AMENDMENTS TO THE PAPU STAFF RULES AND REGULATIONS

PAPU STAFF RULES AND REGULATIONS		
<p><b>Rule 15(2):</b> <b>Short-term appointment</b></p> <p>“An internship of <b>up to three months</b> may be offered to a student or a trainee, subject to availability of the requested field of specialization. The Union may cover the trainee’s transport expenses during the period of internship.”</p>	<p>The French version of this rule sets a maximum length for temporary internships, while the English version does not, meaning that these provisions need to be harmonized, bearing in mind that the length of an academic internship varies depending on the field of study and the level of the training programme undertaken.</p>	<p><b>Rule 15(2):</b> <b>Short-term appointment</b></p> <p>“An internship of up to three months, <b>renewable twice at the maximum</b>, may be offered to a student or a trainee, subject to availability of the requested field of specialization. The Union may cover the trainee’s transport expenses during the period of internship.”</p>
<p><b>ARTICLE 17 (2):</b> <b>Renewal of contracts</b></p> <p>"Where a member of staff does not put his/her request in writing the Union shall deem the contract terminated by mutual consent unless the member of staff has a disciplinary matter pending against him/her or that he/she is not at the duty station at the time. Notwithstanding the request must be made within one (1) month before expiry."</p>	<p>The deadline for submitting an application for contract renewal differs between the French and English versions of the PAPU Staff Rules and Regulations. More specifically, while the French version sets a deadline of one month prior to expiry of the contract, the English version provides that the application for contract renewal shall be submitted during the</p>	<p><b>ARTICLE 17(2):</b> <b>Renewal of contracts</b></p> <p>Where a member of staff does not put his/her request in writing the Union shall deem the contract terminated by mutual consent unless the member of staff has a disciplinary matter pending against him/her or that he/she is not at the duty station at the time. Notwithstanding, the request must be made <b>within</b> one (1) month before expiry.</p>

	<p>month preceding the expiry, that is, up to the day before the contract expires.</p> <p>This inconsistency may give rise to confusion and should therefore be corrected. It is therefore proposed that the English version be aligned with the French version, in accordance with established practice and the relevant contractual provisions.</p>	
<p><b>Article 52: Pension Fund</b></p> <p>1. A Pension Fund shall be established for the benefit of the staff to ensure their retirement pension when they terminate their services with the Union. All permanent members of staff shall be members thereof.</p> <p>in which case the Union shall convert their gratuity to pension contribution and they shall be required to top up with a proportionate amount, not less than 50%.</p> <p>Permanent Members of staff shall contribute to the Pension Fund (hereinafter called "The</p>	<p>Under this provision, payment of contributions is mandatory for permanent staff, while it is optional for staff on fixed-term contracts and any other staff members, subject to approval by the Secretary General, without any matching contribution from the Union.</p> <p>However, Rule 1 of the Staff Rules and Regulations defines the term "<b>staff member</b>" as: <b><i>"a person employed by the Union, as a permanent staff, continuing regular staff, fixed term or short term personnel on the basis of wages or monthly salary as provided for in the staff Rules and</i></b></p>	<p><b>Article 52: Pension Fund</b></p> <p>1. A Pension Fund shall be established for the benefit of the staff to ensure their retirement pension when they terminate their services with the Union. All permanent members of staff shall be members thereof.</p> <p>in which case the Union shall convert their gratuity to pension contribution and they shall be required to top up with a proportionate amount, not less than 50%.</p> <p>Permanent Members of staff shall contribute to the Pension Fund (hereinafter called "The Fund") 7.5% of their basic salary, and the Union shall contribute 15%. However, a member of staff may decide to contribute an amount</p>

<p>Fund”) 7.5% of their basic salary, and the Union shall contribute 15%. However, a member of staff may decide to contribute an amount capped at 22.5% of their basic salary but this shall not increase the Union's contribution above the 15% ceiling.</p> <p>Staff on fixed-term contracts, as well as any other interested staff members, may request authorization from the Secretary General to contribute between 7.5% and 22.5% of their basic salary to the Pension Fund without any matching contribution from the Union.</p>	<p><b>Regulations”.</b> Thus, staff members on probationary contracts are exempt from pension fund contributions, particularly when a staff member who is already contributing is recruited or promoted to a higher-level position for which they must complete a probationary period before being confirmed or appointed to a permanent position.</p> <p>It is therefore proposed to allow staff members on probationary contracts to apply to the Secretary General for authorization to contribute to the Pension Fund under the same conditions as those applicable to permanent staff members and all other staff members.</p>	<p>capped at 22.5% of their basic salary but this shall not increase the Union's contribution above the 15% ceiling.</p> <p>Staff on fixed-term contracts, <b>staff on probation</b>, as well as any other interested staff members, may request authorization from the Secretary General to contribute between 7.5% and 22.5% of their basic salary to the Pension Fund <b><u>without any matching contribution from the Union.</u></b></p>
<p><b>PAPU STAFF PENSION FUND RULES</b></p>		
<p>Under Article 2.27, “member” means a person who is or has become a member in terms of Rule 51 of the Staff Rules and Regulations and who has not ceased to be a member.</p>	<p>Pursuant to Decision No. 03/PAPU/AC/XLIII/2025 taken by the 43rd Ordinary Session of the Administrative Council, the Staff Rules and Regulations have been updated. As a result, the number of the article referred to in the definition has changed. It should therefore be updated.</p>	<p>Under Article 2.27, “member” means a person who is or has become a member in terms of Rule 5<b>42</b> of the Staff Rules and Regulations and who has not ceased to be a member.</p>

<p style="text-align: center;"><b>PART 4</b></p> <p style="text-align: center;"><b>7. Contributions</b></p> <p style="text-align: center;"><b>Member's Contributions</b></p> <p>7.1 Permanent staff members shall contribute to the Fund a minimum of 7.5% of their basic salary while the Union shall contribute 15%.</p> <p>7.2 However, a permanent staff member may decide to contribute an amount capped at 22.5% of their basic salary but this shall not increase the Union's contribution above the 15% ceiling.</p> <p>7.3 Fixed-term and other interested staff may apply to the Secretary General for authorization to contribute between 7.5% and 22.5% of their basic salary to the pension fund without matching contribution from the Union;</p> <p>7.4 Elected Officials may contribute 7.5% of their basic salary and/or convert their gratuity to pension contribution but without matching contribution from the Union.</p> <p>7.5 All contributions and benefits under the pension plan shall be paid in US dollars, the official currency of the Union.</p>	<p>In light of the proposed amendment to Article 52 of the Staff Rules and Regulations above, the provisions of Article 7 of the Pension Fund Rules should also be aligned accordingly.</p>	<p style="text-align: center;"><b>PART 4</b></p> <p style="text-align: center;"><b>7. Contributions</b></p> <p style="text-align: center;"><b>Member's Contributions</b></p> <p>7.1 Permanent staff members shall contribute to the Fund a minimum of 7.5% of their basic salary while the Union shall contribute 15%.</p> <p>7.2 However, a permanent staff member may decide to contribute an amount capped at 22.5% of their basic salary but this shall not increase the Union's contribution above the 15% ceiling.</p> <p>7.3 Staff on fixed-term contracts, <b>staff on probation</b> as well as any other interested staff members, may request authorization from the Secretary General to contribute between 7.5% and 22.5% of their basic salary to the Pension Fund without matching contribution from the Union.</p> <p>7.4 Elected Officials may contribute 7.5% of their basic salary and/or convert their gratuity to pension contribution but without matching contribution from the Union.</p> <p>7.5 All contributions and benefits under the pension plan shall be paid in US dollars, the official currency of the Union.</p>
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