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ISSUE HISTORY			
Issue	Description of Change	Originator	Effective Date
2	The requirements of ISO 9001:2015 and ISO14001:2015 are incorporated in the relevant section of this document	ABF	11/22/2017

ADDRESSED REQUIRMENT	
Document Number	Document Title
ISO 9001:2015 and ISO 14001:2015 Clause 7.1	Resources
ISO 9001:2015, and ISO 14001:2015 Clause 5.1	Leadership and Commitment
ISO 9001:2015, and ISO 14001:2015 Clause 5.3	Organization Roles, Responsibility and Authority
ISO 9001:2015 and ISO 14001:2015 Clause 8.1	Operational Planning and Control
ISO 14001:2015 Clause 7.5	Documented Information
ISO 9001:2015 Clause 7.5	Documented Information
ISO 9001:2015 Clause 8.5.1	Control of production and Service Provision

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1. PURPOSE AND SCOPE

These Staff Rules and Regulations have been made and issued in pursuance of Article 7(i) of the ALLPI Charter. They set out that the Board of Directors shall determine the Staff and Financial Rules and Regulation of the ALLPI applicable to the staff members of the Institute. The Executive Director, as the Chief Executive, shall interpret and enforce such Staff Rules and Regulations, consistent with these principles, as he/she considers necessary and it helps to:

- To make both staff and management to be aware of their rights and obligations;
- To install impartial and proper guideline for recruitment, promotion, discipline measures, etc;
- To achieve maximum productivity, efficiency, transparency and performance evaluation based on merits;
- To establish a systematized and formalized supervision system;
- To determine and demarcate responsibilities of staffs to facilitate efficient and timely decision-making;
- To set the type and extent of employee motivation benefits;
- To lay down rules and regulations for staff and worker development through training;
- To provide solutions to personnel problems and avoid efficiency and performance setback;
- To have continuity of personnel administration procedures and
- To enable the institute to retain competent and professional staff through modern and efficient policies and procedures.

2. PROCESS OWNER

High level issues shall be coordinated by Executive Director and specific issues shall be coordinated by Administration, Budget and Finance.

3. CRITERION

PREAMBLE

HAVING REGARD to Article 174(1) of the Treaty of COMESA which provides that the member States shall recognize the institutions established under the Preferential Trade Area (PTA) which shall continue to be regulated by the respective Charters establishing them.

CONSIDERING that Article 174 (2.c) of the Treaty provides that upon the entry into force of the Treaty, the Leather and Leather Products Institute (ALLPI) shall be deemed to be an institution of the Common Market and shall be designated as such.

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AND CONSIDERING that Article 7 (a) of the ALLPI Charter provides that it shall be the responsibility of the Board of Directors to determine the policy of the ALLPI in accordance with the provisions of the ALLPI Charter.

NOW, THEREFORE, according to the Charter (Article 7(i)), the Board of Directors hereby adopts these Staff Rules and Regulations, in the English language, as the original.

CHAPTER I GENERAL

Rule 1 Naming of the Rules

These Rules shall be called “Staff Rules and Regulations” and are hereinafter referred to as the “Rules”.

Rule 2 Interpretation

The interpretation of these Rules shall rest with the Executive Director of the Institute. However, the Court of Justice may consider appeals under Article 27(1) and (2) of the Treaty of COMESA and its interpretation shall, in accordance with Article 31(1) of the Treaty, be final, and not open to further appeal.

Rule 3 Definitions

In these Rules, unless the context provides otherwise:

“**Beneficiary**” means any person appointed or designated as such by the staff member as a recipient of benefits resulting from the death of that staff member or former staff member of ALLPI;

“**Board of Directors**” means the Board of Directors of ALLPI established by Articles 5 and 6 of the Charter and herein referred as the “Board”;

“**Casual Employee**” means a person who is employed for manual work on hourly or daily basis or on the basis of piece of work;

“**Charter**” means the Charter Establishing the Leather and Leather Products Institute;

“**COMESA**” means the Common Market for Eastern and Southern Africa established under Article 7 of the Treaty establishing COMESA;

“**Consultant**” means a person who is employed on *ad hoc* basis for technical or professional work on a short fixed-term contract for a period not exceeding twelve months;

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“**Council of Ministers**” means the Council of Ministers of COMESA established by Article 7 of the Treaty;

“**Department**” means Department of the Leather and Leather Products Institute;

“**Department Head**” means the Head of a Department of the Leather and Leather Products Institute;

“**Dependent Child**” means a staff member’s natural or biological child:

“**Dependents**” means a spouse and or a maximum of four dependent children;

“**Dependent Spouse**” means any person lawfully married to a staff member and who is not gainfully employed, and for this purpose ALLPI shall recognize only one dependent spouse;

“**Executive Director**” means the Executive Director of ALLPI;

“**Disciplinary and Investigative Committee**” means an internal disciplinary and investigative committee established under Rule 68;

“**Dismissal**” means the separation of a staff member from the service of ALLPI as a result of a gross violation of these Rules;

“**Estate Staff**” (LC) means a person who is employed directly or through outsourcing for general service, security and manual work on a short fixed-term contract for a period not exceeding one year;

“**Fixed-Term Employee**” means a person whose appointment has an expiry date specified in the letter of appointment;

“**General Service Category**” means the category of staff holding positions designated as General Service Category;

“**Home Leave**” means periodic leave to which a staff member, other than locally - recruited, is entitled to in order to visit his/her designated place of home leave;

“**Intermediate Category Staff**” means a staff member holding a professional position designated as Intermediate Category;

“**Internationally Recruited Staff**” means a staff member in the Professional Category;

“**Locally Recruited Staff**” means a staff member in the Intermediate and General Service Categories;

“**ALLPI**” means the Africa Leather and Leather Products Institute established under Article 2 of the Charter establishing ALLPI;

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“**Management Committee**” means a Committee established by the Director of the Institute under Rule 19;

“**Member State**” means a member State of COMESA/ALLPI;

“**Professional Category**” means the category of staff holding positions designated as professional posts;

“**Project Staff**” means staff employed under a project supported with Programme Budget or extra-budgetary funding from a cooperating partner;

“**Separation**” means cessation of a staff member from ALLPI’s service as a result of resignation or dismissal, or termination of appointment, or expiration of contract, or retirement, or permanent disability, or on conviction leading to imprisonment for a minimum of three months, or death;

“**Serious Breach of Contract**” means an offence which is deemed by the Executive Director to be a gross contravention of these Rules, the terms of the staff member’s contract, and/or standards of integrity of behaviour;

“**Staff Member**” means a staff in the Professional, Intermediate and General Service Categories;

“**Temporary Staff**” means staff employed on an *ad hoc* basis for performing general services;

“**Treaty**” means the Treaty Establishing the Common Market for Eastern and Southern Africa (COMESA).

Rule 4 Delegation of Powers

The Executive Director is empowered to delegate some or any of his/her powers under these Rules and Regulations to senior staff members.

Rule 5 Application

1. These Rules shall apply to all the staff members of the ALLPI irrespective of their category and duration of their contracts.
2. The Executive Director of ALLPI, following recruitment processes and relevant rules, shall be appointed by the Board of Directors to serve for a fixed term of four years and shall be eligible for reappointment for a further period of four years, subject to satisfactory performance.
3. The “Rule” covering, directly or indirectly, the Executive Director in relation to other Rules, shall be vested in the Board of Directors and shall be stated in his/her appointment offer.

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4. For the avoidance of doubt, these Rules shall not apply to Consultants, Project Staff, Estate Staff (LC), Temporary and Casual Staff. The conditions of service for the above staff categories shall be stated in his/her letter of contract.

CHAPTER II DUTIES AND OBLIGATIONS

Rule 6 Impartiality and Integrity of Staff Members

Staff members shall conduct themselves with strict impartiality and with the highest integrity, and shall to this effect refrain from any activity which may compromise their impartiality and integrity.

Rule 7 Allegiance of Staff Members

1. In the performance of their duties, the Staff of the ALLPI shall not seek or receive instructions from any member States or from any other authority external to the ALLPI, and they shall refrain from any actions which may adversely reflect on their position, and shall be responsible only to the ALLPI.
2. A staff member shall always remain at the disposal of the Executive Director and shall answer the call of duty at any time.

Rule 8 Proprietary Rights

All proprietary rights, including titles, copyrights and patent rights in any work produced by a staff member as part of his/her official duties shall be vested in ALLPI.

Rule 9 Other Obligations

1. A staff member shall not engage in any public or private or commercial agency or business which may affect his/her impartiality in the performance of his/her official duties or his/her undivided loyalty to the service and interest of ALLPI.
2. A staff member who on occasions has to deal in his/her official capacity in any matter involving a business concern in which he/she holds commercial interest and which has a bearing on his/her official duties, shall disclose the fact of that interest to ALLPI.
3. Staff members shall ensure that where there is need in the course of their duties to:
 - a) Issue statements to the press, radio or other media of public information;
 - b) Accept speaking engagements;

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- c) Participate in film, radio or television production or interviews or making of public pronouncements;

such activities are carried out with appropriate care being taken to ensure that the information released is not damaging to/or prejudicial to the interests of the institution.

4. It shall be unlawful for any staff member to engage in the following activities in connection with his/her work without approval and clearance from the Executive Director:-
- a) Disclosure of any information which he/she might have obtained in the course of his/her normal duty except with the authority of the Director. This obligation does not cease upon separation until after a period of three years has elapsed;
 - b) Accept from any government or any other source external to the organization any honour, decoration, form of remuneration or all sorts of favours incompatible with his/her obligations and duties towards the organization, or likely to compromise his/her independence. Every ALLPI staff member shall be duty-bound to report immediately to the Executive Director any such offer received. Failure to do so shall render him/her liable to disciplinary measures.

Rule 10 Rights and Immunities

1. Every staff member of ALLPI shall be covered by one form of insurance or another arranged by ALLPI for its staff members as may be determined by the Board from time to time.
2. Staff members shall be entitled to such privileges and immunities as may be accorded to them by the government of the Federal Democratic Republic of Ethiopia (FDRE) or by the Governments of the other COMESA/ALLPI member States as determined by the Council. Provided that a distinction shall be made between privileges and immunities accorded to Staff in the Professional Category from those accorded to Staff in the Intermediate and General Service categories, in accordance with international practice.

CHAPTER III CLASSIFICATION OF POSTS

Rule 11 Classification of Posts

1. The Executive Director may order that posts be classified or reclassified from time to time. Any such classification or reclassification shall be subject to the approval

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of the Council through the Board.

2. The Executive Director may amend, whenever necessary, the establishment of the General Service Staff and report to the next meeting of the Council through the Board.

Rule 12 Job Analysis and Evaluation

Such classifications or reclassifications shall be based on job analysis and evaluations.

Rule 13 Implementation

The Executive Director shall implement the approved classification or reclassification of posts subject to the availability of funds.

Rule 14 Maintenance

The Executive Director shall introduce a system for the maintenance of classification.

CHAPTER IV APPOINTMENTS AND PROMOTIONS

Rule 15 Authority of the Board of Directors

1. The Board of Directors determines and ensures that the Staff Rules and Regulation of the Institute is in accordance with the provisions of the Charter and Treaty.
2. The Board shall make recommendations through the Secretary General to the Council regarding the suspension or amendments of the ALLPI charter.
3. The Board appoints the Director, Heads of Departments, Sections and Professionals of the ALLPI and reports to the Council for approval and determines all the Rules and Regulations of the Institute.

Rule 16 Authority of the Executive Director

The Executive Director, in consultation with the Board of Directors, is authorized to recruit and appoint candidates for Intermediate and General Service categories, Project Staff, Consultants, Estate Staff, Temporary and Casual posts in order to shorten the recruitment process and to subsequently report to the next Board meeting.

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Rule 17
Management Committee

The Chairperson, appointed by the Executive Director, shall, as required, call upon the Management Committee composed of Head of Administration, Budget and Finance, two Senior Staff members and two observer from GS and Estate Staff to advise on:

- a) The recommendations of the Committee on appointments and promotions;
- b) Classification or re-classification of posts;
- c) Loans or advances that can be made to staff; and
- d) Any other matter on policies related to ALLPI.

Rule 18
Procedure of the Management Committee

The Executive Director shall issue a circular on the procedure which the Management Committee shall follow, and in so doing he/she should ensure that the process is fair and transparent.

Rule 19
Recruitment Process

1. All applications shall be screened at the end of a closing period of four to six weeks from the time when the notices of the vacancies are sent to the member States of ALLPI by the Executive Director or representative. The ALLPI shall pay travel expenses and per diem for short-listed candidates. Where advertisements are sent to all member States but only three candidates apply, the recruitment process shall proceed, provided that the three candidates meet the minimum requirements for the posts.
2. ALLPI should adopt a one-stage advertisement system with a three-stage short listing process that reduces time and costs while simultaneously maintaining the requirements for the quota system, based on the apportionment of the annual contribution of members. In this regard a three-stage short-listing process will be implemented as follows:
 - i) **Stage 1:** The short-listing should be done for applications received from those member States that are not represented or under-represented. If the Management Committee (Panel) does not find any or adequate suitable candidates from Stage 1, the Panel should move to Stage 2.
 - ii) **Stage 2:** This stage should only be implemented by the ALLPI if no suitable candidates were shortlisted at Stage 1. Under this stage, the Panel shall also consider applications from member States who have filled but not exceeded their quota. If no suitable candidates are found or not

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enough candidates are identified at this stage, the Panel should then move to Stage 3.

- iii) **Stage 3:** The Panel should now also consider applications received from those member States that have exceeded their quotas.
3. The Panel should proceed, in line with the above three stages and with an expansion of the points award system as follows:

Interviews for Stage 1:

- i) 10 points to be awarded to those candidates whose member States are not represented at the ALLPI; and
- ii) 5 points to those candidates whose member States are under-represented (partly filled their quota) at the ALLPI.

Interviews for Stage 2:

In case of no or inadequate candidates short-listed under Stage 1:

- i) 2 points to those candidates whose member States have filled but not exceeded their quotas.

Interviews for Stage 3:

In case of no or inadequate candidates shortlisted under Stages 1 and 2:

- i) 0 points to those candidates whose member States have exceeded their quotas.
4. Member States, when submitting their screened applications to the ALLPI, should attach a copy of minutes of selection process and/or the advertisement published in their local media.
 5. Member States shall take the responsibility of ensuring that all approved posts are advertised in their local media and/or a panel discussion is held and that applications received are screened and short-listed on the basis of the established criteria for the advertised vacant professional posts.
 6. Member States shall bear the cost of advertisement of posts in their countries.
 7. Appointments for the post of the Executive Director (P5), Heads of Department and Sections and Professional Category of P1 – P4 shall be made by the Board of Directors and reported to the next Council meeting for final approval.
 8. All vacancies for the posts in the Professional Category shall be advertised in all member States. Vacant posts in the General Service category shall be

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advertised in the host country and citizens of member States residing in Ethiopia are free to apply. Application by a staff member shall be submitted directly to the ALLPI. All other applications, except for the General Service Category posts, shall be submitted to the ALLPI through the contact Ministry in each Member State.

9. At the end of the closing date of any advertised post(s), if at least three candidates have applied, the recruitment process can proceed provided that the applicants meet the minimum requirements for the post.
10. At the end of the closing date of any advertised post(s), not more than five qualified candidates and not more than one candidate for each post from each Member State shall be short-listed and interviewed. Where such advertisements are sent to all member States but only one candidate among those short-listed appears for the interview, he/she shall be interviewed and offered the post if found suitable. The ALLPI shall pay travel and per diem expenses for short-listed candidates for the posts advertised.

Rule 20 Offer of Appointment

1. On the completion of the procedure for appointment, successful candidates shall be offered appointments in writing by the Director acting on behalf of the Board. An offer of appointment shall contain such terms as period of contract, grade, remuneration, conditions of service, retirement benefits, fringe benefits, provisions for termination of appointment, and a specific date within which to indicate acceptance of the offer.
2. All appointments shall be subject to medical clearance by any physician designated by ALLPI, except for Project Staff, Consultants, Temporary and Casual Staff.
3. A newly appointed staff member shall be given a copy of these Rules.
4. The appointment of a Executive Director, Head of Department and Section and Professional Staff member shall take effect from the date on which he/she enters into official travel status to assume duty or, if no official travel is involved, from the date on which he/she enters upon his/her duties.

Rule 21 Acceptance of Offer

Acceptance of an offer of appointment shall be made in writing, enclosing detail Terms of References or Job Description by the appointee. An offer which has not been accepted within the time specified (maximum of 10 working days) in the letter of offer shall be deemed to have been rejected, and the next qualified candidate may then be considered for the post, otherwise the post may be re-advertised.

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Rule 22
Oath of Allegiance

1. All staff members shall upon recruitment take the following oath of allegiance:

“I
solemnly swear/undertake to exercise in all loyalty, discretion and conscience the functions entrusted to me as a staff member of ALLPI to discharge these functions and regulate my conduct with the interests of ALLPI in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to ALLPI.”

Name of Witness

Signature _____ Signature _____
Date _____ Date _____

Rule 23
Length of Employment

1. A new staff member shall be offered initially a fixed-term contract of four years.
2. The second contract shall be for four years subject to satisfactory performance.
3. No Professional Staff member shall be allowed to remain in the service of ALLPI for a period of over 12 years in the same post.
4. Notice of intention of non-renewal of contract shall be given to the staff member concerned at least three months prior to the expiry of the contract.
5. The decision to renew or not to renew a contract shall be based on performance appraisal reports.
6. If ALLPI keeps a staff member in active service beyond the period of a contract which has not been renewed, the staff member shall be deemed to be in continuous service and shall be entitled to his/her usual emoluments until he/she is effectively separated from the service.

Rule 24
Re-employment

1. A former staff member may be re-employed provided that the reasons for his/her separation from service are not incompatible with his/her re-appointment. However, prior service shall not waive the process of competition from a former staff member.

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2. A re-employed staff member shall be given the terms and conditions applicable at the time of re-employment, without regard to any period of prior service.

Rule 25
Geographical Distribution of Posts

1. Subject to Article 17(5) of the Treaty, the Board and the Director shall ensure that the recruitment process endeavours to attain geographical distribution of posts. This principle is necessary to ensure that the Institute is a cross section of the membership of ALLPI. However, appointments shall not be based on political considerations.
2. For purposes of these Rules, “geographical distribution” means the principle of seeking to attain equitable distribution of regular posts among the member States.

Rule 26
Probationary Period

1. Probationary period shall be 6 months for the Professional Category and 3 months for the General Service Category.
2. In all cases, if the period of probationary service has been unsatisfactory, it may be extended once for a period of 3 months, in the case of the Professional Category and one month in the case of the General Service Category.
3. The Head of Department or Section shall submit a written assessment of the professional aptitude and conduct of the appointee to the Executive Director who shall assess the report and determine whether or not the appointee shall be confirmed in the service. The assessment of Heads of Department or Section shall be made by the Executive Director.
4. If the period is extended, the performance of the holder of the probationary appointment shall be reviewed once again to determine whether or not he/she has improved.
5. Probationary period and other categories shall be stated in their contracts.

CHAPTER V
PERFORMANCE APPRAISAL

Rule 27
System of Appraisal

The Executive Director shall from time to time issue an effective system of performance appraisal on the recommendation of the Head of Department or Section and other staff member and subject to the approval of the Board.

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Rule 28
Transparency and Fairness

The system of appraisal shall ensure transparency and fairness. In so far as possible there shall be provision for two evaluators, one of whom shall be the immediate supervisor. In cases where the staff member has only one supervisor, the Executive Director may nominate any other staff member senior to that staff member and who often interacts with that staff member in their course of duty to be a second evaluator.

Rule 29
Relevance of Performance Appraisal

Decisions on the length or nature of contracts and promotions shall be based on an objective appraisal of a staff member's performance.

Rule 30
Rebuttal

1. A staff member shall have the right to contest and rebut the appraisal of his/her performance within a period of one month from the date the staff member receives the appraisal report.
2. The system of appraisal shall explain the procedure to be used in rebuttal including the instruction by the Executive Director to investigate the case by the Management Committee.
3. The result of the rebuttal may confirm, amend or replace the related appraisal.

Rule 31
Upgraded Post

A staff member in the Professional Category shall remain on the grade at which he/she was recruited. If the post is upgraded, the Executive Director, through the Management Committee, may appoint the incumbent if the incumbent qualifies for the new post and report to the next Board meeting for Council's approval.

CHAPTER VI
EMOLUMENTS AND OTHER BENEFITS

Rule 32
Emoluments

1. The emoluments of staff members shall consist of salaries and allowances.
2. Allowances shall be determined and revised by the Council on the recommendations of the Board of Directors through the Executive Director.

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3. A staff member shall receive annual salary increments unless otherwise denied as a result of disciplinary action or because of poor performance and subject to ceilings or longevity or accelerations, which may determine the periodicity of increments.

Rule 33 Salaries

1. The salaries of the staff shall be in accordance with the schedule approved by Council and may be revised periodically in a manner prescribed by the Council based on recommendations of the Board.
2. First appointment to all ALLPI posts shall be at Step 1 of the appropriate salary scale except in exceptional circumstances where the Board feels that a candidate has outstanding qualifications and proven relevant experience to warrant placement at a higher entry point. Salary adjustment shall be considered by way of re-classification only in exceptional circumstances when, upon the request of the staff member, it is the opinion of the Management Committee for the professional, intermediate and the general service category that he/she was under graded in relation to his/her duties at the time of appointment. Such re-classification can take place within one year of appointment.
3. A salary increment shall normally be awarded on satisfactory performance report with effect from the first day of the anniversary of the appointment each year. The rate of increment shall normally be one step a year within the salary scale. In the event of unsatisfactory service, a staff member may be denied the annual increments.

Rule 34 Salaries Adjustment Review

1. Every five years the Board shall adopt COMESA's salary adjustment review.
2. In the event of unforeseen developments such as drastic currency fluctuations, and before the expiry of the five years referred to in paragraph 1, the ALLPI shall present the case to the Board of Directors for guidance.

Rule 35 Salary Advance

1. Salary advance may be granted to cover periods of approved leave or official travel if the staff member is expected to be away from duty station on the pay day.
2. In exceptional and compelling circumstances the Executive Director may approve up to one month's salary advance for a staff member.
3. Such advances shall be recovered by the end of the leave period or end of month.

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Rule 36
Overtime Allowance

1. General Service Staff members shall be entitled to overtime allowance or compensatory time off in the event they are required to work during holidays or in excess of the normal daily working hours, provided that overtime allowance does not exceed 35 per cent of the basic salary.
2. Overtime allowance shall be calculated at the rate of one and half times the normal prorated pay during week-days and twice the rate during weekends and public holidays.
3. Professional staff shall not be entitled to overtime or to compensatory time off any work done in excess of the normal working hours.

Rule 37
Acting Allowance

1. A staff member who has been instructed to carry out the functions of a higher post and has been carrying out such functions for more than one month shall thereafter be entitled to acting allowance from the 31st day of the acting period.
2. The amount of such allowance shall be the difference between the acting staff's basic salary and the basic salary of the initial post in which he/she is acting.
3. Any acting in excess of one year shall be submitted to the Executive Director or Board of Directors/ the Council, as the case may be, for review and appropriate decision to be taken.

Rule 38
Dependency Allowance

1. A Professional Staff member shall receive spouse allowance for a spouse who is not gainfully employed.
2. A staff member shall receive dependency allowance for each dependent child subject to a maximum of four children provided the child is below the age of 18 years or 21 years in the case of a dependent still pursuing full time education.
3. Payments of such allowances shall be based on a written claim submitted and supported by incontrovertible documentary evidence.
4. The Council/Board shall determine the rates of such allowances from time to time (Annex 1).

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Rule 39
Housing Allowance

A staff member shall be entitled to housing allowance at rates and conditions set by the Council/Board (Annex 1).

Rule 40
Installation Support

1. A staff member and dependents accompanying him/her shall receive installation support upon arrival at his/her duty station, provided the staff member is not recruited from the country where the duty station is located.
2. The support shall be in the form of payment of per diem at the current rate and the staff member shall receive the full rate of the support for up to a maximum of 30 days. The dependents of the staff member only if accompanying the staff member during the period of support to the staff member shall receive half the rate for the same period.
3. The grant shall, however, cease if the staff member finds accommodation before the thirty days are over.
4. No staff member shall be paid installation support and a housing allowance at the same time.

Rule 41
Education Allowance

1. Education allowance determined by Board/Council may be paid to a staff member whose child is undertaking an educational programme at a recognized school or university up to the attainment of a post-secondary diploma or degree. Provided that no such allowance shall be paid if the beneficiary reaches 25 years (Annex 1).
2. The allowance shall not be paid in respect of:
 - a) Attendance at a free school, apprenticeship or private tuition; or
 - b) More than one school or university during the same period.
3. The allowance shall only be paid upon submission of a certificate of attendance together with receipts issued by the educational institution concerned.
4. The amount of allowance per scholastic year for each child up to a maximum of four children shall be determined by the Council/Board from time to time.
5. When the attendance is less than two thirds of the scholastic year, the amount of the allowance shall be that proportion of the allowance.

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6. For purposes of this Rule, “private tuition” means tuition offered at an institution that is not registered by any educational authorities.

Rule 42
Ex-Gratia Payments

The Board may, on the recommendation of the Executive Director, pay an *ex-gratia* of 20% of the annual basic salary that was being received by the deceased staff member to his/her dependent(s), and report to the next Board meeting.

Rule 43
Loans

The Executive Director may, on the recommendation of the Head of Administration, Budget and Finance approve loans to staff members for justifiable causes such as housing, furniture, means of transport, etc. A system for the administration of such loans and the modalities for refund of loans are attached as Annex 2.

Rule 44
Gratuity and Provident Fund

1. A staff member shall be entitled to 15% gratuity of his/her annual basic salary on termination or expiry of contract at the rate to be determined by Council/Board from time to time.
2. The Executive Director may, on the approval of the Council, set-up a Provident Fund into which gratuity accruing to staff may be deposited together with such contribution from the staff emoluments as may be appropriate.

Rule 45
Medical Scheme

1. A staff member shall be entitled to reimbursement of 80% of medical expenses incurred by him/her in respect of recognized dependents or himself/herself subject to a ceiling of COM\$ 3,750.00 per annum. However, such reimbursement shall be for medical expenses incurred for the following conditions:-
 - a) Hospitalization and medication;
 - b) Dental treatment, filling, but excluding dentures and beautification;
 - c) Ear treatment, but excluding hearing aids;
 - d) Normal eye treatment, but excluding optical expenses.
2. Medical expenses incurred by a staff member for treatment outside the sub-region is reimbursable provided that prior authorization from the Executive Director for such treatment is approved on recommendation of a physician appointed by ALLPI. However, a medical emergency while on leave or mission shall be an exception and in such a case the expenses shall be reimbursable in

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accordance with paragraph 1 of this Rule.

- The Board may, on the recommendation of the Executive Director, establish a Group Accident Insurance Scheme or Medical Insurance Scheme with a reputable local or international company. The establishment of a Group Accident Insurance Scheme or Medical Insurance Scheme shall substitute the Reimbursement Scheme stipulated under paragraph 1 of this Rule and the necessary provision shall be made on the extent of staff contribution to the Scheme.

Rule 46
Retroactivity of Payments

No financial entitlement, with the exception of salary, shall be paid retroactively unless it is claimed within a period of one year.

Rule 47
Outstanding Loan or Advance

Any outstanding loan or advance at the time of resignation, retirement, termination, dismissal or death, shall be payable forthwith by deducting from any salary or gratuity or other benefits due to the staff member or his/her beneficiaries.

CHAPTER VII
LEAVE

Rule 48
Earned Leave

- Professional and General Service Staff members shall be entitled to earn leave of thirty and twenty four working days per year respectively and sick leave as prescribed in these Rules.
- No staff member shall accumulate more than sixty and forty eight days of leave for Professional and General Service Staff, respectively, at the end of each year unless a staff member is prevented by the exigencies of duties to go on leave.

Rule 49
Home Leave

- A staff member who is serving outside his/her home country, shall be entitled to spend at least one week of his/her earned leave in his/her designated place of home leave once every two years.
- The place of home leave in the case of staff shall be the place where the staff member is permanently resident at the time of recruitment.

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3. Travel expenses in respect of home leave for the staff member and eligible dependents shall be paid by ALLPI.
4. A staff member may take home leave at any time in the year in which it falls due, subject to exigency of duty.
5. The Director may approve advance home leave for a staff member provided the circumstances so warrant and the staff member has rendered at least 18 months of service since his/her last home leave.

Rule 50
Annual leave

A staff member may take part of his/her Earned Leave as Annual Leave at any time of the year. However, such leave shall not be approved within three months of his/her return from home leave unless there are exceptional circumstances, such as death or serious illness of family members, which warrant such approval.

Rule 51
Special leave

The Executive Director may grant special leave with or without pay to a staff member if in his/her opinion the circumstances so warrant.

Rule 52
Study Leave

1. The Executive Director may grant a study leave without pay for a period not exceeding three months.
2. The Board of Directors may grant a study leave without pay for a maximum period of one year.
3. Any application for study leave shall be supported by proper documents and the subject of study shall be related to the staff member's work or profession.

Rule 53
Sick Leave

1. A staff member who falls ill or is incapacitated by illness or injury or is otherwise prevented by public health requirement shall be granted sick leave under the following terms and conditions:
 - a) Subject to approval by the Executive Director upon certification by a qualified medical practitioner;
 - b) A staff member serving on a fixed term appointment of less than one year

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shall be entitled to sick leave credit at the rate of two working days with full pay per month of contractual service;

- c) A staff member serving a fixed term appointment of one year or more but less than three years shall be granted sick leave up to two months, one month on full pay, one month on half pay in any period of 12 consecutive months, provided that the amount of sick leave permitted in any three consecutive years shall not exceed six months, three months on full pay and three months on half pay;
 - d) A staff member serving for more than three years on a continuous basis shall be granted sick leave of one month per year subject to a maximum of eight months. In such a case the staff member shall be in full pay for four months and in half pay for the remaining four months.
2. The Executive Director may approve emergency medical evacuation of a staff member or his/her certified dependents upon the recommendation of a panel of medical officers appointed by him.
 3. The travel cost of such medical evacuation shall be paid by ALLPI.
 4. No staff member who is on sick leave shall undertake travel outside his/her duty station without the approval of the Executive Director.
 5. A staff member who is continuously ill or incapacitated for a period exceeding nine months shall be examined by a Medical Board established upon the request of the Director in order to determine his/her suitability for continued service;
 4. Unauthorized leave on grounds of illness shall be deducted from the concerned staff member's earned leave provided it exceeds the limit of uncertified leave granted in these Rules.
 5. Except with the special approval of the Executive Director and/or concerned Department Head, no staff member shall absent himself/herself through illness or injury for a period of more than two consecutive working days without producing a certificate of illness from a duly registered medical practitioner stating the cause of illness and the probable duration of absence from duty. As much as practicable the medical practitioner shall be one of those practitioners designated by ALLPI to cater for the health of staff members.

Rule 54

Maternity/Paternity Leave

1. A female staff member shall be entitled to maternity leave of three months upon presentation of medical certification of pregnancy subject to the following conditions:-

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- a) That she has finished at least one year of continuous service at the expected date of confinement;
 - b) That is one month of the maternity leave for pre - delivery and two months leave for post delivery.
2. A female staff member whose continuous service is less than one year at the expected time of confinement shall be granted accrued annual leave and, on her request, special leave without pay for two months to cover a post-delivery resting period.
 3. Paternity leave shall be granted to a male staff member for a period of three days beginning from the time of delivery by his spouse.

CHAPTER VIII OFFICIAL HOLIDAYS AND HOURS OF WORK

Rule 55 Official Holidays

1. ALLPI shall observe the official holidays of the host country.
2. A staff member may also be excused from duty on his/her national day or on important religious holidays.
3. Any day or days in which staff members are prevented from reporting to work by force majeure or by circumstances beyond their control such as demonstrations, riots etc shall be deemed to be unofficial holidays.
4. Any unofficial holiday shall be compensated for by working an additional day or part thereof.

Rule 56 Hours of Work

1. ALLPI shall observe seven and half-hours of work per day, the total hours of work being thirty-seven and half per week.
2. The Director shall decide from time to time the daily working hours of ALLPI having consulted the staff.

CHAPTER IX TRAVEL AND REMOVAL EXPENSES

Rule 57 Official Travel

1. Official travel of staff members and their dependents shall be subject to written authorization by the Executive Director. No official travel shall be undertaken

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without such authorization.

2. Subject to the relevant provisions of the Financial Rules and Regulations the following shall constitute the grounds for official travel:
 - a) Official missions;
 - b) Initial appointment of a staff member from his/her place of recruitment or recognized home country to his/her official duty station of ALLPI;
 - c) Home leave;
 - d) Separation from service;
 - e) Authorized medical evacuation; and
 - f) Security and safety;
3. Official travel shall be through the most direct and most economical route.
4. The Director shall determine the route, mode and conditions of travel in conformity with the relevant provisions of the Financial Rules and Regulations (Annex 1).
5. ALLPI shall pay all expenses related to official travel including, where applicable, daily subsistence allowance for the duration of such travel in accordance with the relevant provisions of the Financial Rules and Regulations.
6. All staff members, except the Executive Director shall travel in economy class by air. If another mode of transport is used, they shall travel according to the terms and conditions prescribed by the Executive Director.
7. The Council shall, on the recommendations of the Committee on Administrative and Budgetary Matters of COMESA, decide on the daily subsistence allowance applicable to the various places of travel and shall publish such rates on a periodical basis.
8. A staff member who undertakes a mission out of station, which is paid for in part or in full, by a sponsor other than ALLPI, may be paid such subsistence allowance to cover the deficit if the rate is lower than the ALLPI rates, subject to a maximum of fourteen days, to meet incidental expenses. If the mission is fully sponsored this allowance shall not be paid.
9. A staff member may be authorized to go on official mission while on leave and may be allowed to resume his/her leave after the mission.
10. The Board shall, on the recommendations of the Executive Director, decide on the daily subsistence allowance applicable to various places of travel within the host country and shall publish such rates on a periodical basis (Annex 1).

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11. Upon completion of official travel, a staff member shall submit a Back-To-Office Report, a financial claim and shall attach thereto any unused or used stubs of travel tickets.
12. Where a staff member on official travel has to take up accommodation whose rate is above the allowance the staff member is entitled to, he/she shall be entitled to payment of the difference upon presentation of documentary evidence.

Rule 58
Removal of Personal Effects

1. On initial recruitment and on separation from the service, ALLPI shall pay the costs for the removal of personal effects and household goods according to the terms and conditions establishing the authorized luggage weight in Rule 60 of these Rules and Regulations.
2. The Executive Director shall determine from time to time the specific conditions for payment of excess luggage, including the transport of official documents and other effects of ALLPI, particularly during conferences organized by or in collaboration with ALLPI.
3. On initial appointment, ALLPI shall pay the travel expenses for the staff member and his dependents from his/her home country of normal residence to the official duty station. The same shall apply to return travel expenses on separation from service.
 - a) Any staff member who resigns after less than 1 year of service or within 6 months following the date of his/her return from home leave shall not be entitled to payment of the return travel expenses for himself/herself or his/her dependents.
 - b) The Executive Director may, however, authorize the payment of such expenses if he/she is satisfied that there are compelling or plausible reasons for so doing.
 - c) ALLPI shall not pay return travel expenses if without good reasons the travel has not commenced within 3 months of the date of separation from service.
 - d) A staff member who is dismissed from the service of ALLPI under a serious breach of conduct shall be entitled to baggage allowance and one-way air tickets to enable such a staff member and his/her dependents to return to their home country.
4. Shipment and insurance of household goods and personal effects shall be arranged by ALLPI and the cost thereof shall be paid directly to the appropriate removal Company.

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5. Under no circumstances shall a staff member be paid any money in lieu of the shipment of his/her household goods and personal effects.

Rule 59

Travel Allowance on Initial Recruitment and Separation from Service

1. Travel Allowance on Initial Recruitment

On first appointment, a member of staff recruited for two years or more from outside the duty station may be reimbursed expenses in transportation of excess baggage or unaccompanied personal effects and household goods, within one year following date of appointment, as follows:-

a) By Land and/or by Sea up to a maximum of:

- i) 100 kilos (2 cub. meter or 220 lbs. or 22 cub. feet) for the staff member;
- ii) 100 kilos (2 cub. meter or 220 lbs. or 22 cub. feet) for one dependent spouse; and
- iii) 50 kilos (1/2 cub. Meter or 110 lbs. or 11 cub feet) for each dependent child up to a maximum of four children.

b) By Air up to a maximum of

- i) 50 kilos unaccompanied baggage; and
- ii) 10 kilos excess baggage for each eligible person authorized to travel at the expense of the organization.

2. Travel Allowance on Separation from Service

a) By Sea or by Land

- i) 500 kilos (4.5 cub. meters or 1,100 lbs. or 100 cub. feet) inclusive of packing crates and lift bans, for staff members without dependents;
- ii) 1000 kilos (9.0 cub. meters or 2,200 lbs. or 220 cub. feet) for staff member and dependent spouse;
- iii) 1500 kilos (11 cub. meters or 3,300 lbs. or 330 cub. feet) for staff member and dependent spouse with one child to two children;
- iv) 2000 kilos (13 cub. meters or 4,400 cub. feet) for staff member and dependent spouse with four children.

b) By Air

50 kilos unaccompanied baggage and 10 kilos excess baggage for each eligible person.

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Rule 60
Transportation in Case of Death

1. Upon the death of a staff member, his/her spouse or a recognized dependent, ALLPI shall pay the expenses of transportation of the body from his/her official station or in the event of death having occurred whilst in official travel status, from the place of death to the place of home leave.
2. In the case of the death of a staff member, or his/her spouse or his/her dependent, ALLPI shall bear the cost of the coffin, burial place, fees for the undertakers, including the expenses for embalming the body.
3. In the same way, in the case of the death of the spouse of a staff member outside his duty post, ALLPI shall bear the transport expenses of the staff member by the most direct and quickest route.
4. In the case of the death of a staff member at duty post or in the event of death having occurred while in official travel status the Executive Director shall designate a representative to accompany the body. The travel expenses of the representative shall be borne by ALLPI.

CHAPTER X
STAFF RELATIONS

Rule 61
Staff Relations

1. The Executive Director may establish joint internal staff committees for periodic as well as ad hoc consultations between Management and staff members.
2. The Staff shall have the right to choose their own representatives to such joint internal committees referred to under paragraph 1.
3. The Executive Director shall encourage the participation of the staff in making the decisions concerning their career advancement and welfare.

CHAPTER XI
SEPARATION FROM SERVICE

Rule 62
Resignations

1. The Executive Director shall have the right to resign on his/her own free will from service with ALLPI, but in so doing, shall give notice of at least three months or three month salary in lieu of notice.
2. A staff member shall have the right to resign on his/her own free will from service

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with ALLPI, but in so doing, shall give notice to the Executive Director as follows:

- a) A staff member who has been in continuous service of ALLPI for eight years or more shall give notice of at least two months or two month salary in lieu of notice;
 - b) A fixed term staff member who has been in the ALLPI service less than eight years shall give notice of at least one month or a month's salary in lieu of notice.
3. A staff member shall be paid upon resignation a sum of money equivalent to his/her period of accrued leave up to the time of his/her resignation goes into effect. Provided that no such payment shall exceed sixty days accumulated leave.

Rule 63 Termination

1. The Board through the Council, may terminate the services of the Executive Director, Department Directors, Section Head(s) and Professional Staff:-
 - a) If the exigencies of the services so demand (budgetary reduction or redundancy);
 - b) If the services of the staff member are deemed unsatisfactory or his/her conduct is deemed inconsistent with his/her status by a Disciplinary and Investigative Committee;
 - c) If the staff member's physical or mental health, as confirmed by medical report prevents the staff member from performing his/her duties;
 - d) If certain facts antecedent to his/her appointment and relating to his/her suitability and moral conduct come to light which, if they had been known at the time of his/her appointment, would, under the provisions of these Rules, have precluded his appointment; and
 - e) If he/she loses his/her right and status of a staff member of ALLPI as a result of a sentence or imprisonment by a National Court for dishonest reasons.
2. The Executive Director and staff members whose services are terminated by the Board under paragraph 1 shall be given two months written notice or two month's salary in lieu of notice.
3. A staff member whose services are terminated for reasons of redundancy shall be paid any salary or allowance due to him/her for the remainder of the contract if the service is terminated before the end of a fixed-term contract; provided that no such salary or allowance shall apply in the case of summary dismissal.
4. The Board/Council may terminate the appointment of the Executive Director, Heads of Department and Section and Professional staff member on probationary

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appointment on the conditions of termination stipulated in paragraph 1.

5. In the case of the General Service Category, the Executive Director may terminate the service of a staff member without notice for inefficiency or any other serious breach of contract on the basis of a report by a Disciplinary and Investigative Committee and report to the next Board meeting.
6. The service of a staff member who fails to report for duty for seven working days without justifiable grounds shall be considered terminated without notice on grounds of abandonment of duty.
7. The service of a staff member who has been pronounced by a medical board to be unfit to continue his/her work in ALLPI shall be terminated without prejudice to any terminal benefits which he/she may otherwise be entitled to.
8. The service of a staff member may be terminated as a result of a disciplinary action without loss of benefits unless, of course, such loss is part of a disciplinary measure as in the case of summary dismissal.

CHAPTER XII

MAINTENANCE OF DISCIPLINE AND ENSURING JUSTICE

Rule 64

Grounds for Disciplinary Action

1. The following shall constitute grounds for disciplinary action:
 - a) Acts or omissions which violate those provisions of the Charter which require probity, honesty and integrity in personal conduct;
 - b) Commission of unlawful acts such as theft, fraud, possession or sale of illegal substances and smuggling; irrespective of whether the staff member was on official duty or not;
 - c) Misrepresentation or false certification in connection with any claim or benefit from ALLPI including failure to disclose a fact material to that claim or benefit;
 - d) Assault upon, harassment of, or threats to other staff members;
 - e) Misuse of the funds or the equipment of ALLPI including electronic data and files;
 - f) Misuse of office;
 - g) Abuse of authority;
 - h) Breach of confidentiality;
 - i) Abuse of privileges and immunities; and
 - j) Any other behaviour or act which would discredit ALLPI.

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- The Executive Director may consider other acts or offences as justifiable reasons for instituting disciplinary hearings against a staff member.

Rule 65 Due Process

- No staff member may be charged for an offence under these Rules without communicating to him/her in writing the allegations made against him/her.
- No disciplinary proceedings may be instituted against a staff member unless he/she has been given at least fifteen working days to enable him/her answer the allegations in writing.
- Except in the case of summary dismissal, no disciplinary measures shall be applied against a staff member unless the matter has been considered by the Disciplinary and Investigative Committee.

A staff member against whom disciplinary proceedings have been instituted may call witnesses, including from among the staff.

Rule 66 Exceptions

A disciplinary case may not be referred to the Disciplinary and Investigative Committee:

- If referral to the Disciplinary and Investigative Committee is waived by mutual agreement of the staff member concerned and the Director;
- In respect of summary dismissal imposed by the Director in cases where the seriousness of the misconduct warrants immediate separation from the service.

Rule 67 Disciplinary and Investigative Committee

- In case of consideration of any disciplinary case, there shall be established a Disciplinary and Investigative Committee, which shall include one staff member who is at least on the same level as the staff member concerned.
- The membership of the Disciplinary and Investigative Committee shall not exceed five and shall be no less than three staff members.
- The Disciplinary and Investigative Committee shall include:-

Head of Administration, Budget and Finance - Chairperson/Member
appointed by the Director

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- Head of any Other Department or equivalent - Member
- Legal Counsel (if applicable) - Ex-Officio
- One staff member of equivalent or higher grade appointed by the Staff Association - Member
- One Personnel under Administration and Finance - Secretary

4. The Executive Director in consultation with the selected representatives of the staff shall lay down the disciplinary procedure, which the committee shall follow. In so doing, the Executive Director shall ensure due process.

Rule 68 Disciplinary Measures

1. Disciplinary Measures may take the form of one or more of the following:-
 - a) Written censure by the Executive Director;
 - b) Loss of one or more within grade increments;
 - c) Deferment; for a specified period of eligibility for within-grade-increment;
 - d) Suspension without pay;
 - e) Fine;
 - f) Demotion;
 - g) Separation from service; and
 - h) Summary dismissal.
2. Suspension with pay shall not constitute a disciplinary measure.

Rule 69 Suspension

The Executive Director may suspend a staff member with full pay for a maximum period of two months pending the investigation of an alleged serious breach of these Rules.

Rule 70 Summary Dismissal

The Board may dismiss a Professional staff member summarily and report to the Council. In the case of a General Service Staff member the power of summary dismissal may be exercised by the Executive Director and report to the Board.

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CHAPTER XIII APPEALS

Rule 71

Review by the Disciplinary and Investigative Committee

A staff member may within two months ask for his/her case to be reviewed by the same Committee if there is new evidence, which would have changed the findings of the Committee had it been known to them at the time of consideration.

Rule 72

Complaints

1. The Executive Director shall forward staff cases to the Disciplinary and Investigative Committee which will consider complaints against discrimination of any kind.
2. The Committee shall conduct its own investigations and shall report on the matter to the Executive Director. He/she decides on the report and shall communicate his/her decision to all concerned.
3. An aggrieved staff member may launch an appeal against the findings of the Committee and decision of the Executive Director to the Board of Directors.

Rule 73

Appeals to the Board of Directors

1. A staff member who is aggrieved by the decision of the Disciplinary and Investigative Committee, taken under these Rules, shall appeal to the Board of Directors.
2. The Board of Directors Panel shall be set up by the Chairman of the Board within two months of an appeal being lodged by a staff member.
3. The Board Panel shall consist of at least three members and shall take a decision thereon within two months.
4. The Executive Director shall provide all the necessary secretarial arrangements for the functioning of the Board.
5. The Panel shall submit its findings to all parties after which the Board Chairman shall take a decision thereon within one month.
6. A party to a case in which a decision of the Panel has been delivered may, in the event of the discovery of a fact which by its nature might have had a decisive influence on the decision of the Panel which at the time judgment was delivered was unknown both to the Panel and that party, request the Panel to revise the decision.

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Rule 74
Appeal to the Court of Justice

1. Any party that is not satisfied with the decision of the Board Panel may appeal to the Court of Justice after three months of the delivery of the finding of the Committee.
2. The judgment of the Court of Justice shall be final and binding.

Rule 75
Time for Claims

1. No appeal may be submitted to the Court of Justice one year after the decision of the Board Panel has been made, following a decision of the Disciplinary and Investigative Committee.
2. No application to the Disciplinary and Investigative Committee shall be brought against ALLPI one year after the decision or matter for which the applicant seeks redress has taken place.

Rule 76
Precedent

The Executive Director shall, in making decisions on disciplinary and other matters, take previous court judgments into account in order to reduce the amount of litigation and the costs arising therefrom to ALLPI.

CHAPTER XIV
FINAL PROVISIONS
Rule 77
Financial Responsibility

1. Any staff member may be required to reimburse ALLPI either partly or in full for any financial loss to ALLPI as a result of the staff member's negligence or as a result of his/her violation of any rule, regulation or administrative circular.
2. Any loss or damage caused to ALLPI under paragraph 1 shall be made good in the form of deductions from salary, subject to the Executive Director's discretion to waive them.

Rule 78
Age Limit

No staff member who has reached the age of sixty shall remain in the service of ALLPI, except in exceptional circumstances requiring the continuation of his/her service. The Director may then extend the period of service in respect of such staff member to a maximum period of six months.

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Rule 79
Certificate of Service

Any staff member, who so requests upon leaving the service of ALLPI, shall be given a certificate of service which states the length of service, the staff member's overall performance and his/her last title and grade.

Rule 80
Authenticity

1. These Rules shall be issued in the English language as the original.
2. In the event of conflict, the original version shall prevail.

Rule 81
Review of the Rules and Regulations

1. These Rules and Regulations may be reviewed, amended or modified by the Board of Directors.
2. The rights and obligations of a staff member shall not be affected adversely by any review, amendment or modification of these Rules and Regulations if at the time of such review, amendment or modification his/her particular rights or obligations happened to be under consideration.
3. The Executive Director shall establish the necessary consultative procedures for review and possible amendment of these Rules and shall take into account the necessity for the consistency of these Rules and Regulations.

Rule 82
Entry into Force

1. These Staff Rules and Regulations shall take effect on approval of the Board of Directors.
2. An amendment or modification of these Rules shall come into effect on approval by the Board of Directors.

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Annex 1

COMESA/ALLPI Staff Rules and Regulations (2012 Edition)

Allowances Payable by ALLPI

1. Dependency Allowances:

- a) For the Professional category, COMESA\$ 412.50 per annum for a spouse not gainfully employed.
- b) Dependency allowance of COMESA\$ 300.00 per child per annum up to four children is payable for the Professional Category.
- c) Dependency allowance of COMESA\$ 230.00 per child per annum up to four children is payable for the General Service Category.

2. Housing Allowances

Professional categories	P4 – P5	COMESA\$ 1,584.00 per month
Professional categories	P1 – P3	COMESA\$ 1,346.40
General Service and IC categories	GS1 – GS9	-7% of annual basic salary/ month

3. Education Allowance

a) Professional Categories

Reimbursement of up to 75% of actual educational expenses incurred up to a maximum of COMESA\$ 4,500.00 per annum per child for four children up to the age of 19 years or 25 years, if the child is permanently disabled or attending university or college education.

b) General Service Categories

Reimbursement of up to 75% of actual educational expenses incurred up to a maximum of COMESA\$ 2,625.00 per annum per staff member for four children collectively up to the age of 19 years or 25 years, if the child is permanently disabled or attending university or college.

4. Official Travel (Daily Subsistence Allowance)

No.	Position	Within COMESA Region and Africa (COM\$)	Elsewhere (COM\$)
4.1	Executive Director and Equivalent	300.00	315.00
4.2	Professional Staff	250.00	275.00
4.3	General Service Staff	250.00	275.00
4.4	Other Staff	250.00	275.00

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Annex 2

COMESA/ALLPI Staff Rules and Regulations (2013 Edition)

Staff Loan Application Procedure

1. General Conditions for Staff Loan Entitlement

- 1.1. Professional as well as General Service staff is eligible to staff loan.
- 1.2. Staff Loans are three types:
 - Loan for Car Purchase
 - Loan for House Construction
 - Loan for Housing Advance Rent Payment
- 1.3. All Loans for Car purchase and House Construction shall be repaid over a period not exceeding two (2) years, bearing interest at 3% p.a.
- 1.4. All Loans for Housing Advance Rent Payment shall be repaid over a period not exceeding one (1) year, bearing interest of 3% p.a.
- 1.5. All Loan applications are screened (approved or rejected) by the Management Committee within one month time after submission by an applicant and confirmation by the Administration, Budget and Finance Department.
- 1.6. Even though all criteria are satisfied, loans shall be granted:
 - subject to availability of funds, and
 - on a first come first served basis
- 1.7. Upon making a request for a loan facility, the applicant shall fill in the ALLPI Staff Loan Application Form (SLAF) with required documents.

2. Required Documents and Ceiling Entitlement

- 2.1. Pro forma Invoice for a new car, up to a ceiling of COM\$ 15,000.00 for Professional Staff and COM\$ 5,000.00 for General Service Staff.
- 2.2. Pro forma Invoice/Seller's Quotation and Valuation Certificate for 2nd hand Car, up to a ceiling of COM\$ 10,000.00 for Professional Staff and COM\$ 4,000.00 for General Service Staff.
- 2.3. Title Deeds for House Construction, up to a ceiling of COM\$ 15,000.00 for Professional Staff and COM\$ 5,000.00 for General Service Staff.

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- 2.4. Pro forma Invoice/Proprietor's Quotation for Housing Advance Rent Repayment, up to a ceiling of COM\$ 2,000.00 for Professional Staff and COM\$ 750.00 for General Service Staff.
- 2.5. The applicant shall provide additional information and/or documents as applicable.
- 2.6. Monthly repayment of the Loan shall not exceed 50% of the applicant's expected take home (net) pay for the month.
- 2.7. Loan amount shall not exceed the Provident Fund amount entitlement.

Approval: Name: Prof. Mwinyikione Mwinyihija	Signature:	Date:
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