

REPORT OF THE EACO HUMAN RESOURCE COMMITTEE (HRC)

**TO REGULATORY ASSEMBLY,
28TH JUNE 2023**

BY

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Chairperson of HRC**

Introduction

- ❑ HRC is one of the EACO Standing Committees whose responsibility is to oversee the HR matters at the Secretariat and provide professional advise to both the Secretariat and EXCOM.
- ❑ The Committee has the also role to harmonise HR polices and share experience in the region.

Introduction

- ❑ The Committee has the role to harmonise HR policies and share experience in the region.
- ❑ This Report highlights the activities performed by HRC for the past two (2 years) from July 2021 to June 2023.

HRC Members

1. Erasmo A. mbilinyi- **Chair person-Tanzania**
2. Emmanuel Misago- **VC Burundi**
3. Huguette Uwizeye – Member – Rwanda
4. Susan Nkoiboni – Member – Kenya
5. Angeline Nyumu - Member – Kenya
6. Nancy Mathenge – Member – Kenya
7. Balthazar Twangilimana – Member – Rwanda
8. Bonus Aine Kankwatsa – Member – Uganda

HRC Members

9. Fatuma Saidi – Member – Tanzania
10. Peter Agot – Member – South Sudan
11. Dada Lemi – Member – South Sudan
12. Awadiah James – Member – South Sudan
13. Patricia Kerretts – Member - Kenya
14. Norah Sitati – **Secretariat**

In July 2021 when the Committee was given the following ToRs

- Assess the skills gaps and human resource development needs of the EACO members and the communications sector in general.
- Develop/review and interpret the EACO Human Resource Manual
- Develop and harmonize the human resource development framework in the region in collaboration with the Academia and other training institutions.

Terms of Reference

- Promote adoption of ICT tools for HR development and training in the Region.
- Organize and recommend capacity building programmes for EACO members and the Secretariat.
- Organize Regional HR Forum

1. Implementation of the Education policy

- ❑ The Committee in collaboration with FARMC prepared a plan for implementation of Education allowance for EACO staff children (school fees)
- ❑ The plan was successful presented in EXCOM and got an approval.
- ❑ The allowances which costed USD 30,000 was not implemented in the previous years due to budget constraints
- ❑ Implementation of the Policy during financial year 2022/23 was a big relief to EACO staff who were struggling to meet the cost of living in Kigali.

2. Recruitment of a Liaison Manager/ICT

- ❑ The Committee coordinated recruitment of the new Liaison Manager ICT following resignation of Ms. Sarah Kabahuma who tendered three months notice of resignation
- ❑ In line with EACO principle of Rotation and Representation, Uganda and South Sudan were the eligible Countries to provide candidates
- ❑ The recruitment including shortlisting of candidates, Interviews and appointment of new Manager were carried out between 8th and 25th November 2021, in Kigali, Rwanda.
- ❑ The new Manager Mr. Andrew Changa was appointed by the Executive Committee and took office with effect from 16th January 2022,

3. Subsistence allowances rates and transport

- EACO Instruments did not provide for rates of employees or sponsored people travelling within Rwanda on duty.

- The Committee carried out a study and proposed the rates that were in line with EACO Budget.

- The rates were approved by EXCOM and they are currently in use.

- In the same exercise the Committee proposed policies on the use of EACO Motor Vehicles and Private Vehicles while on mission outside EACO Head Quarters.

4. Review of the current Strategic Plan 2018 -2023

- ❑ The HRC fully participated in the review of the Strategic Plan 2023-2028 which was lead by the FARMC.
- ❑ After the review the Committee came up with goals under Institutional Capacity and Sustainability pillar which are:
 - 1) Capacity Building /Training for EACO staff and member States,
 - 2) Coordination of staff satisfaction survey in the region;
 - 3) Enhancement of governance and operation excellence.

5. Amendments of HR Manual

During the period under review, the HRC was involved in a number of HR Manual amendments as and when required for smooth running of the Secretariat.

6. Comprehensive Review of EACO HR Manual

- ❑ The HRC noted that the HR Manual which was 11 years old had gaps and was outdated to some extent;
- ❑ The gaps had caused frequent review which resulted into contradicting sections in some instances.
- ❑ The Committee decided to carry out a comprehensive review of the HR Manual through a number of methods including benchmarking with other national, regional and International organizations like EAC, CRASA, AFRALTI, UN and NRAs.

Comprehensive Review of EACO HR Manual cont..

- ❑ The HR manual was reviewed, article by article and a newly proposed HR Policy has a total of 18 sections including *Terms and Conditions of Employment, Remuneration, Allowances, Insurances, Leave, Transport, Performance Management, Training and Development, Code of Conduct & Ethics, Employee Discipline, Handling of grievances, Employee Separation, Health Safety and Environment, Employees welfare, Official Communication and Miscellaneous*
- ❑ The proposed new Policy has sub policies separate from the main policy which includes Remuneration Policy and Career Guidelines.

Comprehensive Review of EACO HR Manual cont..

- ❑ To ensure the Policy complies with the Rwandan Laws, the HRC has taken the Policy to the Local `legal Professional for vetting and review.
- ❑ The reviewed HR Policy will be presented to EXCOM during these meetings for their review and consideration .

7. Review of EACO Organization Structure

- ❑ Following the review of Strategic Plan 2022/23-2027/28 and the changes in the sector for the past 11 years, EACO Organization Structure was noted to be outdated to implement the Strategic Plan and the ongoing changes in the sector.
- ❑ The committee carried out a thorough review of the to come up with a leaner Organization Structure that will sustain EACO in line with its budget. The Structure also considered the possibility of EACO being one of the EAC Institutions
- ❑ The new proposed Organization Structure was approved by EXCOM but its implementation will be subject to budget improvement.
- ❑ The proposed structure comprises of 14 employees ranging from category D1,P5 to P1 and G4 to G1.

8. Capacity Building Programme

- ❑ The Committee in collaboration with the Secretariat coordinated the SPIDER Capacity Building programme for ICT Regulators
- ❑ The first **Round 2022A** which ran between May 2022 and April 2023 **involved** EACO is supporting participants in “ICT Regulation – Policy and Practice” in their implementation of change initiatives.

Capacity Building Programme

- ❑ The program attracted participants from CA, KENYA, TCRA, TANZANIA and UCC, UGANDA
- ❑ The above projects was supported by LM/HRA and LM/ICT as coaches

- ❑ The second **Round 2022 B** which ran from November 2022 to October 2023 involved physical training in Sweden from 20th November to 8th December 2022, and a regional phase on 10th – 14th April 2023, in Botswana.
- ❑ The participants in this Round were ARCT Burundi,
- ❑ This project was supported by Liaison Manager of Regulatory Affairs, as a coach.

Capacity Building Contd

- ❑ Another round was of 2021 B, which was held between 9th December 2021 and 31st August 2022.
- ❑ This was change initiative which focused on “Regulatory analysis for consumer protection on electronic communication in Rwanda”. Involved participants from RURA, EACO, PTS and Spider and the follow-up regional online meeting was held from 21st to 22nd April 2022.
- ❑ The project was supported by Liaison Manager of HR and Administration, as a coach.

9. Recruitment of Senior Officer, ICT

- ❑ The 7th Special EXCOM meeting held on 12th May 2023 approved the recruitment of a Senior Officer ICT. The eligible Member Country for this position in line with the principle of rotation and representation at the Secretariat was South Sudan;
- ❑ The HRC in collaboration with the Secretariat has already set the timelines of recruitment process.
- ❑ Currently, the Job Advertisement has already been circulated and other recruitment processes are ongoing.

- Low uptake of EACO training programmes;
- Insufficient staff budget to run the secretariate;
- Understaffing in the secretariate;
- Slow pace of joining the EAC;
- Inconsistence participation for some members .

RECOMMENDATIONS

- EACO members to continue encouraging their staff to participate in EACO activities especially in trainings, workshops and meetings.
- The Regulatory Assembly is invited to **Note, Consider** and **Adopt** the HRC Report for the period of July 2021 to June 2023.
- Provide Guidance as it deems fit.

Full Report

The detailed Report will be made available by the Secretariat in EACO Website for your access and use for reference.

