SECOND CASSOA BOARD MEETING
ARUSHA – TANZANIA (25 OCTOBER 2007)

MINUTES OF THE FIRST BOARD MEETING FOR CASSOA HELD ON 27TH JULY 2007 IN MANYARA ROOM OF THE AICC IN ARUSHA, TANZANIA

CASSOA BOARD SECRETARIAT
Arusha, Tanzania
October 2007
MINUTES OF THE FIRST BOARD MEETING FOR CASSOA HELD ON 27TH JULY 2007 IN MANYARA ROOM OF THE AICC IN ARUSHA, TANZANIA.

Present:

1. Mr. Ambrose Akandonda Managing Director Chairman Uganda Civil Aviation Authority;
2. Mr. Chris Chirchir Arap Kuto Director General Member Kenya Civil Aviation;
3. Mrs. Margaret T. Munyagi Director General Member Tanzania Civil Aviation Authority;
4. Mr. Mtesigwa Maugo Executive Director Member CASSOA;

In Attendance:

1. Mr. Robert Mwesigwa Nviiri Technical Coordinator CASSOA
2. Mr. Ladislaus Matindi Principal Civil Aviation Officer EAC Secretariat
3. Mrs. Lillian Mwenda Office Management Assistant of CASSOA
4. Mr. John Njawa Ag. Director Safety Regulations Tanzania Civil Aviation Authority
5. Ms. Gladys Murani Manager Licensing Kenya Civil Aviation Authority
6. Mr. Andrew Opolot Corporation Secretary of Civil Aviation Authority, Uganda

Observers:

1. H.E. Zeno Mutimura Ambassador of Rwanda to Tanzania
2. Mr. Albert Maniratunga Deputy Director Civil Aviation Authority, Burundi

Min. CAS/BD/01/01

Opening of the Meeting

The meeting began at 11:15 a.m. with the Chairman being elected as Mr. Ambrose Akandonda, the Managing Director of Civil Aviation Authority, Uganda, in line with the current rotation of chairmanship in the Community and in line with Article 7(4) of the Protocol establishing the Agency. The Secretary was Mr. Mtesigwa Maugo as per Article 9 of the Protocol establishing the Agency, assisted by the CASSOA Secretariat that comprised Mr. Robert N. Mwesigwa, Mr. Ladislaus Matindi and Mrs. Lillian Mwenda.

The Chairman pointed out the need to have a register and raise a quorum before the meeting could be opened. Having raised the quorum, the Chairman remarked that since this was a Board meeting, there was no need of writing a report that had to be completed and signed that very day but instead minutes should be taken. He proposed that the Secretariat gets a format of recording the proceedings in Minutes form.

Minutes of the First Board Meeting of CASSOA
Resolution: Minutes were to be taken instead of writing a report.  

Min. CAS/BD/01/02

Overview on the establishment of CASSOA

The Board was briefed by the Executive Director of CASSOA on the progress of the establishment of the Agency in the following areas:

a) Commencement of the Agency operations;
b) Status of the Protocol establishing the Agency;
c) The constitution of the Board;
d) Hosting of CASSOA by a Partner State;

The Board:

a) Noted the progress made on the establishment and hosting of CASSOA.
b) Directed CASSOA Secretariat to follow up with EAC Secretariat on the nomination of the Aviation Experts members of the Board by the Partner States.
c) Directed CASSOA to follow up with the EAC Secretariat on the ratification of the Protocol by the Partner States.

Min. CAS/BD/01/03

Consideration and adoption of the Board Rules of Procedure

(1) Rules of Procedures for the Board

The Agency Secretariat presented a draft Rules of Procedures for the Board in line with the requirement of Article 9(5) of the Protocol. The Meeting discussed the draft and decided that the draft needed legal input.

The Board directed:

a) the Secretariat to distribute the draft Rules of Procedures to the Civil Aviation Authorities legal experts for review; and
b) the Secretariat to convene a meeting of Civil Aviation Authorities legal experts in order to deliberate on the draft Rules of Procedures by the end of August 2007.

(2) The Entitlements of Board Members and the Secretariat

The Secretariat presented the proposed entitlements of the Board Members and Secretariat. The Meeting discussed the draft and approved it with amendments.

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The Board:

c) Approved a sitting allowance for Board members of USD 300 per day, but not exceeding more than two days per sitting.
d) Approved the Travel entitlements of travelling by air in business class for Board members on official Agency functions.
e) Approved the Subsistence Allowance for Aviation Experts Board Members of USD 300 per night.
f) Disapproved the proposed Annual Fee for Board Members.
g) Decided that technical experts who are employees of the Authorities should be paid USD 100 honoraria per day, whereas those outside the Authority should be paid USD 200.
h) Disapproved the payment of the Secretariat for the time being.

Min. CAS/BD/01/04

Consideration and approval of job descriptions and Terms and Conditions of Service for CASSOA Staff

The Agency Secretariat presented a paper titled “JD and Terms and Conditions of Services for the Existing and Proposed Staff of CASSOA”.

The Secretariat in the paper was requesting the Board, in line with Article 6(c) and 7 (b) (f) of the Protocol, to consider recruitment of additional staff to support its operations, functioning and management of resources. The need arises due to the fact that the Agency is a self-accounting Institution of the Community and that within the F/Y 2007/08 will be relocated outside the Community. The additional three members of staff recommended for recruitment are:

(i) Accountant – P1: to manage the financial resources of the Agency;
(ii) Driver – G2: for the Executive Director as he is entitled to official car; and
(iii) Office Assistant cum Driver – G2: to facilitate in messengerial as well as office attendant duties.

The paper also detailed the Job Descriptions and Terms and Conditions of the Services of the existing staff and of the proposed additional staff for respectively noting and proposing to the Council for approval.

The Board noted that the JD of the Office Assistant did not include the driving responsibility, although in the Person Specifications the requirement for a valid driving licence is included. The Board also noted that in order to facilitate the operation of the Agency, the Office Management Assistant should be provided with procurement skills.

The Board noted the EAC Secretary Generals’ approval of the proposal by the EAC Director of Finance to request Partner States Civil Aviation Authorities to second an accountant to CASSOA in the interim. However, all the Partner States Civil Aviation Authorities do not have the capacity to second a qualified accountant to CASSOA.

The Board:

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a) Approved the recruitment of the additional staff to include an Accountant in Grade P1; a driver in Grade G2; and an Office Assistant in Grade G2;
b) Directed the recruitment of the accountant to be fast tracked.
c) Directed that the driver for the Executive Director be employed on temporary terms pending the signing of the Headquarters Agreement between the EAC and the hosting Partner State.
d) Directed that the Office Assistant be recruited after the signing of the Headquarters Agreement between the EAC and the hosting Partner State.
e) Directed that the Office Assistant’s JD include driving responsibilities.
f) Decided that in the interim before the recruitment of the accountant the EAC Secretariat be requested to assign an accountant to assist CASSOA with financial matters. The assigned accountant shall be paid for the extra duties. The Chairman was requested to follow up the matter with the Secretary General.
g) Took note and approved the presented JD and Terms and Conditions of Services for the CASSOA staff including the accountant, driver and office assistant since they are in line with those approved by the Council for EAC staff.
h) Directed that the Office Management Assistant be provided with skills in procurement.

Min. CAS/BD/01/05

Consideration and approval of the Annual Programme of Activities for CASSOA in the FY 2007/2008

The Secretariat presented to the Board the first Agency Annual Programme of Activities for 2007/2008 geared towards operationalising the Agency and putting in place documentations and facilities necessary for institutional building.

The Board considered the Programme of Activities and advised for some adjustments.

The Board in line with Article 7(8)(g) of the Protocol:

a) Approved the proposed Annual Programme of Activities.
b) Directed the Secretariat to prioritise the implementation of the programme.
c) Directed the Secretariat to submit the Agency’s 2007/08 Annual Programme of Activities to the Council for consideration and approval.

Min. CAS/BD/01/06

Consideration and approval of CASSOA Budget for FY 2007/2008

The Secretariat, in line with Article 9 of the Protocol, presented to the Meeting an annual budget developed to implement the annual programme of activities of the Agency. The Secretariat stated that the preparation of the first year draft budget has considered activities which are supporting operationalisation of CASSOA as well as coordinating the
assistance to Partner States in the preparation for the ICAO Safety oversight audits, the re-certification of organisations and personnel to the new harmonised Regulations and ensuring that the harmonised Regulations and Technical Guidance Materials are continuously developed and kept updated.

When CASSOA started operating on 1st June 2007, the Partner States through their Airport Authorities, as approved by the Council, had remitted a total of USD 428,991. The remaining amount as at June 30th 2007 was recorded as USD 387,049. CASSOA draft total expenditure budget stood at USD 1,349,306. After review as directed by the Board the total expenditure budget is USD 1,250,953.

Since the budget was submitted after the Partner States had approved their budgets for FY 2007/2008, the Board noted that in their budgets the amount each Partner State had committed to CASSOA was USD 150,000. This makes a total of USD 450,000 from the required USD 863,904, leaving a balance of USD 413,904.

Considering the above, the funds available should be prioritised in implementing the Annual programme of activities. The Board asked CASSOA to revise the budget downwards in order to be accommodative within the limited resources available. The Board will review the budget during the next meeting with the possibilities of additional contributions from Partner States including Rwanda and Burundi and funds that may be sourced from development partners.

The Board in line with Article 7(8)(g) of the Protocol:

(a) Approved the reallocation of USD 387,049 intended to cover the establishment costs of CASSOA which was not spent in F/Y 2006/07 to be used in F/Y 2007/08.

(b) Approved the budget and directed the Secretariat to amend the submitted expenditure estimates of USD 1,349,306 to take into account the changes made during the meeting which reduced the budget to USD 1,250,953.

(c) Committed the remittance of funds by Partner States’ Civil Aviation Authorities to CASSOA of USD 150,000.

(d) Directed the Secretariat to follow up with the EAC Secretariat in sourcing for funds from development partners.

(e) Directed the Secretariat to submit the budget to the Council for consideration and approval.

Min. CAS/BD/01/07

Consideration and approval of Customised Staff Rules and Regulations, and Financial Rules and Regulations for CASSOA
The Secretariat presented to the Meeting that it is working on the customisation of the Rules and Regulations so as to align its setting as a self-accounting Institution of the East African Community, to those of the EAC. Particularly those related to Staff Rules and Regulations and the Financial Rules and Regulations to suit its institutional structure. Due to time constraint it was not possible to complete the draft for consideration.

However, in order to facilitate operations of the Agency and management of its finances, the Agency submitted for consideration and approval by the Board—
(a) the opening of two Bank Accounts, one in USD and the other in Tanzania Shillings at Barclays Bank Arusha Branch;
(b) approve signatories as:
   (i) Panel A: CASSOA Executive Director and Technical Coordinator.
   (ii) Panel B: EAC Director of Finance, Director of Planning and Infrastructure and Director of Human Resources and Administrations.

The Board:

a) Approved

   i). The opening of two bank accounts with Barclays Bank (Arusha) Ltd. One account to be in Tanzanian Shillings, while the other to be a US Dollar account;
   ii). The signatories to these accounts to consist of two Panels; Panel A – the Executive Director and Technical Coordinator of CASSOA, while Panel B will be the EAC Directors of Finance, Planning and Infrastructure, and Human Resources and Administration. The signatories will be reviewed after the recruitment of the accountant.

b) Directed the Secretariat to draft a letter referring to the Resolution of the Board for the Chairman’s and Executive Director’s signatures for the opening of the bank accounts.

Min. CAS/BD/01/08

Consideration and approval of the draft Safety Technical Guidance Materials of the Harmonised East African Civil Aviation Safety Regulations

The Secretariat presented to the Meeting the Draft Harmonised Civil Aviation Safety Regulations Technical Guidance Materials developed by a Team of Experts from the Partner States which was established by the Heads of Civil Aviation and Airport Authorities at its meeting in Arusha from 23rd to 24th August, 2004. The completed draft Guidance materials cover identified critical guidance materials necessary to support the re-certification of organisations and personnel to the new Regulations. The technical guidance were presented for consideration and approval in line with Article 7(8)(e) of the Protocol.

The Board:

   a) Approved the draft technical guidance materials;

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b) Directed the Secretariat to align the Guidance material and transmit them to Partner States for adoption and release by Partner States' Civil Aviation Authorities to the public by the 31st August 2007.

Min. CAS/BD/01/09

Consideration and approval of establishing Technical and Sub Committees

The Secretariat presented to the Meeting proposing establishment of a technical committee and six sub-committees of experts, three of which will deal with regulatory issues and three will deal with technical guidance materials. The proposal included the Terms of References for the technical committee and six sub-committees of experts.

The Board was requested to consider and approve the establishment, constitution and honoraria for the technical committee as well as the sub-committee of experts.

The Board

a) Approved the establishment of a Technical Regulatory Committee as submitted by the Secretariat.

b) Approved the establishment of a Technical Finance and Administration Committee, and directed the Secretariat to develop the Terms of References for the committee.

c) Approved the establishment of two Sub Committees of Experts, one for Regulations and the other for Technical Guidance Materials. The constitution of the Sub Committees of Experts will depend on the specialties being considered.

d) Approved the honoraria for the technical and sub committee members of USD 100.00

Min. CAS/BD/01/10

Any Other Related Matters

(1)  CASSOA Logo

The Secretariat presented a draft advert for CASSOA Logo design. The Board discussed and considered the issue to be operational to be handled by the Secretariat. The advert for the procurement of the Logo is attached as Annex XI.

The Board:

a) Directed the Secretariat to liaise with the EAC Secretariat for the Logo procurement process.

b) Directed the Secretariat to submit the selected Logo design for approval.

(2)  Rwanda and Burundi

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The Secretariat informed the Board the Burundi and Rwanda with effect from 1st July 2007 are full members of the EAC and that in accordance with Article 21 of the Protocol they may become a party to the Protocol by depositing an instrument of accession to the Protocol. The Secretariat requested the Board to approve Burundi and Rwanda to participate in the Board meetings on observer status until they accede to the Protocol.

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<td>c) Directed the Secretariat to invite Burundi and Rwanda to participate in the Board meetings on observer status until they accede to the Protocol.</td>
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Min. CAS/BD/01/11

Date and venue of the next Board meeting

The next Board meeting will be held at the EAC Secretariat Headquarters in Arusha on the 24th – 25th October, 2007.

Min. CAS/BD/01/12

Closing of the Meeting

The Board meeting was closed at 5:00 p.m.

These minutes are hereby signed by the Heads of Civil Aviation Authorities, of the EAC Partner States, on this __ day of __________, 2007 in Arusha, Tanzania.

Mr. Ambrose Akandonda  
Chairman of the Board

Date: 25 Oct. 2007