EAST AFRICAN COMMUNITY
CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY

MINUTES OF THE 5TH EXTRAORDINARY CASSOA BOARD MEETING

FOURTEENTH CASSOA BOARD MEETING

24TH – 25TH FEBRUARY 2011

CASSOA HEAD OFFICE
ENTEBBE, UGANDA

CAS/BD/14/WP2B

EAC - CASSOA
Entebbe, Uganda
February 2011
MINUTES OF THE CASSOA FIFTH EXTRAORDINARY BOARD MEETING HELD ON 26TH NOVEMBER 2010 AT CASSOA HEAD OFFICE, ENTEBBE, UGANDA

Present:

1. Amb. Joseph Bangurambona Director, Burundi Civil Aviation Authority Chairman
2. Col. (Rtd) Hilary Kioko Director General, Kenya Civil Aviation Authority Member
3. Mr Fadhil Manongi Ag. Director General, Tanzania Civil Aviation Authority Member
4. Mr Samuel Muneeza Designated Representative of the Managing Director, Civil Aviation Authority Uganda Member
5. Dr. Richard Masozera Director General, Rwanda Civil Aviation Authority Member
6. Mr. Emilien Hakizimana Aviation Expert, Burundi Member
7. Mr. Ambrose Akandonda Aviation Expert, Uganda Member
8. Mr Kirenga Ndemino Aviation Expert, Tanzania Member
9. Mr Peter K. Mugenzi Aviation Expert, Rwanda Member
10. Mr. Mtesigwa Maugo Executive Director, CASSOA Secretary

Min. CAS/EBD/05/01

PRELIMINARIES

1.1 Opening of the Meeting

The Chairperson, Amb. Joseph Bangurambona, the Director of Burundi Civil Aviation Authority, called the meeting to order on 26th November 2010 at 0930 hrs and welcomed Members to the Fifth Extraordinary Board Meeting.

The Executive Director of CASSOA informed the meeting that in accordance with Rule 11 of the Rules of Procedures of the Board of CASSOA and Article 8(3) of the CASSOA Protocol, the Board has a quorum for the Meeting to be conducted. He informed the Board that one member, Dr W. R. Makuza, the Managing Director of CAA U, could not attend in person due to the death of his father, Mr Dominic Rama. The father passed away on Monday 22nd November 2010 and
will be laid to rest on Friday 26th November 2010 at his village in Kabale. In accordance with Article 7(6), Dr. Makuza has designated Mr Sam Muneeza to represent him.

The Executive Director, further, informed Board members that the extraordinary meeting is convened in accordance with the decision made during the 13th Board Meeting to consider and decide on the appointments of staff in the positions advertised by the Agency and on the proposal by the Technical Committee – Finance and Administration for the payment of unused leave days. He also informed members that the meeting will also consider a Report from the Secretariat on the recruitment of the Office Assistance.

1.2 Adoption of the Agenda and Programme

The Agenda and Programme were adopted as presented by the Secretariat.

1.3 Communication from the Chair

The Chairperson informed members on the upcoming East African Community Facilitation Meeting which is going to be hosted by the Republic of Burundi from 8th to 10th December 2010. He took the opportunity to urge all members in this forum to attend. He also informed members that on their behalf he has signed a letter of condolence to Dr W. R. Makuza for the loss of his father. He requested members to stand and observe a one minute silent in honour of Dr. Makuza’s father who passed away on Monday 22nd November 2010.

Min. CAS/EBD/05/02

APPOINTMENT OF STAFF IN POSITIONS APPROVED BY THE BOARD

The Agency Secretariat presented that in line with the Decision of the Board during its 13th Meeting, the Secretariat submitted details of the qualified candidates to the respective Partner States Civil Aviation Authorities for background checks in the positions of Principal HR and Administration Officer, the Manager Airworthiness, Senior Accountant and IT Officer. The following names were submitted to the respective States:

(i)  **Principal HR and Admin Officer:** Ruth Mtoi Simba - (Tanzania), Susan N Mucheru (Kenya) and Mellow Livoga (Tanzania);

(ii) **Manager Airworthiness:** Barry Kashambo (Uganda), Luke K Kittony (Kenya);

(iii) **Senior Accountant:** Cavin C. Mapunda (Tanzania); and

(iv) **IT Officer:** Peter Wamanga (Uganda), Moses Kajwang (Kenya) and Arthur Rutembesa (Rwanda).

The respective Director General/Managing Director submitted the outcome of the background checks which indicated that all the candidates did not have any negative issues to prevent their employment in the Agency.
The Board, therefore, in accordance with its mandate as provided under Article 7(8)(f) of the CASSOA Protocol, made the appointments in the positions of the Principal HR&A, Manager Airworthiness and IT officer.

The Board considered the recommended candidates for the three posts and made appointments as per its mandate under Article 7(8)(f) as follows:

a) Ruth Mtoi Simba for the position of Principal HR and Admin Officer;

b) Luke Kangogo Kitony for the position of Manager Airworthiness; and

c) Arthur Rutembesa for the position of IT Officer.

PROGRESS REPORT ON RECRUITMENT OF OFFICE ASSISTANT

The Agency Secretariat submitted a progress report on the recruitment of the Office Assistant following the report it provided during the 12th Board Meeting. During the 12th Board Meeting the Agency reported that shortlisting and interviews of the Office Assistant position were conducted on 27th May 2010 and 16th June 2010 respectively. The Secretariat also reported that the recommended candidates could not be appointed as their background checks revealed unsatisfactory information for appointments. The Agency therefore reported that it was doing background checks on the other three candidates interviewed in order to choose the best for recruitment. The three were Ms. Jackie Bright Kamukyeya, Mr. Richard Okongo and Mr. Stephen Kigozi.

The Agency Secretariat informed the Board that the background checks for the three candidates indicated that Ms Jackie Bright Kamukyeya's tendered certificates had problems while the remaining two candidates' certificates were fine. In the order of performance during interview Mr Richard Okongo ranked high between the two candidates and therefore was given the letter of appointment. His appointment started on 9th August 2010 under probation for three months.

The Agency Secretariat further reported that Mr Richard Okongo completed his probation period on 8th November 2010 and following his appraisal, he achieved 58% which is average performance requiring improvement. In particular he has problems in photocopying and properly arranging meeting documents, leaving sensitive documents unattended, leaving of office before ensuring that everything is complete, unsatisfactory follow-up on assignments and communication. The officer has been informed in writing of the appraisal outcome. In accordance with EAC Staff Rules and Regulations, the staff probation is extended to end on 8th February 2010. In case he does not improve, the position will be re-advertised.
The Board took note of the progress on the recruitment and appointment of the Office Assistant

Min. CAS/EBD/05/04

CONSIDERATION AND APPROVAL OF OUTSTANDING LEAVE DAYS

During the 13th Board Meeting which was held in Entebbe from 28th to 29th October 2010, the Board was unable to consider the subject as recommended by the Technical Committee - Finance and Administration as it was not in the Agenda and did not have the required write up for the Board to make a decision. The Board therefore directed the Agency Staff to present the matter on staff accrued leave days as of 30th June 2009 as an Agenda Item with a Working Paper in the next Board Meeting for decision.

The Agency Secretariat presented to the Board that EAC Staff Rules and Regulations provides that Professional staff and General staff are entitled to thirty (30) and twenty one (21) working days annual leave respectively. This leave is expected to be taken and not accumulated in excess of 30 or 21 working days accordingly.

The Agency has been manned by 5 staff members (three professional and two general) all of whom are manning their respective areas of responsibility alone. Due to the demands of the job and particularly during this formative phase of the Agency, no staff member has been able to take his/her annual leave fully in any one year. Staff members take a few days occasionally as they cannot be away from the duty station for long periods. This situation has led to officers accumulating leave days in some cases beyond the maximum allowed. However, the staff are given a Christmas break as per EAC policy which is deducted from their leave days.

The Technical Committee – Finance and Administration, at its 11th meeting considered the accumulated leave days and felt that such accumulated leave days needed to be utilised as soon as possible as they represented accumulated liabilities to the Agency which must be settled at some point in the future. The Committee also recommended that if it was not possible to take the leave days due to the short staffing of the Agency the staff members should be paid off for some of the days and a leave schedule agreed upon to ensure that remaining leave days were utilised accordingly.

The Board noted that even after payment of the leave days the balance leave days is still high. The Board sought clarification on the calculation and the budget item to be used to pay the amount of US$ 20,292 being requested. The Agency secretariat explained that calculation is based on the individual officer’s basic salary and the numbers of balance leave days up to 30th June 2009. The fund will be reallocated during the mid-year review and if they cannot be accommodated will be escalated in its payment.

The Board directed the Agency Secretariat to submit the request to the Internal Auditor for advice to the Board before it can take its decision.
ANY OTHER RELATED MATTERS

(1) Aviation Security Status in the Region

The Board was informed of the increased security threat in the region particularly from the terrorist groups including the Somali based Al Shabab and its affiliates the Al Qaeda in terms of Indian Ocean Piracy which is now extending to the coastal areas of the East African Community Partner States. There are also intelligence threat reports indicating possible use of the region civil aviation in terror attacks. In this case all the aviation administrations in the region are required to be extra vigilant to prevent use of aviation in terrorist attacks.

The Agency Secretariat informed the Board that it is planning to host an induction workshop for the National Civil Aviation Security Committees in the Region and requested the CAAs to establish and operationalise the Committees where they are not already established and in operation.

(2) Information about CASSOA

A member of the Board, Mr. Ambrose Akandonda, informed the Board that he recently attended the Uganda Air Service Licensing Board meeting and took the moment to inform participants about CASSOA, its objectives and what it does.

The Board was informed that Rwanda and Burundi had recently negotiated review of their respective Bilateral Air Services Agreements with Belgium. During the Rwanda negotiation, the Director General of Belgium CAA made comment about CASSOA. He commented of his concern that CASSOA has not developed to achieve the position it deserves. This indicated lack of information by stakeholders on the CASSOA development.

MIN. CAS/EBD/05/06

CLOSING

The Board Meeting was closed at 1400 hrs on 26th November 2010.

These minutes are hereby signed on this 24th day of February, 2011.

Amb. Joseph Bangurambona
Chairperson

Mr. Mtesigwa O. Maugo
Secretary