

ACTION PLAN

OVERVIEW OF THE ACTIVITIES FOR THE FIRST THREE YEARS OF OPERATION OF AFSEC

A) Preparatory activities: 2008

B) Operational activities: 2009 -2010

- 1. Development of operational procedures for AFSEC technical work**
- 2. Development of an overall strategy for standardization/ harmonization**
- 3. Workshop to debate what are the priorities for harmonization in the electricity supply sector**
- 4. Establish formalize liaison/cooperation agreements with the RECs**
- 5. Establish formalize liaison/cooperation agreements with ARSO and IEC**
- 6. Training and capacity building**
- 7. Establish AFSEC technical committees**
- 8. Establish AFSEC Conformity assessment committee and define its scope/initial brief**
- 9. Development of regulations for adoption of standards approved by AFSEC as the basis for compulsory standards sanctioned by relevant structures of the AU**
- 10. Formal meetings**

A) Preparatory activities: 2008/9

- Constitutive General Assembly 26-28 February 2008, Accra, Ghana
 - Approval of the statutes and rules of procedure
 - Election of officials [President, Vice-Presidents, and Treasurer]
 - Identification of founding members [Existing National Committees, and NCs to be formed] and their official representatives
 - Identification of affiliate members and their official representatives
 - Approval of the membership fee structure
 - Formation of the management committee
 - Appointment of an Executive Secretary
- Establishing the Headquarters for AFSEC
 - Invitation to African States to host AFSEC HQ
 - Selection / decision
 - Recruitment of secretariat staff
 - Establish office of secretariat
- Establish funding
 - Release of start-up funds for 2008 from AFREC
 - Invoicing of founding members
 - Applications for donor funding/grants
- Finalise the formal text of the Statutes and Rules of Procedure and translation into all official languages of the AU.

B) Operational activities: 2009- 2010

1. Development of operational procedures for AFSEC technical work

This will be one of the first tasks of the incoming management committee. The procedures would be guided by those of the IEC and procedures already in use in sub-regions – for example the harmonization procedures of SADCSTAN, and should be aligned with the African Standardization Harmonization Model (ASHAM) proposed by ARSO.

2. Development of an overall strategy for standardization/ harmonization

The strategy would need to take account of such issues as

- What harmonization has already been achieved in sub-regions or among electricity utilities in particular
- What IEC (or other electrotechnical standards) are already in use or have been adopted by African countries: specifically taking into account the standards selected by countries participating in the IEC affiliate programme
- Which IEC committees that individual African countries are active in or monitoring, with a view to sharing that information among AFSEC members.

3. Workshop to debate what are the priorities for harmonization in the electricity supply sector

This would be based on input from

- UPDEA (study committee for standardization)
- Power pools
- Sub Regional groupings [ECOWAS, SADCSTAN/PIESA, etc]
- Stakeholders in general
- Regulators, manufacturers, government departments, through the national committees
- AFREC

The workshop could be organized in collaboration with UPDEA.

The lists of IEC standards already adopted or being adopted as national standards by African NSBs should be compared to see if there is a core of standards that could be regarded as de facto, but not yet formally recognized, harmonized standards. In particular, the standards being adopted as national standards in African countries, through the IEC Affiliate country programme can provide the basis for a potential harmonization programme through AFSEC.

As an output of the workshop, an initial programme of work will be developed for the adoption of specific IEC standards, and for the adaptation of IEC standards to African conditions, where such adaptation had already been necessary in one or more African countries. This initial programme of work will drive the establishment of specific technical committees.

4. Establish formalize liaison/cooperation agreements with the RECs

Such cooperation is necessary to ensure there is mutual exchange of information and work programmes, and where appropriate to elevate sub-regional work for possible adoption at a continental level through AFSEC.

5. Establish formalize liaison/cooperation agreements with ARSO and IEC

Formal recognition of AFSEC by ARSO, as the umbrella body for the coordination of African standardization is clearly appropriate and necessary.

As is the case with other regional standardization bodies, a cooperation agreement with IEC will facilitate access to IEC resources and participation in IEC events and ensure on-going formal international recognition of AFSEC.

6. Training and capacity building

There will be a need to arrange training to familiarize AFSEC TC members and management committee members with standardization principles and processes.

The AFSEC Executive Secretary should explore options for facilitating such training with appropriate organizations (UNIDO, IEC, etc) and possible funding [Training is indicated as being funded by donors in the draft financial plan]

Training for the staff recruited for the permanent secretariat should also be provided, depending on the skills and experience of those selected.

7. Establish AFSEC technical committees

The recommendations on which technical committees (TCs) to form should be a result of the proposed workshop (item 3), and decided by the management committee. The present thinking is to establish a limited number of TCs, perhaps two or three, for example:

One TC covering low voltage (LV) and medium voltage (MV) equipment and electric power systems

One TC covering high voltage (HV) and extra high voltage (EHV) equipment and electric power systems

One TC covering renewable energy technologies

Committee chairmen and secretariats will be selected in accordance with the statutes.

8. Establish AFSEC Conformity assessment committee and define its scope/initial brief

In accordance with the statutes, the Committee chairman is the elected second Vice President. The secretariat will be selected in accordance with the statutes.

The initial brief of the conformity assessment committee could include, for example:

- Develop a consolidated database of what test facilities exist in Africa for electrotechnical products.
- Identify what mutual recognition agreements are in place, if any, and which are needed?
- Establish a formal linkage with AFRIMET.
- Identify gaps and needs not met, and how could these be addressed.
- Accreditation bodies: what exists in member states and what are their mandates.

9. Development of regulations for adoption of standards approved by AFSEC as the basis for technical regulations to be promulgated by the relevant structures of the AU

Early in the formulation of AFSEC it was identified that effective standardization in some areas might require the mandatory application of standards through the structures of the AUC. A draft regulation has already been developed.

A project is proposed in collaboration with the relevant Commissions of the AUC, including the Department for Trade and Industry and involving ARSO, to further develop and submit for approval appropriate AU regulations in respect of compulsory standards.

10. Formal meetings

The various meetings required for the operation of AFSEC will be organized, guided by the provisions set out in the statutes, and according to the detailed work programme.

Specifically:

- Meetings of the Technical Committees and Conformity Assessment Committee Meetings will be arranged as required according to their specific work programmes

- Second management committee meeting, 3rd quarter 2008

Planning of the second general assembly will be an important item for this meeting.

- Second General Assembly, 2nd quarter 2009

Invitations for the hosting of the second general assembly of AFSEC will need to be issued mid 2008.

The cycle of meetings would continue into the remainder of 2009 and into 2010.

Provisional budget/ financial plan for 2008 -2010

Costs in US \$ (2008 base)

Year	2008	2009	2010	3 year total
costs				
secretariat	84,900	237,350	233,350	
officials travelling	40,000	60,200	60,200	
hosting of meetings	140,000	44,300	44,300	
capacity building**		50,000	50,000	
TOTAL	264,900	391,850	387,850	1,054,600
sources of income				
External funding	136,500	160,000	160,000	
donors		50,000	50,000	
members fees	77,500	77,500	105,000	
host country	20,000	46,300	49,000	
hosting organisations	58,000	44,300	44,300	
TOTAL	292,000	378,100	408,300	1,078,400

** Capacity building would include for example, training in standardization techniques, and running of committees for technical committee members. Donor funding will be sought for this.

PROPOSED STRUCTURE /STAFF GRADING OF THE SECRETARIAT

NOTE This staffing and grading proposal is based on African Union Commission staff gradings, salaries and allowances as provided by AFREC.

post	post grade
head of secretariat	P5
finance & admin manager	P3
office secretary	GSA3
committee clerk	GSA2

Salaries + allowances

The budget is based on an average of step 5 (V) in the 10-point AUC 2004 salary tables for each staff member, with inflation adjustment to acceptable 2008 salaries and allowances

Period	\$US p.a.
2009 -10	135 450
2011 onwards	162 545

Note that services required to operate the secretariat will be mostly bought in. e.g. transport for visitors, web services, translations,

The detailed line item budget for the secretariat is set out below:

[calendar year]	2008	2009	2010
COST OF SECRETARIAT			
salaries & allowances	42 000	135 450	135 450
Local transport	2 500	5 000	5 000
office equipment		15 000	
Rent and Cleaning		20 000	20 000
Maintenance/Insurance		3 000	3 000
Depreciation		2 000	3 000
Reproduction of documents	3 000	5 000	5 000
Marketing	10 000	10 000	10 000
education and training of staff		10 000	10 000
Office Administration	4 000	13 500	13 500
Secretariat travelling	18 400	18 400	18 400
Translation of business documents	5 000	10 000	10 000
Total cost of secretariat	84 900	247 350	233 350
Number of members	12	18	18