

**APPROVED ACTION PLAN for AFSEC**

**2010-2013**

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## A) Preparatory activities: 2008/9

Actions from the initial three-year action plan approved at the constitutive general assembly have been reviewed.

### 1. Actions completed

- Constitutive General Assembly 26-28 February 2008, Accra, Ghana
  - Approval of the statutes and rules of procedure
  - Election of officials [President, Vice-Presidents
  - 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 [note: in part-time capacity]
- Funding
  - Invoicing of founding members (3 of 10 have paid for 2008 up to end 2009)
  - Release of start-up funds for 2009 from AFREC
- Liaisons
  - Cooperation agreement between IEC and AFSEC signed in Oct 2009

### 2. Actions not yet completed

- Election of Treasurer – Statutory members to be invited to submit proposals for suitable qualified persons from their national committees. ACTION ES
- Establishing the Headquarters for AFSEC
  - Invitation to African States to host AFSEC HQ
  - Selection / decision
  - Recruitment/secondment of secretariat staff
  - Establish office of secretariat

AFSEC to engage with Department of Energy SA and NEPAD for the short/medium term solution.

ACTION ES/President/AFREC

- Funding
  - Applications for donor funding/grants for future projects [see for example items 8] ACTION ES
  - Payment of outstanding membership fees (6 founding members 2008, all members 2009) ACTION ALL MEMBERS
- Final drafting and approval of the charter between AFREC and AFSEC, and review the statutes to align with the Charter. (NOTE This can only be done in collaboration with the AU legal counsel, noting that the statutes might require further changes to align with the regulations of the AU).
- Proposed that experts be drawn in to make proposal on how charter and statutes can be aligned to satisfy the requirements of the AU. AFREC/ES/President

- Formal text of the Statutes and Rules of Procedure and translation into all official languages of the AU.
- Translations to Arabic and Portuguese will be on hold until the statutes are reviewed and revisions approved. Egyptian National Committee will be invited to assist with the Arabic translation when appropriate.

## **B) Operational activities: 2010- 2013**

### **1. Development of operational procedures for AFSEC technical work**

This will be one of the first tasks of the 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, which form the basis of the African Standardization Harmonization Model (ASHAM) proposed by ARSO. The principles tabled at the 2010 technical workshop, as amended, were adopted by the 2010 General Assembly, (see AFSEC/GA-02A).

Executive secretary to develop and circulate first draft of the detailed procedures, taking account of ISO/IEC Directives.

ACTION ES

### **2. Development of an overall strategy for standardization/ harmonization**

The strategy would need to take account of such issues as

#### a) Data collection

- 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.

- b) Development of a road map for effective use of our scarce resources to effectively influence international standards work (IEC) and to use them effectively.

The management committee to develop this strategy after the workshop 10-11 August 2010.

ACTION Management Committee

### **3. Marketing plan**

A marketing plan will be developed for all AFSEC members to use with a view to increasing membership and funding. [brochures, presentations, etc]

The management committee is mandated to develop this plan, and if considered necessary by using the services of a marketing specialist. The marketing plan is the responsibility of the third Vice President.

ACTION ES/3<sup>rd</sup> VP

### **4. Establish formalize liaison/cooperation agreements with the RECs**

Cooperation with the RECs 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. Representatives of RECs had been invited to

next 2010 GA, with the intention of cooperation agreements being drafted thereafter, but only SADC had responded via SADCSTAN.

. ACTION include RECs in the marketing plan.

Where an REC has a formal programme for the harmonization of electrotechnical standards, It is proposed that the committee responsible for that work should apply to be an affiliate member of AFSEC. Specific marketing of AFSEC to the RECs to be included in the marketing plan.

The Executive Secretary to follow up on the response of SADCSTAN after their Executive committee meeting in August 2010.

## **5. Establish formalize liaison/cooperation agreements with regional and international standards bodies**

### **IEC**

The cooperation agreement between IEC and AFSEC was signed at the General Meeting of the IEC in Oct 2009. 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.

### **CENELEC**

The regional electrotechnical standardization body in Europe CENELEC, is probably the most mature and rigorously structured regional bodies from which AFSEC can gain much by the way of experience: In particular the mechanism for the mandatory application of standards through the regulations of the European Union. It is propose to conclude an MoU between CENELEC and AFSEC as soon as it is mutually convenient.

( see draft cooperation AFSEC/GA-09)

The President was mandated to conclude the MoU later in 2010.

ACTION President

### **ARSO**

Formal recognition of AFSEC by ARSO, as the umbrella body for the coordination of African standardization is appropriate. ARSO was a member of the working group for the establishment of AFSEC and has been invited to the 2010 GA of AFSEC, but had not sent a representative. The second Vice President was mandated to engage with ARSO regarding its cooperation with AFSEC

ACTION 2<sup>nd</sup> VP

African Telecommunication Union.

The Executive Secretary was mandated to explore the possibility of a cooperation with the African Telecommunication Union.

Action ES

## **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 IEC Secretary General has already stated the IEC's intention to offer resources for training.

The Executive secretary was mandated to explore all options for the funding and organizing of the training, including coordination with the African Power Pools, and remote training.

NOTE The Request for funding from AfDB via AFREC had been submitted in July 2010, but other options need to be considered.

ACTION ES

Training for the staff recruited for the permanent secretariat should also be provided, depending on the skills and experience of those selected. The timing in this depends on the establishment of the AFSEC H/Q, and is unlikely to be required until after 2011.

## 7. Establish AFSEC technical committees

The proposal of the technical workshop held 10-11 August 2010, as ratified by the GA on 12 August 2010, was to initially establish 5 TCs, being mirror committees of the following IEC TCs

[TC 8](#): Systems aspects for electrical energy supply

[TC 13](#): Electrical energy measurement, tariff- and load control

[TC 57](#): Power systems management and associated information exchange

[TC 64](#): Electrical installations and protection against electric shock

[TC 77](#): Electromagnetic compatibility

The drafting of detailed programme of work would be the responsibility of each TC, under the supervision of the management committee.

Requests for nominations for TC membership and chairmen/secretaries (2 month period) to be issued.

ACTION ES

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

The formal establishment of the Conformity Assessment Committee is deferred, taking account of the need to apply limited resources to establishing the first standardization committees

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 AFRIMETS [Intra Africa Metrology system].
- Identify gaps and needs not met, and how could these be addressed.
- Accreditation bodies: what exists in member states and what are their mandates.

The development of the database on test facilities could be undertaken by or with the assistance of the secretariat and collaboration with AFRIMETS and AFRAC, and RECs. This activity is include in the scope of work for 2011. Donor funds and the use of a consultant might be required if the work is beyond the resources of the secretariat and the members. The second Vice President was mandated to propose what steps should taken.

ACTION 2<sup>nd</sup> VP

## 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 was prepared during the initial work to establish AFSEC (AFSEC/GA2-08) – Members have been invited to submit comments on the draft.

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

ACTION President/AFREC

## **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 needs of the detailed work programme.

Specifically:

- Meetings of the Technical Committees will be arranged as required according to their specific work programmes  
ACTIONS ES & 1<sup>st</sup> VP
- The Second management committee meeting and Second General Assembly were held 12-13 August 2010.
- 3<sup>rd</sup> management committee meeting to be held not later than 12 months (August 2011). The Executive Secretary to send invitations for all future meetings for next 3 year period to all members. [Noted that Kenya is ready to host next meeting.]

ACTION ES

The next general assembly to be held in either 2012 or 2013. The decision to be made at the next management committee meeting in 2011.

Management Committee

## C) Financial considerations

### C.1 Summarised budget/ financial plan for 2010 - 2014

(See financial model in AFSEC/GA2-03 for details)

Costs in US \$ (1 000) (2010 base)

YEAR	2010	2011	2012	2013	2014
expenditure	166	214	213	281	355
Income including in-kind support	166	225	230	292	352
Funds from AFSEC and Reserve fund	60	70	88	99	96

Number of statutory members (Target)	13	16	19	22	25
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### C.2 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 (NOTE 2)	P2
office secretary	GSA3
committee clerk (NOTE 2)	GSA2
NOTE 1 Excludes housekeeper, normally to be paid for direct. For expatriate Head of Secretariat	
NOTE 2 These posts only to be filled in 2014	

The need for administrative support in the secretariat becomes more critical with establishment of the TCs and operational work. The level of support from SA (e.g. secondment) has yet to be negotiated and agreed. Recognising that short term measures might be needed, the Executive Secretary was asked to consider contracting additional support from the management services company.

ACTION ES

### C.3 Salaries + allowances

The estimate is based on an average of step 5 (V) in the 10-point AUC 2009 salary scales.

Period	\$US p.a.
2011-2013	125000
2014 onwards	200000