



### **Basic & Reference Documents:**

1. Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations - Phnom Penh(Rep/Ad-hoc/2014/04)
2. Report of SC- Staff and Financial - Abu Dhabi(SC-Staff & Financial/Rep/2017/04)
3. Report of the Standing Committee on Staff and Financial Regulations - Istanbul(APA Tenth Plenary Session APA/Rep/2017/08)
4. Report of the Standing Committee on Budget and Planning - Istanbul(APA Eleventh Plenary Session APA/Rep/2018/08)



## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

Rapporteur: Hon. Mr. Karma Tenzin (Bhutan)

1. The Ad-hoc Committee on APA Financial and staff Regulations held its meeting on 24 -25 June 2014 in Phnom Penh, Kingdom of Cambodia. APA Delegations from Bahrain, Bhutan, Cambodia, Iran, Jordan, Laos, Maldives, Pakistan, Russian Federation and Saudi Arabia participated. Representatives of Embassies of China, Indonesia, North Korea and Thailand also took part in the meeting. The list of participants is attached as **Annex I**.
  2. H.E. Mr. Leng Peng Long, Secretary-General of National Assembly of the Kingdom of Cambodia, H.E. Mr. Amir Hossein Zamaninia, APA Assistant Secretary-General, and H.E. Senator Mushahid Hussain Sayed, Representative of APA President (Pakistan) each made an opening statement. Texts of statements are attached as **Annex II**.
  3. H.E. Dr. NGUON NHEL, 1<sup>st</sup> Vice-President of National Assembly of Cambodia inaugurated the meeting. In his opening address he welcomed the delegates from APA member parliaments and wished them a successful deliberation on APA Financial and Staff regulations. He emphasized on importance of APA as an Asian Parliamentary Organization and expressed the need for setting up its permanent financial and administrative regulations and requested all member parliaments to support the organization by all available means. He also encouraged the participants in this meeting to finalize these documents and refer them to the upcoming Executive Council meeting. Text of his speech is attached as **Annex III**.
- The inaugural meeting was concluded at 10:20.
4. The Ad-Hoc Committee on Staff and Financial regulations was opened at 11:00 by Committee Chairman, H.E Mr. Nhem Thavy, MP (Cambodia).
  5. The Chair moved to adopt the draft agenda. It was adopted. It is attached as **Annex IV**.
  6. The meeting elected Honorable Dr. Said A. Al-Shaikh, member of Majlis Ash Shura of the Kingdom of Saudi Arabia as Vice – Chairman and Honorable Mr. Karma Tenzin, Member of Parliament of Bhutan as the rapporteur.
  7. H.E. Mr. Zamaninia, APA Assistant Secretary-General presented the Report of APA Secretary-General contained in document SG/Rep/2014/3 of 14 June 2014. He briefed the meeting on the background of Financial and Staff regulations. He also highlighted the major issues in the regulations which required greater attention of the delegates.





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

8. The meeting deliberated on various provisions of the APA draft Financial Regulations. The scale of assessment of contribution drew great interests from all participating delegations. A serious discussion pursued; several amendments and several formulas were discussed. The meeting decided that without prejudice to adoption of the Financial Regulations, the scale of assessment requires further consideration and asked the Secretariat to continue to work, in coordination with APA Vice-President for Administrative and personnel regulations (Cambodia) on its formula. The meeting requested the Secretary-General to submit a further report on formula for determination of assessed contributions to the next meeting of the Executive Council. The Secretariat elaborated that at the initial phase, the Secretariat plans to have between 12-15 staff and estimated the annual budget to remain in the range of one Million US dollars for a number of years.
9. In light of the paragraph above, it was decided to propose to the Executive Council to consider recommending the adoption of the draft Financial Regulations as amended.
10. The meeting then turned to the next item: draft Staff Regulations. H.E. Mr. Zamaninia provided some background information on the subject and drew the attention of the delegates to major issues therein: the issue of secondments, and the proposed APA organizational chart.
11. Many delegations sought clarifications on a number of issues and proposed amendments, including on the question of privileges and immunities, travels and air plane tickets, Health insurance, number of grades in each category of APA staff.
12. All delegations agreed to propose to the Executive Council to recommend adoption of the draft Staff Regulations, with the understanding that delegations would submit their amendments well in advance of the Executive Council meeting so as to enable the Secretariat to submit the amended text of Staff Regulations to the Executive Council.
13. The Ad-hoc Committee proposes the following draft resolution to the Executive Council for further consideration and recommendation for adoption at the Plenary.





## Draft Resolution on APA Financial and Staff Regulations

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*We, the members of the Asian Parliamentary Assembly,*

*Taking note of APA/Res/2008/04 and other relevant APA documents;*

*Determined to enhance the efficiency and organizational capacity of the APA to achieve its goals and objectives enshrined in its Charter;*

*Confirming the importance of participation by all Member Parliaments in meeting the financial needs of the APA Secretariat;*

1. Take note with appreciation of the draft Financial and Staff regulations prepared by the Secretariat,
2. Approve the Financial and Staff Regulations as amended and attached to this resolution,
3. Decide to further consider the scale of assessed contribution by member parliaments to the general budget of APA Secretariat, and request the Secretary-General to prepare, in consultation with APA Vice-President for Financial and Administrative Affairs (Cambodia), a further report on formula for determination of assessed contribution by member parliaments to APA annual budget,
4. Recommend to all APA Member Parliaments, particularly those with stronger economies, pending implementation of these regulations, to make voluntary contributions and assign a professional staff as secondment to APA Secretariat in order to enhance its capacity to optimize the function entrusted to it by the Plenary,
5. Appreciate the Islamic Parliament of Iran for payment of APA budget since its establishment, and request the Islamic Parliament of Iran, in light of Rule 40 of the Rules of Procedure, that pending the implementation of these Regulations and securing the regular payment of assessed contributions by Member Parliaments, to continue to provide financial support to the APA Secretariat,
6. Request the Secretary-General to submit a proposed budget for 2015 fiscal year to the next Executive Council meeting.





## Draft Resolution on APA Financial and Staff Regulations

Annex to the Draft Resolution proposed by  
Ad hoc Committee

# APA STAFF REGULATIONS

## DRAFT





## Draft Resolution on APA Financial and Staff Regulations

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This Staff Regulations draft has 15 Chapters, 78 articles and 5 annexes. It is to be approved by the APA Executive Council for point of reference and implementation.

### INDEX

- CHAPTER-I: Scope and Definitions
- CHAPTER-II: Duties and Privileges
- CHAPTER-III: Posts Classification
- CHAPTER-IV: Appointments
- CHAPTER-V: Interim Assignment and Secondment
- CHAPTER-VI: Promotion
- CHAPTER-VII: Performance Reports
- CHAPTER-VIII: Salaries, Increments, Allowances and other Financial Provisions
- CHAPTER-IX: Official Holidays and Annual leaves
- CHAPTER-X: Travel
- CHAPTER-XI: Health Care
- CHAPTER-XII: Disciplinary Measures
- CHAPTER-XIII: Termination of Service
- CHAPTER-XIV: Legal and Administrative Structure of the Secretariat
- CHAPTER-XV: Miscellaneous Provisions

### ANNEXES

- ANNEX-I: Scale of Monthly Salaries
- ANNEX-II: Qualification Rules
- ANNEX-III: Transportation Allowance
- ANNEX-IV: Daily Subsistence Allowance on Official Missions
- ANNEX-V: Organizational Chart of the APA





## Draft Resolution on APA Financial and Staff Regulations

# CHAPTER I

## SCOPE AND DEFINITIONS





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER - I SCOPE AND DEFINITIONS

#### ARTICLE-I SCOPE

The present regulations shall be called "Staff Regulations of the Asian Parliamentary Assembly (APA), and shall be applicable to the staff of the APA Secretariat.

#### ARTICLE-2 DEFINITIONS AND TERMS OF REFERENCE

In this statute the following terms shall have the meaning hereunder assigned to them:

2.1 APA:

Asian Parliamentary Assembly.

2.2 Executive Council:

Executive Council of the APA as stipulated in the Charter and the Rules of Procedure.

2.3 Charter:

The Charter of the APA

2.4 Secretariat:

The Secretariat of the APA

2.5 Secretary General:

The Secretary General of the APA

2.6 Post:

A position within the organizational chart of the APA, approved in the budget of the Secretariat which entails a set of duties and responsibilities assigned to a staff member.

2.7 Staff Member:

An individual holding a permanent or temporary post in the Secretariat. Staff members are classified into professional and general categories.

2.8 Family of Staff Member:

Spouse, and up to three under 18 years of age children.

2.9 Country of Origin:

The State of which the staff member is a national.

2.10 Headquarters:

The seat of the APA Secretariat in Tehran, Capital of the Islamic Republic of Iran.







## Draft Resolution on APA Financial and Staff Regulations

# CHAPTER II

## DUTIES AND PRIVILEGES





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER-II DUTIES AND PRIVILEGES

#### ARTICLE- 3

APA is an Asian inter-parliamentary Assembly and the staff members of the APA Secretariat are international civil servants. In the exercise of their functions, they shall commit themselves to serving the interest of the APA and to conducting themselves with integrity and impartiality.

#### ARTICLE- 4

The staff members of the Secretariat shall carry out every aspect of their functions responsibly and in accordance with principles and objectives of APA Charter.

#### ARTICLE-5

In the discharge of their duties, the Secretary General and the Staff Members shall:

- 5.1 Put the interest of the APA above all other interests and perform their duties with integrity and impartiality.
- 5.2 Strictly abide by the provisions of the present and other relevant regulations.
- 5.3 Be courteous and promote a spirit of cooperation and professionalism in the Secretariat to ensure high performance.
- 5.4 Protecting the APA funds, properties and documents.

#### ARTICLE- 6

The Secretary General and Staff Members shall not:

- 6.1 Receive or seek instructions from anybody outside the APA.
- 6.2 Divulge any information acquired in the performance of their duties that are classified, either by its very nature or due to relevant instructions.
- 6.3 Keep for personal use any classified document of the APA.
- 6.4 Engage in any activity incompatible with the APA principles and objectives.
- 6.5 Engage in any other paid-for jobs, save in such exceptional cases as may be authorized by the Secretary General.
  - 6.6.1 Behave in any way that may be detrimental to their posts and status as international civil servants.





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### ARTICLE -7

7.1 Staff Members shall secure the approval of Secretary General prior to making any public representation of the APA and/or Secretariat.

7.2 Staff Members shall accept rewards, grants or decorations from outside the APA with approval of the Secretary General.

### ARTICLE -8

In the exercise of their duties, the professional staff members of the APA shall enjoy diplomatic privileges and immunities in accordance with the headquarters agreement, and relevant principles of international law.

### ARTICLE -9

The diplomatic privileges and immunities shall be granted to the professional staff members in the interest of the APA and for accomplishment of the tasks assigned to them. They in no way may dispense the professional staff members from discharging their obligations or failure to abide by the local laws and regulations.

### ARTICLE -10

10.1 Secretary General is the Head of APA Secretariat and, is accountable to the Plenary and the Executive Council for the conduct of the Secretariat and the implementation of the provisions of the present regulations.

10.2 All staff members are responsible to the Secretary General in discharging their functions and the duties assigned to them.

10.3 Based on procedures delineated in the Headquarters Agreement, the Secretary General shall decide to lift the immunity of any staff member.





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# CHAPTER III

## POSTS CLASSIFICATION





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER - III POSTS CLASSIFICATION

#### ARTICLE- 11

11.1 The Secretariat may create posts and thoroughly define their job descriptions and tasks in accordance with the provisions of the present Regulations and upon consideration in the APA Executive Council and approval of the Plenary.

11.2 Subject to Rule 45 of the APA Rules of Procedure, type of work and responsibilities of the APA personnel shall be divided into the following categories:

A- Professional staff:

1. Assistants Secretary General
2. Advisors
3. Directors
4. Experts (seniors – juniors)

B- General staff:

5. General staff

11.3 Each category shall be sub-divided into grades. The grades include posts that are similar in term of their degree of difficulty, required aptitude and ensuing duties and responsibilities, even where they differ in the nature of the activities involved. Each category comprises the following Grades, classified in the descending order:

- |   |                |
|---|----------------|
| 1. Assistant Secretary General Category | Grades A1, A2  |
| 2. Advisors of Secretary General        | Grades B1, B2, |
| 3. Director Category                    | Grades C1, C2  |
| 4. Experts Category                     | Grades D1, D2, |
| 5. General Staff Category               | Grades E1, E2, |

11.4 Each category may allow a number of increments not exceeding one per year and not less than one every three years.\*

\* Remunerations relating to each Category are specified in Annex I.





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### ARTICLE- 12

Job descriptions of the various posts shall be defined by Secretary General.

12.1 Post and related financial category and salary according to the salary scale annexed to the present regulations (Annex 1).

12.2 The requisite qualifications, educational background and number of years of necessary related experience for having access to the said post in accordance with the Qualifications Rules annexed to these Regulations (Annex II).





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# CHAPTER IV

## APPOINTMENT





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER- IV APPOINTMENT

#### ARTICLE- 13 CONDITIONS OF APPOINTMENT

The Secretary General is elected in accordance with the provisions of the Rule 45 of Rules of Procedure.

#### ARTICLE- 14

The guidelines for appointing staff of the APA Secretariat are as follows:

14.1 Appointment of Assistants Secretary General and other professional staff shall be made by the secretary general, upon recommendation by a senior secretariat selection committee, taking into account, to the extent possible, equitable geographic distribution of the posts, and in accordance with the Qualification Rules set out in Annex II of the present regulation.

14.2 Appointment of professional staff shall be by designation for a four-year period, including the probationary period. After the initial term of four years, the contract may be renewed on yearly basis up to the sixth year to be counted from the date of joining the service.

14.3 Appointment of General Staff posts shall be made directly through local recruitment on a permanent basis.

#### ARTICLE-15

15.1 Appointment to a post shall be made only after the post has been created and for which necessary allocations have been provided for in the budget.

15.2 The APA Secretary General shall inform the Member Parliaments of vacant posts and their conditions in adequate time and shall invite them to submit their candidates.

15.3 In all cases, advertisements of vacant positions must include the conditions of appointment there to in accordance with the Qualifications Rules as attached to the present Regulations (Annex II).

#### ARTICLE- 16

In addition to the provisions contained in the preceding articles, an appointee to the APA must meet the following conditions:

16.1 To be twenty-five and not exceeding sixty-five years of age according to the Calendar in force in the country of origin.

16.2 Not having been convicted of a serious crime.







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16.3 Not having been removed from any job for disciplinary reasons.

16.4 To be either nominated by their Parliament for posts subject to nomination or his/her Parliament should have no objection to their appointment in the APA Secretariat.

### ARTICLE- 17

The Secretary General shall decide on the appointment of the staff members including terms and conditions governing the posts and their duties and obligations.

### ARTICLE- 18

The date of commencement of the appointment of a staff member shall be deemed to be the date of his/her joining the duty. If he/she fails to report for duty without a legitimate reason, to be assessed by the Secretary General, within thirty days from the date of notification of his/her entry, the said appointment shall be considered null and void.

### ARTICLE-19

The staff member who is granted permanent appointment shall undergo a probationary period of six months starting from the date of his/her joining. The Secretary General shall have the right to terminate his/her services during this period or upon its completion, if his/her aptitude for the post is not confirmed.

### ARTICLE-20

In Case of change in his/her educational, social and professional status, the staff member must submit the relevant statements and documents within 30 days from the occurrence of such changes.





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# CHAPTER V

## INTERIM ASSIGNMENT AND SECONDMENT





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### CHAPTER- V INTERIM ASSIGNMENT AND SECONDMENT

#### ARTICLE- 21 INTERIM ASSIGNMENT

The Secretary General may, when necessary, assign a staff member on temporary basis and without compensation, to posts at the same or higher levels than those of his/her post within the same category provided that this shall not infringe upon the principle of promotion to vacant post.

#### ARTICLE- 22 SECONDMENTS

22.1 The Secretary General may approve the secondment of a staff member by an APA Member Parliament.

22.2 Secondment shall be for a maximum period of three years applicable to the staff member who has spent at least five years in service.

22.3 The post of a staff member shall remain vacant during the secondment period. The vacancy may however be filled, on a temporary basis.

22.4 The salary of a seconded staff member, travel expenses for himself/herself and his/her family members and all financial obligations, including the end of service indemnity, shall be borne by the party that seconded the staff.





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# CHAPTER VI

## PROMOTION





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER -VI PROMOTION

#### ARTICLE- 23

Promotion of a staff member shall be subject to the following:

- 23.1 Availability of a vacant post, in the next higher grade.
- 23.2 The staff member must have spent at least three years in his present grade.
- 23.3 The staff member must satisfy the qualification requirements for the post to which he/she is to be promoted.
- 23.4 The confirmation of the aptitude of the staff member for promotion shall be established by his/her obtaining a "very good" mark in the performance report for the preceding year and the average evaluation of his/her work in the reports for the other years in his/her present grade is at least "Good".

#### ARTICLE- 24

If the number of staff members eligible for promotion exceeds the number of vacant posts, preference shall be given to those with higher qualifications: the most senior in the service, the most highly educated and then the oldest.

#### ARTICLE- 25

On promotion, the staff member shall be entitled to the initial salary of the grade to which he/she is promoted. If his/her salary before promotion is higher than the initial salary of the grade to which he/she is promoted, he/she shall be entitled to the salary step immediately higher.

#### ARTICLE- 26

Promotion shall be effective from the date stated in the relevant decision.





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# CHAPTER VII

## PERFORMANCE REPORTS





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER VII PERFORMANCE REPORTS

#### ARTICLE- 27

Except in case of the Secretary General, annual performance reports shall be prepared for all staff members, during the last two months of the fiscal year for which the report is made.

#### ARTICLE- 28

In preparing performance reports, the following procedure shall be observed:

28.1 The report shall be prepared by the immediate supervisor of the staff member and approved by the staff superior to the reporting staff.

28.2 The performance of a staff member will be evaluated in the report as Excellent, Very Good, Good, fair or weak.

28.3 A staff member obtaining the evaluation "weak" shall be notified of this in writing.

28.4 The performance reports shall be retained in the service file of staff members.

#### ARTICLE- 29

The APA Secretary General shall appoint a Committee to study the cases of those staff-members who obtain the rating of "Weak" in their reports. The decision of the Committee thereon shall be final.





## Draft Resolution on APA Financial and Staff Regulations

# CHAPTER VIII

## SALARIES, INCREMENTS, ALLOWANCES AND OTHER FINANCIAL PROVISIONS







## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER - VIII SALARIES, INCREMENTS, ALLOWANCES AND OTHER FINANCIAL PROVISIONS

#### ARTICLE- 30 SALARIES

30.1 The staff member shall be entitled, upon appointment, to the initial step in the salary scale of the grade to which he/she is appointed.

30.2 The staff member may be appointed at a higher salary than the initial step in the salary scale if so justified by his/her qualifications and experience, but it should not exceed two increments in the same grade.

#### ARTICLE- 31

The staff member shall not be entitled to a salary for days he/she has not worked, unless otherwise stipulated in the present Regulations.

#### ARTICLE- 32

32.1 No amount may be withheld from the salary of a staff member except for payment of a debt confirmed either officially or by a final court decision, and the amount withheld shall not exceed one-fourth of the salary except for payment of alimony.

32.2 In the event of accumulated debts, priority shall be given to alimony.

#### ARTICLE- 33

33.1 If a staff member is suspended from duty pending investigation by the APA competent authority, he/she shall receive half pay during the period of suspension. If he/she is acquitted, his/her remaining entitlements, for the period of suspension, shall be disbursed to him/her. If however the case is dispensed in a manner other than dismissal, the APA Secretary General shall decide the amount to be disbursed to the staff member out of the remaining part of his/her entitlements.

33.2 A staff member held in temporary custody shall be deemed to be suspended from duty, and the provisions of the previous paragraph shall apply to him/her.

#### ARTICLE- 34 ANNUAL SALARY INCREMENT

A staff member shall be entitled to an annual salary increment upon completion of one year service in his/her grade of appointment, in accordance with the salary scales annexed to the present Regulations, provided that he/she does not receive a "weak" evaluation for his/her performance during that year.

#### ARTICLE- 35 FAMILY ALLOWANCES

A staff member, if married, shall receive a monthly family allowance of 100 EUROS and 50 EUROS for every child to a maximum of three children.





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### ARTICLE- 36 EDUCATION ALLOWANCE

A staff member shall be entitled to an education allowance for a maximum of three children regularly attending an educational establishment, subject to the following conditions:

36.1 The allowance shall cover the cost of the educational expenses not exceeding the amount of Euros 2,400.00 per child, per annum.

36.2 The allowance is paid up to the end of the children's **High School** studies

36.3 No allowance is due in case of children:

- A- Attending Nursery.
- B- Pursuing studies by correspondence.
- C- Enrolled for a Vocational Training Course for an Apprenticeship of less than one year.
- D- Pursuing special courses.
- E- Repetition due to repeated failure in the same grade.

36.4 No allowance is to be paid for:

- A- Children over fourteen years of age who are still attending a primary school.
- B- Children over **eighteen** years of age still attending secondary school.

36.5 The payment of allowance is subject to presentation of supporting documents.

### ARTICLE- 37 INSTALLATION GRANT

Except for the Secretary General, any non-local official freshly appointed to a post shall receive, for once only, an installation allowance equivalent to two months of his/her basic salary.

### ARTICLE- 38 TRANSPORT ALLOWANCE

38.1 The Secretary General shall be provided with a car and a driver for official and private use, in accordance with the relevant financial rules in force.

38.2 All other staff members shall be entitled to a monthly transport allowance, at the rates fixed in the schedule annexed hereto. (Annex III)

### ARTICLE- 39 HOUSING ALLOWANCE

39.1 The Secretary General shall be entitled to a furnished residence and service staff, not dissimilar to the average residence of an Ambassador accredited to the host country.





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39.2 Assistant Secretary General, Advisors, and Directors shall be entitled to a monthly housing allowance of 35 percent of the basic salary.

39.3 Other professional staff shall be entitled to a monthly housing allowance equivalent to 25% of the basic salary. Non local General Staff members shall be entitled to a monthly Housing Allowance equivalent to 25% of their basic salary.

### ARTICLE- 40 OVERTIME

40.1 The Secretary General may, assign work, outside the official working hours, to staff members to accomplish urgent tasks that cannot be completed during office hours. The number of those staff members must be kept to a strict minimum.

40.2 Compensation for such overtime work shall be computed on the basis of one hour and a half for each hour put in during normal working days, and two hours for each hour, put in during official holidays. No overtime compensation shall be paid in addition to travel allowance during official missions.

40.3 Compensation for overtime work in a given month shall not exceed 25% of the monthly basic salary. The APA Secretary General may, however, in limited and extreme cases of necessity, increase such compensation to a maximum of 50% of the basic monthly salary.

### ARTICLE- 41 BONUSES

The Secretary General may grant once for good, an encouragement bonus up to two months of basic salary or an exceptional scale increase to a staff member having put in service or having done research of value or having submitted concrete proposals leading to the improvement of the working procedures, efficiency or rationalizing expenses. However, the number of recipients may not exceed 5% of the staffs of the concerned level. The annual cost of these allocations shall be included in the budget and submitted to the Executive Council for consideration and appropriate recommendation to the Plenary.

### ARTICLE- 42

At the time of termination of the service of official staff members with a minimum of 2 years period of the tenure in the secretariat shall be paid as "End of service Gratuity" an amount equivalent to 15 days last salary and allowances (excluding housing allowances) for every completed year of satisfactory service subject to a maximum of six years. This will be applicable to all, from secretary general to the lowest level of staff. No end of service gratuity shall be paid in case of termination of service of a staff member on disciplinary grounds.

### ARTICLE- 43

All local General staff members shall be covered by an appropriate Social Security or Pension Scheme of the host country providing them health care and retirement benefits applicable to the nationals of the host government.





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# CHAPTER IX

## OFFICIAL HOLIDAYS AND ANNUAL LEAVE





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER -IX OFFICIAL HOLIDAYS AND ANNUAL LEAVE

#### ARTICLE- 44 OFFICIAL HOLIDAYS

The official national holidays of the host country and the anniversary day of the establishment of the APA (14 November) shall be considered official holidays for the staff members of the APA Secretariat.

#### ARTICLE- 45 ANNUAL LEAVE

45.1 Staff members shall be entitled to an annual leave of 30 working days with full salary.

45.2 Staff members shall not be entitled to annual leave before completing six months of service.

45.3 Leave dates shall be determined by reconciling the desire of the staff member and exigencies of duty.

45.4 A staff member shall not be entitled to accumulate his/her ordinary leave for more than two years including the current one. In the event the stipulated annual leave of a staff member is not approved because of the exigencies of work, he/she shall be given the choice of either accumulating it or getting financial compensation for it. Such compensation shall be calculated on the basis of staff-member's basic salary.

#### ARTICLE- 46 EMERGENCY LEAVE

Staff members shall be entitled to emergency leave with full pay in the following cases:

46.1 Staff members may, with the approval of the APA Secretary General, be granted emergency leave provided that such leave shall not exceed a total of 7 days per annum and 2 days each time.

46.2 Staff members shall be granted special leave, of not more than ten days, in the event of the death of a relative of the first or second degree.

46.3 Staff members shall be granted special leave up to one month when called up, in emergency situation, for military service, in his/her country. In case it exceeds one month, it shall be without salary.

#### ARTICLE- 47 SICK LEAVE

47.1 Staff members may be granted sick leave on condition that he/she produces a medical report to the effect that the staff member is unable to perform his/her duties, stating the nature of the illness and the probable duration of incapacity.

47.2 Staff members are entitled to their entire monthly salary, if this absence does not exceed 60 days. In case the period of absence exceeds this limit, the official is entitled for half of his monthly salary for the second additional period equal to the maximum of 60 days. If his/her absence exceeds





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the total of 120 days, the staff member can go on a further period of leave of 30 days without pay after the approval of the APA Secretary General.

47.3 In the event of continued illness, the staff member shall be referred to an approved medical committee to advise the Secretary General about the extent he/she can continue to work.

### **ARTICLE- 48** MATERNITY LEAVE

A female APA staff member shall be entitled to a 40 day maternity leave with full pay, whose starting date shall be determined on the basis of an approved medical report.





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# CHAPTER X

## TRAVEL





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### CHAPTER-X TRAVEL

#### ARTICLE 49

The Secretary General and his spouse shall travel first class. Children of the Secretary General and professional staff of the secretariat and their families shall travel business class. General Staff and members of their families shall travel economy class.

#### ARTICLE 50 TRAVELS ON APPOINTMENT AND TERMINATION OF SERVICE

Upon appointment of a staff member to a permanent post, with the exception of those belonging to the General Staff, the APA shall pay travel expenses plus 50 kilos of accompanied baggage for him and 30 kilos for his wife and 10 kilos for each child up to a maximum of three children by air, from his home country or country of residence to his place of duty. Upon termination of service, similar passage shall be provided.

50.1 The Secretary General may send staff members on official missions both within and outside the Headquarters country. The number of delegates in such official missions shall be kept to the bear minimum within the limits of the funds allocated for this purpose.

50.2 Upon appointment of a staff member to a permanent post, with the exception of those belonging to the General Staff, the APA shall pay travel expenses plus 50 kilos of accompanied baggage for him and 30 kilos for his wife and 10 kilos for each child up to a maximum of three children by air, from his home country or country of residence to his place of duty. Upon termination of service, similar passage shall be provided.







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# CHAPTER XI

## HEALTH CARE





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER- XI HEALTH CARE

#### ARTICLE-51

The APA shall provide for health care services by **providing life and health insurance of:**

51.1 All staff members, their spouses, and up to 3 unmarried children under 18 years of age.

51.2 The staff members residing overseas by virtue of their work and their families residing with them.

51.3 The staff members sent on official missions outside the Headquarters' country as well as the officials on authorized leave with their families.

#### ARTICLE-52

The **health insurance** shall bear 90% of all medical expenses incurred with the exception of the following unless the illness was caused by or during the service:

- a- Eye glasses and contact lens
- b- Hearing aids
- c- False teeth, installation of dentures, cleaning of teeth
- d- Plastic surgery.
- e- Elimination of earlier permanent bodily defect
- f- Cost of escorts at hospitals
- g- Unauthorized regular check-ups
- h- Any other expenses not relating to the treatment.

#### ARTICLE- 53

A staff member shall be under obligation to reimburse the expenses paid for treatment in case of established abuse by him, of the rights prescribed in the present Regulations in addition to the disciplinary measures stipulated in the present Regulations.

#### ARTICLE- 54

The **health insurance** shall bear the expenses of treatment of the staff member in the service of the APA if he/she incurred illness or injury - in such cases the treatment of the staff member shall continue until complete recovery even if the period involved extends beyond the end of service of the staff member in the APA .Such treatment shall not interfere with the right of a staff member to receive other benefits as stipulated in other Articles of present Regulations.





## Draft Resolution on APA Financial and Staff Regulations

### ARTICLE- 55

55.1 If a staff member during the service and because of it incurred illness or injury resulting in disability which does not seriously affect the level of his performance, the APA shall pay a suitable compensation to the staff member after a Medical Advisory Committee composed of three doctors accredited to the APA, examines the staff member for assessment of the degree of disability.

55.2 The amount of suitable compensation shall be determined with the approval of the Executive Council.

### ARTICLE- 56

56.1 If the illness or injury is incurred during the tenure of service and because of it results in total disability or death, the APA shall pay a compensation to the staff member or his heirs equivalent to five percent of the total salaries received by the staff member during his period of service in the Secretariat with a minimum amount of **Ten thousand EURO**.

56.2 The payment of compensation in the event of total disability shall be made with the approval of the APA Executive Council after subjecting the disabled staff member to examination by a Medical Advisory Committee consisting of three doctors accredited to the APA for assessment of his degree of disability.

56.3 The above-mentioned compensation shall not adversely affect the right of a staff member to receive other benefits as provided for under other Articles of present Regulations.





## Draft Resolution on APA Financial and Staff Regulations

# CHAPTER XII

## DISCIPLINARY MEASURES





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTR-XII DISCIPLINARY MEASURES

#### ARTICLE-57

57.1 The Secretary General shall take disciplinary action against a staff member who violates the present Regulations and rules of the APA and when the conduct of the staff member warrants such an action.

57.2 The disciplinary procedure shall be as follows:

- a- A written notice by the immediate superior.
- b- An initial written warning by the head above the immediate superior of the official.
- c- Deduction from salary.
- d- Decreasing the staff member's salary with the amount of his annual increment.
- e- Final warning
- f- Termination of service.

57.3 The Secretary General shall decide, according to the nature of the violation, which of the measures contained in paragraph d, e, and f should be taken as a disciplinary action.

#### ARTICLE-58

58.1 The Secretary General may initiate an investigation before giving a final written warning to the official concerned.

58.2 If a staff member behaves in a manner that may call for disciplinary action in accordance with the provisions of these Regulations and has already been deprived of the annual increment because of unsatisfactory performance report, the right to increment shall be withheld.

58.3 The APA Secretary General shall decide as to what appropriate action is to be taken when the implementation of measures related to increments is impossible because the staff member has already reached the ceiling.

#### ARTICLE- 59 DISCIPLINARY COMMITTEE

59.1 The Secretary General shall establish an ad-hoc disciplinary committee composed of a chairman and two members to study disciplinary cases referred to it under the terms of paragraph d, e, and f of Article 57.2 on condition that the ranks of the members of the committee shall not be lower than that of the official to be disciplined.

59.2 The Secretary General shall lay down the detailed provisions governing the conduct of the activities of the disciplinary committee.





## Draft Resolution on APA Financial and Staff Regulations

# CHAPTER XIII

## TERMINATION OF SERVICE





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER - XIII TERMINATION OF SERVICE

#### ARTICLE- 60

The services of a staff member shall be terminated for any one of the following reasons:

- 60.1 Abolition of the post.
- 60.2 Physical disability hindering the performance of job tasks upon a certified medical report.
- 60.3 Resignation.
- 60.4 Reaching the age of termination of service: Age 65
- 60.5 Death.
- 60.6 A decision by the Secretary General given on grounds other than disciplinary such as a "weak" grade in two consecutive or three inconsecutive performance reports.
- 60.7 Disciplinary dismissal.
- 60.8 Loss of any of the basic requirements for appointment.

#### ARTICLE-61

The decision to terminate the services of a staff member shall be issued by the APA Secretary General.

#### ARTICLE- 62

The abolition of a post shall be by a decision by the APA Executive Council upon a proposal of the Secretary General. The staff member concerned shall be given three months notice prior to the date set for abolition of the post.

#### ARTICLE-63

63.1 The application for resignation shall be addressed in writing to the APA Secretary General through immediate superior of the staff member. The application shall state the desired effective date of the resignation with a notice period of not less than one month.

63.2 The APA Secretary General may accept or not accept the resignation within two months.

63.3 The staff member must continue to discharge his/her duties until the date fixed by the authority for the coming into effect of the resignation subject to the periods indicated above.





## Draft Resolution on APA Financial and Staff Regulations

63.4 The resignation of a staff member suspended from duty or under investigation cannot be accepted until the case is decided upon.

63.5 A staff member shall be considered as having resigned in cases of unjustified absence from duty for an uninterrupted period of 15 days or a total of 30 inconsecutive days in one year.

63.6 A staff member shall be considered as having resigned at the date of the loss of any of the basic requirements of appointment stipulated during the service.

### ARTICLE- 64

64.1 The service of a staff member shall be terminated when he completes sixty-five years of age. The appointing authority may, when the exigencies of the service so require, extend the service of a staff member beyond the age of sixty-five.

64.2 The period of additional service referred to in Article 65.1 can be extended upon a decision by the appointing authority for a maximum of two years, and such a period shall not be taken into account in the calculation of the termination indemnity.

### ARTICLE- 65

Indemnity for end of service to be paid to the officials in the different cases shall be as follows:

65.1 In the cases of the expiry of the contract, abolition of post, certified physical disability, resignation, retirement and death, the staff member concerned shall be paid, for each year of service, an amount equal to the salary of two months. Payment in case of death shall be made to his legal heirs.

65.2 In the cases where the staff member is dismissed from service in accordance with the provisions of para 7 of Article 60, the staff member concerned shall be entitled to an end of service amounting to one-month salary for every year of his service.

### ARTICLE- 66

66.1 A staff member shall be entitled to a termination indemnity as stipulated in Article 65 provided he/she has completed two or more years of service.

66.2 In the calculation of the termination indemnity, the fraction of a month of service shall be rounded up to a full month.

66.3 The termination indemnities stipulated in Article 65 of the present Regulations shall be calculated on the basis of the last monthly salary of the staff member concerned, excluding any of the allowances provided for under these Regulations.







**Draft Resolution on  
APA Financial and Staff Regulations**

**CHAPTER XIV**  
**LEGAL AND  
ADMINISTRATIVE STRUCTURE  
OF  
THE APA GENERAL  
SECRETARIAT**





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER - XIV LEGAL AND ADMINISTRATIVE STRUCTURE OF THE APA GENERAL SECRETARIAT

#### ARTICLE-67

67.1 The Secretary General enjoys a legal personality. The Secretary General is the legal representative of the General Secretariat, and its official spokesman.

67.2 The administrative structure of the permanent Secretariat shall follow the hieratical organ gram shown in Annex-V. Gradual appointments of staff members shall be in consistence with the activities entrusted to the General Secretariat and within the allocated budget, as decided by the APA plenary. Employees shall be of high competence and within the least possible number.





## Draft Resolution on APA Financial and Staff Regulations

# CHAPTER XV

## MISCELLANEOUS PROVISIONS





## Draft Resolution on APA Financial and Staff Regulations

### CHAPTER- XV MISCELLANEOUS PROVISIONS

#### ARTICLE- 68

The APA Secretary General, in accordance with the relevant rules, may conclude short-term contracts with nationals of Member Countries to carry out specific assignments of highly specialized nature in the event of extreme necessity and non-availability of qualified personnel within the APA. The Secretary General shall ensure that only persons with the requisite qualifications and expertise undertake such duties.

#### ARTICLE-69

69.1 The APA Secretary General may delegate some of his authority and powers to someone who he decides. The delegated person may as well delegate part of his authority to his immediate subordinates.

69.2 Any such delegation of powers shall be enacted by a decision specifying its duration and the responsibilities to be delegated. The decision shall be circulated to all the departments of the permanent Secretariat.

#### ARTICLE-70

The APA Permanent Secretariat shall fix the working days and office hours at the Secretariat, taking into account the working days and office hours in the host country.

#### ARTICLE- 71

The present Regulations shall come into force as of the date of their consideration by the executive council and, adoption by plenary. The decisions and instructions necessary for the implementation of the present Regulations shall be issued by the competent authorities.





## Draft Resolution on APA Financial and Staff Regulations

### ANNEX I Secretariat Staff Salaries SCALE OF SALARIES FOR THE APA PERSONNEL (IN EURO)

<i>TITLE</i>	<i>SALARY</i>
SECRETARY GENERAL	<i>EURO</i>
Assistant Secretary General	<i>EURO</i>
Advisors	<i>EURO</i>
Directors	<i>EURO</i>
Experts	<i>EURO</i>
General Staff	<i>EURO</i>

<i>TITLE</i>	<i>GRADE</i>	<i>SALARY</i>
Assistant Secretary General	A1	<i>EURO</i>
	A2	<i>EURO</i>
Advisors	B1	<i>EURO</i>
	B2	<i>EURO</i>
Directors	C1	<i>EURO</i>
	C2	<i>EURO</i>
Experts	D1	<i>EURO</i>
	D2	<i>EURO</i>
General Staff	E1	<i>EURO</i>
	E2	<i>EURO</i>

REMARKS: The APA Executive Council shall regularly review the scale of salaries for the APA Staff with a view to introducing the necessary amendments proposed by the Secretary General.





## Draft Resolution on APA Financial and Staff Regulations

### ANNEXE II QUALIFICATION RULES

Any applicant to a post at the APA Secretariat must fulfill the following qualifications and years of experience (minimum)

<i>TITLE</i>	<i>EDUCATION</i>	<i>FIELD OF EDUCATION</i>	<i>RELATED EXPERIENCE</i>	<i>GRADE CATEGORY</i>
Secretary General	.....		.....	
Assistant Secretary General	.....		.....	A
Advisors	.....		.....	B
Directors	.....		.....	C
Experts	.....		.....	D
General Staff				E





## Draft Resolution on APA Financial and Staff Regulations

### ANNEX III Monthly Transportation Allowance

<i>CATEGORY</i>	<i>MONTHLY TRANSPORTATION ALLOWANCE</i>
<i>Assistants Secretary- General</i>	.....
<i>Advisors</i>	.....
<i>Directors</i>	.....
<i>Experts</i>	.....
<i>General Staff</i>	.....





## Draft Resolution on APA Financial and Staff Regulations

### ANNEX IV DAILY SUBSISTENCE ALLOWANCE ON OFFICIAL MISSIONS

<i>CATEGORY</i>	<i>Inside the Host Country (In EURO)</i>	<i>Outside the Host Country (In EURO)</i>
<i>SECRETARY GENERAL</i>	.....	.....
<i>Assistant Secretary- General</i>	.....	.....
<i>Advisors</i>	.....	.....
<i>Directors</i>	.....	.....
<i>Experts</i>	.....	.....
<i>General Staff</i>	.....	.....

REMARKS:

1. If full board accommodation is provided by the host country or the APA, the Staff member receives 50% of the content of the above table.
2. In case the host Country or the APA provides local accommodation, Staff member receives 70% of the content of the above table.



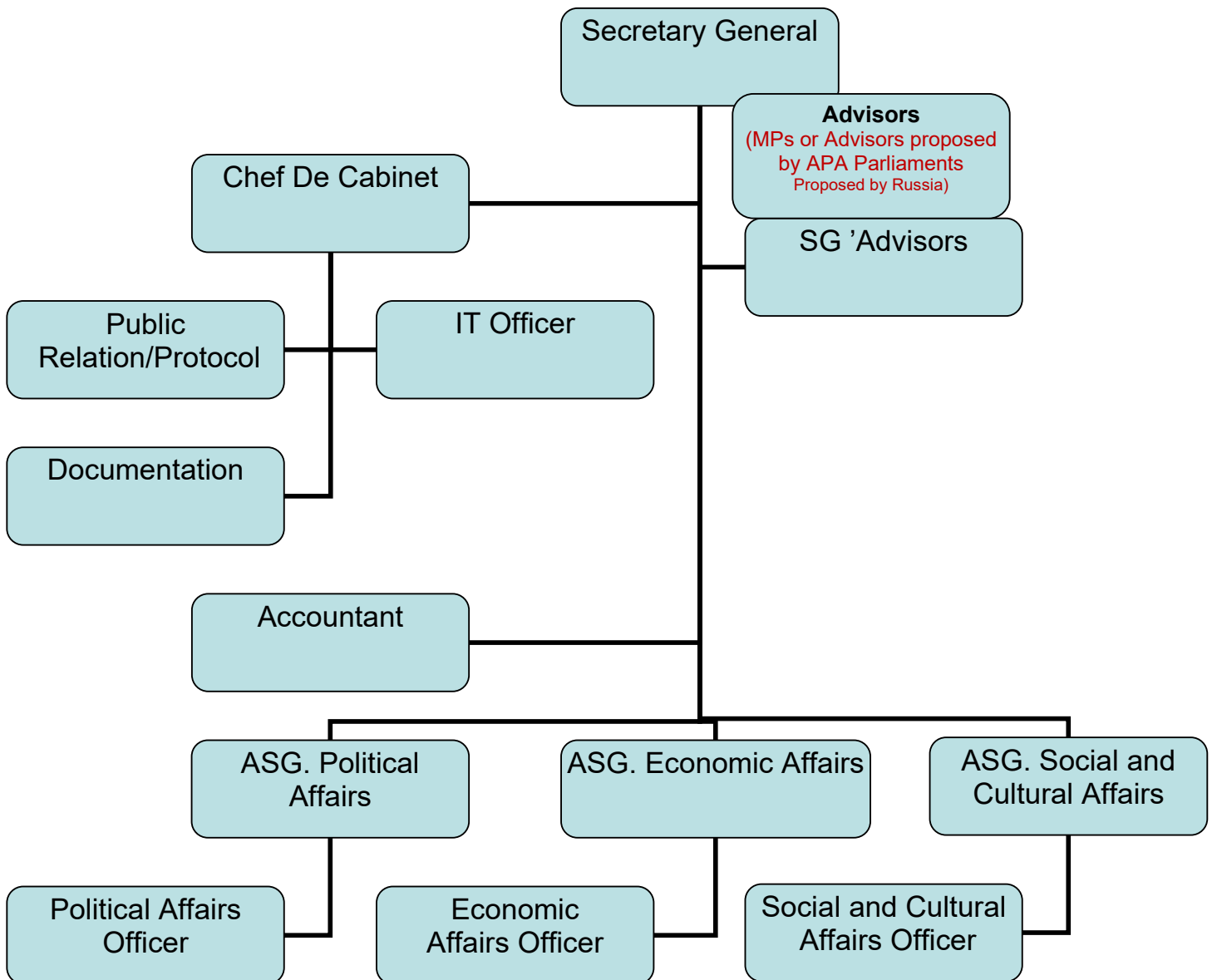




# Draft Resolution on APA Financial and Staff Regulations

## ANNEXE V APA TOP ORGANIGRAM

Number of future needed posts : 148  
Number of present posts : 18





## Draft Resolution on APA Financial and Staff Regulations

# APA FINANCIAL REGULATIONS

## DRAFT





## Draft Resolution on APA Financial and Staff Regulations

### **DRAFT APA FINANCIAL REGULATIONS**

#### **ARTICLE -1**

The present Financial Regulations organize the financial administration of the APA. The Regulations shall become effective once they are considered by the Executive Council and adopted by the Plenary. It may only be amended through a decision of two third majority of Member Parliaments present and voting in the plenary.

#### **ARTICLE -2**

The fiscal year shall run from the first day of May to the last day of April.

#### **ARTICLE -3**

Secretary General shall prepare and present the draft annual budget to the Member Parliaments at least 30 days in advance of the first meeting of the Executive Council. The Council may establish a committee for further consideration of the draft to formulate its recommendations on the draft budget to the Executive Council. The final budget shall be adopted by the Plenary not later than the end of the fiscal year.

#### **ARTICLE -4**

Any replacement, decrease or increase in any chapter of the budget by the Secretary General shall be acceptable within a limit of 20% thereof. If need be for a higher increase, the Secretary General shall present an explanatory note for the consideration of the Executive Council. Any new chapter may also be added to the budget to cover the expenses relating to any new activity, in which case, detailed explanatory information shall be provided by the Secretary General to the Executive Council for consideration.

#### **ARTICLE -5**

The budget and the Secretariat accounts shall be drawn up and kept in Euro and Iranian Rial.

#### **ARTICLE -6**





## Draft Resolution on APA Financial and Staff Regulations

Upon approval of the budget by the Plenary, the Secretary General shall be authorized to undertake financial commitments for the purposes for which credits have been approved within the limits of such credits in each chapter and item.

### ARTICLE -7

All payments to the APA under any category, including voluntary contribution by Member parliaments, donations, grants, endowments, interests granted to funds and deposits shall be made in Euro and maintained in APA bank accounts, so as to facilitate its international auditing.

### ARTICLE- 8

8.1. APA Secretary General may transfer credits between items in any one chapter up to 20% of the budget within the limits of the credit approved for the chapter concerned.

8.2 The Secretary General may transfer credits between chapters of the budget; up to 20 % whenever needed within the limits of the credits for each of the chapters.

8.3 All such transfers shall be reported in the explanatory information referred to in Article 4, together with an explanation of the circumstances.

### ARTICLE -9

Credits shall be used for commitments only during the fiscal year to which they relate. In case of non-payment or delay of contributions, and in order to meet the level of budget by the APA, the Secretary General is allowed to use the funds available and adjust accordingly.

### ARTICLE - 10

10.1 The budget approved by the Plenary shall be financed by contributions from Member Parliaments which will be assessed on the basis of a formula to be considered by the Executive Council and adopted by the Plenary.

10.2 Subject to the Rule 40 of the Rules of Procedure, once the Plenary has approved the annual budget, the Secretary General shall advise Member Parliaments of their assessed contribution and request them to remit the funds.





## Draft Resolution on APA Financial and Staff Regulations

10.3 Contributions shall be considered due and payable in full, within 60 days of the receipt by Member Parliaments of Secretary General's letter of assessment.

10.4. Non-payment of contributions by any Member Parliament shall be reported to the Executive Council for appropriate decision, which may include reporting it to the Plenary.

10.5 The Secretary General shall submit to the Executive Council a report on the collection of contributions.

### **ARTICLE – 11**

11.1. The Secretary General shall be responsible for administering the APA funds.

11.2. The Secretary General shall set up those internal controls as may be necessary to maintain a continuous check on all financial transactions, ensure fitness and transparency, prevent any misapplication of funds, and ensure the utmost economy.

11.3 To this end, the Secretary General shall issue directives, set procedures and take the following steps:

11.3.1 To check that all expenditure is in conformity with the credits and other fiscal measures approved by the Plenary.

11.3.2 To ensure that payments are made only on production of vouchers for services rendered and/or goods received.

11.3.3 To sign and seal, together with Head of Human and Financial Resources Department, all operations of transfer of funds or cheques and financial liabilities, payment orders or any other documents pertaining to expenditure from the budget.

### **ARTICLE -12**

APA funds shall be kept in Banks of the APA Headquarters.

### **ARTICLE -13**





## Draft Resolution on APA Financial and Staff Regulations

13.1 The Head of Human and Financial Resources Department shall maintain documents to show:

13.1.1. Amounts authorized, commitments undertaken, payments made, and available balances of authorizations with respect to each item in the budget.

13.1.2 Assessed contributions of all Member Parliaments, together with the payments received from them and the balances remaining due.

13.1.3 Miscellaneous income.

13.1.4 Cash balances and balances at banks.

13.1.5 Other assets and liabilities of the APA.

13.2 The Secretary General shall present to the Executive Council biannual financial reports on the APA financial situation.

### **ARTICLE -14**

The Secretary General is authorized to write-off on losses of cash, stores and other assets up to limit of 1000 Euro and anything above this amount has to be approved by the Executive Council. A full statement of all such amounts written off shall be attached to the annual financial report.

### **ARTICLE -15**

The APA funds shall be made up of:

- 1- Payment of assessed contributions by Member Parliaments.
- 2- The grants, endowments and donations in cash and in kind accepted by the Secretary General.
- 3- The Interests/profit granted on funds and deposits of the APA accounts.

### **ARTICLE -16**

16.1 Upon the suggestion of Secretary General the Executive Council shall determine the fees of an External Account Auditor who shall be a certified accountant of the host country, locally appointed on a yearly basis by the Secretary General.





## Draft Resolution on APA Financial and Staff Regulations

16.2 The local External Account Auditor shall present his/her report before the end of the fourth month of the next year to the Secretary General who shall submit it with his/her comments and views to the Financial Control Committee (FCC) , as defined by the paragraph 16.3 below, as well as to the Executive Council for consideration and approval.

16.3 A Financial Control Committee (FCC) composed of three Auditors shall be appointed by the Executive Council on a two-year rotational basis to be nominated by Member Parliaments from among those regularly contributing to the APA budget.

16.4 The Financial Control Committee (FCC) shall meet annually at the Headquarters of the Secretariat in order to audit the accounts of the Secretariat for the previous year and study the report made by the local External Auditor. The Committee shall present its report to the Executive Council through the Secretary General. This report shall include:

- a) Remarks on financial matters.
- b) Remarks on the report of the External Account Auditor.
- c) The extent of effectiveness of the financial and internal control procedures within the Secretariat.

16.5 The local External Account Auditor shall abide by the conventional international rules and accounting standards.

16.6 In no case, however, shall the Financial Control Committee include substantial observations in its audit report without first affording the Secretary General or his/her representative(s) an opportunity for explanations to the FCC on the matter under observation. Such explanations shall be included in the report of the Committee.

16.7 The Secretary General may submit to the Executive Council a report giving his/her views and observations on the Report of the Financial Control Committee (FCC) and that of the local External Auditor.

16.8 The Secretary General shall pay the fees of the local External Account Auditor, while the fees and other expenses of the Financial Control Committee (FCC) shall be borne by their respective Parliaments.

16.9 No former staff member of the Secretariat shall be appointed as Auditor. Likewise, no former Auditor shall be appointed in the Secretariat before a period of three years has elapsed since he/she left his/her last position.





## Draft Resolution on APA Financial and Staff Regulations

### ARTICLE -17

The Executive Council shall examine the reports of the Financial Control Committee (FCC), of the local External Auditor and of the Secretary General. Approval of the Report of the Financial Control Committee (FCC) by the Executive Council shall authorize the closing of the accounts of the concerned fiscal year and clearing the Secretary General's financial responsibility thereon. Otherwise, the Executive Council shall continue to investigate the remaining questions and find resolution before the end of the next fiscal year.







## Draft Resolution on APA Financial and Staff Regulations

### Amendments proposed by Russian Federation on APA Staff regulations

#### CHAPTER-X TRAVEL

##### ARTICLE 49 TRAVELS ON OFFICIAL MISSIONS

49.1. The Secretary General shall travel business class, and first class if the flight or flight connection lasts more than 4 hours only. Professional staff of the secretariat shall travel economy class and business class if the flight or flight connection lasts more than four hours only. General Staff shall travel economy class.

49.2 The Secretary General may send staff members on official missions both within and outside the Headquarters country. The number of delegates in such official missions shall be kept to the bear minimum within the limits of the funds allocated for this purpose.

##### ARTICLE 50 TRAVELS ON APPOINTMENT AND TERMINATION OF SERVICE

50.1. The Secretary General and his spouse shall travel business class, and first class if the flight or flight connection lasts more than 4 hours only. Children of the Secretary General and Professional staff of the secretariat and their families shall travel economy class and business class if the flight or flight connection lasts more than four hours only. General Staff and members of their families shall travel economy class.

### Amendments proposed by Russian Federation on APA Financial regulations

##### ARTICLE - 10

**10.1 The annual budget, which shall be approved by the Plenary and will not exceed 1,000,000 US dollars (one million US dollars), shall be financed by contributions from Member Parliaments which will be assessed on the basis of a formula to be considered by the Executive Council and adopted by the Plenary being an indispensable attachment of these Regulations**





## Draft Resolution on APA Financial and Staff Regulations

### Formula for Budget Contribution

1-Based on APA Charter Article 8: Number of Votes

<u>Population Between</u>	<u>allowed Number of Votes per country member</u>
1 Millions – 50 Millions	2+2 = 4
50 Millions – 200 Millions	2+3= 5
200 Millions – 500 Millions	2+4= 6
Over 500 Millions	2+5=7

2-Based on GDP of each country members:

3-Cambodian Delegation suggests the following formula:

For country members with GDP:

a-Less than US\$ 10,000 contribution is **US\$ 3,000/per voter**

b-Between US\$10,000 and US\$20,000 contribution is **US\$4,000/per voter**

c-More than US\$20,000 contribution is **US\$5,000/per voter**

Therefore,

**Proposed Contribution is:**

a- Contribution = Votes x US\$ 3,000 (for country with GDP Less than US\$ 10,000)

b- Contribution = Votes x US\$ 4,000 (for country with GDP Between US\$10,000 and US\$20,000)

c- Contribution = Votes x US\$ 5,000 (for country with GDP More than US\$20,000)





## Draft Resolution on APA Financial and Staff Regulations

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### Proposed Contribution by Each Country

COUNTRY NAME	COUNTRY POPULATION	GDP/ CAPITA PPP/IMF-2012	NUMBER OF VOTES	CONTRIBUTION AS GDP US\$	COUNTRY CONTRIBUTION US\$
Afgarnistan	25,500,100	1,055	4	3,000.00	\$12,000
Bahrain	1,248,348	28,691	4	5,000.00	\$20,000
Bangladesh	156,507,000	1,963	5	3,000.00	\$15,000
Bhutan	748,760	6,564	4	3,000.00	\$12,000
Cambodia	15,184,116	2,395	4	3,000.00	\$12,000
China	1,365,200,000	9,055	7	3,000.00	\$21,000
Cyprus	865,878	26,794	4	5,000.00	\$20,000
India	1,245,780,000	3,843	7	3,000.00	\$21,000
Indonesia	247,424,698	4,923	6	3,000.00	\$18,000
Iran	77,530,000	12,986	5	4,000.00	\$20,000
Iraq	34,035,000	7,004	4	3,000.00	\$12,000
Jordan	6,598,720	5,977	4	3,000.00	\$12,000
Kazakhstan	17,244,000	13,526	4	4,000.00	\$16,000
Kiribati	106,461	6,241	4	3,000.00	\$12,000
DPR Korea	24,895,000	1,200	4	3,000.00	\$12,000
South Korea	50,423,955	31,950	5	5,000.00	\$25,000
Kuwait	3,605,850	39,874	4	5,000.00	\$20,000
Kyrgyzstan	5,776,570	2,351	4	3,000.00	\$12,000
Laos	6,580,800	2,847	4	3,000.00	\$12,000
Lebanon	4,822,000	15,587	4	4,000.00	\$12,000
Malaysia	30,166,000	16,794	4	4,000.00	\$16,000
Maldives	317,280	8,856	4	3,000.00	\$12,000
Mongolia	2,931,300	5,314	4	3,000.00	\$12,000
Nepal	26,494,504	1,457	4	3,000.00	\$12,000
Pakistan	188,020,000	3,056	5	3,000.00	\$15,000
Palau	20,901	23,053	4	5,000.00	\$20,000
Palestinian Authority	4,420,549	N/A	4	3,000.00	\$12,000





## Draft Resolution on APA Financial and Staff Regulations

Philippines	99,760,100	4,380	5	3,000.00	\$15,000
Russia	146,000,000	17,518	5	4,000.00	\$20,000
Saudi Arabia	29,994,272	30,477	4	5,000.00	\$20,000
Singapore	5,399,200	60,799	4	5,000.00	\$20,000
Sri Lanka	20,277,597	6,046	4	3,000.00	\$12,000
Syria	21,898,000	2,188	4	3,000.00	\$12,000
Tajikistan	8,160,000	2,205	4	3,000.00	\$12,000
Thailand	64,456,700	9,503	5	3,000.00	\$15,000
Tonga	103,036	7,987	4	3,000.00	\$12,000
Turkey	76,667,864	14,812	5	4,000.00	\$20,000
United Arab Emirates	9,346,000	29,176	4	5,000.00	\$20,000
Uzbekistan	30,492,800	3,523	4	3,000.00	\$12,000
Vietnam	89,708,900	3,788	5	3,000.00	\$15,000
Yemen	25,235,000	2,251	4	3,000.00	\$12,000
<b>Total</b>					<b>\$632,000</b>

### For GDP /capita

Less than US\$9,999

country contribution US\$3,000 / vote

Between US\$10,000 to US\$19,999

country contribution US\$4,000 / vote

Larger than US\$20,000

country contribution US\$5,000 / vote

**This calculation is based on the article 8 of APA charter and GDP per capita by country**





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

### Annex - I List of Participants in the Ad-hoc committee on Financial Regulations

No.	Countries	Name of Delegates and Positions
<b>APA Member Parliaments (In alphabetical order)</b>		
<b>1</b>	<b>Bahrain</b>	1). Hon Mr. Ahmed Almulla, MP (Head of Delegation) 2). Hon Mr. Abbas Almadhi, MP 3). Hon Mr. Khalil Althawadi, MP 4). Mr. Abdulla Alhaddad, (Secretary ) 5). Mr. Sayedhusain Majed, (Media)
<b>2</b>	<b>Bhutan</b>	1). Hon Karma Tenzin, MP (Head of Delegation) 2). Mr. Yeshi Norbu, (Secretary )
<b>3</b>	<b>Cambodia</b>	1). Hon. Dr. Nguon Nhel, First-vice President 2). Hon Mr. Nhem Thavy, MP 3). Hon Mr. Chhit Kim Yeat, Senator (Head of Delegation) 4). Hon Mrs. Nin Saphon, MP 5). Hon Mr. Suos Yara, MP 6). Hon Mr. Ai Khan, MP 7). Hon Mr. Chhim Ma, MP 8). Hon Mr. Men Kuon, MP 9). Hon Mr. Chev Kim Heng, MP





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

		10). Hon Mrs. Em Ponna, MP 11). Hon Mrs. Ly Kim Lieng, MP 12). Hon Mrs. Troeung Thavy, MP 13). Hon Mr. Sary Korsal, MP 14). Hon Mr. Seang Nam, MP 15). Hon Mr. Kang Heang, MP 16). Hon Mrs. Un Sokunthea, MP
4	<b>Iran</b>	1). Hon. Mr. Hosein Nejabat, MP (Head of Delegation) 2). Mr. Seyedmorteza Razaviani, (Secretary)
5	<b>Jordan</b>	1). Hon Mr. Salim Batayneh, MP (Head of Delegation) 2). Hon Mr. Qasim Banihani, MP 3). Mr. Mansour Kraishan, (Secretary)
6	<b>Laos</b>	1). Hon. Mr. Kysinh SINPHANGAM, MP (Head of Delegation) 2). Mr. Phetla THANTHAVONGSA, (Secretary)
7	<b>Maldives</b>	1). Hon. Mr. Ali Arif, MP (Head of Delegation) 2). Hon. Mr. Fayyaz Ismail, MP
8	<b>Pakistan</b>	1). Hon Mr. Mushahid-Hussain Sayed, Senator (Head of Delegation) 2). Mr. Asad Majeed, (Secretary)
9	<b>Russian Federation</b>	1). Hon Mr. Mikhail Emelyanov, MP (Head of Delegation) 2). Hon Mr. Alexey Chepa, MP 3). Ms. Yulia Guskova, (Secretary) 4). Ms. Svetlana Shelest, (Interpreteur)
10	<b>Saudi Arabia</b>	1). Hon Dr. Said Alshaikh, MP (Head of Delegation) 2). Mr. Saad Alangari, (Secretary)
<b>Embassy</b>		
11	<b>China</b>	1). Ms. WEI Youmei, (Second Secretary) 2). Mr. WANG Lin, (Attaché)
12	<b>Indonesia</b>	1). Mr. Abelian Prajnya Yodha, (First Secretary)
13	<b>North Korea</b>	1). Mr. Kwon Chang Won, (Counsellor) 2). Mr. Kim Kwang Guk, (Counsellor)





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

<b>14</b>	<b>Thailand</b>	1). Mr. Surapol Maneepong, Deputy Chief of Mission 2). Mr. Apichat Gammasit 3). Mr. Dathpan Sawatdee 4). Ms. Suwanna Phunphet 5). Ms. Nisaka Muangpat
<b>APA Secretariat</b>		
<b>1</b>	<b>APA Secretariat</b>	1). Hon Dr. Moshirvarziri Bijan, (Assistant Secretariat General) 2). Hon Dr. Amir Hossain Zamani Nia, (Assistant Secretariat General)

**Note:**

\* Please report any errors in the above list to:

-Host Secretariat at:

Email: [cambodia\\_apagroup@yahoo.com](mailto:cambodia_apagroup@yahoo.com)

-APA Secretariat at:

Email: [secretariat@asianparliament.org](mailto:secretariat@asianparliament.org)





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

### Annex – II

#### Welcoming Remarks

His Excellency Leng Penglong  
Secretary General of the National Assembly of the Kingdom of Cambodia  
At APA Ad-Hoc Committee Meeting on  
“Staff and Financial Regulations”  
June 24<sup>th</sup>, 2014, Phnom Penh, Cambodia

#### *My high respects*

- His Excellency **Dr. Nguon Nhel** First Vice-President of the National Assembly of the Kingdom of Cambodia,
- His Excellency **Dr. Mushahid Hussain Sayed**, Representative of APA President
- Your Excellency, Head of Delegations of Members of Parliaments of Asian Parliamentary Assembly,
- Your Excellency, Member of Delegations
- His Excellencies, Members of the National Assembly and the Senate of the Kingdom of Cambodia
- His Excellency **Dr. Amir Hossain Zamani Nia**, Assistant APA Secretary General and his colleagues,
- *Distinguished delegates and ladies and gentlemen,*

1- Today, it is a privilege and great pleasure for the National Assembly of the Kingdom of Cambodia to host the ad-hoc committee meeting of Asian Inter-parliamentary Assembly on “Staff and Financial Regulations of the APA”.

2- Firstly, on behalf of all participants presenting here today, I wish to deeply thank His Excellency **Dr. Nguon Nhel**, First Vice-President of the Cambodian National Assembly and President of Cambodian Parliamentary Group for APA for his great leadership and effective management over this meeting, especially for his precious time to come and preside over the opening session of today’s meeting. Taking this opportunity, may I convey His Excellency the best wishes of good health forever.







## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

3- In this special occasion, I wish express warm welcome to all distinguished delegates of nine friendly countries and 4 Observer countries for taking their valuable time to attend this important meeting.

4- On behalf of the organizing committee of the Cambodian Parliament, I would also like to express my respects and highly appreciate to all participants, such as leaders and members of the Senate and National Assembly of Cambodia for taking their valuable time to attend this important meeting.

5- Our meeting is one of APA framework activities which was formerly called AAPP. Therefore APA is one of our great efforts to develop its' civilization and human society to be progress and prosperous in line with human society.

6- The Kingdom of Cambodia which early used to have a great civilization during the Angkor period is one of the Asian nations. We have engaged in preserving the glorious reputation of our spiritual and moral power, and actively taking part in the work of APA. I strongly believe that APA will be further progress towards realizing our common goal.

7- Last but not least, may I wish the APA ad-hoc committee meeting on Staff and Financial Regulation be concluded with a fruitful and successful result.

May I wish His Excellency and all distinguished delegates best wishes of good health and success in every noble mission.

Thank you very much for your kind attention.





**Report of the Meeting of Ad-hoc Committee on  
APA Financial and Staff Regulations  
Phnom Penh – Kingdom of Cambodia**

Welcome Remarks

For

MEETING OF APA AD-HOC COMMITTEE ON  
FINANCIAL AND STAFF REGULATION

23-26 June 2014,  
Phnom Penh-  
Kingdom of Cambodia





**Report of the Meeting of Ad-hoc Committee on  
APA Financial and Staff Regulations  
Phnom Penh – Kingdom of Cambodia**



- *His Excellency Dr. Nguon Nhel, First-vice President of the National Assembly of the Kingdom of Cambodia*
- *Hon.Mr.Chhit Kim Yeat, Senator, Vice-Chairman of the Commission on Foreign Affairs, International Cooperation, Information and Media, and Head of the Cambodian Delegation to the Ad-hoc Committee Meeting.*
- *Honourable Leng Peng Long, Secretary General of the National Assembly of the Kingdom of Cambodia.*
- *Excellencies, Dignitaries.*
- *Ladies and Gentlemen!*

**Warm Greetings and sincerest regards to all our distinguished guests.**

I feel very pleased and privileged to welcome our trusted friends and colleagues from APA fraternity at this meeting of **AD-HOC COMMITTEE ON FINANCIAL AND STAFF REGULATION**, here in Phnom Penh.





**Report of the Meeting of Ad-hoc Committee on  
APA Financial and Staff Regulations  
Phnom Penh – Kingdom of Cambodia**

In particular, I wish to extend my sincerest acknowledgement and appreciation to **His Excellency Dr. Nguon Nhel**, First-vice President of the National Assembly of the Kingdom of Cambodia, for the exceptional hospitality and excellent arrangements afforded for this important event.

I also take this opportunity to extend on behalf of APA President and Chairman Senate of Pakistan Syed Nayyer Hussain Bokhari and our whole nation sentiments of goodwill and friendship to all our APA partners.

We deeply value and hold in great respect your invaluable participation and contribution in our common quest to make Asia a hub of peace, development, progress, innovation, enlightenment and ethno-religious harmony.

***Ladies and Gentlemen!***

It is very exciting and reassuring to see APA making a very promising headway and progress in line with our shared aspirations and goals in this Asian Century.





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

Our collective resolve exhibited at the historic 6<sup>th</sup> Plenary session of APA in Islamabad in December last, as well as the recent First Troika-Plus meeting proved a weathervane pointing the direction of the winds of change and hope, envisaging a better and brighter future for teeming millions of Asian continent.

The picture of an Asia, flourishing and booming on the wings of mutually-beneficial socio-economic and Energy integration, pluralistic, accommodative and all-inclusive approach, cooperation and tolerance, is no longer a pipe dream – but writing on the wall.

To make it all possible, the first important rite of passage is establishment of a truly representative Asian Parliament, as depicted by the APA President Excellency Syed Nayyer Hussain Bokhari in broad strokes during the First Troika-Plus Meeting.

APA will prove to be the ultimate pivot towards lending the much-needed balance and poise to our concerted efforts in this regard.





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

Since all dynamic and progressive organizations covet excellence through sound internal mechanisms, rules and regulations, APA is no different. Our present engagement is one of many constant endeavours to optimize APA's functioning.

I am positive that this meeting of the ad-hoc committee on Financial and Staff Regulation will help us come up with concrete recommendations and decisions to strengthen this important aspect of APA functioning.

With these words, I again welcome all our distinguished guests here in Cambodia.

While thanking you, I wish you an inspiring and motivating meeting.

**Thank You!**





**Report of the Meeting of Ad-hoc Committee on  
APA Financial and Staff Regulations  
Phnom Penh – Kingdom of Cambodia**

Opening statement by

H.E. Amir Zamani nia

APA Assistant Secretary-General

At

Ad-Hoc Committee on Staff and Financial Regulations

23-26 June 2014

Phnom Penh, the Kingdom of Cambodia

In the Name of God, the Compassionate, the Merciful

Honorable Dr. Nguon Nhel, First Vice-President of National Assembly of  
the Kingdom of Cambodia,

Honorable Senator Mushaid Hussain Sayed, APA President,

Honorable Senator Chhit Kim Yeat, Head of Cambodian delegation

His Excellency Mr. Leng Peng Long, Secretary-General,

Distinguished Delegates,

Ladies and Gentlemen,

It gives me great pleasure, on behalf of the APA Secretary-General, to  
welcome you all to the ancient city of Phnom Penh, Cambodia. APA  
delegates feel at home in Phnom Penh, as the National Assembly of the  
Kingdom of Cambodia has been a founding member of APA and has  
provided support and leadership to APA all along these years.





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

Since Pakistan assumed the APA Presidency last year and held a very successful Plenary at Islamabad, a new vision and stamina has permeated the work of APA. I salute Honorable Senator Mushahid Hussain, APA President, for the new blood he injected to APA with his vision and energy to move APA forward exponentially. The Troika-Plus meeting held only a few weeks ago in Islamabad was truly a turning point for the APA to look beyond the immediate future and dare to meet the challenges of working towards an Asian parliament.

The participation of so many Asian parliamentary leaders in this Ad-hoc committee in Phnom Penh is a clear testament to the rising influence of APA.

APA needs to further take advantage of the great potentials it has been granted by Asian peoples. APA has the mandate, legislative authority and the required structural mechanism to promote parliamentary diplomacy on issues of major international concerns that bear on vital interests of its constituencies. APA has pronounced itself on major issues of international peace and security in the past and will continue to do so to fulfill its responsibility with a view to promoting a better life in peace and stability for its people and the world.

The new leadership in APA has provided the strength and foresight for greater integration in Asia. We need to make some structural adjustments to be in par with our renewed mission and vision. This is the purpose of our meeting here in Phnom Penh. Under stewardship of Cambodian parliamentary leaders, I look forward to making some progress on APA Staff and Financial Regulations in order to organizationally match our collective will in APA to promote the status and influence of APA in Asia and the world.







## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

### Annex – III

#### Text of Speech of H.E. Dr. NGUON NHEL, 1<sup>st</sup> Vice-President of National Assembly of Cambodia



##### Opening Address

His Excellency Dr. NGUON NHEL

First Vice-President of the National Assembly of the Kingdom of Cambodia

At APA Ad-Hoc Committee Meeting on

“Staff and Financial Regulations”

June 24<sup>th</sup>, 2014, Phnom Penh, Cambodia

- *His Excellency Dr. Mushahid Hussain Sayed, Representative of APA President*
- *Your Excellencies, Head of Delegations of Members of Parliaments of Asian Parliamentary Assembly,*
- *Your Excellencies, Members of Delegations of APA Members,*
- *Honorable Members of National Assembly and Senate of the Kingdom of Cambodia,*
- *His Excellency Dr. Amir Hossain Zamani Nia, Assistant APA Secretary General and his colleagues,*
- *His Excellency Leng Peng Long, Secretary- General of National Assembly of the Kingdom of Cambodia,*
- *Distinguished delegates and friends,*

1- First of all, on behalf of **Samdech Heng Samrin**, President of the National Assembly of the Kingdom of Cambodia, and on my own behalf, I wish to express my warm welcome and my great pleasure of the presence of all delegates attending this important ad-hoc committee meeting on “Staff and Financial Regulations of the APA”.

2- At the 6<sup>th</sup> Plenary Session of APA in Pakistan, I was honored to be elected as APA Vice President and today it is my honor to host Ad-Hoc Committee meeting. At first, I wish to thank the APA Secretary General and his colleagues, and the team of the Secretariat of the Cambodian Parliament for their great efforts





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

in organizing this meeting. At the same time, I wish to express my deep thanks to the Islamic Consultative Assembly of Iran that has always been supportive to the Cambodian Parliament, with technical and material assistance, especially for the process of the actual meeting.

- 3- This gathering reflects our solidarity and it is a great pleasure to be able to exchange views and experiences with an eye to the future regarding the reviewing of the APA Secretariat staff and finance regulations. The Ad-Hoc Committee will produce important legal documents to support the organization for the purpose of its sustainability and functioning.

*Excellencies, Distinguished Delegates, Ladies and Gentlemen,*

- 4- The subject of this meeting is crucial and relevant for the process of gradual evolution of APA in order to realize our common aspiration towards transforming APA into *Asian Parliament* in the future. Indeed, an organization or an institution functions with effectiveness, efficiency, and sustainability on condition that there are sufficient resources, including budget, finance and qualified human resources. However, possessing adequate resources, but without regulations or procedures or any mechanisms in its proper utilization and management, the target of achieving success or efficiency will not be reached. Therefore, the meeting during these two days focusing on staff and financial regulations will contribute greatly to the organization and functioning of APA Secretariat in the future, in response to the demand of APA member parliaments.

As the APA Secretary General Representative mentioned earlier, the meeting of today is the first one, which will generate a useful outcome in providing a main mechanism in the sustainability of the regional legislative “APA” to become a real representative of millions of peoples in Asia. Our common goals are the accomplishment of *Peace, Stability, Progress and Prosperity* for our beloved peoples in our Home Continent.

- 5- For this special occasion, I would like to congratulate the Indonesian House of Representatives for their success in hosting the Standing Committee Meeting on





## Report of the Meeting of Ad-hoc Committee on APA Financial and Staff Regulations Phnom Penh – Kingdom of Cambodia

Economic and Sustainable Development Affairs under the theme “Alleviating Poverty through the Implementation of Sustaining Development”, which is another success of APA. We do not have with us, today, the pleasure of the participation of the Indonesian Delegation in the meeting, due to the upcoming Presidential Election preparation.

*Excellencies and honorable delegates, ladies and gentlemen,*

- 6- Once again, on behalf of the National Assembly of the Kingdom of Cambodia, I wish to express my profound thanks to all distinguished delegates and participants attending this important meeting. I strongly believe that with your active participations in the discussions, views and ideas exchanges, the meeting will be a successful and fruitful one.
- 7- Before concluding my remarks, I wish to inform that at the 6<sup>th</sup> APA Plenary Session in December 2013 in Islamabad, Pakistan, the Cambodian Parliament agreed to host the upcoming APA Plenary Session in 2015. And that we are strongly committed to continuing and accelerating the realization of APA vision in transforming itself into Asian Parliament. On behalf of the Cambodian Parliament, we look forward to welcoming all delegates in our Angkor land, the world heritage.
- 8- May I convey my best wishes of good health and success in your noble mission, and please enjoy your stay in Phnom Penh.

I declare the Ad-hoc Committee meeting on Staff and Financial Regulations *officially opened*.

Thank you very much for your kind attention.





**Report of the Meeting of Ad-hoc Committee on  
APA Financial and Staff Regulations  
Phnom Penh – Kingdom of Cambodia**

## **Annex – IV**



**ASIAN PARLIAMENTARY ASSEMBLY  
AD-HOC COMMITTEE MEETING ON FINANCIAL AND STAFF REGULATIONS**

**23-26 June 2014  
Phnom Penh-Kingdom of Cambodia**

### **Agenda**

#### **Opening Ceremony:**

- Welcome Speech by His Excellency Mr. Leng Peng Long, Secretary-General of National Assembly of the Kingdom of Cambodia,
- Remarks by His Excellency Dr. Zamaninia ,APA Assistant Secretary-General,
- Remarks by Honorable Senator Mushahid Hussain Sayed, Representative of APA President,
- Opening address by His Excellency Dr. Nguon Nhel, First Vice – President of National Assembly of the Kingdom of Cambodia.

#### **Ad hoc Committee meeting:**

- Adoption of the Agenda and Program of Work
- Election of Bureau
- Statement of the Chairman
- Introduction of Delegations
- Oral report by H. E. Dr. Zamaninia ,APA Assistant Secretary- General,
- Discussion of:
  - APA Financial Regulations
  - APA Staff Regulations
- Adoption of the final report of the Ad- hoc Committee meeting
- Any other matters
- Closing





## **Report of the APA Standing Committee on Staff and Financial Regulations**

**Abu Dhabi, 23 May 2017**

**SC- Staff & Financial/Rep/2017/04  
23 May, 2017**

1. The Standing Committee on Staff and Financial Regulations held its meeting on 22<sup>th</sup> -23<sup>th</sup> May 2017 in Abu Dhabi, UAE. Delegations from 15 APA Member Parliaments participated in the meeting including Bahrain, Cambodia, Cyprus, India, Indonesia, Iran, Iraq, Jordan, Kuwait, Maldives, Pakistan, Palestine, Saudi Arabia, Turkey and UAE.
2. In inaugural session, Honorable Dr. Saeed Al Mutawa, Chairman of the APA Standing Committee, opened the meeting by welcoming the participants. Dr. Ali Khorram, the APA Deputy Secretary-General made also his statement by appreciating the National Council of UAE in general, and Honorable Dr. Amal Al- Qubaisi, Speaker of the Federal National Council of United Arab Emirates in Particular, for the sense of responsibility towards the APA and for the generosity to host such an excellent Meeting. Then Hon. Nhem Thavy, Representative of the President of the APA made his statement and finally H.E. Dr. Amal Al Qubaisi, speaker of the Federal National Council officially opened the meeting by delivering her speech. (**Annex I**).
3. The Standing Committee resumed its duty by adopting the Agenda and the election of Bureau. The agenda and working program drafted as attached in **Annex II**. Dr. Ali Khorram, the APA Deputy Secretary-General opened the floor and asked for the candidates to elect the Bureau. He said as the usual practice H.E. Dr. Saeed Al Mutawa will be the chairman of this standing committee. Then H.E Mr. Thavy , member of the National Assembly of Cambodia was elected as Vice-Chairman of the Committee and representative of Bahrain as Rapporteur.
4. Honorable Dr. Saeed Al Mutawa, Chairman of the APA Standing Committee and Vice-President of APA, Chaired the standing committee.

Dr. Khorram presented the report of Secretary-General on the Staff and Financial Regulations and the Budget of APA . He mentioned as follows:

- A. In the Plenary 2014, the below documents which were proposed by the Staff and Financial Ad Hoc Committee, were adopted:
  - a) The text of APA Financial and Staff Regulations,
  - b) The Table of Assessed Contribution which shows the percentage of contribution by each Member Parliament in the APA Annual Budget;
  - c) Resolution on APA Financial and Staff Regulations, APA/Res/2014/09 dated 3 December 2014;
  
- B. On the basis of Article 8 of the APA Staff and Financial Regulations, the Plenary asked the APA Secretariat to provide the Headquarters Agreement and sign it with the host country to secure the diplomatic immunities and privileges for the personals and the APA Headquarters;
  
- C. In response to the APA Secretariat correspondence, the Iranian Foreign Ministry responded on 10 January 2015 and informed the APA Secretariat about its adoption of the Agreement. Therefore the APA Financial and Staff Regulations were completed and any amendment to it should be forwarded to Executive Council for further consideration.
  
- D. In the first APA Executive Council in 2016, during the elaboration on the text of the 2016 Resolution, some Members requested the Executive Council for equal subscription and contribution regardless of their population, area or GDP. Although the Table of Assessed Contribution was adopted in the Plenary of 2014 but the Chairmen of the Council asked the Secretariat to discuss the matter in the next Standing Committee which is right now in Abu Dhabi and finalize it as the last resort.
  
- E. In the same APA Executive Council in 2016, the APA Budget for 2017 was offered by the Secretariat and was discussed by the Member Parliaments but some members had some guidelines and patterns for planning and allocating the budget. The Draft proposal APA Budget for 2018 is available to be raised and discussed in the meeting.

- F. Finally, the text of Draft Resolution on Planning APA Budget in 2018 is also available to be discussed in this Standing Committee.
5. After the presentation of the report of Secretary-General, Dr. Al Mutawa invited an expert to have a presentation on model of parliaments' payment and then opened the floor for further discussion.
  6. Following a long discussion on the model of payment of contributions, out of 15 delegations that had presence, 7 went in favor of equality of payment, 3 in favor of GDP & IPU system of payment and 5 with no views and asked for checking with the capital.
  7. Next day, the whole delegations of the Standing Committee had a visit to the Federal National Council of United Arab Emirates.
  8. Then Dr. Al Mutawa presented the draft resolution of the APA Secretariat with some amendments for the consideration of the Standing Committee.
  9. The Standing Committee considered the text of draft resolution, and made some alterations to them. It was decided to recommend the Draft Resolution to the APA Executive Council Meeting of 2017 to be forwarded to the APA plenary for final consideration and adoption. The full text of Resolution is attached to this Report as **Annex III**.
  10. The Standing Committee requested the Executive Council to direct the General Secretariat to communicate with all members to give their approval on their commitment to the contribution to the Asian Parliamentary Assembly budget. In addition, each parliament should state their choice on how the Asian Parliamentary Assembly should calculate the contribution; either by contributing equally or based on the percentage of the GDP.
  11. SCCAP Sub-regional Groups Meeting of Member Parliaments for establishing Asian Parliament was held informally on 23<sup>th</sup> May 2017 and the Sub-regional Groups were called to meet separately to come up with recommendations to be delivered to the Senate of Pakistan about the SCCAP as per their national legislation.

ANNEX-I

Speech of:

*H.E. Dr. Amal Abdullah Al Qubaisi*

*UAE Federal National Council*

*Speaker*

*At the*

*Opening Meeting of the*

*Asian Parliamentary Assembly*

*Financial & Administrative Affairs*

*Committee*

*Abu Dhabi 22<sup>nd</sup> May 2017*



## بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

**H.E's Members of the APA Financial & Administrative Affairs Committee,**

**Dear Attendees,  
Greetings,**

I'm pleased, personally and on behalf of brothers & sisters members of the UAE Federal National Council, to welcome you in your second country, United Arab Emirates, and wish to seize this opportunity to express my real appreciation to the role you contribute to the work of this major Committee, considered a main and basic element of work at the APA, through good preparation and proper planning for the APA budget, viewed as the cornerstone for the organization of different performance aspects across all parliamentary organizations & institutions, with true aspiration to develop necessary role to achieve its strategic objectives & vision in the most perfect manner.

In my follow up of the Committee works during its previous meetings, with real efforts and good organization prior to current meeting in Abu Dhabi, I have full trust in Committee work due to your keen efforts, chaired by Dr. Saeed Al Motawa, who is able to act for the fulfillment of all ambitions and aspirations.

**Ladies & gentlemen,**

Last year, UAE Federal National Council launched a regional unprecedented parliamentary strategy, through which the Council wishes to cope with the major developmental and real progresses achieved by our country in all fields & aspects. I am aware that you know that the UAE is working through ambitious strategic visions to occupy the highest ranks on global competitiveness levels, whether through 2021 Vision, our Wise Leaders wish to bring the UAE to be among the best countries across the world by 2021; or through UAE Long Term Millennium Strategy 2071, launched by **HH Sheikh Mohammad bin Rashid Al Maktoum, UAE Vice President and Prime Minister**, viewed as a long term government business program, discussed during a historical lecture by **HH Sheikh Mohammad bin Zayed Al Nahyan, Abu Dhabi Crown Prince, Armed Forces Deputy Supreme Commander**, addressing future generations, during which he highlighted the main points for UAE future building and readiness for future generations. This lecture is considered a general vision for future formation for the achievement of the goal of celebrating the export of the last oil barrel within five decades of today, as stressed by HH Sheikh Mohammad bin Zayed Al Nahyan.

Keen to the development of performance system and enhance our regional and global parliamentary partnerships, we at the Federal National Council, pay attention to the development of distinguished performance model that contributes to the promotion of our relationships with friendly countries across the whole world, particularly Asian countries.

We believe that we have a major duty in the Federal National Council to perform your legislative and regulatory role toward institutions and ministries working with utmost efficiency for the development and execution of the strategy targeting the future. Our local institutions succeeded in achieving top competitive ranks on global levels. On the economic side, UAE is the eighteenth on the free economy indicator for the year 2017, published by **the Heritage Foundation**, of Washington. Furthermore, According to Edelman Trust Report 2016, UAE is the first globally for the third year, regarding people trust in the government indicator. Additionally, across the MENA region, based on INSEAD Indicator, UAE is the first globally regarding qualification attraction for the year 2015/2016, in addition to being considered among the 10 best economies in the world by 2021, regarding public fund management and trust in economy strength.

According to OECD Report, UAE was top on the developmental and humanitarian aid for the year 2016, as a percentage of GDP for the fourth year. There is also the International Economic Forum Report, according to which UAE is among the list the safest countries across the world. This is a crucial indicator in view of current confusion and instability marring the region and all over the world, and for its important to our developmental journey.

UN, WB, International Economic Form, International Institute of Administrative Development & INSEAD Institute, in addition to other major specialized international institutions, acknowledge that UAE is among the top ranks on more than 40 indicators & criteria, while it ranked among the first ten according to more than 120 standards & criteria for the years 2014 & 2015. All these achievements are reflected socially, where UAE is top rand among Arab countries and the 21<sup>st</sup> globally according to the International Happiness Report 2017, and its residents are the most optimistic across the world, with positive trust and opinion toward the future.

## **Ladies & Gentlemen,**

Asia with its major international economies, leading the global economy with many leading emerging economies, leading the world according to the international advanced competitiveness indicators, controlling more than two thirds of energy reserves across the world; is considered the real center of world economy movement and the locomotive leading world economy during the 21<sup>st</sup> century. Furthermore, with its vast area of land representing about one third of planet area, prominent ancient world civilizations, on which more than half the world population live, in addition to many other cultural, civil, and religious potentials, urge us as parliamentarians to exert more efforts to

encourage joint Asian parliamentary engagement, with due promotion to represent and reflect the position our countries & continent enjoy across the world map since the first days of human civilization.

No doubt that there are major interests, priorities and joint intentions among many people and countries in Asia. There are also many fields urge us as parliamentarians to exert serious efforts in support of the official diplomatic contributions, particularly regarding terrorism combat, energy, environment, labor and climate change, beside many other crucial issues on both regional and global levels, in which APA has a major and effective role. Asia, as a global business center, faces many critical challenges, that need our joint efforts to confront and settle.

I believe that you are aware that promoting UAE relationships with Asia countries now enjoys major attention, in support of the progressive role played by both parties on all regional and global levels. UAE is now a central economic emerging hub, with critical role for the achievement of security and stability across the Middle East, while remaining Asia countries enjoy major geopolitical and economic importance.

Observers discussing UAE relations with Asia countries across the last years, acknowledge that relationships are progressing speedily across many economic, security and political fields, within the policy of “approaching the east” adopted by UAE government and “approaching the west” followed by many emerging countries in Asia toward GCC, following major developments and transformations witnessed across GCC and Asia on different aspects.

Based on these trends, UAE government, supported by its ambitious economic progress is keen to enhance economic & commercial partnerships with the fast emerging countries in Asia, in support of joint interest with ideal partners. Among the indicators of the promising future before our partnerships, we direct attention to the fact that UAE nonoil trade with Asia increased to AED 450 billion in 2015, equivalent to US\$122.5 billion. Our government is keen to widen the scope of commercial partnerships and execute free trade agreements with many other Asian countries.

### **Ladies & gentlemen,**

I am sure that you are aware that UAE has its clear foreign policy and international business agenda established on clear solid principles adopted by the UAE Founding Father, the **Late Sheikh Zayed bin Sultan Al Nahyan, followed by HH Sheikh Khalifa bin Zayed Al Nahyan, UAE President, his brother HH Sheikh Mohammad bin Rashid Al Maktoum, UAE Vice President, Prime Minister and Ruler of Dubai, & HH Sheikh Mohammad bin Zayed Al Nahyan, Abu Dhabi Crown Prince, Armed Forces Deputy Supreme Commander and their brothers in the UAE Supreme Union Council,** with our government keen to support the attitudes of global cooperation in all fields, in a manner that confronts and settles

challenges facing our world, to ensure global security and peace, support joint cooperation among people and nations in development of people welfare, prosperity and happiness.

Building on the above principles and foundations, the Federal National Council Strategy 2016-2021 highlights many objectives including the support of a distinguished leading role of the parliamentary diplomacy, with necessary expansion of the active parliamentary partnerships with global and regional parliamentary unions, promote performance among these unions, to develop joint business approaches, in support of our ambitions to back parliamentarians role in achieving security and stability, to maintain close relationships among people and develop global dialogue forums for different issues, aspects and challenges facing our world.

### **Ladies and gentlemen**

We trust the positive continuous interaction and dialogue among different parliaments in a manner that accelerates understanding and relationships among these countries. For these purposes, we are keen always to supply all means of support and assistance to efforts exerted through the scope of global parliamentary partnership, particularly APA that enjoys true interest and attention by the Federal National Council since its launch in 2006. Our Council was among the first Asian parliaments to join APA, in acknowledgment of APA's role as an institutional parliamentary gathering able to play effective and major roles in processing all challenges facing Asia countries and people, and to contribute really to the achievement of peace and stability across all Asia Continent area.

In view of our real and major consideration of the importance of parliamentary contribution on both regional and global levels, the Federal National Council believes that there is real need to provide strong support to the parliament engagements in Asia, in the same manner enjoyed by other parliamentary and geopolitical regions, where parliamentary and geopolitical groups in Europe, Africa, & Latin America play major and vital roles in processing challenges, coordinating approaches, and support of the joint dialogue among member parliaments.

Asia parliaments are able to introduce a quality addition to cooperation among Asian countries, on all official levels, in support of governments efforts, particularly in economic & business sectors, to enable Asian people to benefit from the opportunities offered by these economic benefits for more cooperation and integration in a manner that achieves sustainable development across these countries.

No doubt that FNC's interest for the support of APA work is a reflection to the UAE government attention to the enhancement of cooperation and joint integration among Asian countries, based on our keen recognition to the importance of developing strategic relationships among UAE and remaining Asia countries, in support of peoples' interest for sustainable development,

and for the promotion of global peace and cooperation, for the achievement of sustainable development and progress movement across the whole world.

Based on the above facts, FNC is keen to support all efforts & actions aiming to turn APA to a real and genuine Asian parliament. FNC was among the first members calling for these goals. Furthermore, UAE Parliamentary Division presented an integrated proposal for the APA Incorporation Document, still in discussion and review among member parliaments.

To allow for these promising ambitions to be achieved, FNC is keen to offer necessary support to APA's journey. For this purpose, FNC offered a proposal for a Joint Asian Parliamentary Declaration regarding the need to respect and protect of cultural diversification among Asia countries with different cultures and local original streams of local participants, considered among the top world continents regarding this unique diversification. Furthermore, FNC believes that the success of APA efforts needs real arrangements on how to benefit and build on such cultural diversification in support of APA's journey.

### **Ladies & gentlemen,**

With real attention, I monitored the results of UAE Parliamentary Division meetings, concluded by specialized proposals regarding APA Budget. UAE Parliamentary Division prepared two different proposals; one is a general plan; while the other is a more detailed proposal regarding how to plan for the best APA Budget. I am fully confident that your discussions will result in the formation of positive and effective perspectives & visions in support of good planning and selection of the best programs for the execution of APA Budget.

We believe that your efforts in this Committee and other APA committees are considered major and necessary central steps for the achievement of our ambitions & aspirations regarding Asian inter-parliamentary cooperation, we believe to reflect and represent our joint interest as Asian parliamentarians for the prosperity and development of our nations.

We wish to stress also that the efforts exerted by your Committee are among the leading priorities across the keen efforts to turn APA to an active and real Asian parliament.

Finally, I wish to welcome you again in your second country, UAE. I hope that you will enjoy your stay and that your discussions & meetings will result in a quality step for across APA work.

***Thank you.***

Speech of:

*H.E. Dr. Saeed Abdullah Al Motawa*  
*Federal National Council Member*  
*At the Standing Committee*  
*of*  
*Staff & Financial Affairs of the*  
*Asian Parliamentary Assembly*  
**(APA)**  
**22<sup>nd</sup> May 2017**

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

H.E. Dr. Amal Abdullah Al Qubaisi, UAE Federal National Council  
Speaker,  
Dear attendees,

Greetings,

I wish to personally and on behalf of FNC members to welcome the UAE guests, member of the Standing Committee for Personnel & Financial Affairs at APA, with great recognition and admiration to your real efforts, sincere cooperation, and keenness to contribute to the success of APA work. We hope that you will succeed in achieving your planned and scheduled goals and objectives in Abu Dhabi.

Let me initially extend gratitude and appreciation to HE. Dr. Amal Al Qubaisi, UAE FNC Speaker, to her real and strong support to the hosting of Committee meetings, and the arrangement of all necessary means in support of the success of this meeting. I wish also to seize this opportunity to express our true satisfaction at the FNC to host Committee meetings in UAE, with our Wise Leadership guided by **HH Sheikh Khalifa bin Zayed Al Nahyan**, to provide necessary support and assistance to the parliamentary work, considered a bridge of cooperation, and main support of global coordination, particularly regarding Asia, with our keenness to strengthen relationships with all

parliaments & people, considered a major objective on which APA's Accord was established in 2007.

No doubt we all agree that the efforts exerted by this Committee have a major role, whether regarding discussions, or concluded resolutions & recommendations, expected to be the main point and major element of APA's actions, particularly regarding planning and budgeting, in addition to all efforts related to the administrative system and institutional support, a solid pillar in support of APA's success, with its ability to achieve scheduled objectives throughout engagement in parliamentary actions across Asia.

I wish hereby to express my true appreciation and welcome you once more in Abu Dhabi, with my true hope that you will enjoy your stay, and that your visits will continue in support of our constructive cooperation, with recommendations and proposals reached through our meetings able to fulfill the people aspirations toward APA.

*Thank you,*

## ANNEX-II



# Asian Parliamentary Assembly Standing Committee Meeting on Staff and Financial Regulations

21-24 May 2017  
Abu Dhabi, United Arab Emirates

## Agenda

- 1- Adoption of the Agenda
- 2- Election of the Bureau
- 3- Opening Remarks by the Chairperson
- 4- Report by H.E. Dr. Ali Khorram, Deputy Secretary General of APA
- 5- Consideration and recommendation of Draft Resolution on Planning  
APA Budget for 2018
- 6- Any other matter.





**ASIAN PARLIAMENTARY ASSEMBLY**  
**Standing Committee on Staff and Financial**  
**Regulations**  
**21-24 May 2017**  
**Abu Dhabi – United Arab Emirates**

**TENTATIVE PROGRAM OF WORK**



<b>DAY ONE</b> <b>SUNDAY, 21 May 2017</b>	
<b>ALL DAY</b>	<ul style="list-style-type: none"> <li>• Delegates arrive at Abu Dhabi or Dubai International Airport</li> <li>• Delegates proceed to the Inter Continental Abu Dhabi Hotel</li> <li>• Registration of Delegates at Inter Continental Abu Dhabi Hotel</li> </ul>
<b>DAY TWO</b> <b>MONDAY, 22 May 2017</b>	
<b>07:30-08:30</b>	Breakfast <b>Venue: Selections</b>
	<b>Inaugural Ceremony</b> <b>Venue: Liwa Majles</b> <ul style="list-style-type: none"> <li>• National Anthem of the United Arab Emirates</li> <li>• Recitation from the Holy Quran</li> <li>• Welcome remarks by H.E MP Dr. Saeed Al Mutawa, Deputy President of APA – Chair of APA Standing Committee on Staff and Financial Regulations</li> <li>• Remarks by Honorable Mr. Thavy, Representative of APA President</li> <li>• Remarks by H.E. Dr. Ali Khorram, APA Deputy Secretary General</li> <li>• Opening Address by Honorable H.E Dr. Amal Al Qubaisi, Speaker of the Federal National Council</li> </ul>



<p><b>10:00-10:30</b></p>	<ul style="list-style-type: none"> <li>• Photo Session</li> <li>• Coffee Break</li> </ul>
<p><b>10:30 - 13:00</b></p>	<p><b>Standing Committee Meeting</b></p> <p><b>Venue: : Liwa Majles</b> Hall, Inter Continental Abu Dhabi Hotel</p> <ul style="list-style-type: none"> <li>• Adoption of the Agenda</li> <li>• Election of the Bureau</li> <li>• Opening Remarks by the Chairperson</li> <li>• Report by H.E. Dr. Ali Khorram, Deputy Secretary General of APA</li> <li>• Reconsideration of Table of Assessed Contribution</li> </ul>
<p><b>13:00- 14:30</b></p>	<ul style="list-style-type: none"> <li>• <b>Lunch Break</b></li> <li>• <b>Venue: Selections</b></li> </ul>
<p><b>16:00 – 19:00</b></p>	<ul style="list-style-type: none"> <li>• Sight-seeing tour of Abu Dhabi</li> </ul>
<p><b>20:00</b></p>	<ul style="list-style-type: none"> <li>• <b>Dinner hosted by H.E. Dr. Amal Al Qubaisi, Speaker of the Federal National Council</b></li> <li>• <b>Venue: Al Bateen &amp; Al Baynouna</b></li> </ul>
<p><b>DAY THREE</b></p> <p><b>TUESDAY, 23 May 2017</b></p>	
<p><b>07:00-08:30</b></p>	<p><b>Breakfast</b></p> <p><b>Venue: Selections</b></p>



<b>09:00-10:00</b>	<b>Visit to the Federal National Assembly of UAE</b>
<b>10:00-11:00</b>	<b>Venue: Liwa Majles</b> • Consideration of APA Budget for 2018
<b>11:00 - 11:30</b>	<b>Coffee Break</b>
<b>11:30 - 13:00</b>	• Consideration and recommendation of Draft Resolution on Planning APA Budget for 2018
<b>13:00 - 14:30</b>	<b>Lunch Break</b> <b>Venue: Selections</b>
<b>15:30 – 16:30</b>	• <b>SCCAP Sub-Regional Groups Meeting</b> <b>Venue: Executive boardroom C, Meeting quarter 3, Executive boardroom B</b>
<b>DAY FOUR</b>	
<b>WEDNESDAY, 24 May 2017</b>	
<b>All Day</b>	Departure of Delegates



## ANNEX-III



### Draft Resolution on Planning APA Budget

SC-Staff & Financial/Draft Res/2017/16  
23 May 2017

*We, the Members of the Asian Parliamentary Assembly,*

**Recalling** APA/Res/2008/04 and APA/ Res/2014/09 and other relevant APA documents;

**Determined** to enhance the efficiency and organizational capacity of the APA to achieve its goals and objectives enshrined in its Charter;

**Underscoring** the importance of participation by all Member Parliaments in sharing the financial needs of the APA and its Secretariat;

**Emphasizing** the principles of transparency, accountability, and efficient management of financial resources in APA budgeting and spending;

*We, the participants of the Standing Committee on Staff and Financial Regulations*

1. **Request** all APA Member Parliaments to take required measures, according to their respective internal budget planning procedures, to secure budgetary resources required for the payment of their contribution;
2. **Encourage** willing APA Member Parliaments, to make voluntary financial contributions over and above the earmarked contribution to the APA for the implementation of its resolutions;
3. **Appreciate** the provision of financial and logistical support to the APA Secretariat by the Islamic Parliament of Iran since 2007, and request the generous continuation of its supports pending the full implementation of Financial Regulations and until the



regular payments of assessed contributions by all Member Parliaments are securely made; tentatively for APA budget of 2018,

4. **Acknowledge** the generosity of the APA President and Vice-Presidents in contributing to the APA expenses by hosting the events and complying with the APA Decision on Modalities for Effective Organization of the APA Meetings adopted by the 7<sup>th</sup> Plenary on 10 December 2013.
5. **Request** the Secretary General to prepare the APA Annual Budget draft based on the (Program & Performance Budget model), that requires programs, projects and expenses estimation based on the Assembly objectives, and on the policies and plans approved by the standing committee, and then to be presented to the Executive Council of the APA for final approval by the Plenary Session.
6. **Consider** the consequential bearing and impact of the APA Staff Regulations and the APA Financial Regulations on the Charter of the APA, **suggest** the Plenary and Executive Council of the APA for an immediate revisit of the Charter and the Rules of Procedures of the Plenary of the APA, 2007.
7. Allocate the APA Budget financial funds through the following three Items, the Secretary General shall specify the principles, objectives & rules for the Budget preparation and present it to the Standing Committee on Staff and Financial Regulations.
  - I. Operational and Strategic Budget Item: expenses allocated initially upon the Budget approval and attestation.
  - II. Additional Budget Item: amounts decided to be added to cover APA new projects and programs.
  - III. Emergency Budget Item: which shall be decided vide a decision to be taken by the Executive Council to cover emergency events or incidents.
8. **Request** the Executive Council to direct the General Secretariat to communicate with all members to give their approval on their commitment to the contribution to the Asian Parliamentary Assembly budget. In addition, each parliament should state their choice on how the Asian Parliamentary Assembly should calculate the contribution; either by contributing equally or based on the percentage of the GDP.
9. **Recommend** to exempt Palestine from the assessed contribution till the end of occupation, and the establishment of its independent state.

## **Report of the Standing Committee on Staff and Financial Regulations**

**22 November 2017**

44. The meeting of Standing Committee on Staff and Financial Regulations was participated by member parliaments from Azerbaijan- Bahrain- Cambodia – China – Indonesia - Iran – Iraq – Jordan – Korea DPR- Kuwait – Pakistan - Palestine – Russia – Saudi Arabia – Thailand and Turkey. Honorable Dr. Hanan from Iraq Parliament as the APA Vice- President chaired the meeting. Honorable Nhem Thavy from Cambodia was elected as Vice Chairperson and Honorable Azza Sulaiman Bin Sulaiman from UAE served as Rapportuer. His Excellency Dr. Ali Khorram has assisted the chair. He has provided a brief report on the background of draft Resolution and its attachment. He also informed the meeting that according to the instruction of 1<sup>st</sup> APA Executive Council meeting, Secretariat has sent a letter to all Speakers and requested them to identify their model of payment of assessed contribution. APA Deputy Secretary-General informed that although a reminder was also sent and all member Parliaments were requested to expedite on choosing one of three models, Secretariat has received reply from 6 Parliaments namely: Iraq- Iran- Saudi Arabia – Korea DPR – Palau and Pakistan.

45. Honorable Odeh O. Al-Rowaie, representative of Kuwait said we have also sent a letter to the Secretariat and conveyed our views. He asked the inclusion of Kuwait in the list by APA Secretariat. Considering the fact that Secretariat has not received such letter, Dr. Khorram requested him to announce their model of payment. The distinguished Representative of Kuwait said they have many questions about the transparency of the budget and the ways and means of spending and auditing system of such budget. The idea was supported by Russian Federation and China too.

46. Dr. Khorram mentioned that there is full transparency in the proposed Budget while half of that is the running cost of the Secretariat and the rest is subjected to the approval of the Plenary. With regard to Auditing System, such mechanism is foreseen in Staff & Financial Regulations document, adopted by the 7<sup>th</sup> Plenary in 2014.

47. Chairperson of the meeting explained the extensive discussions on this subject in previous APA meetings and reiterated that we should start to shoulder our responsibility in this organization. Honorable Thavy from Cambodia said

the ways and model of payment was finalized in 2014 in Phnom Penh and now in 2017 still none of APA Member Parliaments has paid a single penny to assist APA Secretariat. Honorable Senator CHHIT kim yet also from Cambodia presented his views in this respect. Dr. Khorram invited all APA Member Parliaments to expedite on submitting their desired model of payment to the Secretariat for forwarding to the next Standing Committee meeting in Bagdad – Iraq.

48. Honorable representatives of Saudi Arabia and UAE also requested all APA Member Parliaments to inform the Secretariat of their model of payment and their views and comments in written and let the Standing Committee meeting in Iraq finalize the case. They also appreciated financial and logistic support of Islamic Parliament of Iran to the APA Secretariat.

The Resolution is as the following:

- Draft Resolution on Planning APA Budget



## **Report of the Standing Committee on Budget and Planning**

**30 November 2018**

The meeting of Standing Committee on Budget and Planning was participated by member parliaments from Azerbaijan- Cambodia – China – Indonesia - Iran – Iraq – India – Indonesia - Jordan- Kuwait – Lebanon- Pakistan - Palestine – Russia – Thailand- Vietnam and Turkey.

After adoption of Agenda, H.E. Mrs. TALEBANI from Iraq Parliament chaired the meeting. H.E. Senator CHHIT Kim from Cambodia was elected as Vice Chair. Mrs. TALEBANI in her opening statement thanked members of the committee for entrusting her and Iraqi Parliament and assured everyone that the next meeting of the Standing Committee will be held in Bagdad hopefully by April 2019. The exact date will be coordinated and announced by and through APA Secretariat.

On item 4 of the Agenda, Dr Khorram presented a report and said:

Upon the instruction of the Executive Council in Phnom Penh on 3 October 2017 (Resolution on Planning APA Budget, Item 8, APA/Res/2017/14), APA Secretary-General communicated with all APA Member Parliaments on 8 October 2017 and offered them three Models of Payment to choose one of them. The Models of Payment of Assessed Contribution are as follows:

- 1- The Model of Payment, which is applicable in the United Nations and Inter-Parliamentary Union systems and it is on the basis of GDP of each Member Parliament. This Model was adopted in APA in the 2014 Plenary together with Financial & Staff Regulations attached to its Resolution APA/Res/2014/09 dated 3 December 2014.
- 2- The Model of Payment based on Equality, which means all Member Parliaments pay equal amount of money regardless of the volume of their populations or GDP.
- 3- The Model of Payment based on mixture of GDP and Equality Models (mixture of Models 1 and 2). In this Model, every Member Parliament pays for example \$20,000.00 as the equal contribution and additional amount, if necessary, is payable based on Member's GDP.

Since October 2017, majority of active APA Member Parliaments have responded and more than 60% of them are in favor of GDP and less than 40% in favor of

Equality. In this case, it seems that the third Model means mixture of two Models of Equality and GDP can satisfy every Member Parliaments.

MPs deliberated on the report of the APA Secretariat on the Model of Payment.

Russian delegation indicated that “ We support the idea of contribution to the APA budget and we agree with any system bases on GDP, Population or Equal Payment. We start paying our contribution after transparent financial rules are in place”.

Delegation of Kuwait added that “ We have been discussing this issue for the past 3 years. Two years ago we agreed on Equal Payment in our meeting in UAE to the Equal Payment Model. To that amount we need to add Expert Expenses because sometimes we have to get expert opinion on some issues like Climate Change to educate ourselves in order to make correct decisions. We thank Iranian Parliament to have paid the Secretariat expenses throughout all these years”.

Cambodian delegation stated that since 12 years of APA existence no one has paid one dollar for its Secretariat operations. We thank the Iranian Parliament but APA now is strong enough to stand on its own feet. We support the payment for our contribution whichever model is decided upon.

Delegation of Pakistan added: We are willing to pay the amount of dollars 20000 as proposed by the Secretariat. Portfolio of Secretary General may be circulated among member countries as APA Charter opts for its rotation. It is damaging credibility of the Secretariat and is a burden on Iran as well.

Vietnam asked the Secretariat on the reasoning behind coming up with the contribution of Equal Payment of Dollars 20000. Dr. Khorram provided the relevant explanation.

Delegation of Turkey referred to the call of H.E. Yildirim, Speaker of the Grand National Assembly on the urgency of promoting the operational status of the APA and added that “ We must adopt and contribute to the Budget of APA as soon as possible...before start paying, we must finish all rules and be prepares for Bagdad meeting”.

Upon the request of the Chairperson, Dr Khorram offered some clarifications. He mentioned that Iranian Islamic Parliament has purchased a spacious building as a

permanent premise for APA secretariat and Headquarters' Agreement has been signed with Ministry of Foreign Affairs for enjoying the diplomatic previlages. This is the permanent part of the Islamic Parliament of Iran's support to APA. About Assessed Contribution, since 2012, the Islamic Parliament of Iran has continuously urged APA to share the responsibility and operating expenses of the APA Secretariat and at the same time open the way to recruit its international staff. Due to the fact that no agreement was reached on the Model of Payment, the Executive Council has adopted a resolution every year and asked the Islamic Parliament of Iran to extend its generosity on financial support for the Secretariat for another year. Dr Khorram called APA Member Parliaments to end this vicious circle by adopting the Model of Payment.

On Agenda item 5, the draft resolution on Planning APA Budget was adopted.

On Agenda item 6, the other matters, Dr. Khorram informed the member delegations that Union of Belarus and Russian Federation Parliaments have contacted APA Secretariat to establish organizational cooperation with APA. The Secretariat have offered three options in its correspondence to member parliaments:

- To adopt this Union as observer
- To ask them to meet with APA Secretary General and discuss the matter
- To stay silent on the issue.

Dr. Khorram requested member parliaments to respond to this query.

Delegation of Turkey also informed the participants of an Alliance of organization initiated long before between Turkey and Spain. The Chair requested Turkish delegation to send the information in a written form to be considered in our next meeting