



SADC PARLIAMENTARY FORUM

SECONDMENT POLICY

1. INTRODUCTION

The Secondment Policy is based on the need to ensure that the SADC Parliamentary Forum Secretariat has adequate staff to enable it to perform its mandated functions, taking into account the budgetary constraints of the Forum. At the same time, the Secondment Policy is also premised on the need to promote the SADC identity through inter-parliamentary cooperation amongst SADC Member Parliaments and thus provide a cross-learning platform for SADC parliamentary staff to share experiences from their respective country perspectives and enhance competencies in view of achieving parliamentary excellence.

2. MODALITIES OF THE SECONDMENT

The Secondment will occur in accordance with the provisions of Paragraph 7.1.5 and paragraph 7.6.3 of the Administrative Rules and Regulations of the SADC Parliamentary Forum.

The following procedure will be adhered to:

- The SADC PF Secretariat (Office of the Secretary General), will identify the positions where secondment is necessary;

- The Secretariat will develop a job description that clearly spells out the functions to be performed, the qualifications and experience/skills for the job, and the duration of the secondment;

- The Secretary General will then write to Clerks/Secretaries of Parliaments/Co-operating Partners requesting for nomination of staff with the relevant qualifications and experience for secondment; taking into account equitable geographical representation;

- The Secretary General's Office will review and assess the candidate(s) nominated for secondment and select the most suitable candidate;

- The Secondment will be submitted to the Executive Committee for its consideration and approval.

- A Memorandum of Understanding/Agreement will be signed between the SADC PF and the Seconding Parliament/Institution, detailing the conditions of the secondment, including the obligations of each of the parties; and

- After the secondment is finalised, the Secretary General will communicate with the Seconding Parliament/ Institution for the relocation of the staff to the SADC PF Headquarters.

- Given recent developments at the international level, Secondment on a Work From Home basis will be possible for some positions to be identified by the Secretariat, and this may entail full-time or part-time secondment on modalities to be mutually agreed through bilateral agreements. Secondment on a Work from Home basis may involve physical presence of the employee during the statutory meetings of the Forum.

3. BILATERAL AGREEMENTS TO OPERATIONALISE THE SECONDMENT

3.1. With A Member Parliament

i. The Secretary General may enter into a bilateral agreement with a Member Parliament to second staff with relevant qualifications and experience; taking into account equitable geographical representation, subject to approval by the Executive Committee.

ii. The conditions for the secondment, in this regard, may vary from the general provisions outlined at 4, 5, and 6 provided the same are agreeable to both parties and approved by the Executive Committee.

3.2. With a Co-operating Partner

i. In the event that no Member Parliament offers a Secondment, the Secretary General may enter into a bilateral agreement with a Co-operating Partner to second staff with relevant qualifications and experience; taking into account equitable geographical representation, subject to approval by the Executive Committee.

ii. The conditions for the secondment, in this regard, may vary from the general provisions outlined at 4, 5, and 6 provided the same are agreeable to both parties and approved by the Executive Committee.

4. OBLIGATIONS OF THE SECONDING PARLIAMENT/CO-OPERATING PARTNER

4.1. At Full Cost to the Seconding Parliament/ Institution

The seconding Parliament/Institution has the following obligations during the entire period of secondment:

i. Pay the salary of the seconded staff on the same terms and conditions as if the staff is working at the national Parliament/Institution;

ii. Pay the entitlements/ allowances for the seconded staff, such as pension, gratuity, medical aid, education allowance, yearly increments; etc,

iii. Provide housing to the seconded staff in the city where the Headquarters is located; and

iv. Pay for the relocation costs of the seconded staff to Windhoek upon secondment and from Windhoek back to the home country at the end of secondment period.

4.2. At Shared Cost with SADC PF

Where funds are available:

i. the SADC PF may subsidise the salary and allowances of the Seconded Staff partially, and up to a maximum of what the staff would have been paid if fully employed by the SADC PF at the applicable Salary Scale, taking into consideration the experience and competencies of the staff;

ii. SADC PF may provide housing to the seconded staff in the city where the Headquarters is located; and

iii. SADC PF may pay for the relocation costs of the seconded staff to Windhoek upon secondment and from Windhoek back to the home country at the end of secondment, should the national Parliament be unable to do so.

5. OBLIGATIONS OF SADC PF SECRETARIAT

The SADC PF Secretariat has the following obligations to the seconded staff:

i. Provide office facilities and all support services and equipment required for the staff to perform his/her duties; and
ii. Facilitate the seconded staff to attend required meetings/missions and pay for the travel costs, per diem, and other related costs, for the seconded staff while on duty outside Windhoek, where applicable.

6. EXPECTATIONS OF THE SECRETARIAT

Secretariat expectations of the seconded staff are as follows:

i. The Seconded Staff will sign a Performance Agreement with the SADC PF;

ii. While on secondment, the Seconded Staff will be primarily answerable to the Secretariat and not the seconding Parliament/Institution. However, where the Seconded Staff is obliged to submit reports to the seconding Parliament/Institution regarding their work at SADC PF as a condition of their secondment, the reports must be submitted through the SADC PF Secretary General.

iii. The Secretariat expects hard work, dedication, commitment to duty and respect for the SADC PF Management from the seconded staff.

iv. The seconded staff will comply with the working rules of the SADC PF Secretariat, and always uphold the good name of the Secretariat; and

v. The seconded staff will be assessed in terms of performance like any other Secretariat staff;

vi. The Seconded Staff will comply with the Constitution, the Rules of Procedure, the Administrative Rules and Regulations and other policies of the Forum, with such modifications, adaptations and exceptions as may be necessary that is concommitant to the Secondment procedure with the Member Parliament/Institution.

vii. The Seconded Staff will adhere to the Guiding Principles and Core Values of the SADC PF, as contained in the Strategic Plan of the Forum in place at the time of the secondment, and will endeavour to pursue the Strategic Objectives of the organisation in view of assisting to promote inter-parliamentary cooperation across the SADC region.

7. DISCIPLINARY ACTION

In the event that disciplinary action is required due to non-performance or any other violations in the course of secondment, the SADC PF Disciplinary Code of Conduct shall apply. In this regard, the SADC PF will be responsible for instituting the disciplinary action. In this regard, the seconding Parliament may be consulted regarding the disciplinary procedure and sanctions, thereof, in order to ensure compliance at national level.

8. LOCATION OF THE SECONDED STAFF

The Seconded Staff may be located at either the SADC PF Secretariat Headquarters, the National Parliament or Institution, or may work at any other location on a home basis, as may agreed to by the SADC PF and the seconding Parliament/Institution.

9. CONTEXT OF THE SECONDMENT FOR AVOIDANCE OF DOUBT

For avoidance of doubt, Secondment is a practice where the Seconded employee remains, for all intents and purposes, an employee of the national Parliament/ Cooperating Partner, except that the reporting lines will be adjusted for reporting to the SADC-PF structures in view of operationalising the Secondment procedure.

From UN sources, "Secondment" is defined as *"the movement of a staff member from one organization to another for a fixed period, normally not exceeding two years, during which he will normally be paid by and, except as otherwise provided hereafter, be subject to the staff regulations and rules of the receiving organization, but will retain his rights of employment in the releasing organization. The period of secondment may be extended for a further fixed period by agreement among all the parties concerned."*[1]

Accordingly, the employee's years of service with the national Parliament are not suspended and are thus deemed to be continuous during the Secondment period with the SADC-PF. In the same vein, the accrued benefits of the employee which may depend on the employee's cumulated years of service at the national Parliament/Cooperating Partner are to remain the same. In addition, the general acceptable practice for Secondment is that years of experience earned at the SADC-PF in conducting an essentially similar job as at the national Parliament are counted as years of experience at the national Parliament/Cooperating Partner itself, such that the employee does not lose on experience which may be required for promotion to higher positions within the parent organisation. During secondment, the employee is also allowed to apply for higher positions within the parent organisation if such were to be advertised. There is no break or dirsuption in the employment contract of the employee with the National Parliament/ Cooperating Partner and the Secondment period is deemed fully absorbed and subsumed into the initial employment contract of the employee with the parent organisation.

Signed:

Boemo M SEKGOMA
SECRETARY GENERAL

08/09/2020
DATE

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[1] Definition of secondment from the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances, page 2, (1 January 2012).