



## SADC SECRETARIAT INSTITUTIONAL REFORMS

### POLICIES AND OTHER DOCUMENTS SUBMITTED FOR COUNCIL APPROVAL AS OF END AUGUST 2012

#### **The 4 Pillar Institutional Assessment:**

1. Pillar 1 Accounting Standards
2. Pillar 2 Audit Standards (External Audit)
3. Pillar 3 Internal Control Standards
  - a. Pillar 3A – Internal Control Framework
  - b. Pillar 3B – Internal Audit Standards
4. Pillar 4 Procurement Standards

Pillar / No.	Policy/ Document	Date and Venue of Council of Ministers' (CoM) Meeting	Council Decision
Pillar 1 Accounting			
1	Revised SADC Financial Regulations	August 2012, Maputo, Mozambique	<b>Approved</b> CoM Decision 18 in the Council Draft Record of August 2012
2	Adoption of International Public Sector Accounting Standards as the financial reporting framework for SADC Secretariat	August 2012, Maputo, Mozambique	<b>Approved</b> CoM Decision 19 in the Council Draft Record of August 2012
Pillar 2 Audit Standards (External Audit)			
3	Revised Terms of Reference for External Audit of SADC	March 2011, Windhoek,	<b>Approved</b> CoM Decision 5 in the Council Record of March 2011

Pillar / No.	Policy/ Document	Date and Venue of Council of Ministers' (CoM) Meeting	Council Decision
	Institutions	Namibia	
4	Rotation of members of the SADC Board of Auditors	March 2011, Windhoek, Namibia	<b>Approved</b> CoM Decision 6 in the Council Record of March 2011
<b>Pillar 3A Internal control Framework</b>			
5	Establishment and Terms of Reference of the Audit Committee	March 2011, Windhoek, Namibia	<b>Approved</b> CoM Decision 7 in the Council Record of March 2011
6	Re-alignment of the mandates of the Finance Sub-committee and Audit Committee	March 2011, Windhoek, Namibia	<b>Approved</b> CoM Decision 18 in the Council Record of March 2011
7	Revised Travel Policy	August 2012, Maputo, Mozambique	<b>Approved</b> CoM Decision 16 in the Council Draft Record of August 2012
8	Staff Capacity - The Establishment of an Independent staff grievances appeals committee	November 2011, Luanda, Angola	<b>Approved</b> CoM Decision 2 in the Council Record of November 2011
9	Staff Capacity – Once off contract extension (subject to satisfactory performance and need for the position in the organization) in a special dispensation for local and regional staff whose contracts were running when the two four year contract limit was introduced	November 2011, Luanda, Angola	<b>Approved</b> CoM Decision 2 in the Council Record of November 2011
10	Staff Capacity – Establishment of Professional Permanent Staff System – Long term fixed contracts: a) Treaty based positions and Directors – Status quo, b) Regionally recruited positions – a once off performance based contract extension, and c) Locally recruited positions – a once off performance based contract extension	November 2011, Luanda, Angola	<b>Approved</b> CoM Decision 3 in the Council Record of November 2011

Pillar / No.	Policy/ Document	Date and Venue of Council of Ministers' (CoM) Meeting	Council Decision
11	SADC Resource Mobilisation Strategy	August 2012, Maputo, Mozambique	<b>Approved</b> CoM Decision 3 in the Council Draft Record of August 2012
12	Risk Management policy	March 2012, Luanda, Angola	<b>Approved</b> CoM Decision 6 in the Council Record of March 2012
13	Staff Capacity- Institutional structural adjustments commensurate with sustaining compliance with international standards and best practices and its obligations under Contributions Agreement	March 2012, Luanda, Angola	<b>Approved</b> CoM Decision 10 in the Council Record of March 2012
14	SADC Policy for Strategy Development, Planning, Monitoring and Evaluation	March 2012, Luanda, Angola	<b>Approved</b> CoM Decision 11 in the Council Record of March 2012
15	Recruitment, Selection and Staff Appointment Policy	August 2012, Maputo, Mozambique	<b>Not Approved</b> CoM Decision 15 in the Council Draft Record of August 2012
16	Conduct, Discipline and Grievance Policy (includes whistle-blowing, fraud, bribery and corruption)	August 2012, Maputo, Mozambique	To be re-submitted to Council in February 2013
17	Employee Relations Policy	August 2012, Maputo, Mozambique	
18	Performance Management Policy	August 2012, Maputo, Mozambique	
19	Training and Development Policy	August 2012, Maputo, Mozambique	
<b>Pillar 3B Internal Audit Standards</b>			
20	Revised Internal Audit Charter	March 2011, Windhoek, Namibia	<b>Approved</b> CoM Decision 8 in the Council Record of March 2011
21	Audit Committee Handbook	March 2012, Luanda, Angola	<b>Approved</b> CoM Decision 8 in the Council Record of March 2012
<b>Pillar 4 Procurement Standards</b>			
22	Revised Procurement Policy	March 2011, Windhoek, Namibia	<b>Approved</b> CoM Decision 9 in the Council Record of March 2011
23	Amendment to Article 16 'Preference Clause'	August 2011, Luanda, Angola	<b>Approved</b> CoM Decision 17 in the Council Record of August 2011

Pillar / No.	Policy/ Document	Date and Venue of Council of Ministers' (CoM) Meeting	Council Decision
24	Proposed Procurement functional structure	August 2011, Luanda, Angola	<b>Approved</b> CoM Decision 17 in the Council Record of August 2011
25	Re-defined Roles of the Tender Committees	August 2011, Luanda, Angola	<b>Approved</b> CoM Decision 17 in the Council Record of August 2011
26	Procurement Guidelines and Standard Bidding documents	August 2011, Luanda, Angola	<b>Approved</b> CoM Decision 17 in the Council Record of August 2011
27	Policy on the Use of Consultants	March 2012, Luanda, Angola	<b>Approved</b> CoM Decision 14 in the Council Record of March 2012