

BR/2515

29<sup>th</sup> March, 2000

The Director  
Dr. W.N. Masiga  
OAU/IBAR  
Maendeleo House  
**NAIROBI**

Dear Dr. Masiga,

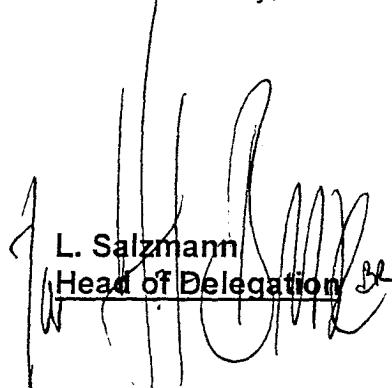
**Project:** Pan African programme for the Control of Epizootic - (PACE)

**Subject:** Workplan Programme & Cost Estimate for PACE Common Services & Co-ordination Units

We return herewith ~~two~~ originals of the above mentioned Workplan Budget under the subject matter duly endorsed for your retention.

We will send ~~one~~ copy to the Commission Services for information and keep one for our records.

Yours sincerely,



L. Salzmann  
Head of Delegation

**Encs:** two originals of the WPB&CE

ORGANIZATION OF AFRICAN UNITY  
INTERAFRICAN BUREAU FOR ANIMAL RESOURCES

**PAN AFRICAN PROGRAMME  
FOR THE CONTROL OF EPIZOOTICS  
(PACE)**

EUROPEAN DEVELOPMENT FUND PROJECT NUMBER REG/5007/005  
EDF VII and VIII  
FINANCING AGREEMENT No 61215/REG

**WORK PROGRAMME & COST ESTIMATE  
FOR PACE COMMON SERVICES &  
CO-ORDINATION UNITS**

**1 MARCH 2000 TO 28 FEBRUARY 2001**

<b>TOTAL AMOUNT TO BE COMMITTED</b>	<b>=</b>	<b>KES 121 038 601</b>
	<b>and</b>	<b>CFA 295 702 495</b>

**equivalent to Euro 2 074 424**

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**INTRODUCTION****1. BACKGROUND**

The European Commission has supported the continent-wide fight against rinderpest, through the Pan African Rinderpest Campaign (PARC). This project has had considerable success and the disease now appears to be restricted to two main foci, namely, southern Sudan and southern Somalia, two countries affected by chronic civil unrest and insecurity.

The PARC project ended on 31 October 1999, after thirteen years of successful implementation. The European Union and the Organisation of African Unity (OAU) have developed a new programme, the Pan African Programme for the Control of Epizootics (PACE). The PACE Programme will build on the achievements of PARC to finally eradicate rinderpest and to set up a Pan African network for the control of epizootics and the necessary means to develop this tool.

The objectives of the PACE Programme are stated below.

*Objectives of the PACE Programme*

<b>Goal</b> (Overall objective)	Combating poverty among those involved in stock farming by improving productivity.
<b>Purpose</b> (Immediate objectives)	<ol style="list-style-type: none"> <li>1. Strengthening the capability (National and regional) to assess the technical and economic aspects of animal diseases and generate appropriate programmes for their control.</li> <li>2. Safeguarding animal health in Africa against major animal diseases (OIE List A diseases).</li> </ol>
<b>Results</b>	<ol style="list-style-type: none"> <li>1. Reinforcing animal epidemiology services (information, diagnostics and follow-up) and control of major animal diseases in the participatory countries.</li> <li>2. Greater privatization of veterinary services and public/private sector linkage in the field.</li> <li>3. Rinderpest eradicated from Africa; greater control of other epizootic diseases, especially CBPP.</li> <li>4. At pan-African level, sustainable co-ordination of national animal health systems and arrangements for tackling epizootic diseases set up.</li> </ol>

The Financing Agreement of PACE was signed on 5 July 1999 and 30 August 1999 by the Commission of the European Communities and the Organization of African Unity Interafrican Bureau for Animal resources (OAU/IBAR), respectively. The Technical and Administrative Provisions of the Programme's Financing Agreement stipulate that the programme should start with the arrival of the Main Technical Assistant of PACE on 31 October 1999. The Main Technical Assistant arrived in Nairobi on 30 October 1999 and the Financial Controller arrived on 6 November 1999.

The PACE Programme started on 1 November 1999 and, after brief preliminary activities, implementation of a two-month inception programme started on 1 January 2000. The Programme will end on 31 October 2004. The PACE Programme will cover 32 countries in sub-Saharan Africa. The OAU/IBAR will co-ordinate its implementation.

The bulk of the Programme's EDF funds (67%) will support national operations that will be planned and implemented in each country. These operations will be provided with a range of common services that will be co-ordinated at sub-regional and regional levels. A participatory approach will be adopted so that livestock farmers and animal health professionals will be involved in the implementation of PACE.

By creating an appropriate framework to improve and maintain animal health security, the PACE Programme will remove one of the major constraints on the development of the livestock-farming sector. It will thus help to improve farmers' incomes and people's general living conditions. Other programmes will be developed to reinforce these activities; for instance, to support increased animal productivity, which is essential for social welfare and socio-economic development. Ultimately, consumers of animal products will benefit from the PACE Programme, as will the national economies of the participating countries.

The financial return of the PACE Programme has been estimated to be at least 19% over 10 years, and the establishment of adequate national capacities will ensure that its effects are sustainable.

## **2. ORGANIZATION AND MANAGEMENT**

### **2.1 REGIONAL AUTHORIZING OFFICER OF THE EUROPEAN DEVELOPMENT FUND**

The Director of the OAU/IBAR is the Regional Authorizing Officer (RAO) for the PACE Programme and he represents the ACP-African States, except the SADC Region.

### **2.2 IMPLEMENTING AGENCY OF THE PACE PROGRAMME**

The OAU/IBAR will implement the PACE Programme; it is located in Nairobi, and the PACE Programme Co-ordination Unit (PCU) will be based in its offices. An Implementation Protocol has been drafted that describes the establishment of the PCU.

Within IBAR, the PACE Programme Co-ordinator will report to the Director through the Chief Livestock Projects Officer, and an IBAR Management Committee, which oversees the general activities of all activities and projects, will be responsible for the Programme's institutional integration. A Manual of Procedures has been developed, a copy of which will be provided to each Member Country.

### **2.3 COMPLEMENTARY STRUCTURES**

A Policy Committee and an Advisory Committee have been established to support the implementation of the PACE Programme (Figure 1).

- The Policy Committee will devise animal health policies and strategies in Africa; it will comprise representatives of institutions that have international mandates related to the control of epizootics and donors that are active in livestock development in Africa. The Policy Committee will meet three times during the life of the Programme.

- The Advisory Committee will be chaired by the OIE. It will meet every six months and will comprise seven members. It will be a non-decision-making technical advisory structure for the EC and OAU/IBAR. This committee will ensure that activities at all levels are in line with the programme's objectives and approaches, and also with the policy guidelines adopted.

## 2.4 REGIONAL CO-ORDINATION

Two Regional Co-ordination Units, one in Bamako, the other in Nairobi, will co-ordinate the implementation of the PACE Programme in Western and Central, and Eastern Africa, respectively. For practical purposes, since the PACE Programme Co-ordination Unit (PCU) and the Regional Co-ordination Unit for Eastern Africa are both based at the offices of the OAU/IBAR, they will form a single administrative unit that will be headed by the Programme Co-ordinator. The Programme's Main Technical Assistant will be based in the PCU. Administrative procedures have been developed, which define the day to day management of the Co-ordination Units.

An epidemiological unit based in Tchad, which will be headed by the Central Africa Epidemiologist, will manage the *cordon sanitaire* in Central Africa.

Regional co-ordination meetings will be convened throughout the duration of programme. The Regional Co-ordination Units will fund initial meetings but the PACE National components will fund the attendance of their staff at subsequent regional co-ordination meetings.

## 2.5 COMMON SERVICES

The PACE Programme will offer a range of "common services" to the National PACE Programmes. The Common Services personnel will be based at Bamako and Nairobi in co-ordination units, in N'djamena to manage a *cordon sanitaire*, and at the PANVAC<sup>1</sup> facility in Debre Zeit.

In recognition of the need for the efficient use of resources and for practical reasons, the visits of common services personnel to PACE member countries will be determined, as far as possible, not only by the requirements of National work programmes but by the needs of regions. Consequently, it is expected that decisions concerning the allocation and use of common services will be co-ordinated, initially, during Regional co-ordination meetings. National Programmes will, therefore, have to take cognizance of the PACE activities planned in neighbouring countries and make provisions accordingly.

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<sup>1</sup> The Pan African Veterinary Vaccine Centre (PANVAC) located in Debre-Zeit, Ethiopia, was founded in response to the need for effective control of rinderpest in Africa. It aims, in the short-term, to promote improvements in the quality of veterinary vaccines. In the long-term, PANVAC aims to promote the achievement of uniformly high standards throughout Africa, so that the continent becomes self-sufficient in the production of essential veterinary vaccines.

This document describes the work programme for the Common Services and Co-ordination Units for the first full year of the PACE Programme, which will start on 1 March 2000 and end on 28 February 2001. The time frame and estimated costs of the main activities envisaged for this period are presented in the sections below.

### **3. OBJECTIVES OF THIS WORK PROGRAMME**

The objectives of the work programme for the PACE Co-ordination Unit in Year 1 of the Programme are stated below. A detailed logical framework and schedule of major activities is included in Annex 2.

#### **Goal**

Combating poverty among those involved in stock farming by improving productivity.

#### **Purpose**

PACE Programme is effectively launched in Eastern, Central and Western Africa.

#### **Results**

1. Full range of Common Services established.
2. Effective co-ordination of the Programme achieved.
3. Training programme for operational PACE Member Countries developed.
4. Delivery of Common Services to National Programmes organized.
5. Development of Regional and sub-regional strategies for the control of epizootic and other major animal diseases initiated.
6. Effective technical support provided to PACE operational surveillance and control teams.
7. Assistance provided to PACE Member Countries to finalize global plans and annual work programmes and implement them.
8. Appropriate communication, networks and data management systems for the PACE Programme and OAU/IBAR defined.

The main activities to be undertaken to achieve each result are outlined in the following sections of this document.

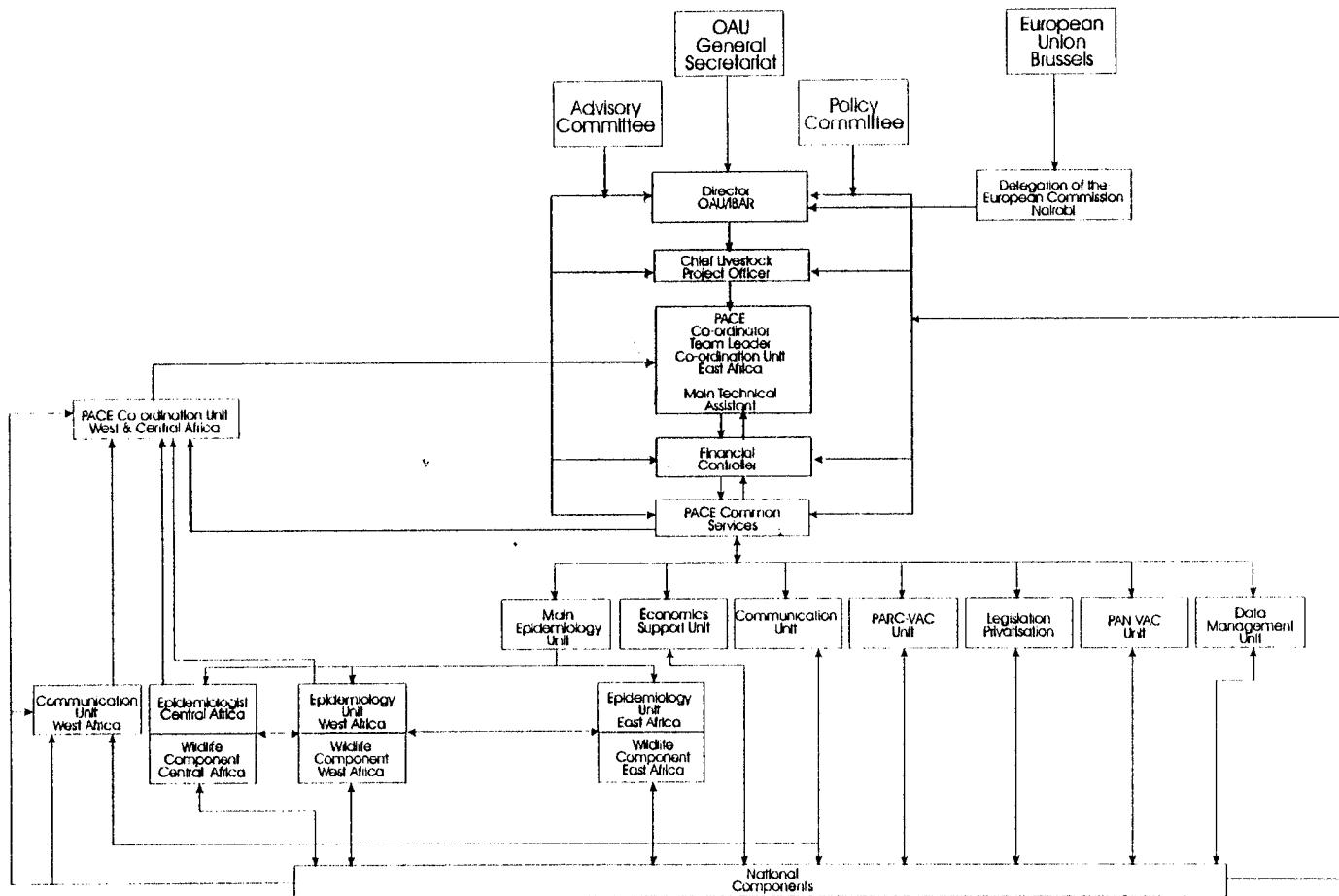
#### **N. B.**

Most of the technical staff of the PACE Programme had not been engaged at the time that this work programme and cost estimate was prepared. Consequently, detailed explanations of the activities are not provided in this document and only the principal activities are presented. Detailed planning will be done when the technical teams are in post, and the work programme will be refined. In subsequent documents describing work programmes, the context of the work will be outlined and more details will be provided.

Figure 1

## PAN-AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS (PACE PROGRAMME PROPOSED STRUCTURE<sup>2</sup>

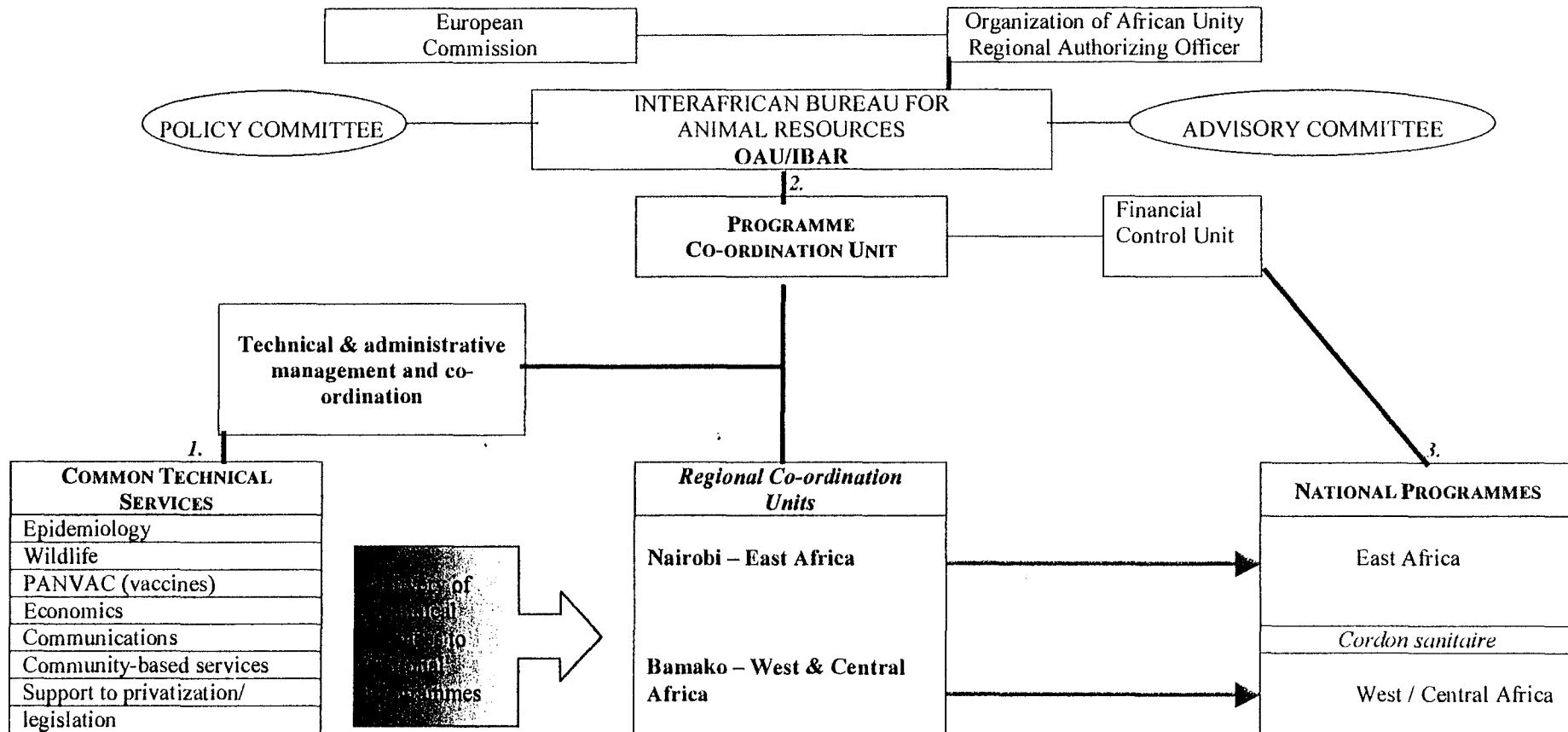
## **Draft Structure of the Pan African Programme for the Control of Epizootics (PACE)**



<sup>2</sup> Extracted from the financing proposal for the PACE Programme.

Figure 2

PAN-AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS (PACE PROGRAMME)  
OUTLINE OF ORGANIZATION & MANAGEMENT



Other Common Services include: research; reviews, monitoring & evaluations; support for veterinary schools

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## EXPECTED RESULTS AND ACTIVITIES OF THE COMMON SERVICES AND CO-ORDINATION UNITS OF THE PACE PROGRAMME: NAIROBI AND BAMAKO

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### RESULT 1 FULL RANGE OF COMMON SERVICES ESTABLISHED

The PACE Programme will comprise a series of National Programmes that will be able to draw upon a range of Common Services. The activities of the Common Services staff will be co-ordinated by the PACE Programme Co-ordination Units in Nairobi and Bamako. An important result in the first year will be the establishment of the capacity to co-ordinate the full range of Common Services. By December 2000, it is expected that the annual report for the year 2000 will be completed. This will be used as the basis for preparing the second annual work programme.

The principal activities that will achieve this result include:

- 1.1 Recruit technical assistance experts<sup>3</sup> through consultant contracts and direct engagement
- 1.2 Engage locally recruited staff<sup>4</sup> in Bamako, Nairobi, N'djamena and PANVAC
- 1.3 Open bank accounts for the PACE Programme, obtain funds, establish accounting procedures and financial control systems
- 1.4 Purchase equipment and consumables for office facilities and management systems, including telecommunications (telephone, 'fax and e-mail services)
- 1.5 Hold regular staff meetings in each PACE centre, prepare annual reports and develop work plans
- 1.6 Provide appropriate in-service training for staff of the PCU
- 1.7 Monitor activities and submit technical and financial reports

The costs associated with these activities are described in Section 3 Cost estimates.

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<sup>3</sup> See Annex 1 for the list of staff of the Common Services and Common Services Units.

<sup>4</sup> See Annex 1 for the list of staff of the Common Services and Common Services Units.

**RESULT 1 FULL RANGE OF COMMON SERVICES ESTABLISHED**

RESULT AND ACTIVITIES	RESPONSIBLE OFFICER*	SCHEDULED TIME OF ACTIVITY											
		M	A	M	J	J	A	S	O	N	D	J	F
1.1 Recruit technical assistance experts <sup>5</sup> through consultant contracts and direct engagement	Programme Co-ordinator	X	X	X	X								
1.2 Engage locally recruited staff <sup>6</sup> in Bamako, Nairobi, N'djamena and PANVAC	Programme Co-ordinator	X	X	X	X								
1.3 Open bank accounts for the PACE Programme, obtain funds, establish accounting procedures and financial control systems	Financial Controller	X	X	X	X	X							
1.4 Purchase equipment and consumables for office facilities and management systems, including telecommunications (telephone, 'fax and e-mail services)	Financial Controller		X	X	X	X	X	X	X	X	X	X	X
1.5 Hold regular staff meetings in each PACE centre, prepare annual reports and develop work plans	Main Technical Assistant	X	X	X	X	X	X	X	X	X	X	X	X
1.6 Provide appropriate in-service training for staff of the PCU	Main Technical Assistant	X	X	X	X	X	X	X	X	X	X	X	X
1.7 Monitor activities and submit technical and financial reports	Programme Co-ordinator	X				X			X			X	

Note \* Responsibilities may be reassigned as newly recruited staff arrive in post.

<sup>5</sup> See Annex I for the list of staff of the Common Services and Common Services Units.

<sup>6</sup> See Annex I for the list of staff of the Common Services and Common Services Units.

## **RESULT 2      EFFECTIVE CO-ORDINATION OF THE PROGRAMME ACHIEVED**

An important result that should be achieved in the first year of the PACE Programme is the establishment of effective co-ordination of the Common Services and the National programmes.

The major activities that will achieve this result include:

- 2.1      Convene meetings of the Advisory Committee.
- 2.2      Complete the PACE Programme logical framework and produce reliable objectively verifiable indicators (OVIs).
- 2.3      Develop and apply appropriate administrative procedures
- 2.4      Convene routine meetings to develop standard formats for the preparation of work programmes, budgets, reports and accounts.
- 2.5      Circulate Manual of Procedures and apply PACE formats and procedures and revise them as necessary.
- 2.6      Convene a regional inception meeting and a regional co-ordination meeting in each of the two regions (Eastern and Western/Central Africa).
- 2.7      Promote exchange visits by PACE National Programme personnel, bilateral and sub-regional meetings to formulate joint responses to trans-boundary disease-related problems.
- 2.8      Develop and harmonize work programmes (for years 1 & 2 of the Programme) for Common Services and national Programmes at regional meetings (see 2.6 above).
- 2.9      Prepare consolidated work programmes for countries with approved global plans.
- 2.10     Monitor activities and report.

The costs associated with these activities are described in Section 3 Cost estimates.

**RESULT 2 EFFECTIVE CO-ORDINATION OF THE PROGRAMME ACHIEVED**

RESULT AND ACTIVITIES	RESPONSIBLE OFFICER	SCHEDULED TIME OF ACTIVITY											
		M	A	M	J	J	A	S	O	N	D	J	F
2.1 Convene meetings of the Advisory Committee.	Programme Co-ordinator	X							X				
2.2 Complete the PACE Programme logical framework and produce reliable objectively verifiable indicators (OVIs).	Programme Co-ordinator				X	X	X						
2.3 Develop and apply appropriate administrative procedures	Main Technical Assistant	X	X	X	X	X	X	X	X	X	X	X	X
2.4 Convene routine meetings to develop standard formats for the preparation of work programmes, budgets, reports and accounts.	Main Technical Assistant & Financial Controller	X	X	X	X	X	X	X	X	X	X	X	X
2.5 Circulate Manual of Procedures and apply PACE formats and procedures and revise them as necessary.	Programme Co-ordinator				X	X	X	X	X	X	X	X	X
2.6 Convene a regional inception meeting and a regional co-ordination meeting in each of the two regions (Eastern and Western/Central Africa).	Main Technical Assistant				X	X					X		
2.7 Promote exchange visits by PACE National Programme personnel, bilateral and sub-regional meetings to formulate joint responses to trans-boundary disease-related problems.	Main Epidemiologist	X	X	X	X	X	X	X	X	X	X	X	X
2.8 Develop and harmonize work programmes (for years 1 & 2 of the Programme) for Common Services and national Programmes at regional meetings (see 2.6 above).	Main Technical Assistant			X	X	X	X			X	X		
2.9 Prepare consolidated work programmes for countries with approved global plans.	Programme Co-ordinator	X	X	X	X	X	X	X	X	X	X	X	X
2.10 Monitor activities and report.	Programme Co-ordinator	X				X			X			X	

### **RESULT 3 TRAINING PROGRAMME FOR OPERATIONAL PACE MEMBER COUNTRIES DEVELOPED**

Capacity building is an important development theme of the PACE Programme. Consequently, each component of PACE will emphasize the delivery of appropriate training. A prerequisite for the development of an appropriate training programme is, therefore, the availability of the results of training needs assessments. Subject to the endorsement of the Advisory Committee, it is proposed that a training needs assessment should be conducted. It would be commissioned under the provisions of a specific secondary commitment, separate from that covering this work programme.

The principal activities envisaged in the completion of the training needs assessment include:

- 3.1 Develop terms of reference for national and international consultants to assess training needs, initially, in East, Central and West African countries that have operational PACE Programmes, and award contracts.
- 3.2 Review TNAs and recommendations for training programmes that PACE could support.
- 3.3 Finalize proposals for training programme and prepare budgets.
- 3.4 Present the proposals to the Advisory Committee for comment.
- 3.5 Monitor activities and report.

The costs associated with these activities are described in Section 3 Cost estimates.

**RESULT 3 TRAINING PROGRAMME FOR OPERATIONAL PACE MEMBER COUNTRIES DEVELOPED**  
[subject to the endorsement of the Advisory Committee]

## RESULT 4 DELIVERY OF COMMON SERVICES TO NATIONAL PROGRAMMES ORGANIZED

A diversity of requirements exists in the 32 countries covered by the PACE Programme and the emphasis and range of activities will vary from one country to another. An early result, that the PACE co-ordination units will have a leading role in achieving, is the determination of the requirements of National Programmes for the various Common Services available.

The principal activities that will achieve this result include:

- 4.1 Convene meetings to develop criteria to determine requirements of National Programmes, particularly with regard to entry into and pursuance of the OIE pathway.
- 4.2 Staff of the Common Services and PCU visit PACE Member Countries to assess scope and need for their services.
- 4.3 Confirm availability of funds in National PACE Programmes to support participation of nationals in Common Services activities (workshops etc.).
- 4.4 At sub-regional meetings, develop practical, cost-effective programmes for the delivery of Common Services.
- 4.5 Convene a meeting of the regional epidemiology network and support its further development and maintenance.
- 4.6 Monitor activities and report.

The costs associated with these activities are described in Section 3 Cost estimates.

**RESULT 4 DELIVERY OF COMMON SERVICES TO NATIONAL PROGRAMMES ORGANIZED.**

RESULT AND ACTIVITIES	RESPONSIBLE OFFICER	SCHEDULED TIME OF ACTIVITY												
		M	A	M	J	J	A	S	O	N	D	J	F	
4.1 Convene meetings to develop criteria to determine requirements of National Programmes, particularly with regard to entry into and pursuance of the OIE pathway.	Programme Co-ordinator					X	X	X	X					
4.2 Staff of the Common Services and PCU visit PACE Member Countries to assess scope and need for their services.	Main Technical Assistant	X	X	X	X	X	X	X	X	X	X			
4.3 Confirm availability of funds in National PACE Programme to support participation of nationals in Common Services activities (workshops etc.).	Financial Controller	X	X	X	X	X	X	X	X	X	X	X	X	X
4.4 At sub-regional meetings, develop practical, cost-effective programmes for the delivery of Common Services.	Programme Co-ordinator				X	X	X	X						
4.5 Convene a meeting of the regional epidemiology network and support its further development and maintenance.	Main, Epidemiologist					X	X							
4.6 Monitor activities and report.	Programme Co-ordinator	X			X			X			X			

## **RESULT 5 DEVELOPMENT OF REGIONAL AND SUB-REGIONAL STRATEGIES FOR THE CONTROL OF EPIZOOTIC AND MAJOR ANIMAL DISEASES INITIATED**

The objectives of the PACE Programme have been defined in overall terms but individual countries may have different priorities. For example, for some, legislation review may be a high priority while for others, intense surveillance of rinderpest may be of more immediate importance. At sub-regional level, several countries may adopt a common approach, or joint strategy, to attain certain objectives. The strategy options have to be defined and strategies should be developed which will guide the implementation of the Programme. Subsequently, these strategies will have to be revised in the light of experience gained in the course of implementation.

The principal activities that will achieve this result include:

- 5.1 Convene meetings at PCU to harmonize objectives, activities and impacts.
- 5.2 Define criteria for strategy development taking into account the requirements of the OIE pathway for the declaration of freedom from rinderpest.
- 5.3 Convene sub-regional meetings to initiate the development of strategy options.
- 5.4 Identify gaps and needs related to strategy formulation.
- 5.5 Develop plans for joint cross-border surveillance and other activities, as appropriate.
- 5.6 Convene a consultative workshop to review the PACE Programme's research priorities.
- 5.7 Prepare strategy document for presentation to the Advisory Committee.
- 5.8 Finalize work programme and budgets (national and regional) for implementation of strategy(ies).
- 5.9 Monitor activities and report

The costs associated with these activities are described in Section 3 Cost estimates.

**RESULT 5 DEVELOPMENT OF REGIONAL AND SUB-REGIONAL STRATEGIES FOR THE CONTROL OF EPIZOOTIC AND MAJOR ANIMAL DISEASES INITIATED**

RESULT AND ACTIVITIES	RESPONSIBLE OFFICER	SCHEDULED TIME OF ACTIVITY											
		M	A	M	J	J	A	S	O	N	D	J	F
5.1 Convene meetings at PCU to harmonize objectives, activities and impacts.	Main TA	X	X	X	X	X	X	X	X	X	X	X	X
5.2 Define criteria for strategy development taking into account the requirements of the OIE pathway for the declaration of freedom from rinderpest.	Main Epidemiologist				X	X	X	X					
5.3 Convene sub-regional meetings to initiate the development of strategy options.	Main Epidemiologist				X	X	X	X					
5.4 Identify gaps and needs related to strategy formulation.	Main Epidemiologist	X	X	X	X	X	X	X	X	X	X	X	X
5.5 Develop plans for joint cross-border surveillance and other activities, as appropriate.	Main Epidemiologist				X	X	X	X	X	X	X	X	X
5.6 Convene a consultative workshop to review the PACE Programme's research priorities.	Programme Co-ordinator					X							
5.7 Prepare strategy document for presentation to the Advisory Committee.	Main Epidemiologist					X	X						
5.8 Finalize work programme and budgets (national and regional) for implementation of strategy(ies).	Main Epidemiologist									X	X	X	X
5.9 Monitor activities and report	Programme Co-ordinator	X			X			X			X		

## **RESULT 6      EFFECTIVE TECHNICAL SUPPORT PROVIDED TO PACE OPERATIONAL SURVEILLANCE AND CONTROL TEAMS**

The technical theme of the PACE Programme is the establishment of sustainable surveillance systems for the control of epizootic diseases. Consequently, surveillance and control activities form the core of the National Programme. Although all of the PACE Common Services, comprising a multidisciplinary range of skills (epidemiology, economics, communications, legislation, data management), will support the activities of National Programmes, the activities undertaken to achieve this result will mainly be the responsibility of the epidemiology component. The Co-ordination Units will minimize duplication of efforts and costs and ensure that the effective support is provided.

The principal activities for ensuring effective technical support include:

- 6.1      Review and update the inventory of major disease surveillance and control activities in PACE Member Countries contained in their global plans.
- 6.2      Convene meetings to define criteria for evaluating technical services.
- 6.3      At sub-regional meetings revise descriptions of technical services required, particularly related to the OIE pathway, and the means to measure their effectiveness.
- 6.4      Respond to requests for technical support in a timely manner that is, as far as possible, consistent with strategies and work plans.
- 6.5      Prepare and circulate a questionnaire to determine “customer satisfaction” with the services provided.
- 6.6      Monitor activities and report.

The costs associated with these activities are described in Section 3 Cost estimates.

## RESULT 6 EFFECTIVE TECHNICAL SUPPORT PROVIDED TO PACE OPERATIONAL SURVEILLANCE AND CONTROL TEAMS

RESULT AND ACTIVITIES	RESPONSIBLE OFFICER	SCHEDULED TIME OF ACTIVITY											
		M	A	M	J	J	A	S	O	N	D	J	F
6.1 Review and update the inventory of major disease surveillance and control activities in PACE Member Countries contained in their global plans.	Main Epidemiologist			X	X	X	X	X					
6.2 Convene meetings to define criteria for evaluating technical services.	Main Technical Assistant				X	X	X						
6.3 At sub-regional meetings revise descriptions of technical services required, particularly related to the OIE pathway, and the means to measure their effectiveness.	Main Epidemiologist				X	X	X	X					
6.4 Respond to requests for technical support in a timely manner that is, as far as possible, consistent with strategies and work plans.	Main Epidemiologist	X	X	X	X	X	X	X	X	X	X	X	X
6.5 Prepare and circulate a questionnaire to determine "customer satisfaction" with the services provided.	Main Technical Assistant								X	X	X	X	
6.6 Monitor activities and report.	Programme Co-ordinator	X			X			X			X		

## **RESULT 7 ASSISTANCE PROVIDED TO PACE MEMBER COUNTRIES TO FINALIZE GLOBAL PLANS AND ANNUAL WORK PROGRAMMES AND IMPLEMENT THEM**

This expected result might be regarded as the most important one of the first year's work programme. Approximately 67% of the PACE Programme's budget is allocated to activities of the National Programmes; PACE is demand-driven; and co-ordinated implementation of National Programmes, supported by the Common Services, will be necessary to ensure the Programme's success. Consequently, the activities undertaken to achieve this result will occupy the greatest proportion of the time of the staff of the Common Services and Co-ordination Units.

Each Member Country of the PACE Programme is required to prepare a global plan that outlines its objectives and indicates the phasing of its main activities for the five-year period covered by the Programme. In many cases, this will require modification, especially related to the cost estimates. The PACE Common Services and Co-ordination Units will provide assistance in the revision of the global plan and the work programme and cost estimate for the first year. It is expected that the global plans of approximately eight countries will be presented at each of the meetings of the Advisory Committee. Consequently, by the end of the first year of implementation of the PACE Programme, some 16 countries are expected to have launched their National PACE Programmes.

The principal activities that will achieve this result include:

- 7.1 Obtain the views of the Advisory Committee on possible approaches to finalizing the global plans and annual work programmes for PACE Member Countries.
- 7.2 Implement a systematic approach to provide assistance to the PACE Member Countries to enable them to launch their National PACE .
- 7.3 Complete desk studies.
- 7.4 Visit countries and sub-regions to provide assistance.
- 7.5 Make follow-up visits to countries to assist the revision of their documents.
- 7.6 Prepare consolidated proposals of satisfactorily revised documents for submission to the Advisory Committee's second and third meetings.
- 7.7 Consolidate the annual work programmes for approved National Programmes.
- 7.8 Develop and apply financial control measures
- 7.9 Assess needs for technical assistance to National Programmes, organize recruitment and monitor their performance.
- 7.10 Monitor activities and expenditure and report

The costs associated with these activities are described in Section 3 Cost estimates.

## RESULT 6 EFFECTIVE TECHNICAL SUPPORT PROVIDED TO PACE OPERATIONAL SURVEILLANCE AND CONTROL TEAMS

RESULT AND ACTIVITIES	RESPONSIBLE OFFICER	SCHEDULED TIME OF ACTIVITY											
		M	A	M	J	J	A	S	O	N	D	J	F
6.1 Review and update the inventory of major disease surveillance and control activities in PACE Member Countries contained in their global plans.	Main Epidemiologist			X	X	X	X	X					
6.2 Convene meetings to define criteria for evaluating technical services.	Main Technical Assistant				X	X	X						
6.3 At sub-regional meetings revise descriptions of technical services required, particularly related to the OIE pathway, and the means to measure their effectiveness.	Main Epidemiologist				X	X	X	X					
6.4 Respond to requests for technical support in a timely manner that is, as far as possible, consistent with strategies and work plans.	Main Epidemiologist	X	X	X	X	X	X	X	X	X	X	X	X
6.5 Prepare and circulate a questionnaire to determine "customer satisfaction" with the services provided.	Main Technical Assistant								X	X	X	X	
6.6 Monitor activities and report.	Programme Co-ordinator	X			X			X			X		

## **RESULT 8 APPROPRIATE COMMUNICATION, NETWORKS AND DATA MANAGEMENT SYSTEMS FOR THE PACE PROGRAMME AND OAU/IBAR DEFINED**

In Africa, the OAU/IBAR is an important centre for the collation and dissemination of information related to the occurrence of animal diseases, and on animal production and trade. Consequently, communication, diagnostic networks and information management systems, which are to be developed by the PACE Programme, have to be aligned with the long-term requirements of the OAU/IBAR to ensure that the Programme has sustainable impact. Staff of the epidemiology and communications components of the Common services will be mainly responsible for achieving this result.

Their principal activities will include:

- 8.1 Define the needs of the OAU/IBAR, PACE and the OIE for communication and data management.
- 8.2 Establish the OIE regional office for Africa in collaboration with the Regional Co-ordination Office in Bamako.
- 8.3 Confirm the needs for, and availability of, resources required for the establishment of suitable systems.
- 8.4 Obtain quotations for the installation and maintenance of the approved systems.
- 8.5 Define training needs of staff who will work with the systems.
- 8.6 Plan and cost the first phase of installation.
- 8.7 Include the implementation of the communication and information management system in the work programme and cost estimate for PACE Year 2.
- 8.8 Monitor activities and report.

The costs associated with these activities are described in Section 3 Cost estimates.

**RESULT 8 APPROPRIATE COMMUNICATION, NETWORKS AND DATA MANAGEMENT SYSTEMS FOR THE PACE PROGRAMME AND OAU/IBAR DEFINED**

RESULT AND ACTIVITIES	RESPONSIBLE OFFICER	SCHEDULED TIME OF ACTIVITY												
		M	A	M	J	J	A	S	O	N	D	J	F	
8.1 Define the needs of the OAU/IBAR, PACE and the OIE for communication and data management.	E Af Communications TA	X	X	X	X	X	X	X	X	X	X	X	X	X
8.2 Establish the OIE regional office for Africa within the Regional Co-ordination Office in Bamako.	Regional Co-ordinator Bamako	X	X	X	X	X	X	X	X	X	X	X	X	X
8.3 Confirm the needs for, and availability of, resources required for the establishment of suitable systems.	E Af /W Af Communications TAs				X	X	X	X	X	X	X	X	X	X
8.4 Obtain quotations for the installation and maintenance of the approved systems.	E Af /W Af Communications TAs				X	X	X	X	X	X	X	X	X	X
8.5 Define training needs of staff who will work with the systems.	E Af /W Af Communications TAs				X	X	X	X	X	X	X	X	X	X
8.6 Plan and cost the first phase of installation.	E Af /W Af Communications TAs						X	X	X	X	X			
8.7 Include the implementation of the communication and information management system in the work programme and cost estimate for PACE Year 2.	Main technical Assistant										X	X		
8.8 Monitor activities and report.	Programme Co-ordinator	X			X			X			X			

### Part III

## COST ESTIMATES FOR COMMON SERVICES AND CO-ORDINATION & MANAGEMENT BASED IN NAIROBI

The Cost estimate is detailed in Annex 3.

### 1. COMMON SERVICES

#### 1.1 EPIDEMIOLOGY

##### 1.1.1 Personnel

###### 1.1.1.1 Main Epidemiologist

The OAU/IBAR requested the Food and Agriculture Organization (FAO) of the United Nations to provide a short-list of suitable candidates for the post of Main Epidemiologist. A contract will be concluded with the FAO to provide the services of the selected candidate for this post. The provisions of the contract will cover the expert's personnel costs, and those of short-term laboratory and other experts that may be engaged to support the Programme (subject to the prior approval of the Director of OAU/IBAR). The Main Epidemiologist will be provided with a computer under the terms of the contract and, additionally, the contract will cover his service vehicle running costs, and his regional travel and stationery costs.

###### 1.1.1.2 Counterpart Epidemiologist

The OAU/IBAR will recruit the Counterpart Epidemiologist whose personnel costs will be met from provisions of this work programme.

###### 1.1.1.3 Technician

A provision is made, in accordance with the financing agreement for the recruitment of a veterinary laboratory technician to assist with establishing and maintaining diagnostic standards. The need for this appointment will be assessed by the Main epidemiologist.

###### 1.1.1.4 East Africa Epidemiologist

The Veterinary Epidemiology and Economics Unit (VEERU) of the University of Reading, UK, is a Collaborating Centre in Epidemiology of the Food and Agriculture Organization (FAO) of the United Nations. It will provide the services of an expert for the post of East Africa Epidemiologist. The provisions of the contract will cover the expert's personnel costs, and those of short-term experts who may be engaged to support the Programme (subject to the prior approval of the Director of OAU/IBAR). The expert will be provided with a computer under the terms of the contract and, additionally, his regional travel and stationery costs will be covered by the contract.

###### 1.1.1.5 East Africa Wildlife Expert

A consultant contract for Lot 1 will provide the services of an expert for the post of East Africa Wildlife expert. The provisions of the contract will cover the expert's personnel costs, and those of short-term experts who may be engaged to support the Programme. The expert will be provided with specialized capture equipment under the terms of the contract and, additionally, his regional travel and operating costs will be covered by the contract.

### **1.1.2 Equipment**

Vehicles that were used during the PARC project will be transferred to the PACE epidemiology component (Table 1 lists the allocation of vehicles). No new vehicles will be purchased.

### **1.1.3 Running costs**

Provision is made under this heading to meet the following costs of the Nairobi-based epidemiology component of PACE.

- Travel of the Counterpart Epidemiologist [daily allowance for 90 days and air fares]
- One meeting of the regional epidemiology network (Activity 4.5)
- Purchase of diagnostic reagents
- Laboratory tests and follow-up
- One regional meeting of wildlife specialists
- Costs of analysis of specimens

## **1.2 COMMUNICATIONS**

### **1.2.1 Personnel**

#### **1.2.1.1 East Africa Communications Technical Assistant**

A consultant contract for Lot 2 will provide the services of an expert for this post. The provisions of the contract will cover the expert's personnel costs, and those of short-term experts who may be engaged to support the Programme (subject to the prior approval of the Director of OAU/IBAR). The expert will be provided with a vehicle, media storage equipment, computers and accessories, presentation equipment, and software. Additionally, the contract will cover his regional travel and operating costs.

#### **1.2.1.2 Communications Expert - Counterpart**

The OAU/IBAR will recruit the Counterpart Communication Expert whose personnel costs will be met from provisions of this work programme.

#### **1.2.1.3 Casual labour**

The costs of casual labour engaged to assist the communications component of the programme will be paid from the provision under this item.

### **1.2.2 Equipment**

All purchases will be made under the provisions of the consultant contract for the technical assistance expert.

### **1.2.3 Running costs**

Provision is made under this heading to meet the following costs of the Nairobi-based communications staff of PACE.

- Travel of the Counterpart Communication Expert [daily allowance and air fares]
- Production of promotion materials
- In-country training
- Review and training workshops and one co-ordination workshop
- Purchase of supplies for video-recording, desktop publishing and photographs

**PAN AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS  
PACE PROGRAMME**

**DESCRIPTION OF THE PROGRAMME**

**1. SUMMARY**

This description provides background information on the regional “Pan African Programme for the Control of Epizootics” (PACE) and outlines the framework within which technical staff will operate.

The implementation of the PACE Programme will take cognisance of the lessons of the PARC. Its objectives are indicated below.

<i>Objectives of the PACE Programme</i>	
<b>Goal (Overall objective)</b>	Combating poverty among those involved in stock farming by improving productivity.
<b>Purpose (Immediate objectives)</b>	<ol style="list-style-type: none"> <li>1. Strengthening the capability (National and regional) to assess the technical and economic aspects of animal diseases and generate appropriate programmes for their control.</li> <li>2. Safeguarding animal health in Africa against major animal health diseases (OIE List A diseases).</li> </ol>
<b>Results</b>	<ol style="list-style-type: none"> <li>1. Reinforcing animal epidemiology services (information, diagnostics and follow-up) and control of major animal diseases in the participatory countries.</li> <li>2. Greater privatisation of veterinary services and public/private sector linkage in the field.</li> <li>3. Rinderpest eradicated from Africa; greater control of other epizootic diseases, especially CBPP.</li> <li>4. At pan-African level, sustainable co-ordination of national animal health systems and arrangements for tackling epizootic diseases set up.</li> </ol>

The five-year PACE programme will cover 32 sub-Saharan Africa countries. It will be co-ordinated by the Interafrican Bureau for Animal Resources (IBAR) of the Organisation of African Unity (OAU). A participatory approach will be adopted so that first livestock farmers and then animal health professionals will be involved in implementing the programme. The programme will include national operations planned and implemented in each country and also sub-regional and regional support and co-ordination components.

The programme will draw on the achievements of the Pan-African Rinderpest Campaign (PARC) (co-financed by the European Community (EC) since 1986) which has already done a great deal to improve health security by combating rinderpest, one of the most devastating contagious diseases of cattle.

## **2. BACKGROUND**

### **2.1. Political and organisational background**

Increasing the production of foodstuffs of animal origin and promoting regional trade are priorities for the Member States of the OAU, as reaffirmed at the August 1997 Conference of Agriculture Ministers in Mbabane. The ministers accordingly gave a remit to the IBAR to harmonise livestock farming policies, co-ordinate and step up surveillance of, and the campaign against, the main epizootic diseases<sup>1</sup> (list A of the International Office of Epizootics - OIE), including those affecting game, and establish a sustainable partnership between private and public sectors.

These aspects are in keeping with a broader framework:

- Protecting animal health has become a key element in WTO agreements on international trade in products of animal origin. These agreements assign a regulatory role to the OIE; they also provide for an undertaking by the developed countries to help developing countries to fulfil these conditions.
- The campaign against rinderpest, one of the main diseases of cattle and wild ungulates in Africa, is in keeping with a world eradication campaign co-ordinated by the FAO, the "Global Rinderpest Eradication Programme (GREP)", for which the IBAR is the operational arm in Africa.

The IBAR, a technical body of the OAU, is allocated some 10% of the OAU's general budget for this purpose. It has already co-ordinated the PARC programme and in this connection successfully uses the OAU's political strength to promote, via ongoing dialogue, major sectoral policy reforms for the African states: privatisation of veterinary medicine, cost recovery, health mandates; etc.

### **2.2. Features of the sector**

Annual population growth in sub-Saharan Africa is 2.7% whereas the increase in animal production is only 2.2%. Per capita consumption of animal products, already very low, is steadily declining (-28% in 30 years for meat), even though Africa regularly imports livestock products. A critical human dimension therefore compounds the economic problem.

Extensive traditional production systems, with limited growth potential, are still widespread in sub-Saharan Africa. In the last 20 years, however, there has been a marked change in production methods: ruminant herds have shifted to wetter regions and animal production systems have become more intensified and more closely incorporated with other rural and peri-urban activities. There is considerable potential for increasing livestock production in Africa through these "new" systems.

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<sup>1</sup> IOE definition of List A diseases: "Transmissible diseases which have the potential for very serious and rapid spread, irrespective of national borders, which are of serious socio-economic or public health consequence and which are of major importance in the international trade of animals and animal products". These diseases are: foot and mouth disease, vesicular stomatitis, swine vesicular disease, rinderpest , peste des petits ruminants, contagious bovine pleuropneumonia, lumpy skin disease, Rift Valley fever, bluetongue, sheep pox and goat pox, African horse sickness, African swine fever, classical swine fever, highly pathogenic avian influenza, Newcastle disease.

However, animal health constraints, in particular epizootic diseases that cause high mortality, jeopardize livestock numbers and discourage private investment in the sector. Traditional stock farmers respond to this insecurity by building up large herds, which are often under-exploited and impinge heavily on local natural resources.

Creating a system to protect animal health will remove these constraints and will promote the development of all production systems and stock farmers' incomes. Health security is, therefore, a precondition for any programme or project aimed at intensifying production.

One of the most dangerous epizootic diseases is rinderpest, which now only exists in four or five East African countries. Its eradication, which on the basis of past experience is the only sustainable option, is technically possible and complies with the rules laid down by the OIE. The PACE Programme intends to follow this course of action.

The PACE Programme will, therefore, build on the very positive achievements of the PARC programme, which has been co-financed by the European Commission for several years. These achievements, confirmed by an independent evaluation in 1996-97, offer a firm basis for eradicating rinderpest from Africa and controlling other major diseases.

### **2.3. Beneficiaries and parties involved**

The first group of beneficiaries will be stock farmers and herdsmen, whose wives are usually responsible for milk and small livestock production but who also traditionally own animals in their own right. The second target group is animal health professionals, many of whom are already involved in a general process of privatisation. Finally, consumers and the national economies will also benefit from the Programme, as a result of the expected increase in production and enhanced trade and food security.

### **2.4. Problems to be addressed**

The problem to be addressed is the precariousness of animal health in Africa. This is a limiting factor on animal productivity, stockbreeders' incomes, the expansion of private investment in the sector, and the development of inter-regional or international trade in livestock products. The main constraints that cause health insecurity are connected with the poor performance of the public services responsible for the surveillance of diseases, and the difficulty of assessing the impact of major epizootics, including the persistent threat of rinderpest.

To eradicate rinderpest from the African continent, the countries concerned must follow the procedure laid down by the OIE, namely, halt vaccinations, conduct active research into the disease, and establish an epidemiological surveillance network. Compared with the costs involved in this procedure, the cost of establishing the epidemiological situation of the other major diseases and their surveillance is minimal. Nevertheless, they will be dealt with under specific programmes that will be evaluated according to the expected economic impact. These will mainly be long-term operations that are consequently only feasible with the support of the producers themselves via a full cost recovery system. Experience has shown that the private sector is the most effective in this area even if the process of privatising veterinary medicine is still incomplete. In any case, the underlying principles have been widely accepted.

## 2.5.

### Other interventions

The programme will draw on the achievements of the PARC programme (since 1986) and also the EC-financed wildlife veterinary project (1998-2000), the vaccine certification project organised by the FAO with EC/Japan financing and the project to train community animal (1996-1999) financed by the USAID and DFID. It will also build on other schemes to reorganise national administrative departments, like the agricultural sector investment programmes (ASIP) which have started in several countries, for example Kenya and Tanzania.

Another programme currently being prepared for EDF funding, pursues similar objectives in the SADC area and could be incorporated in the whole system. The EC will also conduct studies in East Africa for a programme to support production and trade in livestock products, which will fully complement the health protection system that PACE will set up.

## 3.

### INTERVENTION

The following details the PACE Programme logical framework:

The overall objective of the programme is to relieve the poverty of those involved in the livestock-farming sector (producers, service providers and consumers) in Africa by the improving animal productivity, trade and food security).

The specific objectives of the programme are:

- to strengthen national and regional capacities to assess the technical and economic aspects of animal diseases, and to generate appropriate programmes for their control;
- to protect animal health in Africa against the principal epizootic diseases (list A of the IOE).

The expected results are:

1. In each participating country animal epidemiology services (information, diagnosis and follow-up) and services for the control of major diseases will be reinforced.
2. Privatisation will be better organised and epidemiology capacities will be strengthened to the direct benefit of livestock farmers.
3. Rinderpest will be eradicated from Africa and there will be greater control over other epizootic diseases, in particular contagious bovine pleuro-pneumonia (CBPP).
4. A sustainable system will be set up at pan-African level to co-ordinate national animal health systems and the fight against epizootic diseases.

## 3.1.

### Activities

The programme activities are divided into national components (67% of the programme's budget) and regional components - or common regional services - (24% of the programme's budget).

## 3.1.1.

#### The national components

National component activities will vary according to the individual situations in each country but they will always come under four headings:

- Enhanced national capacity for analysis and action in the fields of epidemiology, socio-economics of animal health, communications and project management;

- Improved accessibility and distribution of veterinary services and medicines, based on developing a harmonised approach to the privatisation process and coherent links between public services and private operators;
- Fight against rinderpest, based on halting vaccinations as soon as possible and on giving aid to countries to fulfil the OIE procedure for being declared "countries free from the disease", including active research into the disease, strengthening the surveillance network and setting up rapid response systems;
- Improved control of other epizootic diseases, particularly CBPP, by drawing up epidemiological and socio-economic data enabling the states concerned to assess the advisability of future campaigns based on full cost recovery. Vaccine funds could possibly be made available for the most badly affected areas.

These components of the PACE Programme are all directed at building up the institutional capacity of national animal health systems. They aim to encourage national capacities for planning, implementation, monitoring and evaluation of interventions. A multiplier effect will be produced through regional and sub-regional meetings and is also one of the main responsibilities of the Co-ordination Units.

### 3.1.2 The regional components

These are the Programme's Common Services that will support the implementation of activities at national level. They will be based in the IBAR's offices in Kenya and in the Regional Co-ordination Units. The Common Services will include:

- An *epidemiology unit* that will be the heart of the programme. It will include a service with special responsibility for epidemiological monitoring of wildlife. Three sub-units dealing with the rinderpest situation will be set:
  - one in Nairobi for the area where rinderpest is still endemic;
  - one in Bamako for the countries of West and Central Africa that have ceased anti-rinderpest vaccinations and begun the OIE procedure;
  - one in N'djamena responsible for monitoring the western sanitary cordon which protects West Africa against possible re-infection from East Africa.
- A *communications unit* based in Nairobi with a sub-office in Bamako, which will build up national expertise in this field. At the request of the other technical units it will produce advisory back-up material at central level, it will promote the programme and help to supplement the veterinary schools curriculum.
- A *socio-economics unit* will be responsible for developing appropriate instruments for socio-economic evaluation of diseases and devising projects for their control. These will then be transferred to the sub-regional and national levels.
- A *unit to back up the organisation of the veterinary services* (privatisation and use of husbandry auxiliaries). It will be responsible for the legal aspects of the privatisation process, harmonisation of approaches and negotiations with financial intermediaries, and also promoting the participation of husbandry auxiliaries ("paravets" and community-based animal health workers) in vaccination campaigns in remote or unsafe areas, under the supervision of veterinary doctors. Auxiliaries will also take part in improving the distribution of veterinary products and services in the more arid regions,

and more generally in the process of privatising veterinary medicine. This aspect will be carried out in conjunction with other donors such as the DFID.

- A *financial unit* responsible for establishing real time analytical accounts for the financial control of the programme, accurately estimating the costs of activities to control diseases, and carrying out internal audits at regular intervals.
- *Other common services* will include:
  - i) a *data processing and analysis unit*,
  - ii) a *follow-up/evaluation structure*,
  - iii) a *policy committee* and an *advisory committee* for the programme,
  - iv) *support for veterinary schools* to alter their curriculum.

The programme will also support the PANVAC (OAU centre for the quality certification of vaccines) and will commission scientific research institutions according to the needs identified, in particular for work on CBPP.

### **3.2**

#### **Assumptions**

These are listed in the logical framework but primarily depend on the willingness of the OAU and its member states to invest in the development of livestock farming and to support the strategic choices of the PACE Programme, as reaffirmed at the Mbabane meeting in August 1997. A propitious world market scenario and climatic and political stability are basic assumptions.

In each country, even if resources are limited, one of the core functions of the Ministries currently undergoing restructuring is to maintain health surveillance systems, and these will consequently be financed by the national budget. Where necessary, economic and financial mechanisms could be devised in order to generate the necessary resources, depending on the specific features of each country concerned. How activities develop in the countries in crisis will depend on the political and security situation.

### **4. IMPLEMENTATION**

#### **4.1**

##### **Physical and non-physical means**

The programme will provide the operational means: technical assistance, vehicles and office, laboratory, field and other equipment. Training and information campaigns are planned at all levels, from the grassroots communities to officials offering such services as diagnosis, epidemiology, surveillance of wildlife, geographical information systems, socio-economics of animal health, techniques of communicating with stockbreeders etc. Active research campaigns into diseases and the establishment of epidemiological surveillance networks will receive organizational and logistical support. Emergency intervention plans and recommendations on means to implement them will also be prepared. African personnel will be trained at both national component and IBAR level to ensure the maintenance of the Centre of Excellence, in particular for the exchange of information on animal health and the preparation of economically and technically justified disease control programmes.

#### **4.2**

##### **Organisation and implementation procedures**

Implementation of the programme hinges on the linkage between regional co-ordination and national initiatives ("drawing right" project or "demand-driven" project). They will be financed on the basis of annual work programmes, from indicative budget allocations for each country.

The Director of the OAU/IBAR is the Programme's Regional Authorising Officer. The *regional component of the programme will be managed* by the IBAR; the Delegation of the EC in Kenya will be the lead delegation of the programme. Organisation of the programme will be in the hands of two Regional Co-ordination Units based in Nairobi for East Africa and in Bamako for West and Central Africa. The organisation chart for the common services is attached in Figure 1.

The IBAR will draw up bilateral protocols with the National Authorising Officers of participating countries for the implementation of national components.

This organisation will be backed up by two other structures:

- A Policy Committee that will meet every two years at the instigation of the Director of IBAR. Its job will be to devise animal health policies and strategies in Africa and it will be made up of representatives of the relevant

institutions and donors active in this sector. Its recommendations will serve as a basis for the work of the Advisory Committee.

- An Advisory Committee that will meet every six months under the presidency of the OIE. It will be made up of 7 members and will act as a technical advisory structure for the OAU/IBAR and the EC. This Committee will ensure that activities at all levels are in line with the Programme's objectives and approaches and also with the policy guidelines adopted. Every six months it will examine the headway made by the programme and will use outside consultancies as it sees fit to provide ongoing follow-up/evaluation of the programme.

#### **4.3. Timetable**

The PACE Programme started officially with the arrival of the Main TA, on 31 October 1999. The implementation deadline is 31 October 2004.

#### **4.4. Cost estimate and financing plan**

The total EC contribution is EUR72 million. The indicative budget tables by component and cost headings are given below.

#### **4.5. Special conditions and accompanying measures**

Various important conditions need to be met by the participating countries:  
undertaking to embark on and follow the OIE pathway for the eradication of rinderpest, continuation of the process of privatising veterinary medicine and full cost recovery, assumption of recurrent costs for the epidemiological surveillance networks.

All these principles are already recognised and approved by the participating states. The IBAR will use political dialogue to support the necessary reforms, as during the PARC programme.

As regards the IBAR itself, before the end of the programme the OAU will have to find the means of maintaining the essential personnel for the epidemiology and socio-economics part of animal health (4 officials) to ensure the sustainability of this Centre of Excellence.

**Table 1: Indicative breakdown by project component**

(EURO thousand)

Items		EURO	%
<b>1. National components</b>		<b>48000</b>	<b>67</b>
	Campaign against rinderpest	14900	
	Strengthening veterinary services and epidemiological capacity	24500	
	Support for privatisation	8600	
<b>2. Regional components</b>		<b>17000</b>	<b>24</b>
	Epidemiology	5400	
	Communications	1800	
	Socio-economics	540	
	Support for privatisation	540	
	Community animal health workers	450	
	Financial monitoring	950	
	Other: Data processing	360	
	<b>PANVAC</b>	900	
	Research	1300	
	Advisory Committee	270	
	Other monitoring	180	
	Veterinary schools	270	
	Monitoring and evaluation (including environmental monitoring)	800	
	Co-ordination	3 240	
<b>Contingencies</b>		<b>7 000</b>	<b>9</b>
<b>TOTAL</b>		<b>72 000</b>	<b>100%</b>

## 5. FACTORS ENSURING SUSTAINABILITY

### 5.1. Policy support measures

No major political change is necessary as rural development and livestock farming feature among the priorities of most of the participating countries. Maintaining these options as well as those already recognised (privatisation, etc.) is the main support required.

## **5.2. Appropriate technology**

The programme will not introduce any technologies that have not been extensively tested on the ground. It also includes a major training input at all levels to ensure that these methods are fully assimilated by the participants and are harmonised.

## **5.3. Environmental protection**

Protecting animal health will enable the livestock-farming sector to continue gradually moving towards an intensification of production, which impinges less on natural spaces. This move is the only means of absorbing demographic growth while respecting fragile African environments according to the 1998 FAO/World Bank initiative "Livestock and the Environment - L&E".

This joint L&E initiative, which is also supported by the EU and several of its Member States, is continuing. The Director of the IBAR will form part of the Steering Committee that is in charge of monitoring. Thus the environmental dimension will be fully taken on board in the implementation of the PACE programme.

However, to evaluate the impact of the programme itself, there will be ongoing environmental monitoring in four test areas. The Scientific Environment Monitoring Group (SEMG) will provide the necessary expertise, possibly in conjunction with specialist international bodies.

The project also specifically provides for the use of auxiliaries from the pastoral communities in order to step up environmental education in arid areas via a participatory approach. The programme will also have an individual epidemiology component covering wildlife, which will help to increase knowledge of the main pathologies and thus foster protection.

## **5.4. Socio-cultural aspects/women in development**

The intervention simply backs up the socio-cultural practices followed by the beneficiaries. One of their first requests is often for help to improve health care for animals. Generally, any boost to the productivity of stock farms will result in an increase in incomes and improved living conditions, especially for women, who are often responsible for and the direct beneficiaries of livestock products.

## **5.5. Management capacities**

Under the PARC project, the IBAR demonstrated its ability to follow programmes on a continental scale and play to the full its role as sectoral policy leader. For the implementation of the PACE, a financial control unit will be added to its structure.

Similarly, the PARC project confirmed the existence of technical and management capacities at national level and these will be fostered by the PACE Programme, in particular as regards support for the process of privatising veterinary medicine.

# **6. MONITORING AND EVALUATION**

## **6.1. Monitoring indicators**

Objectively verifiable monitoring indicators are included in the logical frameworks for each of the programme's objectives and expected results. Monitoring and regular internal evaluations of the programme will be the key asks of the Regional and Sub-regional Co-ordination Units. The approach adopted will be based on participatory

monitoring and evaluation in each country. The overall effectiveness of PACE will be measured in terms of the development of epizootic diseases, documented by the OIE, the number and results of samples and also the improved effectiveness of husbandry services.

## **6.2. Reviews/evaluations**

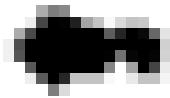
Every six months the Advisory Committee, will review planned activities and technical and financial results. It will also be able to organise specific independent evaluations where necessary.

There will be an annual external financial audit. It will be supplemented by technical audits carried out either by the European Commission or by consultants recruited for this purpose. If the final discharge of the audit is positive, activities will continue as planned. If it is not, there will be consultations between the partners and the Commission before any resumption of activities.

Independent evaluations will be carried out at the end of the second year of the programme and six months before it ends.

The project is based on a system of "drawing rights" on indicative allocations. If one of the programme partners makes insufficient, slow or inappropriate use of national or regional funds, the OAU/IBAR, in conjunction with the EC, may modify or cancel some of the cost heading or geographical allocations.

Similarly, during implementation of the project, the Commission departments responsible for technical monitoring of the programme may, if necessary, send adjusted technical guideline documents to the IBAR.



# THE RINDERPEST SITUATION IN 1998

Since time immemorial and until the twentieth century, epidemics of rinderpest have regularly laid waste herds of cattle and buffalo in Asia and Africa, and occasionally in North Africa. It was introduced, perhaps for the first time, into sub-Saharan Africa through the Horn of Africa in 1887. The destructive animal pandemic, or panzootic, which resulted from that spread to the Mediterranean to the north, to the Atlantic to the west and to the Cape of Good Hope to the south, causing permanent damage to the fauna and cattle herd of the continent. The disease died out spontaneously in southern Africa shortly after 1900 but remained present in the north equatorial part of Africa until recently.

## I. THE DISEASE

Rinderpest is a contagious disease whose causal agent, a virus of the morbilli virus group, attacks mainly domestic and wild ruminants belonging to the Artiodactyla order. It is frequently fatal and of epidemic speed.

### 1.1. Symptomatology

The majority of the description of the disease present a dramatic symptomatology based on observations carried out during epizootics transpiring on virgin soil. Typically, after a period of incubation of five to ten days, the disease is characterized by pyrexia accompanied by agitation and depression, by an increase in respiratory rhythm and the appearance of significant lacrimal discharges and of nasal and buccal discharges, which though clear at the outset, then become muco-purulent. The animal displays signs of anorexia and of rumination dysfunction, accompanied by constipation and congestion of the mucous membranes, while female lactation is seriously impaired. After days, signs of erosion and necrosis of the mucous membranes appear, first of pinhead size, which then enlarge until they coalesce. These lesions begin on the lower lips and the gums, and gradually reach the papillae of the inside of the cheeks, the lower surface of the tongue and the palate and, less frequently, even the nasal and urogenital mucous membranes. At the same time, the animals present putrid diarrhea mixed with blood, mucous and shreds of epithelium, often expelled with explosive force. These symptoms generally evolve over a week at most and most often terminate in the death of the animal. If the animal survives, the period of convalescence is long and can extend to weeks.

The virulence of known strains of the virus can vary, however, to a substantial extent depending upon the susceptibility of the species and atmospheric conditions. In the areas where rinderpest is enzootic, the herds develop an inherited resistance and the disease is seen in much less dramatic form, often with the symptoms modified or absent and with a much higher survival rate. Since the recent discovery of a second lineage of the virus which produces attenuated symptoms in domestic animals and dramatic effects in wild animals, opinion is divided as to the possibility of variations in virulence of the same strain after repeated passages of the virus on one susceptible species or another.

The study of the clinical pathology of rinderpest seems to have been neglected, as has potential role in assisting in the formulation of a presumptive diagnosis by the clinician; however, the hematological and biochemical changes observed are characteristic. In effect, one observes, in the days that precede the appearance of the fever, a strong increase in leukocytes, followed immediately after that by a dramatic and profound leukopenia which thereafter evolves only very progressively toward normal in the survivors, with biochemical changes and dehydration resulting from that result therefrom.

Necropsy diagnosis concerns primarily the lymphoid tissues for which the virus has special affinity and the epithelia of the digestive, respiratory and urogenital tracts. The latter tropism is especially significant in the majority of cases of natural infection with rinderpest. Microscopic examinations reveal, on the other hand, important changes in the lymphoid organs.

## **1.2. Etiology and transmission**

The causal agent of rinderpest is a virus of the paramyxovirus family and of the morbillivirus genus, which the measles virus and the virus of small ruminant plague also belong to. The better known of these morbilli viruses not only resemble one another, but also have similar physiochemical properties, produce similar cytopathic effects in cell culture and share certain antigens. Sequential analysis of certain proteins of their genome make it possible to distinguish lineages of the virus which reflect the geographic location of their isolation.

The virus is fragile and survives only a short time in the outside environment. It spreads when a healthy animal is exposed to droplets discharged by the respiration of a sick animal or on contact with virus-rich secretions or excretions. Transmission is effected therefore, on the occasion of close contact between animals.

## **II. DIAGNOSTIC METHODS**

Confirmation of a diagnosis of rinderpest is based in the first instance on the demonstration of the presence of specific antigens in the tissues, the excretions and the secretions of suspected cases; in the second place, and less frequently, such confirmation is based on identification of the infectious virus; and finally, and rarely, it is based on detection of an increase in specific antibodies in the serum of suspect cases (Manual on the diagnosis of Rinderpest – FAO).

### **2.1. Specimens**

The decisive factor in a correct diagnosis lies primarily in the selection of the donor animals. It is always preferable to examine appropriate specimens from several sick animals rather than a great number of specimens from a single animal. Because of the modalities of contamination and the period for multiplication of the virus, living animals to be considered for isolation of the virus or for the detection of antigens should be animals in a febrile state, presenting erosions of the mucous membranes and clear lacrimal secretions. On the other hand, in the search for antibodies, still febrile animals which present signs of diarrhea should be selected. The specimens to be taken from living animals are biopsies of peripheral ganglia, scrapings of gingival epithelium, tears, blood with anticoagulant and blood for serum. On slaughtered animals, an autopsy should be carried out during which are to be taken – in as sterile conditions as possible to be preserved in ice and formalin (formol) for histopathological examination – lamella from the spleen, from the mesenteric ganglia, from tonsil fragments and from parts of other mucous membranes of the digestive, respiratory and urogenital tracts. The procedures to be followed as regards the methods for taking samples, their transportation and receipt in the laboratory are well described in the literature and must be applied rigorously.

### **2.2. Diagnostic confirmation**

Confirmation in the laboratory or in certain cases even in the field by mobile clinical diagnostic and necropsy teams calls for a great number of generally reliable techniques in particular:

- Antigen Detection. At least eight techniques are available of which five can only be carried out in the laboratory (electronic microscope, immunofluorescence, polymerase chain reaction, IPS and ELISA (enzyme-linked immunosorbent assay immunocapture) and the three others can be adapted to be conducted in the field (immunodiffusion on agar gel (AGID), converse immunoelectrophoresis (CIEP) and passive hemagglutination (PHA). An easily administered field test has been developed that still remains to be validated, the Clearview test

- Antibody Detection. These techniques are useful for producing evidence of recent infection, or for verifying the levels of immunity obtained in conjunction with vaccination campaign. The main techniques used are the neutralization of the virus and the competing ELISA test (which also exists for RPP).
- Isolation and Identification of the Virus, first carried out by injection on a susceptible animal, then on cell cultures. Now performed reliably on lymphocyte cell lines.
- Nucleic Acid Detection and phylogenetics today make it possible to determine the typology of the viruses encountered in the field and to identify the origin and the areas of advance of each strain.
- Histopathology and Immunohistology are interesting diagnostic confirmatory techniques in that they make it possible to detect characteristic microscopic changes induced by the virus in the animals affected.

### **2.3. Differential diagnosis**

Clinically, the differential diagnosis is broadly dependent upon the knowledge that professionals possess of the epidemiological conditions in their regions, specially regards the pathological prevalence and seasonal fluctuations which characterize them. In practice, in numerous cases, the diagnosis will remain difficult without the assistance of a laboratory. Among the diseases capable of being mistaken for rinderpest, particular consideration must be given to peste des petits rumiants, bovine viral diarrhea, mucous membrane disease, virulent catarrhal fever, bluetongue and FMD (foot-and-mouth disease).

### **III. EVOLUTION OF METHODS FOR COMBATTING RINDERPEST**

Because of the often acute nature of the disease, the tools available for combating rinderpest are primarily prophylactic or preventive. Considerable progress has been achieved over the past few decades, and today we have vaccines that are extremely effective and reliable. The main vaccines currently available are the following:

- Cell culture vaccines, made by multiple passes of the virus on bovid kidney cell cultures, can be manufactured at a reliable cost and are the most frequently used. Although the vaccines are highly reliable, they do not resist exposure to warm outside temperatures.
- A thermostable vaccine was developed ten years ago. It uses identical techniques, but the cells used are taken from monkeys and the high-vacuum freezing (lyophilisation) procedures were modified to obtain a dryer product that resists heat for at least 3 days.
- Three teams have been working for 10 years to develop so-called "recombinant" vaccines that entail the introduction of a part of a foreign genome in an easily cultivatable non-pathogenic microorganism (generally, the vaccine virus) which is endowed with the antigenic power of the donor virus. Recently research entail introducing a part of the foreign genome into the rinderpest virus in order to obtain a marker that makes it possible to differentiate among the animals that are carriers of the antibody on the basis of exposure to natural infection or on the basis of the vaccine. The latter vaccines are not yet used in the field.

## THE CURRENT RINDERPEST SITUATION

The last detailed analysis of the rinderpest situation in Africa was conducted under the aegis of the Pan-African Rinderpest Campaign (PARC) in October 1997. It needs to be updated to take account of new centres of infection found in southern Sudan and suspected in the north of Uganda in February/March 1998. The rinderpest epidemiological situation has incontrovertibly improved overall. But at the same time as note is taken of the facts relative to the existence or non-existence of centres of infection and of increasingly numerous reports of serological testing and monitoring, the remaining risks of the disease spreading should be rigorously analyzed. These risks appear to be linked mainly to three factors: the continued existence of numerous areas of conflict and insecurity which hinder implementation of effective plans to combat the disease; circulation of Lineage 2 strains which affect the cattle in an attenuated form and thus limit clinical detection; and the global strategy adopted which, by its nature (halt in vaccination in vast areas of the continent) – all of these factors are tending rapidly to increase the susceptibility of the livestock populations in question that are at risk.

### **4.1. Current state of rinderpest in Africa**

From August 1988 until today' no case of rinderpest has been reported in western or Central Africa. On the other hand, the disease has been reported or suspected on numerous occasions in at least six countries in northeastern and in eastern Africa during this period. It is now generally conceded that western and central Africa are free of the disease which is today restricted to eastern Africa. It seemed simpler, in the battle against the disease, to compare the progress achieved in the three regions western Africa, central Africa, and eastern Africa.

#### **4.1.1. Western Africa**

The absence of suspected or confirmed cases since 1988 must be tempered by the fact that the majority of countries of the region have a very low level of animal health control and have provided few reports to PARC or to other institutions such as the International Office for Epizootics (OIE) or FAO. The absence should be noted of reports on diseases presenting plague-like symptoms such as infectious bovine rhino-tracheitis (IBR) or viral bovine diarrhea. The failure to take into consideration these ambiguous livestock pathogens demonstrates the need to reinforce surveillance and monitoring of rinderpest in the countries concerned.

There are at least three potentially dangerous areas in western Africa, either because of difficulties of access or because of inadequate follow-up linked to the difficult relationship of aid organizations with certain countries: the inland delta of the Niger River and Mali and the area encompassing the south of Burkina Faso and the north of Ghana on the one side.

hand, and the northern part of Nigeria on the other. In any event, what we have are area where mingling and crossbreeding of hers from different backgrounds occur with regularity by virtue of seasonal migration for grazing (transhumance) or by virtue of Crossings for major market circuits of cattle on the hoof. Persistent rumours of rinderpest-like syndromes in northeastern Nigeria in the early nineties remain a source of concern, especially since they do not seem to have been followed up by any field investigation capable of confirming the diagnosis of other similar infections.

The majority of the countries of western Africa have today halted or are on the point of halting, on the advice of PARC, of the IOE and of FAO, vaccinations against rinderpest. It is clear that this policy – the best under current technical conditions to demonstrate the disappearance of the diseases thanks to serological testing and monitoring – has the consequence, on the other hand, of the disappearance of the even partial immunity previously conferred on the livestock population by the vaccinations. A virgin terrain for rinderpest, but also for any immunity against the disease, is thus in the course of being recreated, as was the case in the last century.

The measures to be taken in the area of active search for the virus in the implementation of the “IOE approach” will thus have to be especially rigorous. Some do not hesitate – rightly so if one wants to consider all the credible possibilities – to speak of the need for epidemiology vigilance rather than for simple epidemiology surveillance.

In such Low Countries, rinderpest-like diseases must be confirmed or refuted as rapidly as possible.

#### 4.1.2. Central Africa

Although the southern forest areas represent an effective barrier for the movements of cattle toward the south, the sahelian zones of the northern Cameroon and of the Chad are a natural passage for the East-West movements of cattle, especially toward northern Cameroon and Nigeria. As in the western Africa, the absence or the rarity of reports on the animal-health situation remains a serious concern.

The lack of control of cattle movements and, despite the vaccinations carried out, the disturbing outcome of the serological follow-up in the cordon sanitaire are further grounds for apprehension.

#### 4.1.3. Eastern Africa

Eastern Africa is home to nearly three-quarters of the domestic ruminants of the tropics of Africa: population densities there are greater than anywhere else and the region possesses more small ruminants and wild fauna capable of facilitating transmission of the virus and possibly of ensuring its survival in the short term. It is obvious, therefore, that the region requires greater resources to combat the disease. But as is seen from the tables of the annex, the proportion of specialized personnel there is much smaller than in Western and central Africa and the countries in which rinderpest continues to persist have received

probable locations would be Northeast Kenya and southern Somalia (see map Rinderpest was in effect confirmed in April 1996 in Fino, near the border between Kenya, Somalia and Ethiopia. Serological testing and monitoring carried out on the wild fauna from 1993 until 1997 provides a rather clear picture of the progression of the epidemic, the last positive case reported to have occurred in the Rift Valley in 1995 (Annex). The case involved a relatively old buffalo and could be the signature of rinderpest infection that goes back to the end of the nineties (sic).

The emergency campaign against rinderpest, launched by the Government with the help of the aid organisations following the new outbreak of the disease, begun in November 1997, was greatly perturbed by exceptionally heavy rains and was expected to resume only in February 1998. The assessment carried out in February/March 1998 found that the campaign was being very well managed.

#### *4.1.3.3. Uganda*

Uganda has not declared a centre of infection of the disease since 1994. Clinical cases have been reported in Karamoja, which could have resulted in from unconfirmed contamination originating in southern Sudan. A small independent centre of infection has been reported in the herding population in the area between Karamoja and lands to the west of Mount Pokot.

#### *4.1.3.4. Ethiopia*

Rinderpest has not been confirmed in Ethiopia since November 1995. Vaccination was halted in most of the country, with the exception of a cordon sanitaire along the Southwest border with Sudan. There is a serious serological testing and monitoring programme across the country and the Government intends to declare the majority of the country free of the disease at the end of the year. Some doubts persist, however, as to the possibility of an incursion by Lineage 2 of the virus between Ogaden and Borana, following the incident described above in the areas bordering Kenya and Somalia. These doubts require measures to ensure tighter testing and monitoring in those areas.

#### *4.1.3.5. Eritrea*

The last suspected case goes back to 1994 and could have been an extension of the last recognised epidemic in the endemic Afar plain area. The case, treated by vaccination, has not been confirmed.

#### *4.1.3.6. Djibouti*

The last reported case was in 1990. As a transit point for animals from Ethiopia and Somalia toward the Middle East, Djibouti should serve as a control point for verification of eradication of the disease in these countries.

#### *4.1.3.7. Somalia*

There has been no reported case since 1975, but since that date, data relative to the epidemiology of rinderpest have not often been available. The recent epidemiological situation cannot be guaranteed because of the contradictory reports on the presence or absence of the disease. The NGOs which worked in southern Somalia in 1996 and 1997 did not detect the clinical disease or significant serological prevalence. If the disease is present, it certainly presents very attenuated symptoms that escape examination, and there is inadequate information on its "serological profile" in a non-vaccinated population. In the areas concerned, there is not enough wild fauna to be able to serve as a clinical guard for this type of virus. Detailed investigations have been planned for the 1998 to clarify the situation.

#### *4.1.3.8. Tanzania*

The last epidemic of rinderpest in Tanzania occurred in 1982 and 1983. Initially, it affected the wild fauna, then the cattle in the north of the country and was eradicated by massive vaccination campaigns. Contamination from cases in southern Kenya in 1996 had been considered, since these areas to the south and to the north of the border are traversed by the same Maasai herdsmen. The clinical surveillance measures put in place have made it possible to confirm four cases of the attenuated disease in the northern part of the country in February, April and June 1997. The typology of the virus could not be performed, but the epidemiological data collected subsequently demonstrated almost certainly that the infection was associated with cattle movements towards Tanzania which originated in areas of confirmed infection in Kenya in December 1996. Two major vaccination campaigns were conducted in 1997 and the results of clinical and serological surveillance activities indicate that the disease has not spread to the wild fauna to the west of Mount Kilimanjaro. On the other hand, the serological results do show that the buffalo and the small Kudu of the Mkomazi National reserve, which runs along the Kenya border to the east of Kilimanjaro, had been infected, probably when they were in Kenya. This has not been proven, however, since the small kudu have less of a migratory proclivity and could well constitute an indication of the spread of the infection in Tanzania.

#### *4.1.3.9. Rwanda, Burundi, Eastern Congo*

No cases have been reported in Rwanda since 1931, in Burundi since 1934 and in the Congo since 1953-1954. Rwanda has nevertheless recently begun vaccinations, despite the PARC recommendations, following new cases that have come to light the last two years.

### **4.2. The risks of resurgence or spread of rinderpest**

The risk of rinderpest has been globally defined, for the purpose of developing the strategy to be adopted at this juncture, on the basis of the geographic situation of the countries relative to known residual cases, areas of cattle breeding, wild fauna and cattle trade considerations. On the basis of these elements, the specialists are in agreement in

recognising six geo-epidemiological groups ( see map and table) according to which countries are classed as very low risk, low risk, average risk, high risk, very high risk as countries currently or recently infected. Emphasis is placed here on the particular geographic risks relative to the two main lineage's of the virus, on the basis geoclimatic and political characteristics (map 2).

#### 4.2.1. Risks concerning Lineage 1 of the rinderpest virus

The main endemic area for the Lineage 1 virus of rinderpest is today confined to southern Sudan. A second more limited area could be located around the herding activities of the western Karamojo-Pokot region. In theory, although it is difficult to conduct effective campaigns against the disease in these areas, it should be sufficient to circumscribe the by a solid cordon sanitaire and to intervene each time it is possible within the endemic areas in the hope of eradicating the disease in the short or medium term. NGOs are present in southern Sudan and in Karamoja, and it is now more feasible to intervene in areas where access is difficult through the use of animal-health agents from the cattle breeding communities. In practice, experience shows that cordons sanitaires put in place do not attain the recommended rates of immunity (90%), that such cordons are not impenetrable and that it is extremely difficult to maintain them.

The zones of insecurity, civil war or rebellion, evolve geographically, entailing unexpected movements of population and of their herds, cutting across commercial circuits and engendering price falls that attract speculators or on the contrary, giving rise to interruptions in supplies and as a consequence, price increases. As there exists no control of herd movements on the periphery of the endemic zones – and, a fortiori, with those zones – the risk of seeing the virus escape is a constant one. It is further exacerbated by the low motivation of and the inadequate means available to the public services as well as the corruption that allows unscrupulous traders to buy animals at low prices in southern Sudan or in Somalia, for example, and to truck them directly to Nairobi.

All of these factors mean that the level of risk of spreading of the disease remains very high and that over time the risk is particularly serious for animal populations that are no longer vaccinated. Those pursuing eradication as their objective must therefore anticipate these risks as pessimistically as possible and must, as regards Lineage 1 of the virus, concern themselves with:

- Commercial and transhumance circuits between southern and western Sudan which entails possibilities of infection of zones located to the East of the Chad and Central African Republic (CAR) borders and through them infection of the cordon sanitaires (where the conversion rates observed in 1997 were, in certain parts of the cordons, only 25% of what they had been) and infection of uncontrolled marketing circuits on either side of the Chad/CAR border, which threaten northern Cameroon and Nigeria and from there, all zones free of the disease.

- Permanent risks of recontamination from southern Sudan, northern and central Kenya, northern and central Uganda, south-western Ethiopia and the Northeast of the Congo, and from there, toward the countries to the south of Kenya and the countries of the great lakes still free of Lineage 1 of the virus.

#### **4.2.2. Risks concerning Lineage 2 of the rinderpest virus**

The problems and risks associated with Lineage 2 of the virus are perhaps more acute by virtue of the benign nature of the symptomatology in domestic animals and therefore the cloaked aspect of the disease. Beyond the common risk factors already described for Lineage 1 of the virus, it must be pointed out that the type of virus identified in the 1994-1996 centres of infection has remained present in the region for 30 years without being reported. In the absence of rigorous surveillance, nothing stands in the way of believing that the same phenomenon could recur, not only in Kenya and Tanzania but also in Ethiopia and Somalia where the virus may already be present. Similarly, the two phylogenetic types of Lineage 2 virus identified in Nigeria in 1964 and 1983 in Sokoto do not appear to have undergone serious investigation for many years and could still be in circulation in northern Nigeria and could threaten the countries of western Africa. Lastly, it is feared that the Lineage 2 virus – not highly virulent for domestic animals- may transform itself into a virulent epidemic form. The fact that it has apparently not evolved for 30 years or in the course of recent epidemics now makes one think that this risk is not as serious as had been thought. It cannot be eliminated, however.

## **1.5 COMMUNITY-BASED ANIMAL HEALTH WORKERS**

The activities related to community-based animal health interventions under PACE will be funded and implemented by the PARC VAC component of the former PARC project. Funding, granted by the USAID, will expire in September. Further funding of this important component of the PACE Programme is being negotiated.

Provisions are made under this main item, for the engagement of local staff, the commissioning of consultant services, the purchase of vehicles and equipment, and for general running costs. The disbursement of the provisions will depend upon the presence of long-term technical assistants, under a new funding agreement, during the course of this work programme.

## **1.6 FINANCIAL UNIT**

### **1.6.1 Personnel**

#### **1.6.1.1 Financial Controller**

The EC recruited a technical assistant for this post. The incumbent arrived in November 1999. His personnel, travel and operating costs will be met from provisions under his contract, which will be managed by the GTZ.

#### **1.6.1.2 Counterpart Accountant**

The OAU/IBAR will recruit a Counterpart Accountant whose personnel costs will be met from this provision.

#### **1.6.2 Equipment**

Provision is made to meet the costs of purchasing office equipment and a computer and accessories.

#### **1.6.3 Running costs**

This provision will cover incidental operating costs.

## **1.7 OTHER COMMON SERVICES**

### **1.7.1 Data Management Service**

#### **1.7.1.1 Personnel**

##### **1.7.1.1.1 Data Management Officer**

This post will be funded from the provision made for a Statistician; this provision will meet all personnel costs of the post. OAU/IBAR will recruit locally a Data Management Officer to assist with the initial establishment of the computer systems to be used in the PACE Programme Co-ordination Unit. This variation is possible since PACE technical staff will require this first year to collect data in standard formats for subsequent analysis. A Statistician will be engaged at the appropriate time, once the epidemiologists are all in post. No cost will be incurred in excess of the global budgetary provision.

##### **1.7.1.1.2 Desktop publishing assistant**

OAU/IBAR will recruit locally a Desktop Publishing Assistant whose personnel costs will be met from this provision.

#### **1.7.1.2 Equipment**

The provision made under this item will be used to purchase two computers, software and accessories, and office equipment needed for the computer systems.

#### **1.7.1.3 Running costs**

A small provision is made to meet the operating costs related to data management.

#### **1.7.2 PANVAC**

The PANVAC unit will be managed under a separate work programme and budget. The technical assistance staff for the PANVAC to be provided through the consultant contract for Lot 1 will be the Veterinary vaccines expert and a CBPP specialist. The contract will provide for the purchase of equipment, materials, training and operating costs.

#### **1.7.3 Research**

The research priorities for the PACE Programme will be redefined during a consultative workshop that will be convened after the PACE Common Services staff are in post (Activity 5.6). Thereafter, appropriate world reference centres will be commissioned to conduct the necessary research, in partnership with other institutions, as appropriate.

#### **1.7.4 Advisory Committee**

A Policy Committee and an Advisory Committee have been established to support the implementation of the PACE Programme (Figure 1).

The Advisory Committee is a non-decision-making body that will provide technical advice and guidance for the PACE Programme. It will meet every six months. The first meeting will be held in the second half of March 2000 in Kenya.

##### **1.7.4.1 Personnel**

Provisions are made under this item to meet the daily allowances of eligible committee members, advisors and observers. The committee may appoint consultants to assist and monitor the implementation of the PACE Programme. Their costs will be met from provision under this head.

##### **1.7.4.2 Equipment**

No provision is made under this budget item.

##### **1.7.4.3 Running costs**

The travel costs of eligible committee members, advisors and observers and the general costs of convening each meeting (including hire of venue and equipment, materials and secretarial costs) will be met from provisions under this item.

#### **1.7.5 Other monitoring**

This item will meet the costs of convening meetings of the Policy Committee of the PACE Programme, one of which will be associated with a meeting of African ministers of livestock development. However, no such meeting will be convened in the first year of the Programme.

#### **1.7.6 Support for veterinary medicine schools**

Provisions under this item will enable the PACE Programme to provide support to veterinary schools for the revision of their curricula, particularly by supplying information on the control of epizootics. No expenditure will be incurred against this item in the first year of PACE.

#### **1.7.7 Reviews and evaluations**

Provisions under this item will be used to fund independent mid-term and final reviews of the PACE Programme. In addition, the costs of environmental impact assessments and monitoring (including the use of remote sensing) and technical support will be met from this item. Provisions for such activities will be made under secondary commitments that will be separate from the budgets of annual work programmes.

An independent chartered accountant firm will be engaged on a contract that will be issued under a specific secondary commitment to conduct an operational audit of the Office's accounts at the end of the year.

## **2. PACE CO-ORDINATION & MANAGEMENT**

### **EASTERN AFRICA & PROGRAMME CO-ORDINATION UNIT**

For practical reasons, the management and budgeting of activities related to Eastern Africa and the overall co-ordination of the PACE Programme are presented together. The explanations of the main cost items are as follows.

#### **2.1 PERSONNEL<sup>7</sup>**

##### **2.1.1 Programme Co-ordinator**

The Director of OAU/IBAR has appointed the Programme Co-ordinator. His personnel costs will be paid by OAU/IBAR. The PACE Programme will meet his travel costs.

##### **2.1.2 Main Technical Assistant**

The EC has engaged the Main Technical Assistant through direct contracts that are managed by the GTZ. The contract covers all personnel and travel costs.

<sup>7</sup> The personnel costs of staff recruited by OAU/IBAR either internationally or locally are based on OAU/IBAR salary scales. The budget figures include normal allowances, contributions to medical and pension schemes, and life insurance. A performance-related bonus scheme will be implemented annually, in lieu of an end of contract gratuity.

### **2.1.3 Accountant (for Eastern Africa)**

A provision is made, in line with that indicated in the financing agreement, for a locally recruited Accountant, originally to assist activities in Eastern Africa. The need for the post will be reviewed in the light of the workload that the Financial Control Unit experiences in the course of this work programme.

### **2.1.4 Secretaries**

#### **2.1.4.1 Secretary (Co-ordination)**

OAU/IBAR will recruit locally a bilingual secretary to assist the co-ordination of the programme. This budget item will meet his/her personnel costs.

#### **2.1.4.2 Secretary (Administration)**

OAU/IBAR will recruit locally a bilingual secretary to assist the administration of the programme. This budget item will meet his/her personnel costs.

#### **2.1.4.3 Secretary (Common services)**

OAU/IBAR will recruit locally a bilingual secretary to assist the Programme's Common Services. This budget item will meet his/her personnel costs.

#### **2.1.4.4 Secretary Eastern Africa**

OAU/IBAR will recruit locally a secretary to assist the PCU to support the activities of the Common Services in Eastern Africa. This budget item will meet his/her personnel costs.

### **2.1.5 Administrative Assistant**

OAU/IBAR will recruit locally an Administrative Assistant to assist the PCU with general administrative duties of the programme. This budget item will meet his/her personnel costs. The provision for this post will be obtained from savings made on budget items 1.6.1.2 and 2.1.3. Consequently, no additional expenditure will be incurred.

### **2.1.6 Translator**

The Programme Co-ordination Unit is responsible for producing documents in English and French. OAU/IBAR will recruit locally a Translator to fulfil this task. This budget item will meet his/her personnel costs.

### **2.1.7 Drivers**

#### **2.1.7.1 Driver (Co-ordination)**

OAU/IBAR will recruit locally a driver who will support the co-ordination activities of the Programme. The provisions under this item will cover his personnel costs.

#### **2.1.7.2 Driver (Administration)**

OAU/IBAR will recruit locally a driver who will support the administrative functions of the Programme. The provisions under this item will cover his personnel costs.

#### **2.1.7.3 Driver (Technical services)**

OAU/IBAR will recruit locally a driver who will support the Programme's technical services. The provisions under this item will cover his personnel costs.

## **2.1.8 Messengers**

### **2.1.8.1 Messenger (Administration)**

OAU/IBAR will recruit locally a messenger to support the co-ordination activities of the Programme. The provisions under this item will cover his personnel costs.

### **2.1.8.2 Messenger (Technical)**

OAU/IBAR will recruit locally a messenger who will support the co-ordination activities of the Programme. The provisions under this item will cover his personnel costs.

## **2.1.9 Temporary staff**

It is foreseen that it will be necessary to engage additional assistance on a temporary basis. The costs of temporary office staff will be met from this provision.

## **2.2 EQUIPMENT**

Equipment (including that listed in Annex 3) will be purchased in accordance with the EDF procedures. Provisions made in consultant contracts will be used for the purchase of specialized equipment required by technical assistants (see the explanations under the Common Services components).

Provision is made under this cost item to purchase a range of items including the following, to establish the necessary capacity to administer the Programme effectively.

- Computer-compatible office desks, chairs, filing cupboards, cabinets.
- Audio-visual equipment, including an overhead projector, a computer projector, projection screens, pin boards, flip charts and wall-mounted white boards.
- Desktop computers, printers and accessories.
- Licences for all software packages that will be installed in the PCU.
- Minor office refurbishment.

Two new vehicles will be purchased for the Programme Co-ordination Unit in Nairobi. They will replace the two that were allocated for the use of administration and co-ordination which will be disposed of: one is seven years old, the other is 13 years old; neither is in a satisfactory condition.

## **2.3 RUNNING COSTS**

The following major costs will be covered under this item.

### **Office costs**

- Furniture and fittings

A provision is made to meet the costs of painting, maintenance and minor refurbishment of the offices to upgrade them for the introduction of computerized systems.

- Post, telecommunications and courier services

This provision will cover the cost of postage, telephone rental and utilization, telefax utilization and courier services costs. The provision also covers the costs of E-mail and internet services. Costs have been estimated by using the expenditure

rates incurred during the PARC Programme. However, increased usage of E-mail facilities that will be installed early in the year will help to contain costs:

- Insurance and maintenance of equipment

A provision is made to cover the costs of insuring and maintaining the PCU's equipment.

### Travel and transport

- Vehicle running costs

The running costs of the service vehicles for the Main Technical Assistant and Financial Controller are met under their contracts. The running costs of other service vehicles will be met from the provision under this item. The provision includes the costs of insurance, fuel and lubricants, repairs and maintenance.

It is anticipated that, since many of the vehicles are more than three years old, their running costs will be relatively high because of expensive repair bills. The vehicles are listed in Table 1, which also gives the breakdown of the mileage allocation.

- Air travel, hotel accommodation and DSA

The regional travel costs of technical staff of the Common Services and Co-ordination Units who are to be engaged under consultant contracts will be met under the provisions of their respective contracts.

The provisions of this item will cover the costs of air travel and daily subsistence allowances of OAU/IBAR staff, which will be payable at the OAU/IBAR rates. The provision covers: the costs of the Director of OAU/IBAR (up to 90 days); the Programme Co-ordinator (up to 100 days); the Chief Livestock Projects Officer (up to 60 days); and, other senior OAU/IBAR staff (subject to the prior approval of the Regional Authorizing officer and the Head of the delegation of the European Commission) who will travel in support of the PACE Programme (up to 60 days).

A provision is made to enable co-ordination meetings to be held.

### Commissioned services

The PCU will negotiate a contract with a service provider to make regular "housekeeping" visits to maintain the Unit's computerized systems. As part of the contract, technicians will make routine visits needed to train staff and improve the effectiveness of the Unit's systems. The provision under this item will meet the costs of these visits and those of consultants who will assist the installation of appropriate databases for use by the PCU.

The large team of staff in the PCU will benefit from in-service training in team skills. Provision is made to engage a trainer to assist with team development to ensure that the PCU staff can function effectively and co-ordinate the PACE Programme effectively.

### Reports and documentation

The costs of printing reports and PACE documents will be met from a provision under this item. It will also cover the expenses associated with installing a documentation system for the PACE Programme, which will be compatible with the IBAR system.

This may include the transfer of documents onto CD-ROM for subsequent distribution to PACE countries.

#### **2.4 CONTINGENCIES**

A provision of 10% of the total estimated cost has been made as a contingency to meet unforeseen increases in costs.

Table 1

**ALLOCATION AND BUDGETED RUNNING COSTS OF SERVICE VEHICLES OF THE  
COMMON SERVICES AND PROGRAMME CO-ORDINATION UNIT**

PACE COMPONENT & USER	DESCRIPTION OF VEHICLE			BUDGET ALLOCATION <sup>8</sup> KM
	Type	Registration number	Month & year Registered (km logged to 2/2000)	
<b>Epidemiology</b> Main Epidemiologist	Land Rover LWB special*	47 CD 21K	Aug 1997	22 500
Counterpart Epidemiologist	<b>No provision</b>			
East Africa Epidemiologist	Land Rover Discovery*	TBA		22 500
East Africa Wildlife Expert	Land Rover 110	47 CD 46 K	Mar 1999	22 500
<b>Communications</b> East Africa Communications TA	Land Rover Discovery*	47 CD 9 K	1999 63 000 km	22 500
Communications expert	<b>No provision</b>			
<b>Economics</b> Senior Economist	<b>No provision</b>			
Knowledge Transfer Assistant	<b>No provision</b>			
Privatization Privatization/legislation TA	To purchase new vehicle	TBA	2000	22 500
<b>Community-based AHW</b>	VW			22 500
<b>Finance</b> Financial Controller	Ford Mondeo S/wagon	TBA	2000	22 500
<b>Co-ordination &amp; Administration</b> Programme Co-ordinator	Peugeot 505	47 CD 25K	1988	22 500
Main Technical Assistant	Land Rover Discovery*	47 CD 26 K	Sep 1997 63 000 km	22 500
Administrative staff	Peugeot 405	KAD 276C	Jun 1993	22 500
<b>TOTAL BUDGET ALLOCATION (km)</b>				225 000

Note \* These vehicles were purchased for the PARC programme and will be handed over to PACE personnel. The condition of some vehicles may necessitate major overhaul and repairs or replacement before the end of the PACE Programme. It is proposed that vehicles over five years old should be sold and replacements purchased.

<sup>8</sup> Unit costs will be determined during the implementation of PACE.

Table 1a

**ALLOCATION AND BUDGETED RUNNING COSTS OF SERVICE VEHICLES OF THE  
COMMON SERVICES AND REGIONAL CO-ORDINATION OFFICE, BAMAKO**

<b>PACE COMPONENT &amp; USER</b>	<b>DESCRIPTION OF VEHICLE</b>			<b>BUDGET ALLOCATION<sup>9</sup> KM</b>
	<i>Type</i>	<i>Registration number</i>	<i>Month &amp; year Registered (km logged to 2/2000)</i>	
<b>Epidemiology</b> West Africa Epidemiologist West Africa Wildlife Expert	Megane (Renault)	77 CD 04	1998 25 000 KM	22 500 22 500
<b>Communications</b> West Africa Communications TA				22 500
<b>Co-ordination &amp; Administration</b> PACE Regional Co-ordinator	Nissan (Terrano)	77CD 03	1997 65 000 KM	22 500
OIE Veterinarian	Nissan (Terrano)			22 500
	Peugeot 605**	77 CD 01	1991 13 000 KM	
Administrative staff				22 500
<b>TOTAL BUDGET ALLOCATION (km)</b>				

Note \* These vehicles were purchased for the PARC programme and will be handed over to PACE personnel. The condition of some vehicles may necessitate major overhaul and repairs or replacement before the end of the PACE Programme. It is proposed that vehicles over five years old should be sold and replacements purchased.

\*\* In bad condition

<sup>9</sup> Unit costs will be determined during the implementation of PACE.

## PART IV

### COSTS ESTIMATES FOR COMMON SERVICES AND REGIONAL CO-ORDINATION IN BAMAKO

The cost estimate is detailed in Annex 4

#### 1. COMMON SERVICES

##### 1.1. EPIDEMIOLOGY

###### 1.1.1. Personnel

###### 1.1.1.1. West Africa Epidemiologist

During the PARC Programme the French Government provided to the Regional Co-ordination Unit based in Bamako, an Epidemiologist to support the countries of West and Central Africa to establish a system of Epidemiological surveillance of animal diseases. The Government of France has agreed again to fund the post of West Africa Epidemiologist for a further three years. This arrangement will meet the personnel costs of the expert: his operational costs and equipment will be met under different budget lines in the PACE Programme.

###### 1.1.1.2. West Africa Wildlife Expert

A consultant contract for Lot 1 will provide the services of an expert for the post of West Africa Wildlife expert. The provisions of the contract will cover the expert's personnel costs, and those short-term experts who may be engaged to support the programme. The expert will be provided with specialised captured equipment under the terms of contract and, additionally, his regional travel and operating costs will be covered by his contract. He will work under the supervision of the main epidemiologist.

###### 1.1.2. Equipment

The vehicle used by the Epidemiologist during the PARC Programme will be allocated for the use of the West African Epidemiologist during the PACE Programme. No new vehicle will be purchased. Funds are allocated under this budget item for the purchase of a portable computer, accessories and software.

###### 1.1.3. Running Costs

Provision is made under this item for the epidemiologist to travel in the region for a maximum of 120 days in the year. The office running costs and running costs of the vehicle of the epidemiologist will be met from the provisions under this item. It is not envisaged that training workshop will be held in the 1<sup>st</sup> year of the PACE Programme.

#### 1.2 COMMUNICATIONS

###### 1.2.1 Personnel

###### 1.2.1.1. West Africa Communications Technical Assistant

A consultant contract for Lot 2 will provide the services of an expert for this post. The provisions of the contract will cover the expert's personnel costs, and those short-term experts who may be engaged to support the programme (subject to the prior approval of the Director of OAU/IBAR). The expert will be provided with a vehicle, media storage

equipment, computers and accessories, presentation equipment, and software. Additionally, the contract will cover his regional travel under operating costs.

#### 1.2.2 Equipment

All purchases will be made under the provisions of the consultant contract for the Technical Assistant's expert.

#### 1.2.3 Running Costs

All running costs will be met from the provision of the consultant's contract.

### 1.3 SUPPORT TO THE OIE REGIONAL OFFICE

#### 1.3.1 Personnel

##### 1.3.1.1 OIE Veterinarian

The Director General of the OIE will recruit the veterinarian, who will be located in the Regional Office of the OIE in Bamako, according to the procedures of the OIE, after consultation with the Director of OAU/IBAR.

A budget allocated for this item will meet the costs of the veterinarian's salary, travel costs, office running costs and the costs of a vehicle.

#### 1.3.2 Equipment

The Regional Coordination unit will provide office facilities and a vehicle in year 2.

#### 1.3.3 Running Costs

The provisions under this item will meet the costs of the OIE veterinarian's travel in PACE member countries up to a maximum of 120 days in the year. The provisions of this item will cover the costs of a bilingual secretary.

## 2. REGIONAL CO-ORDINATION IN WEST AND CENTRAL AFRICA

### 2.1 PERSONNEL

#### Regional Co-ordinator

2.1.1 The Director of OAU/IBAR has appointed a Regional Co-ordinator for the PACE Programme in West and Central Africa. His personnel costs will be met from the provision under this item.

#### 2.1.1 Accountant

The Regional Co-ordinator for West and Central Africa will recruit locally, on behalf of the Director of OAU/IBAR an accountant who will be responsible for the management of the budget of the Regional Co-ordination unit in Bamako. The provision under this item will meet his personnel costs.

#### 2.1.2 Secretaries

The Regional Co-ordinator for West and Central Africa will recruit locally, on behalf of Director of OAU/IBAR, two secretaries (one bilingual, one monolingual) to support the common services and co-ordination activities at Bamako. Their personnel costs will be met from the provisions under this item.

#### **2.1.3 Administrative Assistant**

The Regional Co-ordinator will recruit locally on behalf of the Director of OAU/IBAR an Administrative Assistant who will be responsible for general administrative duties (travel arrangements, visa applications, organization of workshops and training seminars etcetera). His personnel costs will be met from the provisions under this item.

#### **2.1.4 Drivers**

Two drivers will be locally recruited, one to work with the co-ordination section, the other to work with the epidemiology component. Their personnel costs will be met from the provisions of this item.

#### **2.1.5 Watchmen**

Four watchmen (two day guards and two night guards) will be recruited locally to provide security for the staff and equipment of the programme in Bamako. This item will meet their personnel costs.

#### **2.1.6 Messenger**

A messenger will be recruited locally to be responsible for the upkeep of the offices and facilities of the co-ordination unit and the OIE regional office in Bamako. His personnel costs will be met from the provisions under this item.

### **2.2 EQUIPMENT**

Apart from the vehicle for the OIE Veterinarian, which will be purchased in year 2, no other vehicle will be purchased.

To accommodate satisfactorily, the technical assistants and a regional office of the OIE it will be necessary to rehabilitate a wing at the regional co-ordination complex. Consequently, it is anticipated that the rehabilitation of the building will involve improving ventilation, repainting offices, providing office furniture, creating a secretary's office and a reception room which will require furniture and air conditioning.

### **2.3 RUNNING COSTS**

#### **Office Costs**

- General consumables**

A provision is made for the upkeep and cleaning of the offices purchase of office consumables (stationery, toner cartridges, sundry office consumables) needed to ensure the smooth operation of office activities. The costs of producing and binding PACE Programme reports and other documents will be covered from the provisions of these items.

- Posts, Telecommunications and courier services**

This budget line covers the costs of the regional offices communications: posts, telephones, telefax, e-mail, internet, courier services. The costs of maintenance contracts for office equipment used by the Co-ordination Unit Common Services and the Regional Office of the OIE will be met from this provision.

## **Travel and transport**

The costs of vehicles used by the Co-ordination Unit, the Common Services and the OIE Regional office will be met from this provision. The costs will include those related to vehicle maintenance and repair, tyres, spare parts, insurance, road licence and taxes, fuel and lubricants. This provision takes into account the fact that these vehicles were purchased some years ago under the PARC Programme and the costs of maintenance repair will be relatively high. The running costs of vehicles used by the Technical Assistants (Epidemiology, Wildlife and Communications) will be covered from the provisions under their separate contracts.

This budget item will also meet the costs of travel on missions, including the purchase of air tickets and daily subsistence allowances. Provision is made for the Regional Co-ordinator (90 days), Epidemiologists (120 days) and the OIE Veterinarian (120 days). Provision is also made to support a Regional Co-ordination Meeting which will be attended by the National Co-ordinators of PACE Programmes in West Africa.

## **Contingencies**

A provision is made for contingencies equivalent to 5% of the total budget for the regional co-ordination unit and common services.

## Part V

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### **IMPLEMENTATION PROCEDURES**

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The implementation procedures are described in the Imprest account contractual document (Annex 6).

Administrative procedures have been developed for the PACE Programme PCU which have been based upon the rules and regulations of the OAU.

**Part VI**  
**SIGNATURES**

1. Proposed by the PACE Programme Co-ordinator

Signed :

Name : Dr R Bessin

Date : 21 - 3 - 2000

2. Read and agreed by the Chief Livestock Projects Officer of OAU/IBAR

Signed :

Name : Dr Solomon Haile Mariam

Date : 21 - 3 - 2000

3. Authorized by the Regional Authorizing Officer, Director of OAU/IBAR

Signed :

Name : Dr W Masiga

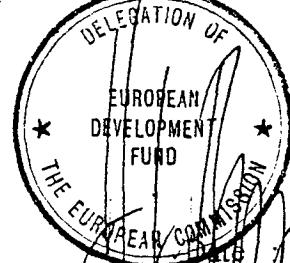
Date : 21 - 3 - 2000

Read and endorsed by the  
Head of the Delegation of the European Commission in Kenya

Signed :

Name :

H.J. BUSE



21-03-2000

**PACE PROGRAMME STAFF LIST<sup>1</sup>**

<b>PROGRAMME COMPONENT &amp; POST</b>	<b>LOCATION OF POST</b>	<b>DURATION OF POST</b>	<b>ANTICIPATED START DATE</b>	<b>METHOD OF RECRUITMENT</b>	<b>COMMENTS</b>
<b>1. COMMON SERVICES</b>					
<b>1.1 Communications</b>					
1.1.1 Communications TA - E Africa	Nairobi	3 years		TA recruited through restricted invitation to tender (Lot 1).	
1.1.2 Communications TA - W Africa	Bamako	3 years		International recruitment in Africa	PARC component ended in May 1999.
1.1.3 Communications Expert-Counterpart	Nairobi	5 years			
<b>1.2 Community-based animal health workers</b>					To be defined after consultation between OAU/IBAR and DFID. Project appraisal in Dec '99.
<b>1.3 Economics</b>					
1.3.1 Senior Economist	Nairobi	5 years		International recruitment in Africa.	
1.3.2 Knowledge Transfer Assistant	Nairobi	5 years		Local recruitment	Both posts to be funded under annual work programmes of PACE PCU.
<b>1.4 Epidemiologists</b>					
1.4.1 Main Epidemiologist	Nairobi	5 years		TA contract with FAO.	
1.4.2 Counterpart Epidemiologist	Nairobi	5 years		International recruitment in Africa.	
1.4.3 Central Africa Epidemiologist	N'djamena	5 years		TA contract with FAO Europe-based collaborating centre	
1.4.4 East Africa Epidemiologist	Nairobi	5 years		Post funded by French Co-operation.	
1.4.5 West Africa Epidemiologist	Bamako	3 years		Two TAs recruited through restricted invitation to tender (Lot 1).	
1.4.6 East Africa Wildlife	Nairobi	2 years			
1.4.7 West Africa Wildlife	Bamako	2 years			
<b>1.5 PANVAC</b>					
1.5.1 Veterinary vaccines expert	Debre Zeit	3 years		TA recruited through restricted invitation to tender (Lot 1).	
1.5.2 CBPP specialist	Debre Zeit	1 year			
<b>1.6 Privatization</b>					
1.6.1 Privatization/legislation TA	Nairobi	3 years		TA recruited through restricted invitation to tender (Lot 2).	

<sup>1</sup> Following the sequence used in the proposal for the PACE Programme but as modified for the PACE Programme's filing classification.

**LOGICAL FRAMEWORK MATRIX FOR THE ANNUAL WORK PROGRAMME OF THE COMMON SERVICES AND CO-ORDINATION UNITS OF THE PACE PROGRAMME**

<b>Objectives</b>	<b>Objectively verifiable indicators</b>	<b>Means of verification</b>	<b>Assumptions</b>
<b>Goal</b> Combating poverty among those involved in stock farming by improving productivity.			
<b>Purpose</b> PACE Programme is effectively launched in Eastern, Central and Western Africa	Work Programmes & Cost Estimates of all Common Services & Co-ordination Units for Programme Year 2 approved and funded by end February 2001.	Signed documents on file at the PACE PCU	Administrative procedures for approval of work programmes are completed in a timely manner.
<b>Results</b> 1. Full range of Common Services established	Staff are recruited, equipped and in post for all Common Services and administrative positions in Co-ordination Units by end September 2000	Staff lists	Timely award of contracts and release of funds
2. Effective co-ordination of the Programme achieved	<p>Advisory Committee receives PACE reports from Regional units in Bamako and Nairobi, that include minutes/reports of regional co-ordination meetings held before September 2000</p> <p>PCU submits monthly financial reports of each operational component of PACE to RAO w.e.f. April 2000.</p>	<p>Minutes of September meeting of Advisory Committee</p> <p>PCU quarterly monitoring reports</p>	
3. Training programme for operational PACE Member Countries developed	<p>Reports on TNAs<sup>6</sup> conducted in at least three countries of Eastern Africa and three in Western/Central Africa, that indicate requirements for skills training related to diagnosis and surveillance of epizootics, received by the PCU by December 2000</p> <p>Appropriate M&amp;E system developed and all PCU-based project staff receive training in its use and apply it by end of February 2001</p> <p>Standard reporting system developed for PACE and all project personnel of Regional Co-ordination Units and Common Services apply it correctly by end February 2001</p>	<p>PACE Annual report and AWP&amp;CEs for PACE Year 2</p> <p>PCU monitoring reports</p> <p>Reports on file at PCU and at the Regional Co-ordination Unit in Bamako</p>	

<sup>6</sup> TNA = Training needs assessment to be conducted subject to the endorsement of the Advisory Committee.

<b>Results</b>	<b>Objectively verifiable indicators</b>	<b>Means of verification</b>	<b>Assumptions</b>
4. Delivery of Common Services to National Programmes organized	Representatives of each PACE Member Country that has an operational work programme during 2000, participate in at least one regional planning workshop, and each of these countries receives at least two visits by PCU/Common Services personnel before Dec 2000	Workshop reports and mission reports on file at PCU	
5. Development of Regional and sub-regional strategies for the control of epizootic and other major animal diseases initiated	Strategies for rinderpest eradication reviewed and updated by epidemiologists, PACE economist, PCU staff and representatives of cordon sanitaire and relevant Eastern African country PACE Programmes at a technical workshop held before December 2000	Strategy document on file at PCU, OAU/IBAR offices	
6. Effective technical support provided to PACE operational surveillance and control teams	Each PACE Member Country that has embarked on the OIE pathway receives two visits by the appropriate regional epidemiologist, or more visits if requested, before end February 2001	Reports of PACE National Programmes of relevant countries	
7. Assistance provided to PACE Member Countries to finalize global plans and annual work programmes and implement them	All PACE Member Countries receive comments from OAU/IBAR on their draft proposals before June 2000, and the proposals of at least 20 country are presented to the Advisory Committee for approval during its first two meetings	Letters on file at the PCU  Minutes of meetings of the Advisory Committee	
8. Appropriate communication, networks and data management systems for the PACE Programme and OAU/IBAR defined	OAU/IBAR presents a proposal for a data management system that meets its requirements to PACE Member Countries at annual regional co-ordination meetings before December 2000  The PCU presents its proposals to promote and strengthen diagnostic networks to the Advisory Committee in September 2000	Report of the regional co-ordination meetings  Minutes of the Advisory Committee	

**Preconditions:**

Common Services and Co-ordination staff are able to travel unhindered between PACE countries.  
Security situation in operational areas permits PACE staff to fulfil their duties.

## PACE PROGRAMME STAFF LIST<sup>2</sup>

<b>PROGRAMME COMPONENT &amp; POST</b>	<b>LOCATION OF POST</b>	<b>DURATION OF POST</b>	<b>ANTICIPATED START DATE</b>	<b>METHOD OF RECRUITMENT</b>	<b>COMMENTS</b>
<b>2. PACE CO-ORDINATION</b>					
<b>2.1 Western &amp; Central Africa</b>					
2.1.1 PACE Regional Co-ordinator	Bamako	5 years		In post. Appointed by OAU/IBAR, funded by PACE.	
2.1.2 Secretary				Locally recruited.	
2.1.2.1 Secretary 1	Bamako	5 years		Locally recruited.	
2.1.2.2 Secretary 2	Bamako	5 years		Locally recruited.	
2.1.3 Accountant	Bamako	5 years		Locally recruited.	
2.1.4 Driver	Bamako	5 years		Locally recruited.	
2.1.5 Watchman	Bamako	5 years		Locally recruited.	
2.1.6 Messenger	Bamako	5 years		Locally recruited.	
2.1.7 Temporary staff	Bamako	5 years		Locally recruited.	
2.1.8 OIE support					
2.1.8.1 Veterinarian (OIE)	Bamako	3 years		Locally recruited.	
2.1.8.2 Secretary (OIE)	Bamako	3 years		Locally recruited.	

### PACE PROGRAMME STAFF LIST<sup>3</sup>

PROGRAMME COMPONENT & POST	LOCATION OF POST	DURATION OF POST	ANTICIPATED START DATE	METHOD OF RECRUITMENT	COMMENTS
<b>2. PACE CO-ORDINATION</b>					
2.2 Eastern Africa & PCU					
2.2.01 Programme Co-ordinator	Nairobi	5 years	1 October 1999	In post: funded by the OAU/IBAR	
2.2.02 Main Technical Assistant	Nairobi	5 years	29 October 1999	EC contract managed by GTZ	
2.2.03 Financial Controller	Nairobi	5 years	5 November 1999	EC contract managed by GTZ	
2.2.04 Accountant	Nairobi	5 years		Locally recruited	
2.2.05 Secretary					
2.2.05.1 Secretary (Co-ordination)	Nairobi	5 years		Locally recruited	
2.2.05.2 Secretary (Administration)	Nairobi	5 years		Locally recruited	
2.2.05.3 Secretary (Technical services)	Nairobi	5 years		Locally recruited	
2.2.06 Administrative assistant	Nairobi	5 years		Locally recruited	
2.2.07 Accounts clerk <sup>4</sup>	Nairobi	5 years		Locally recruited	
2.2.08 Translator	Nairobi	5 years		Locally recruited	
2.2.09 Drivers					
2.2.09.1 Driver (Co-ordination)	Nairobi	5 years		Locally recruited	
2.2.09.2 Driver (Administration)	Nairobi	5 years		Locally recruited	
2.2.09.3 Driver (Technical services)	Nairobi	5 years		Locally recruited	
2.2.10 Data Management Officer <sup>5</sup>	Nairobi	5 years		Locally recruited	
2.2.11 Desktop Publishing Assistant	Nairobi	5 years		Locally recruited	
2.2.12 Messenger					
2.2.12.1 Messenger (Administration)	Nairobi	5 years		Locally recruited	
2.2.12.2 Messenger (Technical)	Nairobi	5 years		Locally recruited	
2.2.13 Temporary staff	Nairobi	5 years		Locally recruited	

<sup>3</sup> Following the sequence used in the proposal for the PACE Programme but as modified for the PACE Programme's filing classification.

<sup>4</sup> To be engaged to assist the Financial Unit to enter data related to all expenditures; funding to be drawn from reallocation of provisions for Accountant and Administrative Assistant for Eastern Africa.

<sup>5</sup> To be engaged, instead of a Statistician, early in the Programme to establish the computer network and train personnel. A Statistician may be engaged from Year 3.

### **Annex: 3.1. OAU-IBAR PACE PROGRAMME - Project Co-ordination Unit /PCU / and Common Services Nairobi**

DRAFT BUDGET FOR YEAR 1: FROM: 1/3/2000 UP TO 28/2/2001

## BUDGET IN DETAIL

in EURO

Accts. Codes	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
	1. COMMON SERVICES							
	1.1.EPIDEMIOLOGY UNIT							
	1.1.1. Central Unit							
	-Personnel							
1.1.1.1.01	Main Epidemiologist (1)	Man Year	5	150,000	750,000	-		
1.1.1.1.11	Secretary	Man year	pm					
1.1.1.1.18	Driver	Man Year	pm					
1.1.1.1.24	Counterpart main Epidemiologist	Man Year	5	55,000	275,000	55,000		4097781
1.1.1.1.25	Technician	Man Year	5	6,500	32,500	6,500		484283
1.1.1.1.26	Consultancies (1)	Man Months	8	15,000	120,000			
1.1.1.1.27	Support to sub-regional labs (1) consult.	Man Months	3	15,000	37,500			
1.1.1.1.28	Laboratory specialist (1)	Man Months	6	17,000	102,000			
	sub total						61,500	
	-Equipment							
1.1.1.2.01	Computer /printers (1)	unit	2	5,000	10,000			
	sub total							
	-Running costs							
1.1.1.3.02	Travel Counterpart (90 days/year)	Year	5	20,600	103,000	20,600		1534805
1.1.1.3.01	Travel Main Epidem. (120 days/year) (1)	Year	5	23000	115000			
1.1.1.3.20	Epidemiology network/ formation annual meeting	year	10	15,000	150,000	30,000		2235153
1.1.1.3.50	Diagnostic Reagents	Year	50,000	2	100,000	100,000		7450510
1.1.1.3.55	Laboratory testing & Follow up	year	5	6,000	30,000	6,000		447031
1.1.1.3.60	operating costs- stationery- (1)	year	5	5,000	25,000			
1.1.1.3.85	Communication =phone,fax,..	year	pm					
	sub total						156,600	
	Sub total Central Unit				1,850,000	218,100		16249562

	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
	<b>1.1.2. Sub Regional Unit</b>							
	<b>1.1.2.1. Bamako - Western and Central Africa-(2)-</b>							
	<i>-Personnel</i>							
1.1.02	Technical Assistant (3)	man year						
1.1.11	Secretary	man year	pm					
1.1.18	Driver	man year	pm					
	sub total							
	<i>-Equipment</i>							
1.2.01	Computer/printer	unit	1	5,000				
1.2.02	Office equipment	unit	pm					
	sub total							
	<i>- Running costs</i>							
1.3.03	Travel (200days/year)	year	5	42,000				
1.3.61	Operating costs ( stationery,...)	year	5	5,000				
1.3.70	Office renting	year	pm					
1.3.80	Vehicle running costs	Year	5	5,700				
1.3.85	Communications	year	pm					
	sub total							
	<b>Sub total Total Bamako</b>							
	<b>1.1.2.2. Nairobi</b>							
	<i>- Personnel</i>							
2.1.03	Technical Assistant (4)	man year	5	150,000	750,000	-		
2.1.11	Secretary	man year	pm			-		
2.1.18	Driver	man year	pm			-		
	sub total							

	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
	<i>-Equipment</i>							
1.1.2.2.2.01	Computer/printer (4)	unit	1	5,000	5,000			
1.1.2.2.2.02	Office Equipment(4)	unit	1	5,000	5,000			
	sub total						-	
	<i>-Running costs</i>							
1.1.2.2.3.04	Travel (120 days/year) (4)	year	5	21,000	105,000			
1.1.2.2.3.60	Operating costs (4)	year	5	5,000	25,000			
1.1.2.2.3.70	Office renting	year	pm					
1.1.2.2.3.85	Communication -phone, fax,...	year	pm					
	sub total						-	
	Sub total Nairobi				890,000		-	
	<b>1.1.2.3. ( Ndjamenya Western Cordon sanitaire) (5)</b>							
	<i>-Personnel</i>							
1.1.2.3.1.04	Technical Assistant (5)	year	5	150,000	750,000			
1.1.2.3.1.11	Secretary(5)	year	5	3,000	15,000			
1.1.2.3.1.18	Drivers (5)	year	10	4,000	40,000			
1.1.2.3.1.21	Field staff (5)	year	10	6,000	60,000			
	sub total						-	
	<i>-Equipment</i>							
1.1.2.3.2.01	Computer/printer (5)	unit	1	5,000	5,000			
1.1.2.3.2.02	Office Equipment (5)	unit	1	1,500	1,500			
1.1.2.3.2.03	Vehicle purchase -2- (5)	unit	2	20,000	40,000			
1.1.2.3.2.04	Radios (5)	unit	4	1,900	7,600			
1.1.2.3.2.05	Gps (5)	unit	2	800	1,600			
1.1.2.3.2.06	Accomodation equipment (5)	unit	1	5,000	5,000			
1.1.2.3.2.07	Office Equipment field Base (5)	unit	1	5,000	5,000			

	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
3.2.08	Moto (5)	unit	2	1,500	3,000			
3.2.09	Camping Equipment (5)	unit	10	200	2,000			
	sub total						-	
	<i>-Running costs</i>							
23305	Travel (30 days/year) (5)	year	5	5,000	25,000			
23306	Field Accommodation (150 days/year) (5)	year	5	6,000	30,000			
23307	Accomodation field base (5)	year	60	650	39,000			
23341	Aircraft renting (5)	hours	120	550	66,000			
23360	Stationery (5)	year	5	8,000	40,000			
23380	Vehicle running costs (5)	year	10	7,000	70,000			
23381	Moto running costs (5)	month	60	1,000	60,000			
	sub total						-	
	Sub total Ndjamena				1,265,700		-	
	<b>1.1.3. Wildlife unit</b>							
	<i>-Personnel</i>							
13105	Technical assistants (6)	man year	4	140000	560000			
13111	Secretaries	pm						
13118	Drivers	prn						
13126	Consultancies (6)	man month	5	15000	75000			
	sub total						0	
	<i>-Equipment</i>							
13201	Computers	pm						
13202	Offices equipment	pm						
13203	Vehicle	pm						
13210	Communication material	pm						
13211	Field equipment	pm						
13212	Capture equipment							
13213	Complement of capture equipmt. (darts,drugs,...) (6)		1	30000	30000			0
	sub total							

Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
<i>-Running costs</i>							
113307 Travel (200 days/year) (6)	year	2	42000	84000			
113321 Meetings	unit	4	15000	60000			
113351 Sampling and analysis	piece	250	390	97500	97500		7264247
113361 Operating costs (6)	year	2	5000	10000			
113370 Office renting	pm						
113385 Communications (phone,fax,...)	pm						
sub total						97500	
<b>Sub total woldlife</b>				916500	<b>97500</b>		7264247
<b>SUB TOTAL EPIDEMIOLOGY</b>					<b>315,600</b>		23513810
<b>1.2. Communication unit</b>							
<i>-Personnel</i>							
12106 Technical assitant (7)	man year	6	140000	840000			
12111 Secretaries (Nairobi and Bamako) "	man year	pm					
12118 Drivers - Nairobi and Bamako-	man year	pm					
12120 Casual labour	unit	5	3000	15000	3000		223515
12123 Communication expert	man year	5	30000	150000	30000		2235153
12126 Training consultant (7)	man month	2	15000	30000			
sub total						33000	
<i>-Equipment</i>							
12201 Computers-printers (7)	set	1	15000	15000			
12203 Vehicle -nairobi and Bamako-(7)	unit	2	17000	34000			
12213 Media storage(7)	unit	2	5500	11000			
12214 Presentation set (7)	unit	2	5500	11000			
12215 Software (7)	unit	3	1500	4500			
sub total						0	

	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
	<b>-Running costs</b>							
12308	Travel advisers (200 days year) (7)	year	3	42000				
12309	Travel expert (60-90 days year)	days	360	210	75600	12600		938764
12330	In country training	session	34	7000	238000	56000		4172286
12331	Review /training workshops -coordin.-	session	10	8000	80000	16000		1192082
12352	Production of promotion materials	lump sum			280000	100000		7450510
12353	Video-DTP-Photo -supplies-		1	21000	21000	5000		372526
12361	Operating costs	years x sub.re	8	5000	40000	10000		745051
12362	Printing matters ( coordin. Nairobi)	year	5	10000	50000	10000		745051
12380	Vehicle (Banako and Nairobi) (7)	year	6	5700	34200			
12385	Communication	year	pm					
12354	Vets. Faculties Deans workshops	session	1	8000	8000	8000		596041
	sub total						217600	
	<b>Sub total Communication:</b>				1937300	250600		18670978
	<b>1.3. Economics unit</b>							
	<b>-Personnel</b>							
13111	Bilingual secretary	man year	pm					
13118	Driver	man year	pm					
13122	Knowledges transfer assistant	man year	3	40000	120000	40000		2980204
13126	Consultancies	man month	3	15000	45000			
13129	Senior economist	man year	5	55000	275000	55000		4097781
	sub total						95000	
	<b>-Equipment</b>							
13201	Computers	unit	2	4000	8000	8000		596041
13203	Vehicle	unit	pm					
13216	Photocopier	unit	pm					
	sub total						8000	

	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
	<i>-Running costs</i>							
13310	Travel (150-60 days year)	year	5	35-15000	135000	35000		2607679
13361	Operating costs/consumables	year	5	5000	25000	5000		372520
	sub total						40000	
	<b>Sub total Economical unit</b>				608000	<b>143000</b>		10654229
	<b>1.4. Privatisation scheme unit</b>							
	<i>-Personnel</i>							
14107	Technical adviser (business lawyer) (8)	year	3	140000	420000			
14111	Secretary	pm						
14126	Consultancies (8)	man month	4	15000	60000			
	sub total						0	
	<i>-Equipment</i>							
14201	Office equipment/computer -printer (8)	unit	1	15000	15000			
14203	Vehicle (8)	unit	1	20000	20000			
	sub total						0	
	<i>-Running costs</i>							
14311	Travel ( 120days year) (8)	year	3	23000	69000			
14361	Operating costs (8)	year	3	5000	15000			
	sub total						0	
	<b>Sub total privatisation</b>				599000	<b>0</b>		

Main titles and budget lines items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
<b>1.5. CBAHWs Unit</b>							
<b>-Personnel</b>							
15108 Main technical adviser (9)	year	4.5	140000	630000			
15111 Secretary	man year		pm				
15118 Drivers	man year	7.5	4000	30000	6000		447031
15121 Field staff	man year	7.5	12000/3000	54000	9000		670546
15126 Consultancies	man month	1.5	15000	22500			
15130 Field technical adviser (9)	year	7.5	140000	1050000			
sub total						15000	
<b>-Equipment</b>							
15201 Computer/ printer	unit	1	5000	5000			
15202 Office equipment	unit	1	1500	1500	1500		111758
15203 Vehicle purchase (4x4)	unit	3	20000	60000	40000		2980204
15204 Radios	unit	2	1900	3800	3800		283119
15206 Accommodation equipment	unit	pm					
15207 Office equipment field base	unit	1	5000	5000	5000		372526
15209 Camping equipment	unit	10	200	2000	1000		74505
15217 Diagnosis field kits	unit	4	200	800			
sub total						51300	
<b>-Running costs</b>							
15312 Travel field officers (30days /year)	year	7.5	5000	37500	7500		558788
15332 Field workshops	unit	18	4000	72000	16000		1192082
15341 Aircraft renting	hours	pm					
15361 Operating costs	year	12	5000	60000	10000		745051
15375 Field accomodation for field officers (180 days ye	year	7.5	40	27000	5400		402328
15376 Accomodation field base( +water+elec.+watcher)	month	pm					
15380 Vehicle running costs	year	7.5	7000	52500	10500		782304
sub total						49400	
<b>Sub total CBAHW unit</b>				2113600	115700		8620240

	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
	<u>1.6. Financial Unit</u>							
	<i>-Personnel</i>							
16109	Technical adviser (10)	man year	5	150000	750000			
16113	Counterpart accountant	man year	5	45000	225000	45000		3352730
	sub total						45000	
	<i>-Equipment</i>							
16201	Computer	unit	1	5000	5000	5000		372526
16202	Office equipment - details in annex -a -	lump sum			10000	6000		447031
	sub total						11000	
	<i>-Running costs</i>							
16313	Travel (60days) (10)	year	5	16000	80000			
16361	Operating costs	year	5	5000	25000	5000		372526
	sub total						5000	
	Sub total Financial unit:				345000	61000		4544811
	Sub total Common services:				10,525,100	885,900		66004068
	<u>1.7. Other Common services</u>							
	<u>1.7.1 Data management service</u>							
	<i>-Personnel</i>							
171131	Statistician/informatician	man year	5	50000	250000	50000		3725255
171132	Desk top staff	man year	5	12000	60000	12000		894061
	sub total						62000	





	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
	1.7.4. Advisory Committee							
	-Personnel							
174126	Consultancies	man/month	10	15000	150000	30000		2235153
174140	Perdiem	day	280	105	29400	5880		438090
	sub total						35880	
	-Running costs							
174314	Travel	unit	40	1200	48000	9600		715249
174323	Session	session	10	6000	60000	12000		894061.2
	sub total						21600	
	Sub total Advisory Committee:				287400	57480		4282553
	1.7.5. Other monitoring							
	-Running costs							
175324	Ministerial meeting	session	2	100000	200000			
175325	Policy Committee	session	2	40000	80000			
	sub total						0	
	Sub total Other monitoring:				280000	0		
	1.7.6 Veterinary medicine schools support							
	-Personnel							
17651	International lecturer	man month	16	15000	240000			
17652	Local lecturer	man month	16	3000	48000			
	sub total						0	
	Sub total veterinary school support:				288000	0		



Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
<b>-Equipment</b>							
21201 Computers	piece	5	5000	25000	25000		1862628
21202 Office furniture see details in:annexe -B-	lump sum			40000	32900		2451218
21203 Vehicle	piece	2	20000	40000	40000		2980204
sub total						97900	
<b>-Running costs</b>							
21315 Travel Director (120/days year) <i>100</i>	year	5	23000	115000	23000		1713617
21316 Project Coordinator (90 days/year) <i>60</i>	year	5	20600	103000	20600		1534805
21317 Chief Livestock Projects Officer (120/days/y)	year	5	21000	105000	21000		1564607
21318 Main technical adviser ( 120/ days/year) (10	year	5	23000	115000			
21326 East Africa coord. Meetings	session	5	20000	100000	20000		1490102
East Africa Inception meeting	session	1	25000	25000	25000		1862628
21361 Office running costs	year	5	20000	100000	20000		1490102
21380 Vehicles running costs	year	15	4800	72000	14400		1072873
21385 Communications and public utilities	year	5	50000	250000	50000		3725255
sub total						194000	
<b>Sub total coordination unit Nairobi</b>				2558000	435500		32446971
<b>2.2. Bamako (2)</b>							
<b>-Personnel</b>							
22111 Bilingual secretary	man year	10	9900	99000			
22118 Drivers	man year	5	3400	17000			
22145 Sub Regional Coordinator	man year	5	72000	360000			



Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
<b>TOTAL AT IBAR LEVEL</b>					<b>1,476,880</b>	1476880	110035092
Contingencies on common components (10%)					147688		11003509
<b>OVERALL TOTAL AT IBAR LEVEL</b>					<b>1,624,568</b>		121038601

**Totals per costs center:**

- Personnel:
- Equipment:
- Running costs:

Contingencies 10%  
Overall IBAR total

	in EURO	in KES
490,980	36580514	
187,200	13947354.72	
798,700	59507223.37	
1,476,880	110035092.1	
147688	11003509.21	
<b>1,624,568</b>	<b>121038601.3</b>	

1 EURO = 74.5051 KES

**Remarks**

- (1) contracted out to FAO
- (2) Regional PACE office Bamako is presented in a separate budget
- (3) contracted and provided by the French Co-operation
- (4) contracted out to VEERU
- (5) sub-contracted to CIRAD-EMVT by VEERU
- (6) contracted under tender LOT 1
- (7) contracted under tender LOT 2
- (8) contracted under tender LOT 2
- (9) TA contracted under other donor
- (10) managed under a direct EC contract
- (11) PANVAC, contracted under LOT 1
- (12) will be managed under direct EC commitment

## **Annex: 3.2. PACE PROGRAMME Co-ordination Unit - PCU / and Common Services Nairobi**

DRAFT BUDGET FOR YEAR 1: FROM: 1/3/2000 UP TO 28/2/2001

**PER MAIN BUDGET LINE**

in EURO

Accts. Codes	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
	<b>1. COMMON SERVICES</b>							
	<b>1.1.EPIDEMIOLOGY UNIT</b>							
	1.1.1. Central Unit							
	-Personnel					61,500		4582063.65
	-Equipment							
	-Running costs					156,600		11667498.66
	Sub total Central Unit				-	218,100		
	1.1.3. Wildlife unit							0
	-Personnel							0
	-Equipment							0
	-Running costs					97500		7264247.25
	Sub total woldlife					97500		
	<b>SUB TOTAL EPIDEMIOLOGY</b>					315600		
	<b>1.2. Communication unit</b>							
	-Personnel					33000		2458668.3
	-Equipment							0
	-Running costs					217600		16212309.76
	Sub total Communication:					250600		
	<b>1.3. Economics unit</b>							0
	-Personnel					95000		7077984.5
	-Equipment					8000		596040.8
	-Running costs					40000		2980204
	Sub total Economical unit					143000		
	<b>1.5. CBAHWs Unit</b>							0
	-Personnel					15000		1117576.5
	-Equipment					51300		3822111.63
	-Running costs					49400		3680551.94
	Sub total CBAHW unit					115700		

	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	
	<b>1.6. Financial Unit</b>							0
	- <i>Personnel</i>					45000		0
	- <i>Equipment</i>					11000		819556.1
	- <i>Running costs</i>					5000		372525.5
	Sub total Financial unit:					61000		
	Sub total Common services:					885900		0
	<b>1.7. Other Common services</b>							0
	<b>1.7.1 Data management service</b>							0
	- <i>Personnel</i>					62000		4619316.2
	- <i>Equipment</i>					19000		1415596.9
	- <i>Running costs</i>					5000		372525.5
	Sub total Data management					86000		
	<b>1.7.3. Research</b>							0
	<i>Running costs</i>					12000		894061.2
	Sub total research					12000		
	<b>1.7.4. Advisory Committee</b>							0
	- <i>Personnel</i>					35880		2673242.988
	- <i>Running costs</i>					21600		1609310.16
	Sub total Advisory Committee:					57480		
	Sub total other common services:					151080		
	<b>SUB TOTAL COMMON SERVICES;</b>					1036980		
	<b>2. COORDINATION AND MANAGEMENT;</b>							0
	<b>2.1. Nairobi</b>							0
	- <i>Personnel</i>					143600		10698932.36
	- <i>Equipment</i>					97900		7294049.29
	- <i>Running costs</i>					194000		14453989.4
	Sub total coordination unit Nairobi					435500		

Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center	Year 1 in KES
<b>TOTAL AT IBAR LEVEL</b>					<b>1,476,880</b>		
Contingencies on common components (10%)					147,688		
<b>OVERALL TOTAL AT IBAR LEVEL</b>					<b>1,624,568</b>		

Totals per costs center:

- Personnel:
- Equipment:
- Running costs:

Contingencies 10%

Overall IBAR total

in EURO	in KES
490,980	36580514
187,200	13947354.72
798,700	59507223.37
<b>1,476,880</b>	<b>110035092</b>
147688	11003509.21
<b>1,624,568</b>	<b>121038601.3</b>

1 EURO = 74.5051 KES

Remarks





Accts. codes	Rubriques budgetaires	Unites	Quant.	couts unit.	Total 5 ans	an 1	sous totaux par nature
	<b>-Fonctionnement</b>						
	Missions AT	an					
	Vehicule	an					
	Communications	an					
	Consommables	an					
	sous total						0
	<b>Sub total Communication:</b>				0	0	
	<b>1.3. Economics unit</b>						
	<b>1.4. Unite de Privatisation</b>						
	<b>1.5. CBAHWs Unit</b>						
	<b>1.6. Unite Financiere</b>						
	<b>1.7. Autres services communs</b>						
	<b>1.7.1 Service traitement des donnees</b>						
	<b>1.7.2. PANVAC</b>					0	
	<b>1.7.3. Reserche</b>						
	<b>1.7.5. Autre monitoring</b>						
	<b>1.7.6 Aide aux ecoles veterinaires</b>						
	<b>1.7.7. Evaluations</b>						





**Annex: 4.2. PACE PROGRAMME - Budget du Bureau Regional de Coordination + les Services Communs : Bamako: 1/3/2000 - 28/2/2001****Par Grande Ligne Budgetaire****BUDGET PREVISIONNEL DU BUREAU REGIONAL OUA- IBAR BAMAKO POUR L'AFRIQUE DE L'OUEST ET DU CENTRE****Devis Programme 1 an:****PERIODE: 1/3/2000-28/2/2001 en EURO**

<b>Accts. codes</b>	<b>Rubriques budgétaires</b>	<b>Unites</b>	<b>Quant.</b>	<b>couts unit.</b>	<b>Total 5 ans</b>	<b>an 1</b>	<b>sous totaux par nature</b>	<b>En CFA</b>
	<b>1. SERVICES COMMUNS</b>							
	<b>1.1.UNITE EPIDEMIOLOGIQUE</b>							
	<b>1.1.1. Unite Central</b>							
	<b>-Personnel</b>							
	<b>-Equipement</b>				5,000	5,000		3286635
	<b>- Fonctionnement</b>				193,500	38,700		25438555
	<b>Sous total Bamako- epidemiologie</b>				<b>198,500</b>	<b>43,700</b>		
	<b>2. UNITE DE COORDINATION</b>							
	<b>2.1. Coordination Nairobi</b>							
	<b>-Personnel</b>				803700	184700		121408297
	<b>-Equipement</b>				56600	40100		26358813
	<b>-Frais de Fonctionnement</b>				491300	140460		92328150
	<b>Sous total Coordination Bamako</b>				<b>1351600</b>	<b>365260</b>		
	<b>TOTAL BUREAU REGIONAL BAMAKO</b>				<b>1,550,100</b>	<b>408,960</b>		268820450
	<b>Imprevus 10%</b>				<b>155010</b>	<b>40896</b>		
	<b>GRAND TOTAL BUREAU REGIONAL DE BAMAKO</b>				<b>1,705,110</b>	<b>449,856</b>		295702495

**Totaux par nature:**

	<b>EURO</b>	<b>Imprevu</b>	<b>Totaux</b>	<b>en CFA</b>
- Personnel:	184,700	18470	203,170	
-Equipement:	45,100	4510	49,610	
-Frais de fonctionnement:	179,160	17916	197,076	
			<b>408,960</b>	
Imprevus 10 %		40,896		
Total : Bureau regional de Bamako	<b>449,856</b>		<b>449,856</b>	<b>295702495</b>

1 EURO = 657.327 CFA

**Annex: 5. PACE PROGRAMME : GLOBAL BUDGET FOR:- PCU / Common Services Nairobi and Regional Office Bamako****DRAFT BUDGET FOR YEAR 1:**

Period: 1/3/2000 up to 28/2/2001

**GLOBAL BUDGET Year 1**

in EURO

**PER MAIN BUDGET LINE**

Accts. Codes	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center
	<b>1. COMMON SERVICES</b>						
	<b>1.1. EPIDEMIOLOGY UNIT</b>						
	<b>1.1.1. Central Unit</b>						
	-Personnel					61,500	
	-Equipment						
	-Running costs					156,600	
	Sub total Central Unit				-	218,100	
	<b>1.1.2. Regional Unities</b>						
	<b>1.1.2.1. Bamako- Western and Central Africa</b>						
	-Personnel					5,000	
	-Equipment						
	-Running costs					38,700	
	Sub total epidemiology Bamako					43,700	
	<b>1.1.3. Wildlife unit</b>						
	-Personnel						
	-Equipment						
	-Running costs					97500	
	Sub total wildlife					97500	
	<b>SUB TOTAL EPIDEMIOLOGY</b>					359,300	
	<b>1.2. Communication unit</b>						
	-Personnel					33000	
	-Equipment						
	-Running costs					217600	
	Sub total Communication:					250600	

Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center
<b>1.3. Economics unit</b>						
- <i>Personnel</i>					95000	
- <i>Equipment</i>					8000	
- <i>Running costs</i>					40000	
Sub total Economical unit					143000	
<b>1.5. CBAIIWs Unit</b>						
- <i>Personnel</i>					15000	
- <i>Equipment</i>					51300	
- <i>Running costs</i>					49400	
Sub total CBAHW unit					115700	
<b>1.6. Financial Unit</b>						
- <i>Personnel</i>					45000	
- <i>Equipment</i>					11000	
- <i>Running costs</i>					5000	
Sub total Financial unit:					61000	
Sub total Common services:					929,600	
<b>1.7. Other Common services</b>						
<b>1.7.1 Data management service</b>						
- <i>Personnel</i>					62000	
- <i>Equipment</i>					19000	
- <i>Running costs</i>					5000	
Sub total Data management					86000	
<b>1.7.3. Research</b>						
<i>Running costs</i>					12000	
Sub total research					12000	
<b>1.7.4. Advisory Committee</b>						
- <i>Personnel</i>					35880	
- <i>Running costs</i>					21600	
Sub total Advisory Committee:					57480	

	Main titles and budget line items	Units	Quantities	unit costs	Total	Year 1	sub tot. per costs center
	Sub total other common services:					155480	
	<b>SUB TOTAL COMMON SERVICES:</b>					1,085,080	
	<b>2. COORDINATION AND MANAGEMENT:</b>						
	<b>2.1. Nairobi</b>						
	- <i>Personnel</i>					143600	
	- <i>Equipment</i>					97900	
	- <i>Running costs</i>					194000	
	Sub total coordination unit Nairobi					435500	
	<b>2.2. Bamako</b>						
	- <i>Personnel</i>					184700	
	- <i>Equipment</i>					40100	
	- <i>Running costs</i>					140460	
	Sub total coordination unit Bamako					365260	
	Sub total coordination:					800760	
	<b>TOTAL</b>					1,885,840	1,885,840
	Contingencies on common components (10%)					188584	
	<b>OVERALL TOTAL</b>					2,074,424	

Totals per costs center:

- Personnel:
- Equipment:
- Running costs:

Contingencies 10%  
Overall IBAR total

in EURO	in KES
675,680	50341605.97
232,300	17307534.73
977,860	72855557.09
1,885,840	140504697.8
188584	14050469.78
2,074,424	154555167.6

1 EURO = 74.5051 KES

OVERALL TOTAL IN EURO

**2,074,424**

1,624,568

449,856

2,074,424

in KES

in CFA

**121,038,601**

**295,702,495**

**Nairobi**

**Bamako**

1 Euro=657.327CFA

1 Euro =74.5051KES

**PAN AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS  
PACE PROGRAMME)**

Financing agreement number	6125/REG
Identification number:	REG/5007/005
Project accounting numbers	7 ACP RPR 744 7 ACP RPR 745 8 ACP TPS 032 8 ACP ROC 009 8 ACP TPS 033

**IMPREST ACCOUNT CONTRACTUAL DOCUMENT  
for the first Annual Work Programme  
of the PACE Programme Common Services and Co-ordination Unit**

**1. IMPLEMENTING AND MANAGEMENT STRUCTURE**

In accordance with the provisions of the financing agreement for the PACE Programme, and in particular its implementing technical and administrative provisions (hereinafter referred to as TAP), the programme shall be technically and financially autonomous as regards management of part of the resources allocated to it: in particular, payment of expenditure financed under the EDF imprest account shall be made under the authority of the designated account holders. Payments in respect of expenditure under the EDF imprest account may be made only after the Regional Authorizing Officer for EDF funds and the Head of Delegation of the European Commission:

- have approved the relevant Work Programme, and hence the imprest account column contained in it,
- and have signed and countersigned, respectively, this contractual document.

**2. IMPREST ACCOUNT HOLDERS AND ACCOUNTING OFFICERS**

The Regional Authorizing Officer for EDF funds shall, in accordance with Article 312 of the Lomé Convention, partially delegate his powers to the imprest account holders designated below:

- (as authorizing officer pursuant to article 313 of the fourth Lomé convention) for signing works contracts, supply/equipment contracts and certain service contracts, subject to the limits set out in the table below;
- (as authorizing officer pursuant to Article 224 (g) of the fourth Lomé convention) for signing memoranda of agreement, subject to the limits set out in the table;
- (as imprest account holder pursuant to Article 229(2) of the fourth Lomé Convention) for the payment of expenditure in the form of local wages, subject to the limits set out in the table below.

The partial delegation of powers shall be subject to the following:

- compliance with the general accounting rules of the Organization of African Unity;
- compliance with the rules set out in the annexed document on "Detailed rules for conducting imprest accounts in EDF-financed programme";
- the certified lodging of authorised signatures by imprest account holders and accounting officers;
- the opening of a special bank account named "*OAU/IBAR – PACE PCU Yr. 1*" for the PACE Programme;
- the physical capacity of the imprest account holders and accounting officers to carry out their tasks (indicated in the Implementation Protocol for the PACE Programme).

The designated imprest account holders shall be:

OAU/IBAR                    The Director, OAU/IBAR (RAO)

- in accordance with the TAP, responsibility for conducting this imprest account has been given to the Organization of African Unity Inter-african Bureau for Animal Resources (OAU/IBAR), represented by the imprest account holder for the implementing , as designated above;
- ~~- in accordance with the TAP and the terms of reference of the technical assistance contract, responsibility for conducting this imprest account has been given to the technical assistance body, represented by the imprest accounting holder for the technical assistance as designated above.~~

(Delete whichever does not apply)

### 3. PERIOD COVERED BY THE IMPREST ACCOUNT

This imprest account shall run from 1st March 2000 to 28 February 2001.

Payment under this imprest account may be made only for expenditure incurred during the above period. Some management operations may extend beyond above closing date, however, e.g. the final request(s) for replenishment and/or clearance corresponding to the last items of expenditure in the period. and also operations relating to closure of the imprest account. In all cases the imprest account must be closed not later than six months after the final date give above (*i.e.* 31 August 2001).

The account may be closed only where the "imprest account balance" is zero (otherwise the closure will not be accepted, with the consequence that the Commission [Delegation and Headquarters] will refuse the commitment for the third imprest account).

Table 1

**Limits set for the partial delegation of authorizing powers to the designated  
Imprest account holders for the “EDF imprest account”**

		Kenya Shillings (KES)
<b>1. Works contracts</b> Capital expenditure (including maintenance)	< Euro 100 000	< KES 745 000
<b>2. Supply/equipment contracts</b> 2.1 Capital expenditure 2.2 Operating expenditure	< Euro 100 000 < Euro 100 000	< KES 745 000 < KES 745 000
<b>3. Memoranda of agreement</b> (Grants from the RDP to other agents)	< Euro 10 000	< KES 74 500
<b>4. Services</b> 4.1 Conception, management, follow-up and evaluation of project 4.2 Studies, audits, works supervision, etc. 4.3 RDP management personnel <sup>1</sup> 4.4 RDP non-management personnel <sup>2</sup>	Not applicable  < Euro 10 000 Yes Yes	Not applicable  < KES 74 500 Yes Yes

(At an exchange rate Euro 1.00 = KES 74.5051 - Source Infor-euro, January 2000)

#### 4. AMOUNT OF THE IMPREST ACCOUNT

KES 121 038 601

(For breakdown of this amount see the “EDF imprest account” column of the relevant Work Programme, reproduced in local currency terms in Table 2 below). The estimate amount must not exceed Euro 5 million (Article 299 of Lomé IV).

The equivalent in Euros of this amount will be committed by the EDF financial management department in Brussels as soon as possible.

<sup>1</sup> Not including salaries of officials assigned to the PACE Programme from government departments or the OAU/IBAR (their salaries will continue to be a charge on the national or institution budget). The EDF imprest account may, however, cover the following:

- various bonuses allotted to the said officials (see annex for “Detailed rules for conducting imprest accounts in EDF-financed programmes”);
- salaries (and bonuses) for management staff – other than officials – recruited and employed by the PACE Programme (fixed-term contracts).

<sup>2</sup> Salaries (and bonuses) for non-management staff recruited and employed by the PACE Programme (fixed-term contracts).

## 5. SPECIAL RDP "EDF IMPREST ACCOUNT" BANK ACCOUNT

The OAU/IBAR has opened a special account reserved for bank transactions tied to the operation of this imprest account, the details of which are:

Account Name: **OAU/IBAR – PACE/PCU Yr. 1**

Bank account number : 173 058 61

Bank: ABN-AMRO  
Nairobi Branch  
Nyerere Road  
Nairobi  
Kenya

This is a double-signature account requiring the signature of: (See Annex 6 page viii)

- the imprest account holder, and
- the accounting officer

(Specimens of their signature have been sent to the RAO and the Delegation of the EC in Kenya.)

All payments from the EDF paying agent's account will be paid into the above account:

- payment of advance (initial allocation);
- payment at intervals of successive replenishment.

Only payments corresponding to the expenditure set out in the tables in Annexes 3, 4 and 5 to the work programme may be made from this account.

## 6. INITIAL ALLOCATION AND SUCCESSIVE REPLENISHMENT

An advance (initial allocation) of 40% of the amount given in point 4 above, namely: KES 48 400 000 will be paid into the above account as soon as possible.

This advance, or the balance, will be transferred for accounting purposes to the succeeding imprest account at closure.

Successive replenishments corresponding to requests for reimbursement, made out by the designated imprest account holders on the basis of evidence of payment of items of expenditure, and accepted by the PACE Programme's Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation of the EC in Kenya, will be paid into the above bank account at intervals.

Where items of expenditure are not accepted and imprest account holders are unable to provide the evidence required by the PACE Programme's Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation of the EC in Kenya, the sums involved will have to be repaid to the above bank account as soon as possible (before the final date set for closing the imprest account):

- ~~— by the technical assistance contractor; or~~
- from the budget of the OAU/IBAR.

(Delete whichever of the above does not apply).

## 7. Audits

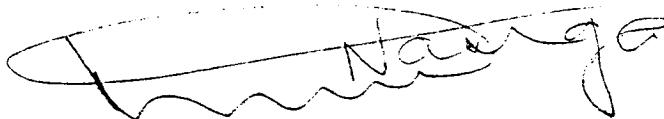
The Regional Authorizing Officer for EDF funds and the Head of the Delegation of the European Commission may decide to carry out audits, subject to the terms of reference laid down by these authorities. Auditors may carry out any accounting, technical, administrative or legal check they consider useful or necessary and, for that purpose, may demand to see any documents relating to the PACE Programme. The following is an illustrative list of original documents to be kept at the PACE Programme offices in OAU/IBAR (or by the delegation):

- original documents relating to the general PACE Programme accounts (including the register of capital expenditure and the staff payroll)
- original documents relating to the EDF imprest account administration statement and various operations covered by the statement (notably initial allocation, replenishment, transfer of the advance and closure);
- original documents relating to “EDF imprest account” bank account for the PACE Programme (credit and debit items, reconciliation and balance);
- original documents relating to contracts awarded by imprest account holders by virtue of the partial delegation of powers (invitations to tender, results of invitations to tender, bids from suppliers, with *pro forma* invoices where appropriate, and so on);
- original contractual documents signed by imprest account holders by virtue of the partial delegation of powers (contracts, including order forms, and memoranda of agreement);
- original documents concerning local wages signed by imprest account holders by virtue of the partial delegation of powers (lists; grounds for payment, evidence of receipt by wage earners).

## 8. TAX AND CUSTOMS ARRANGEMENTS

Pursuant to the tax and customs arrangements laid down in Articles 308 to 310 of the fourth Lomé Convention, purchases of equipment and supplies shall be free of customs duties, taxes and other charges (with the possible exception of certain small purchases on the local market).

### SIGNATURES



Accepted by the Imprest Account Holder

Dr W Masiga  
Director  
OAU/IBAR  
P. O. Box 30786  
Nairobi  
Kenya

Place and date: 21/3/2000



Accepted by the Contracting Authority

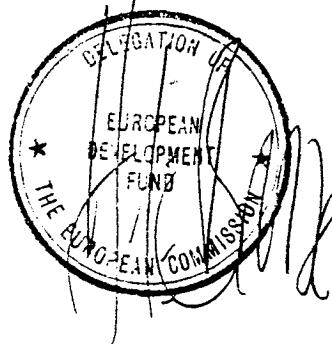
Regional Authorizing Officer of the EDF  
OAU/IBAR  
P. O. Box 30786  
Nairobi  
Kenya

Place and date: 21-3-2000

Endorsed by the Head of the Delegation  
of the European Commission in Kenya

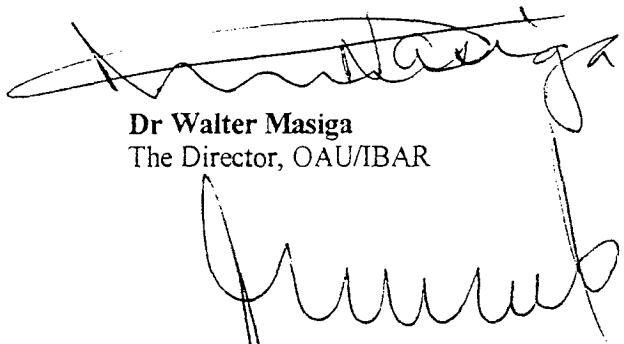
P. O. Box 45119  
Nairobi  
Kenya

Date: 21-03-2000 62

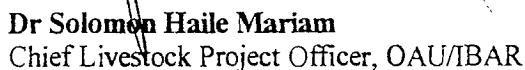


**EDF Imprest Account Specimen Signatures****PAN AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS  
PACE PROGRAMME)**

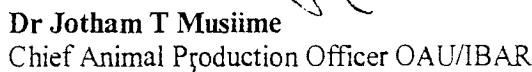
These specimen signatures were sent to the Delegation of the European Commission in Kenya on ..... 2000

*Group 1 Signatories*

**Dr Walter Masiga**  
The Director, OAU/IBAR



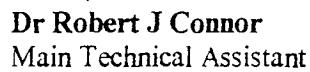
**Dr Solomon Haile Mariam**  
Chief Livestock Project Officer, OAU/IBAR



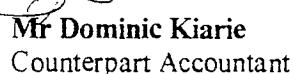
**Dr Jotham T Musiime**  
Chief Animal Production Officer OAU/IBAR



**Dr René Bessin**  
PACE Programme Co-ordinator

*Group 2 Signatories*

**Dr Robert J Connor**  
Main Technical Assistant



**Mr Dominic Kiarie**  
Counterpart Accountant

**PAN AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS  
PACE PROGRAMME)**

Financing agreement number	6125/REG
Identification number:	REG/5007/005
Project accounting numbers	7 ACP RPR 744 7 ACP RPR 745 8 ACP TPS 032 8 ACP ROC 009 8 ACP TPS 033

**IMPREST ACCOUNT CONTRACTUAL DOCUMENT  
for the first Annual Work Programme  
of the PACE Programme Common Services and Co-ordination Unit**

**1. IMPLEMENTING AND MANAGEMENT STRUCTURE**

In accordance with the provisions of the financing agreement for the PACE Programme, and in particular its implementing technical and administrative provisions (hereinafter referred to as TAP), the programme shall be technically and financially autonomous as regards management of part of the resources allocated to it: in particular, payment of expenditure financed under the EDF imprest account shall be made under the authority of the designated account holders. Payments in respect of expenditure under the EDF imprest account may be made only after the Regional Authorizing Officer for EDF funds and the Head of Delegation of the European Commission:

- have approved the relevant Work Programme, and hence the imprest account column contained in it,
- and have signed and countersigned, respectively, this contractual document.

**2. IMPREST ACCOUNT HOLDERS AND ACCOUNTING OFFICERS**

The Regional Authorizing Officer for EDF funds shall, in accordance with Article 312 of the Lomé Convention, partially delegate his powers to the imprest account holders designated below:

- (as authorizing officer pursuant to article 313 of the fourth Lomé convention) for signing works contracts, supply/equipment contracts and certain service contracts, subject to the limits set out in the table below;
- (as authorizing officer pursuant to Article 224 (g) of the fourth Lomé convention) for signing memoranda of agreement, subject to the limits set out in the table;
- (as imprest account holder pursuant to Article 229(2) of the fourth Lomé Convention) for the payment of expenditure in the form of local wages, subject to the limits set out in the table below.

The partial delegation of powers shall be subject to the following:

- compliance with the general accounting rules of the Organization of African Unity;
- compliance with the rules set out in the annexed document on “Detailed rules for conducting imprest accounts in EDF-financed programme”;
- the certified lodging of authorised signatures by imprest account holders and accounting officers;
- the opening of a special bank account named “PACE/OUA/IBAR-AN1-” for the PACE Programme;
- the physical capacity of the imprest account holders and accounting officers to carry out their tasks (indicated in the Implementation Protocol for the PACE Programme).

The designated imprest account holder shall be:

OAU- IBAR	Director OAU-IBAR ( RAO)
Signatories	See: annex: 6 vii

- in accordance with the TAP, responsibility for conducting this imprest account has been given to the Organization of African Unity Interafrican Bureau for Animal Resources (OAU/IBAR), represented by the imprest account holder for the implementing , as designated above;
- ~~in accordance with the TAP and the terms of reference of the technical assistance contract, responsibility for conducting this imprest account has been given to the technical assistance body, represented by the imprest accounting holder for the technical assistance as designated above.~~

(Delete whichever does not apply)

### 3. PERIOD COVERED BY THE IMPREST ACCOUNT

This imprest account shall run from 1st March 2000 to 28 February 2001.

Payment under this imprest account may be made only for expenditure incurred during the above period. Some management operations may extend beyond above closing date, however, e.g. the final request(s) for replenishment and/or clearance corresponding to the last items of expenditure in the period, and also operations relating to closure of the imprest account. In all cases the imprest account must be closed not later than six months after the final date give above (*i.e.* 31 August 2001).

The account may be closed only where the “imprest account balance” is zero (otherwise the closure will not be accepted, with the consequence that the Commission

[Delegation and Headquarters] will refuse the commitment for the third imprest account).

Table 1

**Limits set for the partial delegation of authorizing powers to the designated Imprest account holders for the “EDF imprest account”**

		Kenya Shillings (KES)
<b>1. Works contracts</b>		
Capital expenditure (including maintenance)	< Euro 100 000	< KES 745 000
<b>2. Supply/equipment contracts</b>		
2.1 Capital expenditure	< Euro 100 000	< KES 745 000
2.2 Operating expenditure	< Euro 100 000	< KES 745 000
<b>3. Memoranda of agreement</b>		
(Grants from the RDP to other agents)	< Euro 10 000	< KES 74 500
<b>4. Services</b>		
4.1 Conception, management, follow-up and evaluation of project	Not applicable	Not applicable
4.2 Studies, audits, works supervision, etc.	< Euro 10 000	< KES 74 500
4.3 RDP management personnel <sup>1</sup>	Yes	Yes
4.4 RDP non-management personnel <sup>2</sup>	Yes	Yes

(At an exchange rate Euro 1.00 = KES 74.5051 - Source Infor-euro, January 2000)

#### 4. AMOUNT OF THE IMPREST ACCOUNT

**CFA 295.702.495**

(For breakdown of this amount see the “EDF imprest account” column of the relevant Work Programme, reproduced in local currency terms in Table 2 below). The estimate amount must not exceed Euro 5 million (Article 299 of Lomé IV).

The equivalent in Euros of this amount will be committed by the EDF financial management department in Brussels as soon as possible.

<sup>1</sup> Not including salaries of officials assigned to the PACE Programme from government departments or the OAU/IBAR (their salaries will continue to be a charge on the national or institution budget). The EDF imprest account may, however, cover the following:

- various bonuses allotted to the said officials (see annex for “Detailed rules for conducting imprest accounts in EDF-financed programmes”);
- salaries (and bonuses) for management staff – other than officials – recruited and employed by the PACE Programme (fixed-term contracts).

<sup>2</sup> Salaries (and bonuses) for non-management staff recruited and employed by the PACE Programme (fixed-term contracts).

## 5. SPECIAL RDP “EDF IMPREST ACCOUNT” BANK ACCOUNT

The OAU/IBAR has opened a special account reserved for bank transactions tied to the operation of this imprest account, the details of which are:

Account Name: **PACE/OUA/IBAR -AN1-**

Bank account number : **01.81.378.010.5**

Bank: **BANQUE MALIENNE DE CREDIT ET DE DEPOTS**  
**Bamako Branch**  
**B.P. 45 Bamako**  
**Bamako**  
**MALI**

This is a double-signature account requiring the signature of: (See Annex 6 page viii)

- the imprest account holder, and/or accounting officer(s)

(Specimens of their signature have been sent to the RAO and the Delegation of the EC in Kenya.)

All payments from the EDF paying agent's account will be paid into the above account:

- payment of advance (initial allocation);
- payment at intervals of successive replenishment.

Only payments corresponding to the expenditure set out in the tables in Annexes 3, 4 and 5 to the work programme may be made from this account.

## 6. INITIAL ALLOCATION AND SUCCESSIVE REPLENISHMENT

An advance (initial allocation) of 40% of the amount given in point 4 above, namely: **CFA 118.000.000** will be paid into the above account as soon as possible.

This advance, or the balance, will be transferred for accounting purposes to the succeeding imprest account at closure.

Successive replenishments corresponding to requests for reimbursement, made out by the designated imprest account holders on the basis of evidence of payment of items of expenditure, and accepted by the PACE Programme's Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation of the EC in Kenya, will be paid into the above bank account at intervals.

Where items of expenditure are not accepted and imprest account holders are unable to provide the evidence required by the PACE Programme's Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation of the EC in Kenya, the sums involved will have to be repaid to the above bank account as soon as possible (before the final date set for closing the imprest account):

- ~~by the technical assistance contractor; or~~
- from the budget of the OAU/IBAR.

(Delete whichever of the above does not apply).

## 7. Audits

The Regional Authorizing Officer for EDF funds and the Head of the Delegation of the European Commission may decide to carry out audits, subject to the terms of reference laid down by these authorities. Auditors may carry out any accounting, technical, administrative or legal check they consider useful or necessary and, for that purpose, may demand to see any documents relating to the PACE Programme. The following is an illustrative list of original documents to be kept at the PACE Programme offices in OAU/IBAR (or by the delegation):

- original documents relating to the general PACE Programme accounts (including the register of capital expenditure and the staff payroll);
- original documents relating to the EDF imprest account administration statement and various operations covered by the statement (notably initial allocation, replenishment, transfer of the advance and closure);
- original documents relating to “EDF imprest account” bank account for the PACE Programme (credit and debit items, reconciliation and balance);
- original documents relating to contracts awarded by imprest account holders by virtue of the partial delegation of powers (invitations to tender, results of invitations to tender, bids from suppliers, with *pro forma* invoices where appropriate, and so on);
- original contractual documents signed by imprest account holders by virtue of the partial delegation of powers (contracts, including order forms, and memoranda of agreement);
- original documents concerning local wages signed by imprest account holders by virtue of the partial delegation of powers (lists, grounds for payment, evidence of receipt by wage earners).

## 8. TAX AND CUSTOMS ARRANGEMENTS

Pursuant to the tax and customs arrangements laid down in Articles 308 to 310 of the fourth Lomé Convention, purchases of equipment and supplies shall be free of customs duties, taxes and other charges (with the possible exception of certain small purchases on the local market).

### SIGNATURES

Accepted by the Imprest Account Holder

Dr W Masiga  
Director  
OAU/IBAR  
P. O. Box 30786  
Nairobi  
Kenya

Place and date: 21 - 3 - 2000

Accepted by the Contracting Authority

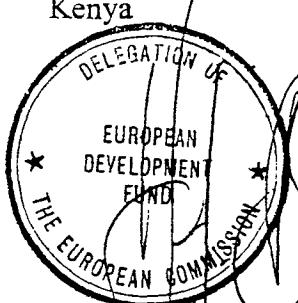
Regional Authorizing Officer of the EDF  
OAU/IBAR  
P. O. Box 30786  
Nairobi  
Kenya

Place and date: 21 - 3 - 2000

Endorsed by the Head of the Delegation  
of the European Commission in Kenya

P. O. Box 45119  
Nairobi  
Kenya

Date: 21-03-2000



**EDF Imprest Account Specimen Signatures****PAN AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS  
PACE PROGRAMME)**

These specimen signatures were sent to the Delegation of the European Commission in Kenya on ..... 2000

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# **DETAILED RULES FOR CONDUCTING IMPREST ACCOUNTS IN EDF-FINANCED PROGRAMMES AND PROJECTS**

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## **1. GENERAL PRINCIPLES FOR CONDUCTING IMPREST ACCOUNTS**

Under the fourth Lomé Convention, the Regional Authorizing Officer for EDF funds may delegate part of his powers as authorizing officer and imprest account holder to programme/project leaders (field management) so that they may have direct responsibility for certain operation and items of expenditure (see the PACE Programme Implementation Protocol). This is the "EDF imprest account" system, which constitutes in each Work Programme a special source of financing, given tangible form in the special imprest account in the financing plan of the relevant Work Programme.

This delegation of powers implies certain restrictions (see table below) and also compliance with certain conditions, which the field management must observe:

- compliance with the general accounting rules in force in the country (organization);
- compliance with these "Detailed rules for conducting imprest accounts in EDF-financed projects and programmes"
- the certified lodging of authorized signatures by imprest account holders and accounting officers;
- the opening of special RDP "EDF imprest account" bank account;
- the physical capacity of the imprest account holders and accounting officers to carry out their tasks.

Reference is made to these restrictions and conditions in each imprest account contractual document signed by the national authorising officer and countersigned by the Head of the Delegation of the European Commission. The contractual document (one for each imprest account) also designates the imprest account holders and accounting officers, and sets out the amount adopted for the imprest account, the period of time (generally twelve months, tied in with the calendar year) during which expenditure is authorized under the imprest account concerned, and the title of the RDP "EDF imprest account" bank account into which payments will be made from the EDF and from which the accounting officers will make payments under the imprest account arrangements.

## **2. DIVISION OF RESPONSIBILITIES**

Conduct of the imprest account is based on **separation of functions and powers** between imprest account holders and accounting officers:

- (a) Imprest account holders are responsible for all authorizing operations: they commit the specified expenditure (see imprest account column in the relevant work Programme) in accordance with the procedures for awarding contracts, making purchases and dealing with items of expenditure, as described below;

they make out order forms, or sign invitations to tender, requests for *pro forma* invoices, contracts and memoranda of agreement;

they draw up a staff list of the PACE Programme, distinguishing between national officials allocated to the Programme from government or institutional departments, management staff recruited and employed by the programme; they check invoices and sign payment orders;

- (b) the accounting officers are responsible for all operations involving payment of expenditure and recovery of revenue authorized by imprest account holders; they make payments, after checking that there are grounds for payment in the form of supporting documents and that funds are available (see imprest account column in the relevant work programme); they check the application of the procedures for awarding contracts, making purchases and dealing with items of expenditure as described below; they regularly check stocks and inventories, keep the general accounts of the RDP, including the staff payroll and a register of capital expenditure items giving details of the use, condition and method of financing of such items; they draw up the imprest account administration statement.

The **two-signature** principle also applies in the case of both imprest account holders and accounting officers: this means that both imprest account holders must sign all documents concerned with the authorizing operations referred to in (a) above, and both accounting officers must sign all documents concerned with the payment and recovery operations referred to in (b) above.

Note, however, that this joint signature rule does not entail joint liability, which falls on only one of the two imprest account holders. It is stipulated in the TAP that responsibility for the programme/project is in the hands of:

- an official state body of the country concerned (*i.e.* the OAU/IBAR), which in that case is represented by the imprest account holder for the "national party";
- ~~- or the technical assistance body, which in that event will be represented by the imprest account holder for the technical assistance.~~

The imprest account holder representing the body declared responsible may overrule the requirement for a second signature from the co-imprest account holder in cases where an unwarranted refusal to sign could have financial repercussions (in the form of penalties or requests for reimbursement) on the technical assistance contract or on the national budget; any such penalties or reimbursement requests are stipulated in the TAP and repeated in the imprest account contractual documents (and also in the terms of reference of the technical assistance contract where the technical assistance body has the responsibility).

### 3. SPECIAL "EDF IMPREST ACCOUNT" BANK ACCOUNT FOR THE RDP

A special account reserved for bank transactions bound up with the conduct of this imprest account must be opened by imprest account holders and accounting officers. All payments from the EDF paying agent's account will be credited to this special account, namely the payment of an advance (initial allocation) and successive replenishment at intervals. All payments to be made by the managers under the EDF imprest account (see imprest account column in the work Programme) will be made from this special account. This account will require the joint signatures of the imprest account holder and the accounting officer.

Table 1

**Limits set for the partial delegation of authorising powers to the designated  
Imprest account holders for the “EDF imprest account”**

		Kenya Shillings (KES)
<b>1. Works contracts</b>		
Capital expenditure (including maintenance)	< Euro 100 000	< KES 745 000
<b>2. Supply/equipment contracts</b>		
2.1 Capital expenditure	< Euro 100 000	< KES 745 000
2.2 Operating expenditure	< Euro 100 000	< KES 745 000
<b>3. Memoranda of agreement</b> (Grants from the RDP to other agents)	< Euro 10 000	< KES 74 500
<b>4. Services</b>		
4.1 Conception, management, follow-up and evaluation of project	Not applicable	Not applicable
4.2 Studies, audits, works supervision, etc.	< Euro 10 000	< KES 74 500
4.3 RDP management personnel <sup>1</sup>	Yes	Yes
4.4 RDP non-management personnel <sup>2</sup>	Yes	Yes

(At an exchange rate Euro 1.00 = KES 74.5051 - Source Infor-euro, January 2000)

#### **4. INITIAL ALLOCATION AND SUBSEQUENT REPLENISHMENT**

An advance (initial allocation) will be paid into the bank account referred to above; it will generally be set at a level sufficient to cover 3 to 4 months of imprest account expenditure (subject to a two-fold maximum of 6 months and 50% of the amount of the imprest account).

The bank account will be replenished at intervals in line with requests for reimbursement signed and forwarded by the designated imprest account holders, on the basis of evidence of payment of items expenditure<sup>3</sup>, and accepted by the PACE Programme Financial Controller (acting on behalf of the Regional Authorizing officer) and the Delegation of the EC.

<sup>1</sup> Not including salaries of officials assigned to the PACE Programme from government departments or the OAU/IBAR (their salaries will continue to be a charge on the national or institution budget). The EDF imprest account may, however, cover the following:

- various bonuses allotted to the said officials (see section 8.1 of this annex);
- salaries (and bonuses) for management staff – other than officials – recruited and employed by the PACE Programme (fixed-term contracts).

<sup>2</sup> Salaries (and bonuses) for non-management staff recruited and employed by the PACE Programme (fixed-term contracts).

<sup>3</sup> Or, in specific cases explicitly stipulated in the work programme **and** in the imprest account contractual document, on a flat-rate basis.

The requests for reimbursement (sometimes referred to as “memos”) are made out by the accounting officers and comprise a list of items of expenditure together with supporting documents for each item.

The layout of the list must correspond to that of the “EDF imprest account” column of the relevant Work Programme, using the same headings and items entries in order to facilitate comparison between estimates and subsequent expenditure.

The supporting documents (at least one for each item of expenditure on the list) must be presented in the same order as on the list in order to ease the work of checking the memos. Such documents may include:

- order forms, contract letters, contracts, receipted invoices, receipts from suppliers acceptance statements for plant, equipment and other supplies;
- payslips for employees paid wholly or in part by the Programme, with details of the staff concerned and their place of employment;
- statements showing payment of bonuses and/or allowances for national (OAU/IBAR) officials allocated to the Programme;
- mission orders for travel giving entitlement to reimbursement;
- records of running expenses for vehicles, backed by relevant supporting documents (log books, fuel records, etc.);
- memoranda of agreement between the PACE Programme and other agents.

The Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Commission Delegation check the expenditure (or have it checked by a duly authorised body). Where expenditure is not accepted, and the imprest account holders are unable to provide the supporting evidence required by the Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation, the sums involved must be **repaid** to the bank account referred to above as soon as possible (before the final date set for closing the imprest account):

- ~~— by the technical assistance contractor, or~~
- from the budget of OAU/IBAR.

## 5. PROCEDURES FOR THE AWARD OF CONTRACTS (WORKS, SUPPLIES AND SERVICES)

For expenditure on works and supplies or equipment, the procedures vary according to the amount involved (*i.e.* the equivalent in local currency of):

- up to **Euro 2 500**, direct purchase (order form suffices)
- between **Euro 2 500 and Euro 5 000**, direct purchase following bids from local suppliers, without endorsement by the Regional Authorizing Officer or Delegation (order form suffices); the expenditure memorandum must be accompanied by evidence of the bids from at least three local suppliers, in the form of three *pro forma* invoices;

- between Euro 5 000 and Euro 25 000, direct purchase following bids from local suppliers, with endorsement of at least three *pro forma* invoices by the Regional Authorizing Officer and the Delegation of the EC (contract to be made out, bearing the signature of an authorized representative of the PACE Programme and the supplier);
- between Euro 25 000 and Euro 100 000, restricted local invitation to tender; at least three suppliers will be asked to make closed bids; the tenders will be opened together and assessed; award of the contract follows the same rules as those governing the selection of successful tendered for major EDF-financed works or supply contracts and is valid only after endorsement by the Regional Authorizing Officer and the Head of Delegation.

For expenditure on services of up to Euro 10 000, the prior agreement of the Regional Authorizing Officer and the Head of the Delegation of the EC is required (contract to be made out, bearing the signature of an authorized representative of the PACE Programme and the suppliers).

## 6. FUND FOR MINOR ITEMS OF EXPENDITURE

A petty cash fund may be opened to cover any small items of expenditure concerned with the normal running of the PACE Programme. The accounting officers will manage it. The total size of the fund may in no case exceed Euro 5 000 over any single year.

In so far as the provision of evidence of expenditure is concerned, this facility must be used in accordance with the same rules as for other expenditure (at least one supporting document for each item of expenditure).

## 7. CONTINGENCIES

Only material contingencies are allowable and they may not exceed 10% of the amount of the imprest account.

Use of material contingencies component, whether to cover an increase in unit costs (for which evidence must be provided) or to finance operations not originally scheduled in the relevant Work Programme (for which supporting arguments must be presented), requires in all cases the prior authorization of the Regional Authorizing Officer and the Head of the Delegation of the EC.

## 8. LOCAL STAFF

The EDF imprest account may not cover the cost of salaries of officials seconded to the PACE Programme by the authorities (whose salaries must remain a charge on the national or institutional budget); however, it may cover the following:

- various bonuses allotted to the seconded officials;
- salaries (and bonuses) for management staff - other than officials - recruited and employed by the PACE Programme (on fixed-term contracts); or

Imprest account holders are responsible for seeing that a list is drawn up giving the names and tasks of the staff referred to above, with the amounts of salaries and bonuses, and details of the amounts payable in individual cases.

### 8.1 Officials allocated to the PACE Programme

These officials may receive the following benefits.

a) Acting allowance

This is set as a percentage of the official's gross salary, with an upper limit of 50%; it operates as a performance bonus, covering the relative difficulty of the task to be accomplished and the constraints of the expected effect.

b) Bonuses

Imprest account holders may propose the award of individual bonuses on a personal basis, subject to the agreement of the Regional Authorizing Officer and the Head of the Delegation of the EC, and the presentation of supporting arguments. Such bonuses may not be awarded systematically, nor on a contractual or collective basis; they constitute rewards of an individual nature and must reflect the real quality of the performance given and/or the results obtained by the beneficiary.

c) Travel or mission subsistence allowance

This is set as a percentage of gross salary, or by reference to a specific grade or rank; eligibility must be in accordance with existing OAU/IBAR rules; where the allowance is set by reference to a specific grade, it must be based on the institutional scales.

d) Accommodation

This may be provided by the Programme; instead of a housing allowance, the EDF imprest account covers the cost of rented staff accommodation, considered as job-related housing; where the rental market does not provide the requisite quality or quantity, the EDF imprest account may cover the cost of capital expenditure such as construction (provided it is not disproportionate to the overall Programme budget), rehabilitation or extension – in exchange, in the latter cases, for rent reduction to reflect the value of the capital expenditure;

e) Vehicles

These are provided by the Programme and remain its property throughout the accepted duration of their material depreciation (four working years); they are regarded as service vehicles. At the end of the four years the Programme will request renewal of the fleet under a future Work Programme. Vehicles reaching the age limit must be officially removed from the list of capital items owned by the Programme; they may then be passed on by the Programme to the authorities (or, as private vehicles, to PACE Programme management staff or external executive staff) for their residual value, whatever the case, all bodywork markings relating to the EDF or the Commission must be removed.

**8.2 Management staff other than officials recruited and employed by the PACE Programme (on fixed-term contracts)**

Such staff may receive the above benefits in addition to their salary. Employment conditions and remuneration must be identical to those laid down by the institutional rules and regulations (national legislation). Individual fixed-term contracts will be concluded between such staff and the imprest account holders.

**8.3 Non-management staff recruited and employed by the PACE Programme (on fixed-term contracts)**

As under point 8.2, but excluding the benefits described in point 8.1.

**9. BANK INTEREST**

Interest accruing on deposits in the PACE Programme “EDF imprest account” bank account is to be entered as PACE Programme own resources. As such it should not be entered in the EDF imprest account administration statement but should be removed from the “EDF imprest account” bank account and paid into an ordinary PACE Programme current account.

As with all own resources, the relevant amounts must be included in the next Work Programme(s), in the “own resources” column.

**10. RECOVERY OF CLAIMS**

Any repayments to the PACE Programme of amounts due, in whole or in part, from other agents or groups that have received financing under memoranda of agreement, should be entered as PACE Programme own resources: as such they should not be entered in the EDF imprest account administration statement but should be paid into an ordinary PACE Programme current account.

As with all own resources, the amounts of such repayments should be entered in the next work Programme(s) in the appropriate column.

N.B. The PACE Programme will not provide loans. Loans should be managed by local banks or intermediate credit bodies, with the EDF imprest account contributing to the financing of such credit lines through memoranda of agreement (grants) with the bodies concerned; in that event, there would be no need for any refund to the PACE Programme.

**11. MANAGEMENT OF THE ADVANCE**

**11.1 Transfer of their balance of the advance**

The transfer of the balance of an advance from one imprest account to the next is purely an accounting operation. It has no impact on the Programme's cash flow (imprest account holders and accounting officers continue to use the remainder,

transferred from one imprest account to the next throughout the fully operational phase), nor on movements in the accounts of the EDF paying agent.

The Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation draw up at the same time:

- (i) a receipt order against the imprest account commitment for the current work programme (for an amount equivalent to the initial advance) and
- (ii) a payment order against the imprest account commitment for the following work programme (for an amount equivalent the receipt order referred to above); the Brussels financial management department acknowledges this transfer in their accounts by recording the above-mentioned receipt order and payment order at the same time and forwards copies of the contract cards to the Delegation. The Delegation will then notify the PACE Programme.

The EDF financial management department notes this twofold accounting movement in the accounts of the RDP at the same time:

- (i) as a debit in the administration statement for the current imprest account, and
- (ii) as a credit in the administration statement for the succeeding imprest account.

## 11.2 Increasing the advance

Should the field management wish to increase the cash flow at its disposal (*i.e.* through an increase in the advance), such increase must:

- (i) be supported,
- (ii) be approved by the Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation,
- (iii) be covered by a supplementary payment order to the value of the increase, and
- (iv) be paid by the EDF paying agent through the PACE Programme's "EDF imprest account" bank account.

## 11.3 Transfer of a whole advance (without partial recovery)

Although technically possible, such transfers of the whole advance are not recommended. If such a transfer is done, the advance will be recovered during the end-of-project phase.

## 11.4 End-of-project phase: full recovery of advance

During this final phase the field management will have to recover (clear) the advance in full, as follows:

- by forwarding all supporting documents for expenditure paid out (as in the case of replenishment), but with no request for reimbursement; hence there is no replenishment and it is the advance itself that is used up;
- the Financial Controller (acting on behalf of the Regional Authorizing Officer) and the Delegation then draw up a zero payment order (or a number of such orders in succession); these orders may also be referred to as "token payment orders".

## **12. OBLIGATORY CLOSURE OF THE IMPREST ACCOUNT**

Imprest account holders and accounting officers will be required to draw up a very exact administration statement administration statement for the closure of the EDF imprest account, not later than six months following the end of the period covered by the imprest account.

Closure may take place only where the imprest account balance is zero (otherwise the closure will not be accepted, with the consequence that the EDF financial management department will refuse the commitment for the third imprest account).

**PACE-COMMUNICATION UNIT**  
**WORK - PLAN**  
**AUGUST - DECEMBER 2000**

1. The PACE Communication Programme will be operated at the regional level to help create and train national core communication teams in PACE country projects to carry out public awareness campaigns that inform and motivate people effectively, from the grassroots level to decision makers.
2. PACE - Communication unit will develop a flexible and workable communication strategy that will assist OAU/IBAR in co-ordinating national projects by building national capacity to formulate and implement communication components to better link up with rural communities, gain feedback and collaborate with them.  
gain collaboration of all key stakeholders.
3. Specifically, the communication unit will endeavor to gain the co-operation of people, governments, private organizations and international agencies as needed for the success of PACE by building their awareness of PACE strategies for policy reforms, rinderpest eradication and environmental safeguards.  
Animal disease Surveillance and Control  
including
4. It also aims at building people's awareness of PACE strategies for policy reforms, rinderpest eradication and environmental safeguards, in order to strengthen people's participation and make the results of national PACE projects more sustainable.  
major outputs.
5. Last but not least, to improve the research skills of national personnel to rapidly and systematically gather, analyse and interpret information about communities' communication systems, perceptions, attitudes, knowledge and practices.  
and Share
6. The communication unit intends to work very closely with the Data Management Unit, especially where the dissemination of technical information is concerned. Apart from serving the animal owners at grassroot level, those involved in research at both national and regional level, require some information. It will be also the responsibility of the PACE Communication Unit to develop tools and mechanisms of disseminating such information to potential users.

**WORK - PLAN (DRAFT)**

- (a) **August, 2000** - Preparation and production of a PACE brochure and Vol. One of a PACE newsletter.  
14 - 17  
21 - 23 August, 2000 - Communication and data management needs assessment mission to Tanzania.

- (b) September 4 - 6, 2000 → Communication and data management needs assessment to Ethiopia.
- (c) September 4 - 8 → Communication and data management needs assessment to Ethiopia.  
September 25 - 30, 2000 → Study visit to SADC, FAO, GIZ, UNESCO - Sponsored workshop in Uganda, and a communication and data management needs assessment mission.
- (d) October, 2000 → Communication needs assessment mission to Eritrea, Mali, Senegal and Gambia.
- ~~16 - 18 October~~
- ~~24 October - 4 Nov.~~
- (e) November, 2000 → Communication needs assessment mission to Eritrea, Mali, Senegal and Gambia.
- ~~6 - 10 November~~
- ~~20 - 24~~
- 20 - 24 November → Communication and data management needs assessment (Kenya).
- (f) December, 2000 → Putting together PACE Communication, strategy paper.
- ~~4 - 8 Dec.~~
- Communication and data management needs assessment to Chad, ~~and~~ Senegal and Côte d'Ivoire.