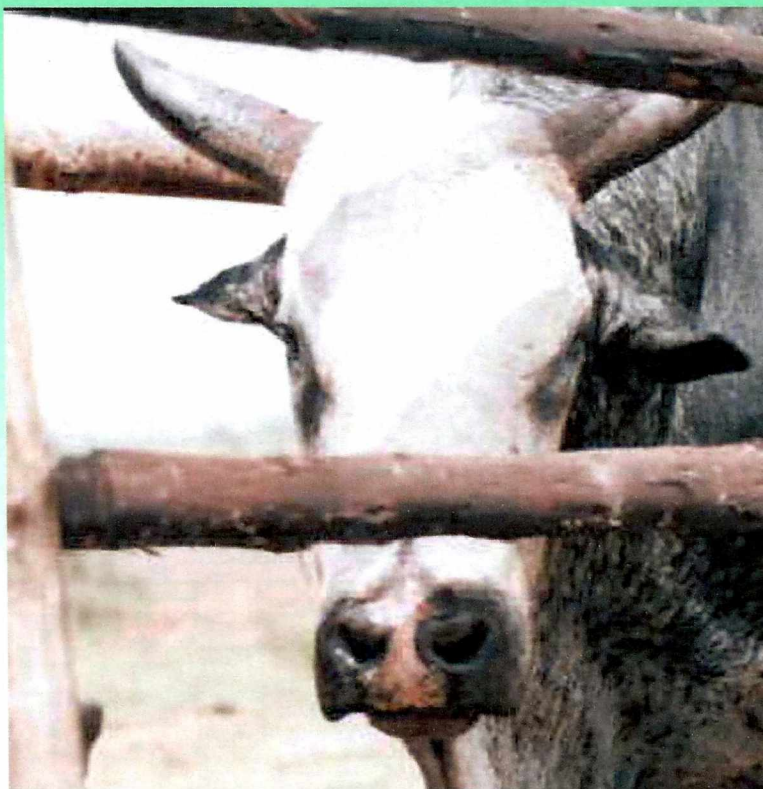


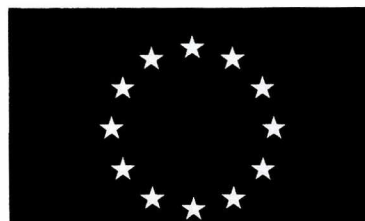
**Organization of African Unity (OAU)  
Interafrican Bureau for Animal Resources (IBAR)  
Pan African Programme for the Control of Epizootics (PACE)  
European Commission (EC)**

# **PACE**

## **Manual of Procedures**



**J a n u a r y   2 0 0 1**



# MANUAL OF PROCEDURES FOR THE PANAFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS

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Annex 1 : Global Plan : Standard Table of Content

## **1. SUMMARY INTRODUCTION TO THE PAN AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS (PACE) PROGRAMME AND OBJECTIVES**

Animal health is a prior condition for the development of livestock farming and the rural world in Africa where, despite meat imports in particular, the population does not get proper amounts of animal protein. Animal diseases are one of the main reasons for this shortage because of their direct effects on livestock – mortality, drops in production etc. In addition the current situation of health insecurity discourages investment in the sector.

Epizootics as a constraint to trade in animal products.

The Pan-African Rinderpest Campaign (PARC) has been co-financed by the European Community (EC) since 1986. It has already done a great deal to improve animal health security by combating rinderpest, one of the most devastating contagious diseases of cattle. PARC's positive results, confirmed by an independent evaluation in 1996/97, offer a firm basis for eradicating rinderpest and controlling other major diseases.

The idea behind the PACE Programme is to build on the headway made in the campaign against rinderpest in order to establish lower-cost national and continental epidemiological surveillance networks for the main animal diseases, provide the countries with the capacities needed to organise economically and technically justified control programmes and develop effective and sustainable distribution of veterinary products and services.

The five-year PACE programme will cover 32 sub-Saharan African countries. It will be coordinated by the Interafrican Bureau for Animal Resources (IBAR) of the Organisation of African Unity (OAU). A participatory approach will be adopted so that livestock farmers and animal health professionals will be involved in implementing the programme. All animal product consumers will benefit from the PACE Programme, as well as the national economies of the participating countries.

The programme will include national operations planned and implemented in each country and also sub-regional and regional support and coordination components. By creating an appropriate health security framework, 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 can be developed to back up these activities, for example in support of the necessary increases in animal productivity.

Its financial return will be at least 19% in 10 years and the transfer of technical capacity on the ground will ensure that its effects are sustainable. The total cost of the programme is EUR 72 million, some 74% for the national components and 26% for services common to the various countries (regional component), including contingencies. It will last for five years.

<b>Objectives of the PACE Programme</b>	
<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 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 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>

These programme components are all directed at building up the institutional capacity of national animal health systems. They aim to encourage national capacities for planning, implementation/follow-up and viability of actions. An emulation effect will be produced through regional and sub-regional meetings and is also one of the main responsibilities of the Coordinaiton Units.

These are 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 Coordination Units and will include :

- An epidemiology unit that will be the heart of the programme, with 3 sub-units linked to the Rinderpest situation : 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 are implementing the OIE pathway ; one in Ndjamena responsible for monitoring the western sanitary cordon which protects West Africa against possible re-infection from East Africa. It will also include a service with special responsibility for epidemiological monitoring of wildlife.
- 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.
- 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 », 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 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 including : i) a data processing and analysis unit, ii) a follow up/evaluation structure, iii) a policy and strategy 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.

The programme will be the subject of a financing Agreement with the OAU/IBAR whose Director will be the programme's Regional Authorising Officer. Organisation of the programme will be in the hands of two Regional Coordination Units based in Nairobi for East Africa and in Bamako for West and Central Africa.

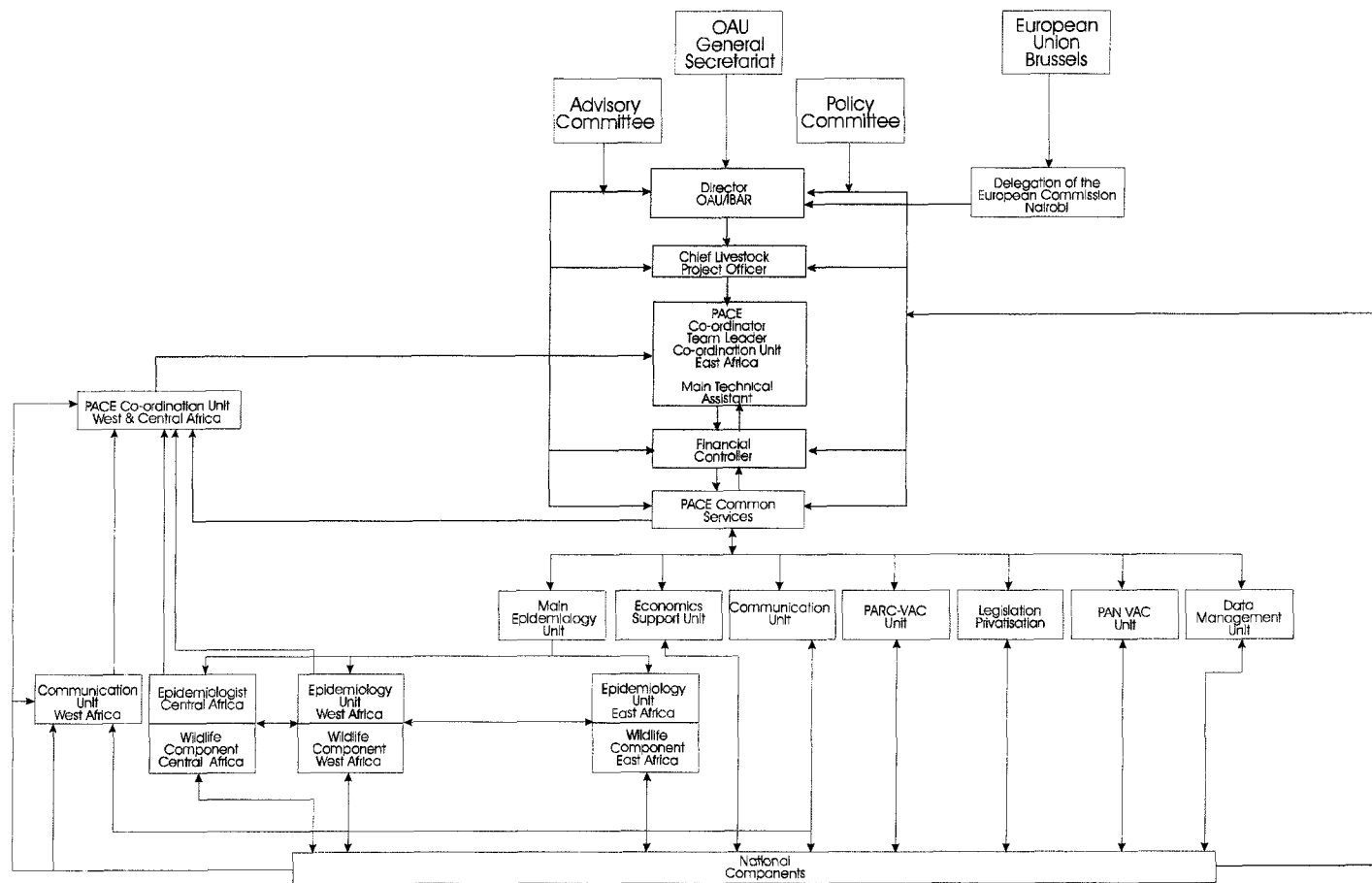
This organisation will be backed up by two other structures :

- 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 must 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.

The IBAR will draw up bilateral protocols with the participating countries (National Authorising Officers). These protocols will be co-signed by the Delegations of the European Commission. They will specify the national coordinator of the programme for each country, the undertakings to be given by the national services concerned, the rules for managing the project and an indicative breakdown of the national budget allocation by cost heading.

## PAN-AFRICAN PROGRAMME FOR THE CONTROL OF EPIZOOTICS (PACE PROGRAMME) PROPOSED STRUCTURE<sup>1</sup>

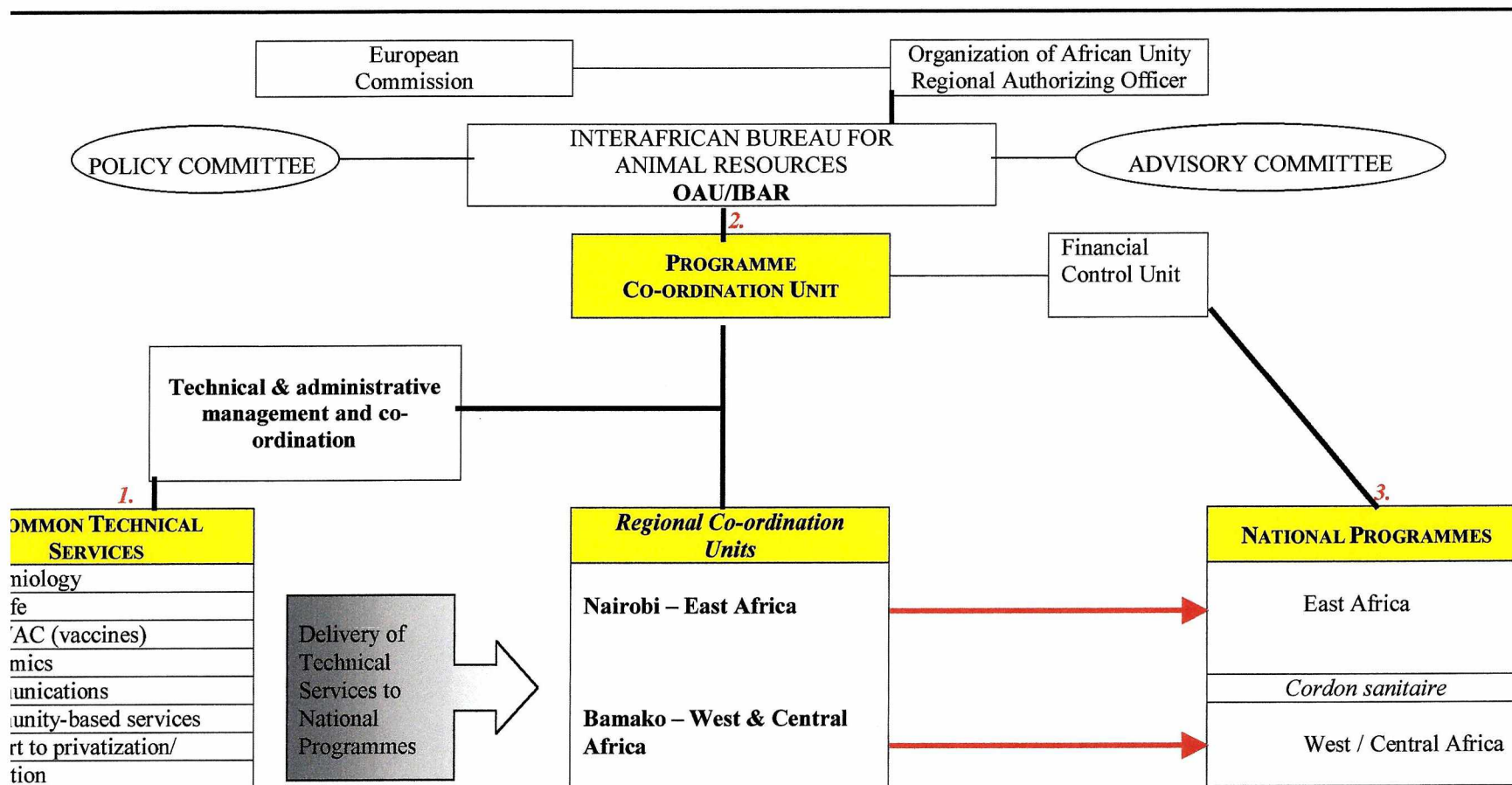
### Draft Structure of the Pan African Programme for the Control of Epizootics (PACE)



d from the financing proposal for the PACE Programme.



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



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





#### **7. TERMS OF REFERENCE FOR THE ADVISORY COMMITTEE FOR THE PACE PROGRAMME**

The Advisory Committee will act as a technical advisory structure for the OAU/IBAR and the EC. This committee must ensure that activities at all levels are in line with the programme's objectives and approaches and also with the policy guidelines adopted. 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

The Advisory Committee will be established in order to assist the orientation and implementation of the PACE Programme. The costs of the Advisory Committee will be met from provisions in the budget of the PACE Programme..

The Advisory Committee will act as a non-decision-making advisory body to the OAU and the European Commission. The Advisory Committee should strengthen the technical capacity of OAU/IBAR.

##### **4.1. Duties and responsibilities of the Advisory Committee and its members**

The specific tasks of the Committee will be to:

- Consider the proposed work plans of the PACE Programme's various components and advise appropriate measures to improve the Programme's effectiveness and efficiency.
- Advise on co-ordination of the PACE Programme's technical activities.
- Advise on the National Components of the PACE Programme, at a country by country level.
- Examine the strategy options of the PACE Programme.
- Twice a year, examine the progress in the implementation of the Programme, on the basis of reports submitted by the Director of the OAU/IBAR and other reports.
- From its own budget line within the annual work programme and cost estimate for the PACE Programme's Co-ordination Unit, commission independent, complementary investigations that are directly relevant to the Programme's objectives (*i.e.* to clarify the status of certain diseases, the reliability of data, or to monitor or evaluate specific components of the Programme).
- Advise the OAU/IBAR and the European Commission with the monitoring and evaluation of the PACE Programme.
- Express its opinion on the technical coherence and management capacity of the PACE Programme at all levels, and on other relevant proposals that may be submitted to the EC for possible financing.
- By the end of each meeting, produce minutes for the information of the OAU and the European Commission.

##### **4.2. Frequency of meetings**

The Advisory Committee will meet twice a year, approximately every six months. Each meeting will last for a total of **2 - 5 working days**. The Chairman may call extraordinary meetings if the need arises.

The Advisory Committee will meet under the presidency of the OIE

The Committee will have a quorum of five of its seven members, provided that the representatives of the OIE, OAU/IBAR and the EC are present.

Each member represented shall have one vote.

Each of the two European Commission representatives will be able to delegate their votes (SCR to Delegation Nairobi or vice-versa)

The Secretary to the Advisory Committee shall circulate a provisional agenda at least two weeks before each meeting.

Brief, action-oriented minutes of each meeting shall be available on the last day of the each meeting. These may be supplemented by more lengthy reports, which each member shall submit timeously, as requested by the Committee.

Subject to obtaining the prior agreement of the Chairperson, the Secretary may invite observers or advisors to meetings of the Advisory Committee. Such observers and advisors shall have no voting rights.

#### **4.4. Proposed membership of the Advisory Committee**

- Office International des Epizooties (OIE, Paris) *Chair*
- Organization of African Unity InterAfrican Bureau for Animal Resources (OAU/IBAR) *Secretary*
- Delegation of the European Commission in Kenya *Member*
- Service Commun Relex of the European Commission *Member*
- Food & Agriculture Organization (FAO, Rome) *Member*
- International Atomic Energy Agency (IAEA) Joint Division of Animal Production & Health *Member*
- World Reference Centre for CBPP (Centre International pour le Recherche Agronomique pour le Developpement, Departement d'Elevage et Medecine Vétérinaire Tropicale (CIRAD-EMVT, Montpellier) *Member*
- World Reference Centre for Rinderpest, Pirbright Laboratory *Member*

## **5. TERMS OF REFERENCE FOR THE POLICY COMMITTEE FOR THE PACE PROGRAMME**

### **5.1. Role of the Policy Committee of the PACE Programme**

The PACE Policy Committee's task will be to devise animal health policies and strategies in Africa.

The Policy Committee will have a dual function. First, it will promote the exchange of information on policies and policy initiatives relevant to the PACE Programme and the OAU/IBAR. Second, it will have the important role of promoting the PACE Programme's political profile and harmonizing policies related to livestock development and trade.

### **5.2 Duties and responsibilities of the Policy Committee and its members**

The specific tasks of the Committee will be to:

- Exchange information on the PACE Programme's various activities and other relevant initiatives in livestock development and other sectors.
- Define the policy guidelines of the PACE Programme on the basis of those adopted and recommended by African governments and donors that fund livestock development interventions.
- Recommend to the OAU/IBAR measures to improve the sustainable impacts of its projects, particularly the PACE Programme.
- Provide recommendations that will serve as a basis for the work of the Advisory Committee
- By the end of each meeting, produce minutes for the information of Member States of the OAU, the Advisory Committee of the PACE Programme, the EC, EU Member States, other donors and organizations that have direct interest in animal health in sub-Saharan Africa.

### **5.3 Frequency of meetings**

The Director of the OAU/IBAR, the implementing agency of the PACE Programme, will convene meetings of the Policy Committee once every two years. Each meeting will last for 3 working days. The Chairperson may call an extraordinary meeting if the need arises.

### **5.4. Rules of the Policy Committee**

The Committee will have a quorum of five of its eight members, provided that the representatives of the OIE, OAU/IBAR and the EC are present.

The Secretary to the Policy Committee shall circulate a provisional agenda two months before each meeting.

Brief, action-oriented minutes shall be available on the last day of the each meeting. These may be supplemented by more lengthy reports, which each member shall submit timeously, as requested by the Committee.

The Director of the OAU/IBAR may invite observers or advisors to meetings of the Policy Committee. Such observers and advisors shall have no voting rights.

### **5.5 Proposed membership of the Policy Committee**

- Director, Organization of African Unity InterAfrican Bureau for Animal Resources (OAU/IBAR) *Chairperson*
- PACE Programme Co-ordinator *Secretary*
- Delegation of European Commission in Kenya *Member*
- EC Headquarters *Member*
- Food & Agriculture Organization (FAO, Rome) *Member*
- Department for International Development (DfID, UK) *Member*
- French Co-operation *Member*
- German Technical Co-operation (GTZ) *Member*
- United States Agency for International Development *Member*
- International Fund for Agricultural Development (IFAD) *Member*
- World Bank *Member*
- Southern African Development Community (SADC) *Member*
- Inter Governmental Authority on Development (IGAD) *Member*
- Economic Organization of West African States (ECOWAS) *Member*

### **5.6 Advisors and observers**

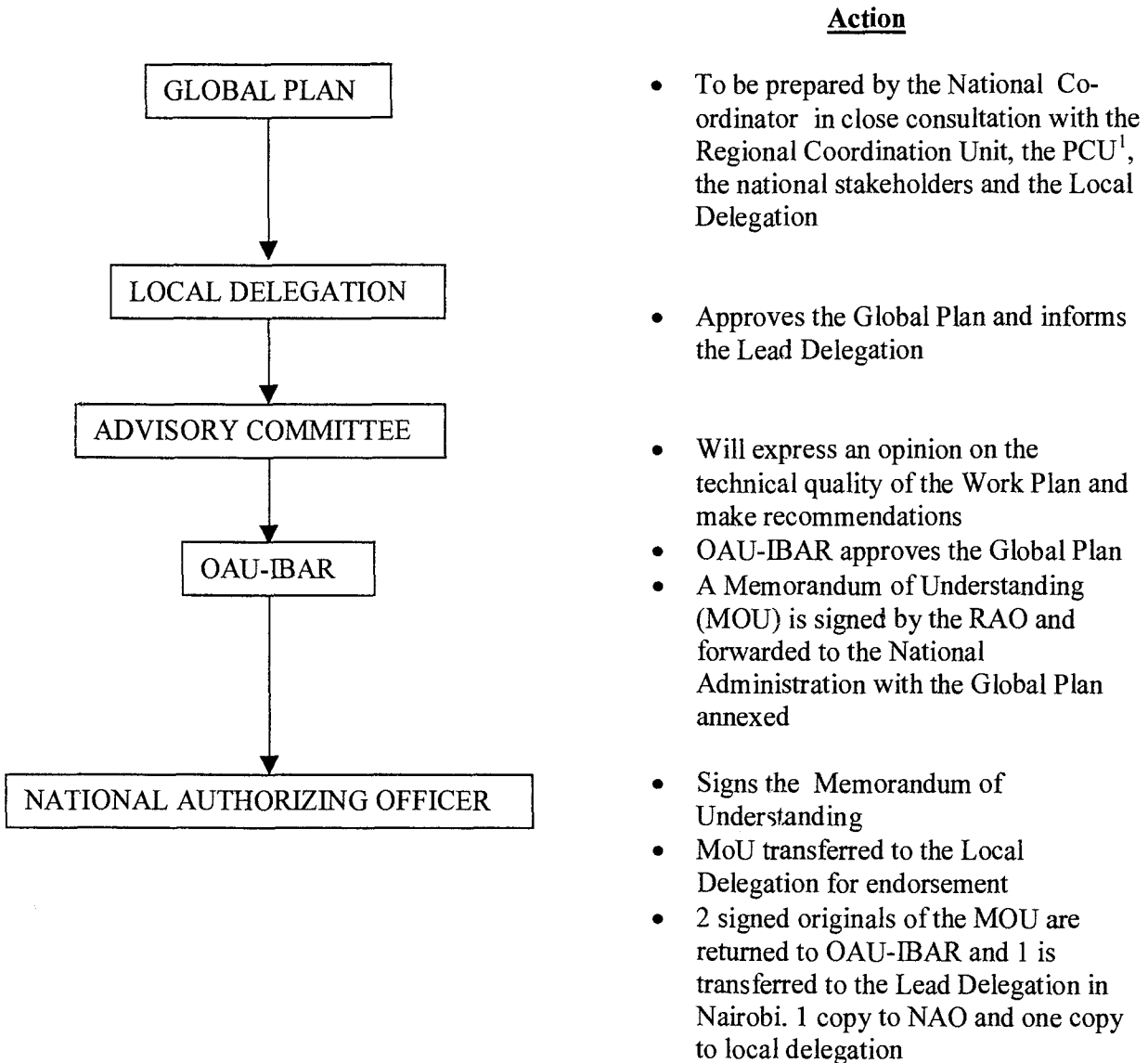
The Chairperson of the Policy Committee may invite advisors and observers from the following categories of stakeholders :

- International agencies
- State veterinary services
- Research and vaccine production institutions
- Non-governmental organizations (NGOs)
- Veterinary associations
- Veterinary faculties
- Livestock traders' associations

## **6. PROCEDURES FOR APPROVAL OF THE GLOBAL PLAN AND ANNUAL WORK PLANS AND BUDGETS**

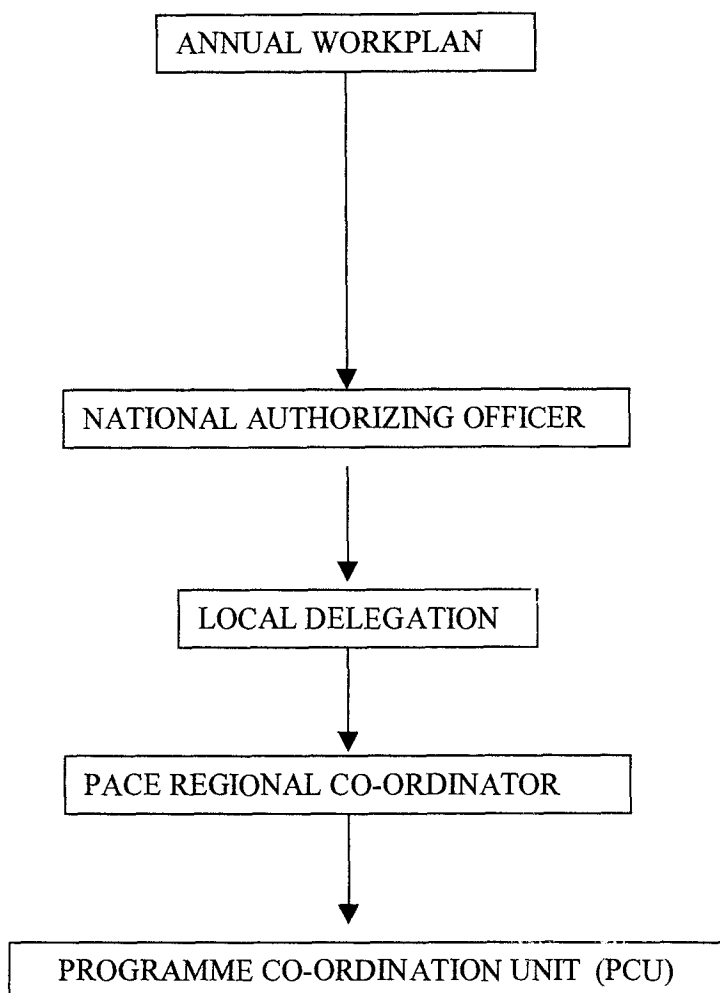
### **6.1 Global and Annual Work Plans and Budgets for the PACE NATIONAL COMPONENTS:**

#### **6.1.1. The NATIONAL GLOBAL PLAN: From Preparation to Approval**



<sup>1</sup> Confirms that the GP corresponds to the objectives of the PACE programme. The Financial unit checks on appropriateness of prices, budget lay out, realistic link to indicative amounts

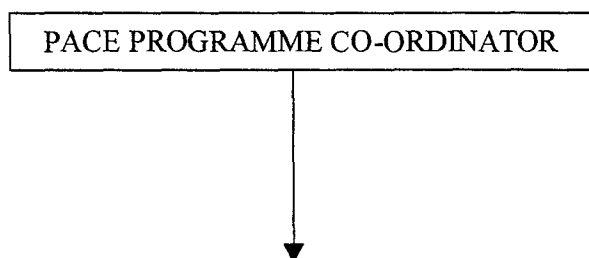
### 6.1.2 The NATIONAL ANNUAL WORK PLAN AND BUDGET : from preparation to approval



to be prepared by the National Co-ordinator in close consultation with :the PCU, the National stake holders , the Local Delegation and the Regional Co-ordinator and technical units

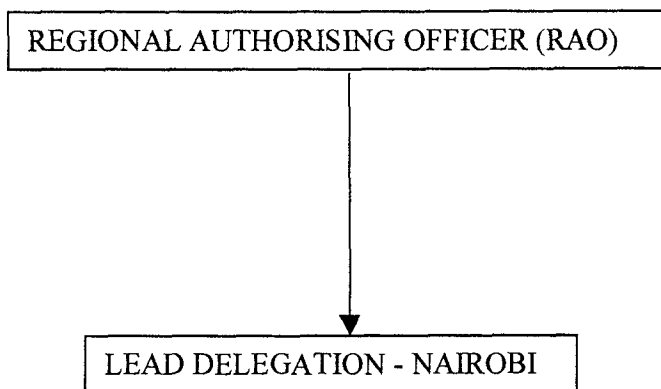
- in accordance to the approved Global Plan and the Regional Strategy Guide Lines
- the WP is visaed by the NAO (appropriateness of prices, budget presentation and lay out,...)
- The WP is visaed by the Local EC Delegation
- The WP is analysed by the Regional Co-ordinator and approved
- Technical units provide technical analyses and approve
- Financial Unit:
  - Financial analyses
  - Comparison with indicative budget
  - Appropriateness of prices

### 6.1.3 APPROVAL OF CONSOLIDATED (NATIONAL) WORK PLAN AND BUDGET



- Prepares the consolidated Work Plan in the light of the overall opinion expressed by the Advisory Committee Presents the consolidated Plan to the RAO



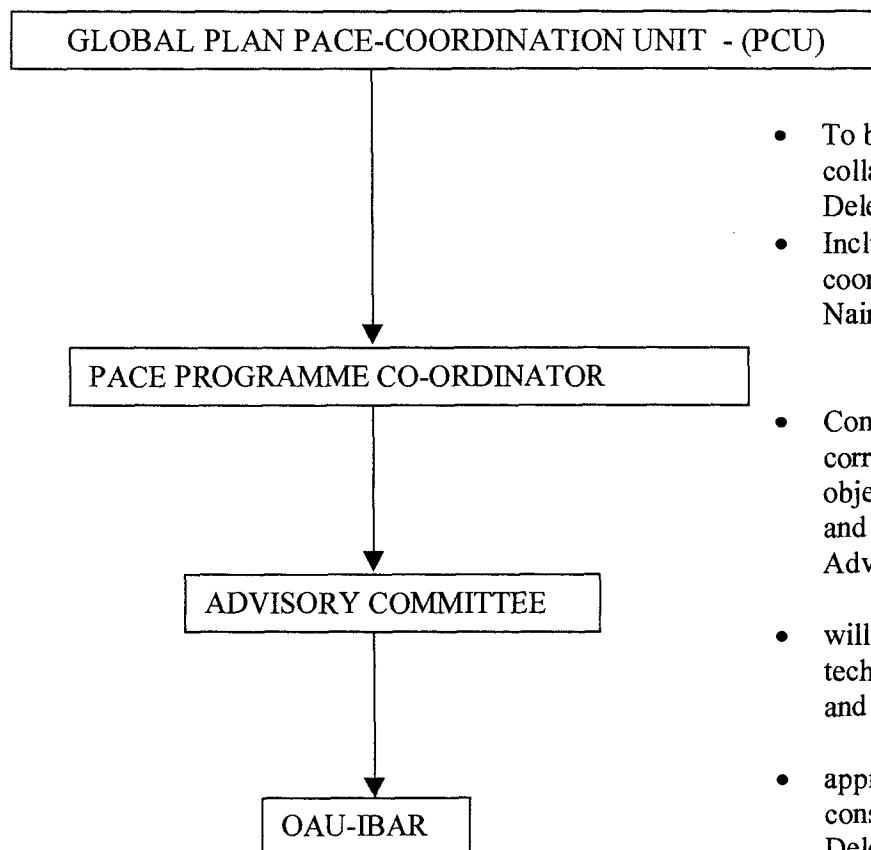


- Approves the consolidated Work Plan, taking into account the opinion of the Advisory Committee on the Global Plan and the appraisal of the consolidated WP by the PCU and PACE Programme Co-ordinator

- The Commission endorses the consolidated annual WPB&CE
- Funds are committed

## 6.2 Global Work Plan and Budget for : PACE REGIONAL PROGRAMME FOR WEST AND CENTRAL AFRICA IN BAMAKO.<sup>1</sup> and THE PACE CO-ORDINATION UNIT –PCU- AND COMMON SERVICES

**From preparation to approval**



- To be prepared by PCU in close collaboration with Lead EC Delegation
- Includes the Global Plan for coordination units (Bamako, and Nairobi) and Common Services

- Confirms that the Global Plan corresponds to the general objectives of the PACE Programme and presents the Global Plan to the Advisory Committee

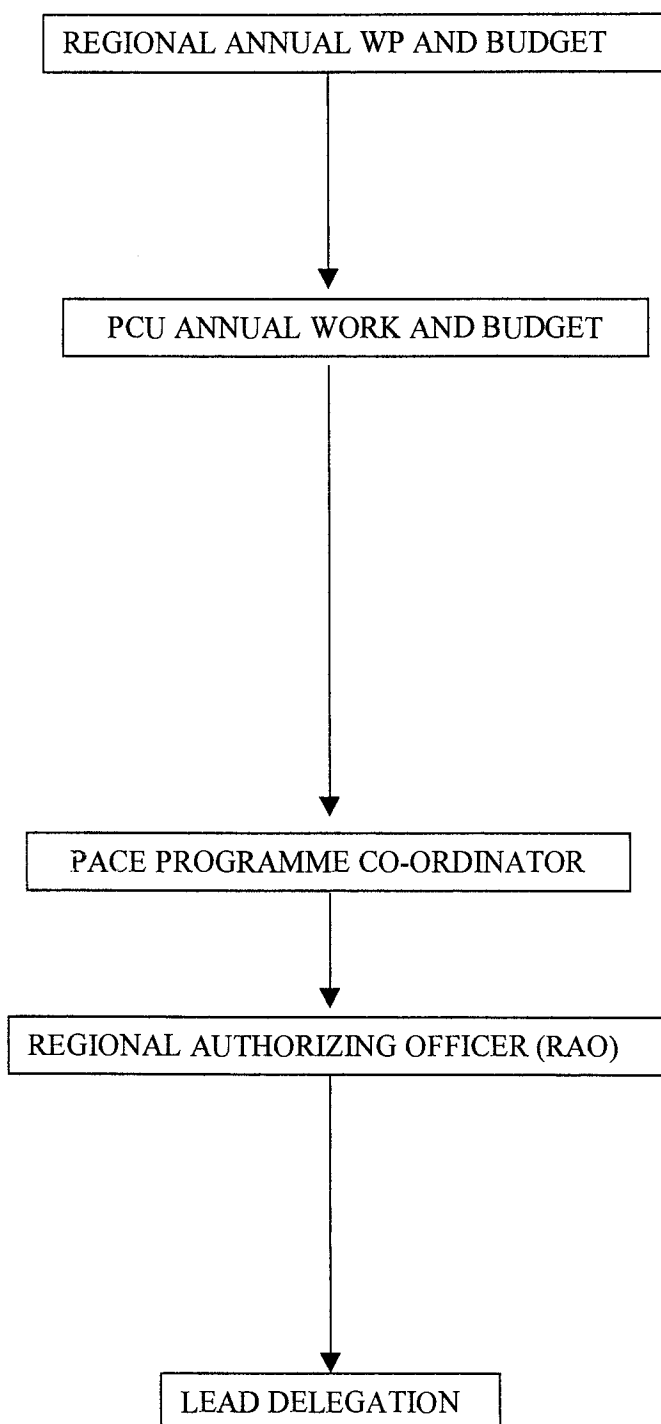
- will express an opinion on the technical aspects of the Global Plan and make recommendations

- approves the Global Plans in consultation with the Lead EC Delegation

<sup>1</sup> The budget for the Regional Programme for East Africa – Nairobi will be fully integrated in the budget and WP/CE of the PCU and follows the PCU procedures

**0.3 ANNUAL WORK PLAN AND BUDGET FOR PACE REGIONAL  
PROGRAMME FOR WEST AND CENTRAL AFRICA IN BAMAKO AND  
THE PACE CO-ORDINATION UNIT (PCU) AND COMMON SERVICES**

**From preparation to Approval**



**Action**

- The WPB is prepared by the Regional Co-ordinators in close consultation with:
  - The EC Delegation
  - The regional technical services
  - The PCU
- The WP is prepared by the PACE Programme Co-ordination Unit team:
  - The PACE Programme Co-ordinator
  - The Main Technical Assistant
- In close consultation with:
  - The technical unit ( incl. Financial UNIT )
  - The Lead Delegation
  - The two Regional Co-ordinators
- Approves the WP and transfers to RAO
- The RAO approves the WP and budget taking into account the opinion of the PCU and the PACE Programme Co-ordinator
- The RAO formulates a request for commitment of funds to the Lead EC Delegation
- The WP is passed to the Lead Delegation for processing
- Endorsement of the WP
- An advance is paid to the local bank account of the PCU and the Regional PACE Programme in Bamako

7.

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE REGIONAL AUTHORISING OFFICER (RAO),**

**AND**

**THE NATIONAL AUTHORISING OFFICER (NAO) FOR THE COUNTRIES  
PARTICIPATING IN THE PAN AFRICAN PROGRAMME FOR THE CONTROL OF  
EPIZOOTICS ( PACE ).**

## **BACKGROUND**

The Pan-African Rinderpest Campaign (PARC) has been co-financed by the European Community (EC) since 1986. PARC's positive results, confirmed by an independent evaluation in 1996/97, offer a firm basis for eradicating rinderpest and controlling other major diseases in Africa. This has led to the development of a new programme, the Pan African Programme for the Control of Epizootics (PACE) by the Organisation of the African Unity through its Inter African Bureau for Animal Resources (OAU/IBAR). The European Union will contribute to the funding of PACE through the European Development Fund.

The PACE programme is intended to build on the headway made in the campaign against rinderpest in order to establish low-cost national and continental epidemio-surveillance networks for the main animal diseases, provide the countries with the capacities needed to organise economically and technically justified control programmes and develop effective and sustainable distribution of veterinary products and services. The five-year PACE programme will cover 32 sub-Saharan African countries. It will be coordinated by the Inter-African Bureau for Animal Resources (IBAR) of the Organisation of African Unity (OAU).

## **FINANCING AGREEMENT**

The Commission of the European Communities (EC) in its capacity as manager of the European Development Fund (EDF) on the one part, and the ACP African States, except SADC region, represented by the Director of the Organisation of African Unity/Inter-African Bureau for Animal Resources (OAU/IBAR), in accordance with the convention signed at Lomé on 15 December 1989 between the European Economic Community and the African, Caribbean and Pacific States (ACP States), as revised by the agreement signed in Mauritius on 4 November 1995, called "the revised Lomé Convention", have signed a Financing Agreement in August 1999 for PACE.

The Pan African Programme for the Control of Epizootics (PACE) shall be carried out with the resources of the European Development Fund in accordance with the general conditions of the Lomé Convention. The Commission shall contribute by way of grant from the resources of the EDF towards the financing of PACE, identification No REG/5007/005. The maximum Fund commitment is fixed at EUR: 72,000,000 from 7<sup>th</sup> and 8<sup>th</sup> EDF Regional Indicative Programmes.

The Director of OAU/IBAR is the Regional Authorising Officer for the programme.

The Programme has an indicative budget for each National component, which will be funded out of the Regional EDF Funds. This Memorandum of Understanding laid down between the Regional Authorising Officers and the National Authorising Officers of the PACE participating countries aims at ensuring an efficient implementation of the PACE programme, and an efficient utilisation of the funds available.

The following are the special conditions laid down in the framework of this Memorandum of Understanding.

## **SPECIAL CONDITIONS**

### ***ARTICLE 1: INITIAL COUNTRY ALLOCATION***

The Initial financial allocation determined by the Financing Agreement, and reviewed by the PACE Advisory Committee, for ..... (country) is EURO..... The planned use of these funds over the duration of PACE (5 years) is specified in the attached Global Plan for ..... attached to this MoU, to which it is an integral part.

### ***ARTICLE 2: NOMINATION OF THE NATIONAL PACE COORDINATOR***

Mr/Mrs/Ms/Dr/Pr.....has been nominated Coordinator of the PACE programme in the Republic of.....He/she shall undertake to be given by the national services concerned, the rules for managing the project and an indicative breakdown of the national budget allocation by cost heading.

### ***ARTICLE 3: IMPLEMENTATION OF THE PROGRAMME***

The programme will be implemented on the basis of the national work programme and cost estimate as required. The procedures for the award of contracts execution and payments will follow the rules of the EDF.

### ***ARTICLE 4: COMMITMENT OF FUNDS***

The commitment of funds for the country PACE programme is subject to the signature of this Memorandum of Understanding.

The National PACE component for ..... will start with the endorsement of the Workplan and Cost Estimate for Year One on .....

The continuation of the operation after the first year must be justified by the recipient before the time limit and accepted by the Advisory Committee, the RAO, the Commission and the NAO.

### ***ARTICLE 5: REGIONAL AUTHORISING OFFICER (RAO)***

The authority responsible for carrying out the PACE programme is the Director of OAU/IBAR. The Regional Authorising Officer Mr/Mrs/Ms/Dr/Pr..... is responsible for authorising commitments as endorsed by the National Authorising Officer, and the Delegation of the European Commission in the Republic of .....

### ***ARTICLE 6: HEAD OF THE DELEGATION OF THE EUROPEAN COMMUNITY***

The Head of the Delegation of the Commission of the European Communities in the Republic of..... will be involved in approving the country programme, its technical and financial monitoring.

The Delegation of the Commission of the European Communities in Kenya will be the leading Delegation of the programme.

## ARTICLE 7: NATIONAL AUTHORISING OFFICER (NAO)

The function of NAO in the Republic of..... will be exercised by: Mr/Mrs/Ms/Dr/Pr ..... Authorisation of payments for the national components will be delegated to the National Authorising Officer.

The national components will be managed on a decentralised basis by Mr/Mrs/Ms/Dr/Pr ..... coordinator appointed, by the administration, working in close cooperation with the Regional Coordinators for West, Central and Eastern Africa and the Delegation of the European Commission in the Republic of..... .

## ARTICLE 8: PAYING AGENTS

The function of Paying Agent shall be performed by ..... Financial Institution chosen by the Government of the Republic of..... in close collaboration with the Delegation of the European Commission in : .....

## ARTICLE 9: RECIPIENTS

The Government of ..... is the subject of this Memorandum of Understanding.

## ARTICLE 10: NOTIFICATION AND ADDRESSES

The notices provided for in this Memorandum of Understanding and correspondence relating to its performance shall be valid on..... :

### 1. The Regional Authorising Officer

The Director of the Organisation of African Unity/Interafrican  
Bureau for Animal Resources  
OAU/IBAR  
P.O. BOX 30786  
Telex :  
Tel. :254-2 33 85 44 254-2 33 20 46  
Fax :254-2 33 20 46  
Internet :  
Nairobi  
Republic of Kenya

### 2. The National Authorising Officer of the Republic of.....

## ARTICLE 11: ADJUSTMENTS TO COUNTRY ALLOCATION

Depending on the performance of ...(country).... in implementing the programme, and on the basis of specific needs, the funds for national components may be reallocated from one country to another (drawing rights system). Any adjustment shall be examined by the PACE Advisory Committee and be expressly approved by the European Commission.

## ***ARTICLE 12: EXTINGUISHING OF THE FUND ALLOCATION***

The Fund commitment is extinguished under the following conditions:

- Implementation has not commenced according to the workplan and cost estimate provisions;
- the deadline for completion of implementation has passed, no grounds for continuing the operation have been put forward and accepted by all the parties;
- the operations specified in the workplan and cost estimate have been undertaken and paid for; and
- the parties find that implementation is no longer possible.

## ***ARTICLE 13: IMPREST ACCOUNT MANAGEMENT***

On the basis of approved Work programme and cost estimates, Imprest accounts will be opened in ..... where the RAO will organise payment of regional Funds in local currency. Any payment in foreign currency will have to be justified by the National Authorising Officer to the RAO.

## ***ARTICLE 14: SPECIMEN SIGNATURES***

The Republic of ..... shall send to the Commission and the RAO, in triplicate, specimen signatures of the National Authorising Officer. Any change in signatory shall likewise give rise to notification and the lodging of specimen signatures.

## ***ARTICLE 15: PREQUISITES AND ACCOMPANYING MEASURES***

The Government of ..... shall respect the following prerequisites:

- The commitment to enter and follow the OIE rinderpest pathway;
- continuation of the process of privatisation of veterinary medicine and full cost recovery;
- progressive payment of recurrent costs for epidemio-surveillance networks; and
- undertake continuous environmental impact of stockbreeding management and its impact on rangeland conditions

## ***ARTICLE 16: PROJECT MONITORING***

The Regional Authorising Officer and the Commission shall monitor the implementation of the programme and may request clarifications and where appropriate, agree with the Government of ..... to reorient the programme to adapt it better to the objectives being pursued.

The EDF Chief Authorising Officer shall take all necessary measures to ensure that the National and Regional Authorising Officers carry out the task allotted to them by the Fourth Lomé Convention. If measures are not taken in good time to remedy a failure to meet an obligation under this Memorandum, the Regional Authorising Officer may request a suspension in the funding of the programme.





## ***ARTICLE 17: SUPPORT AND CONTROL MISSIONS***

Under the powers conferred to him, the RAO may send its own staff or duly authorised agents to carry out any technical, accounting, financial support or control missions that he considers necessary. The Government of ..... undertakes to supply all information and documentation asked of it and to take all appropriate measures to facilitate the work of persons undertaking support missions. The Government of ..... shall be informed of all such missions referred to above.

The NAO undertakes to ensure that the National PACE Co-ordinator submits regular monthly statements of expenditure of PACE funds to the PACE Financial Control Unit in Nairobi, in the required standard format, in addition to regular technical reports.

## ***ARTICLE 18: DISPUTES***

Any dispute between the RAO and the Government of the Republic of ..... arising from the implementation of this Memorandum of Understanding which is not settled by agreement between the parties shall be resolved in accordance with the provision of the revised Fourth Lomé Convention.

## ***ARTICLE 19: FINAL PROVISION***

This Memorandum is drawn up in three originals in ....., and enter into force on the date of its signature by all the parties.

### ***SIGNATURES***

In witness whereof the OAU/IBAR and the Government of the ....., the parties to this Memorandum, acting through their duly authorised representatives, have hereto set their signatures.

**Done at.....**

**Done at.....**

**THE REGIONAL AUTHORIZING  
OFFICER – DIRECTOR OF THE  
OAU/IBAR**

**THE NATIONAL  
AUTHORIZING  
OFFICER**

**Endorsed by**

**HEAD OF DELEGATION OF THE  
EUROPEAN COMMISSION IN .....**

**Date .....**

## **8. FINANCIAL PROCEDURES**

### **8.1. Financial Procedures for the National Components**

#### **8.1.1. Approval of the Annual Work Plan (see also Paragraph 6)**

- The country Annual Work Plan and cost estimate is considered approved when the consolidated WPB&CE is signed by the RAO and endorsed by the Commission (lead Delegation)

#### **8.1.2. Bank and bank account**

- each National PACE Programme will open his local bank account
- the bank account is to be opened by the National Co-ordinator
- the National Co-ordinator will propose two groups of at least two persons who will act as Accounting Officer for the Programme ( the National Co-ordinator is in group one) and will run the Programme's bank account
- the Accounting Officers are to be approved by the RAO
- two signatories, one out of each group, will be required to validate each bank transaction

#### **8.1.3. Initial fund allocation and Replenishment procedures**

- Against a request from the PACE Coordination, the RAO authorizes the (Local) EC Delegations to make an advance payment to the PACE Programme bank account (imprest account) for each country of the consolidated group
- The National Co-ordinator with the local accountant will prepare a financial report on the occasion of the replenishment of the PACE imprest account;
- This financial statement will be structured on the same lines and headings as established in the approved Work Plan and cost estimates
- This financial report will contain:
  - A summary of the expenditures along approved budget lines
  - Payment vouchers with the original supporting documents
  - Original bank statements with reconciliation statements
  - The financial statements must show the period's expenditure, cumulative expenditure to date and balance available on each Work Programme heading
- The National Co-ordinator presents this report to the National Authorising Officer- (NAO) and the local EC Delegation. A copy of the summary of expenditures against approved budget lines is sent to the RAO
  - The NAO approves the accounts
  - The NAO prepares a payment order ( PO)
  - The NAO presents the accounts together with the payment order to the local Delegation for endorsement
  - The Local Delegation approves and transfers the funds to the bank account of the PACE National Programme
  - A copy of the replenishment is sent to Lead Delegation in Nairobi and copy to RAO

- At the end of a Work Plan period, the National Co-ordinator will present to the Local Delegation and to PACE Programme PCU a final statement of the accounts, - to be endorsed by the NAO-justifying expenditure incurred during the programme period and providing a final summery of expenditure, broken down according the relevant expenditure item codes as per the Work Plan budget
- Should a balance remain in the PACE Programme account, a receipt order will either be raised for the unspent funds, or transferred to the subsequent WPB&CE.

#### **8.1.4. Other Financial Reports**

- The Financial Control Unit – attached to the PACE Programme Co-ordination Unit –PCU- will co-ordinate the financial reporting and organize the financial data base; the National Co-ordinators will be required to present the following reports to the PCU:
  - The accountant of the National PACE Programme is to produce a monthly financial situation report, structured on the same lines and headings as the approved annual Work Plan and budget; a copy of the end of month bank statement and a bank reconciliation table will complete this monthly report
  - Financial reports will be sent to interested parties at regular interval or on request

### **8.2 Financial procedures for the Regional Components**

#### **8.2.1 Approval of the Regional Annual Work Plan and budget ( see also Paragraph 6)<sup>1</sup>**

- The Work Plan & Cost Estimate for the Programme Co-ordination Unit and Common Services is approved after signature by the RAO and the lead Delegation.

#### **8.2.2. Bank and bank accounts**

- the Regional PACE Programme will open one local bank account in Bamako, and one in Nairobi
- the bank accounts are to be opened by the Regional Authorising Officer (RAO) as accountholder in collaboration with the Regional Co-ordinator
- Each Regional Co-ordinator will propose two groups of at least two persons who will act as Accounting Officer for the Programme ( the Regional Co-ordinator is in group one) and will run the Programme's bank account
- the Accounting Officers are to be approved by the RAO
- two signatories, one out of each group, will be required to validate each bank transaction

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<sup>1</sup>the Work programme and budget for the PACE East Africa Regional Component will be fully integrated in the WP and budget of the PACE Programme PCU and follows the PCU procedures

### **8.2.3. Initial fund allocation and Replenishment procedures**

- **Against a request from the PACE PCU, the RAO request an advance payment on each programme imprest account**
  - The Regional Co-ordinator with the local accountant will prepare a financial report on the occasion of the replenishment of the Regional PACE imprest account;
  - This financial statement will be structured on the same lines and headings as established in the approved Work Plan and budget
  - This financial report will contain:
    - A summary of the expenditures along approved budget lines
    - Payment vouchers with the original supporting documents
    - Original bank statements with reconciliation statements
    - The financial statements must show the period's expenditure, cumulative expenditure to date and balance available on each Work Programme heading
  - The Regional Co-ordinator presents this report to the Regional Authorising Officer- ( RAO) via the PACE Programme PCU and the Finance Control Unit (control and approval)
    - The RAO approves the accounts
    - The RAO prepares a payment order ( PO)
    - The RAO presents the accounts together with the payment order to the Lead Delegation in Nairobi for endorsement
    - The Lead Delegation will transfer the funds ( in forex) to the local bank account of the PACE Regional Programme
  - At the end of a Work Plan period, the Regional Co-ordinator will present to the Lead Delegation via the PACE Programme PCU -- and the Finance Control Unit- a final statement of the accounts, - to be endorsed by the RAO-justifying expenditure incurred during the programme period and providing a final summary of expenditure, broken down according the relevant expenditure item codes as per the Work Plan budget
  - Should a balance remain in the PACE Programme account, a receipt order will be raised for the unspent funds, or transferred to a subsequent Work Plan and Budget.

### **8.2.4. Other Financial Reports**

- The Financial Control Unit – attached to the PACE Programme Co-ordination Unit – PCU – will co-ordinate the financial reporting and organize the financial data base; the Regional Co-ordinators will be required to present the following reports to the PCU:
  - The accountant of the Regional PACE Programme is to produce a monthly financial situation report, structured on the same lines and headings of the approved annual Work Plan and budget; a copy of the end of month bank statement and a bank reconciliation table will complete this monthly report.

- Financial reports will be sent to interested parties at regular interval or on request.

## 10. CONCLUSION

The Pan African Programme for the Control of Epizootics (PACE) is a new EU funded project whose overall objective is to combat poverty among those involved in stock farming by improving productivity. The European Commission has supported the continent-wide fight against rinderpest, through the Pan African Rinderpest Campaign. This project has had considerable success and rinderpest appears to have been restricted to two main foci. The PACE programme will build on the achievements of PARC to finally eradicate rinderpest and will set up a Pan African network for the control of epizootics. PACE will provide the necessary means to develop the network.

It is the strong wish of the EU and the OAU/IBAR that this programme will follow a bottom-up approach and that all project activities will address the appropriate (felt) needs of the participating member countries.

In order to implement such a complex programme, a Central Co-ordination Unit, two Regional Co-ordination units, a Policy and an Advisory Committee and a range of common services have been established.

This Manual of Procedures outlines the Structure of the PACE programme, the Procedures for the preparation and approval of the Programme Co-ordination Unit's Global Work Plan, PACE National Components (Global Plan and Annual Work Plan ). The Financial Procedures for the Co-ordination Unit and the National Components are described.

The overall outlines for the management of the regional components as well as for the national components are presented in the Manual of Procedures. The following outline describes the overall framework under which the PACE programme will be managed. The relationship between the EU, the Regional Authorising Officer, the Co-ordination Unit, the Advisory Committee, the Policy Committee, the Regional Co-ordinator and the National Components are explained in this document.

The current Manual of Procedures indicates the management procedures of the PACE programme, which will be subject to amendment and revision in the light of experience gained during implementation. Amendments shall be based upon close consultation between the EU and the OAU/IBAR.

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