

**EACO LEGAL AND HUMAN RESOURCE COMMITTEE (LHRC) MEETING  
REPORT HELD ON 5<sup>TH</sup> TO 8<sup>TH</sup> MARCH 2019, AT SAFARICOM LTD – HEAD  
QUARTERS NAIROBI, KENYA**

**1. Opening the meeting**

The meeting commenced at 9.41A.M EAT, with opening remarks from the chairperson who welcomed the members to the meeting and further thanked Safaricom Ltd for hosting the LHRC meeting.

**2. Introduction of Delegates**

The delegates introduced themselves. The meeting was attended by delegates from five (5) Member States, namely, Kenya, Tanzania, Burundi, Uganda, and Rwanda. South Sudan sent their apologies for their absence. The list of Participants is appended herein as **Annex I**.

**3. Adoption of the Agenda**

The Chairperson invited the Executive Secretary to take the members through the days agenda. The agenda was revised and adopted as **Annex II**.

Composition of the Bureau was as follows:

- |    |                 |                       |   |             |
|----|-----------------|-----------------------|---|-------------|
| 1. | Head Rapporteur | Ms. Norah Sitati      | - | Secretariat |
| 2. | 1st Rapporteur  | Ms. Zipporah Msagha   | - | Kenya       |
| 3. | 2nd Rapporteur  | Mr. Alex N. Sserwanga | - | Uganda      |

**4. Communication from the Chairman of LHRC:**

The chairman informed members that the purpose of this meeting was to provide justification for the amendments to the EACO Human Resource Manual following the guidance of EXCOM at its meeting held on 14<sup>th</sup> December, 2018 in Zanzibar Tanzania.

#### **5. Communication from the Executive Secretary:**

The Executive Secretary thanked Safaricom for hosting the LHRC meeting. The Executive Secretary pointed out that this was the first time that a non-national Regulator Member of EACO was hosting a committee meeting.

Operator Members were encouraged to fully attend and participate in EACO meetings. He emphasized to the committee that EACO does not belong to the Secretariat but it belongs to members of EACO. He encouraged members to have a sense of ownership of the organisation.

#### **6. Deliberations and reactions to the communications**

##### **Noted 1:**

It was noted that some sections of the Human Resource Manual needed to be realigned with the EACO Constitution and that there was need to benchmark with best practices with other sister regional and international organisations, particularly the EAC.

##### **Noted 2:**

Members noted the progress report on the E-waste strategy, Databank and Cubesat projects. Members further noted a presentation from the Executive Secretary on the overview of the budget and how EACO has considerably reduced its operational cost for sustainability. The committee appreciated the efforts of the Secretariat to implement some of the recommendations from the EACO sustainability report, with regard to cost reduction.

##### **Agreed 1:**

Members agreed that the EACO projects be fast-tracked and implemented with evidence of tangible results through regular and periodic reporting.

**Noted3:**

Members noted the progress report on EACO application to become an institutional member of the EAC. Members noted that EACO was opting to be an institution of EAC because it is a specialised institution in communications. It was specifically noted that the TCM will hold its meeting in the month of June 2019 to discuss this issue.

**Agreed 2:**

It was agreed that the Member States should strive to engage with their respective Government hierarchy to push this agenda forward.

**7. Review of the EACO Human Resource Manual**

**Noted 4:**

Members considered the HR matrix that contained the different sections of the EACO Human Resource Manual that needed to be realigned with the EACO Constitution with reference and comparisons, with other regional organisations especially the EAC. The sections to be reviewed to align and harmonise them with the EACO Constitution and best HR practices as attached **Annex III.**

This review process of the matrix provided justification for each new amendment to the HR Manual.

**Agreed 3:**

Members agreed on the newly reviewed EACO Human Resources Manual as per the attached **Annex IV**, showing the new draft manual.

**8.The staggering of tenure of EACO Liaison Managers.**

**Noted 5:**

It was noted that the contracts of the Liaison Managers were running concurrently and had expired at the same time. It was noted further that this created transition challenges between the outgoing and ingoing managers.

**Agreed 4:**

At the expiry of the contract of the current Liaison Managers, the staggering period shall be for three (3) months. It was agreed that one Liaison Manager would leave EACO at his/her effective expiry date, then a new Liaison Manager would report to work. The second Liaison Manager would leave after the second month to allow for orientation of the incoming Liaison Manager. The third would then leave after the third month to allow for a smooth transition for all the newly appointed Liaison Manager.

**Agreed 5:**

In order to ensure smooth transition in the recruitment of Liaison Managers, each outgoing Liaison Manager must have and prepare a comprehensive account of the activities done during his tenure and also prepare a comprehensive handover report to guide the Successor Liaison Manager and the Executive Secretary. It was agreed further that EACO should put in place an effective data and information management system to ensure that all the records of EACO are safely stored for future reference by new employees of EACO.

**9. Any Other Business**

**(a) Splitting of the LHRC**

**Noted 6:**

Uganda expressed reservation about this proposed split of the Legal and the Human Resource Committee based on the fact that this proposed split would affect the EACO budget and human resource availability.

**Agreed 6:**

Subject to the approval by EXCOM of the split of the Legal and Human Resource Committee, members agreed that going forward both the the Legal and HR committee formed thereafter should meet concurrently so as to ensure effective deliberations by both committees and budgetary consideration.

**(b) EACO Budget Preparation**

**Noted 7:**

It was noted hitherto, the Human Resources Committee has not been participating in the budget preparatory process.

**Agreed 7:**

It was agreed that going forward, a member of the HR committee shall be invited to attend to the EACO budget preparations and any other financial issue.

**(c) Attendance of the LHRC**

**Noted 8:**

The members noted the inconsistency in the attendance of some of the members of the committee due the fact sometimes members either do not attend or the membership changes. The members noted further that this inconsistency had greatly affected the smooth running of the committees' affairs.

**Agreed 8:**

It was agreed that in order to ensure the continuity of the activities of the committee the Executive Secretary shall remind members of the need to ensure continuity in the specific member who they nominate for working groups and committees. Members further agreed that this position shall be brought to attention of EXCOM.

**(d) EACO budget consideration**

**Noted 9:**

Members noted the presentation of the Executive Secretary on the budget of different institutions of the EAC. This presentation highlighted the different budgets for these institutions for the financial years, 2017-2018 and 2018-2019.

**Agreed 9:**

Members agreed that since EACO was aspiring to become a specialised institution of EAC, the information about the financial standing of similar institutions should be shared with the Member States during the Congress in June 2019. The committee further the Executive Secretary to share this information with the Heads of National Regulators who were not present during the EXCOM meeting held in Nairobi.

**10. Closing the meeting**

The chairman thanked the members for their hard work, contributions and participation in the meeting. He concluded by thanking Safaricom for having hosted this meeting.

The meeting was adjourned at 1.30 P.M EAT.

**DATED AT NAIROBI, KENYA THIS 8<sup>TH</sup> OF MARCH 2019**

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**SIGNED**

MR. ERASMO A. MBILINYI

**CHAIRPERSON – EACO LEGAL AND HUMAN RESOURCES COMMITTEE**

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**SIGNED**

DR. NORAH SITATI

**LIAISON MANAGER –HUMAN RESOURCES AND ADMINISTRATION  
COMMITTEE (EACO)**

**ANNEX I: LIST OF PARTICIPANTS:**

<b>N O</b>	<b>NAMES</b>	<b>ORGANIZATION</b>	<b>COUNTR Y</b>	<b>Email addresses</b>	<b>Telephone numbers</b>
1.	MR.FABIAN RWABIZI	RURA	RWANDA	fabian.rwabizi@rura.rw	+250 738684570 +250788684570
2.	MRS. RITA ZARAMBA SEKADDE	UCC	UGANDA	<a href="mailto:rsekadde@ucc.co.ug">rsekadde@ucc.co.ug</a> <a href="mailto:ritaz69@yahoo.com">ritaz69@yahoo.com</a>	+256 757212310 +256 772120310
3.	MR. ALEX SSERWANGA	UCC	UGANDA	asserwanga@ucc.co.ug	+256704004530
4.	ZIPPORAH MSAGHA	SAFARICOM	KENYA	zmsagha@safaricom.co. ke	+254 723056214
5.	ERASMO MBILINYI	TCRA	TANZANI A	erasmo.mbilinyi@tcra.g o.tz	+255754280186
6.	MR.NAHIMANA HERMALAS	ARCT	BURUNDI	<a href="mailto:nahermalas@yahoo.fr">nahermalas@yahoo.fr</a>	+25761555655
7.	DR ALLY SIMBA	EACO	RWANDA	asimba@eaco.int	+250784650892
8.	JACQUES KABIRU	RURA	RWANDA	Jacque.kabiru@rura.rw	+250738
9	HAPPINESS FLAVIAN	TCRA	TANZANI A	Happiness.flavian@tcra. go.tz	+255753837827

10	BRENDA GABANTU BII	CA	KENYA	gabantu@ca.go.ke	+254720400466
11.	EUNITER CHARO	CA	KENYA	charo@ca.go.ke	+254726509606
12	NANCY MATHENGE	POSTAL CORPORATION	KENYA	nmathenge@posta.co.ke	+254722240877
13	RUKIA DIBA	CA	KENYA	boru@ca.go.ke	+254726509606
14	NORAH SITATI	EACO	RWANDA	nsitati@eaco.int	+254728033244 +250784171290

**ANNEX II : AGENDA OF THE LHRC PHYSICAL MEETING HELD ON 5<sup>TH</sup> – 8<sup>TH</sup> MARCH 2019 AT SAFARICOM , NAIROBI KENYA.**

S/N	A G E N D A
1.	Opening of the meeting
2.	Introduction of delegates .
3.	Adoption of the agenda
4.	Communication from the chairperson & EACO Secretariat
5.	Review of the EACO Human Resources Manual, provide justification for each new change and its legal implication to the EACO constitution
6.	Staggering of the EACO staff
7.	Adoption of the report
8.	AOB
9.	Closing the meeting



