

STATUTORY DOCUMENTS FOR THE D-8 SECRETARIAT¹

Staff Regulations

Chapter I - Introduction

Article-1: Scope and Purpose

1.1 The Staff Regulations embody the fundamental conditions of services and the basic rights and obligations of the staff of the Secretariat of the Developing Eight Countries (D-8).

1.2 These Regulations will be brought in line with the decisions of the D-8 Council of Ministers taken from time to time in respect of rights and obligations of the staff.

1.3 The Secretary General, as the Chief Executive of the Secretariat, shall be responsible for full implementation of these Regulations and also ensure that administrative orders and instructions are issued, as may be necessary to give effect to the principles enshrined in these Regulations.

Article-2: Definitions

2.1 For the purpose of these Regulations, certain terms used are defined as follows:

- a) D-8
Developing -8 Countries
- b) Secretariat
The Secretariat of Developing-8 Countries, which is situated in Istanbul, Turkey.
- c) Member Countries
States which are members of the D-8 and contribute to the budget and activities of the Secretariat
- d) Summit
The meeting of the heads of state / government of the D-8 countries
- e) Council of Ministers
The Council of Foreign Ministers of the D-8
- f) Commission
The Commissioners Meeting of the D-8

¹ Adopted at the 34th Session of the D-8 Commission, (17-18 December 2013, Islamabad-Pakistan).

g) Secretary General

The Secretary General of the D-8

h) Staff

Personnel of the Secretariat of the D-8 whose emoluments are charged against the Secretariat and are recruited on the basis of the D-8 Staff Regulations

i) Chairman- in- Office

The rotating chairman of the D-8 Summit, Council of Ministers and Commission

j) Local Staff

Staff not included in I and II categories recruited by the Secretariat on the basis of present Regulations

k) Temporary Staff

Staff either directly recruited or seconded by Member Countries or other international organizations whose services are engaged on temporary basis by the Secretariat for special short - term assignment

l) Headquarters Agreement

The Agreement regarding the legal status of the Secretariat signed with the government of the Republic of Turkey

Chapter - II Obligations and Privileges

Article- 3

3.1 The Secretary General and all staff of the Secretariat are full time international civil servants of the D-8. Staff, in the performance of their duties, neither seek nor accept instructions from any government or any authority other than the Secretary General.

3.2 Staff shall exercise the utmost discretion with regard to all matters of official business. They are subject to the general authority of the Secretary General, and shall be responsible to him/her for their performance.

3.3 Staff of the Secretariat shall obtain the permission of the Secretary General before accepting any favor, gift or monetary reward which exceeds € 50 from any Government or sources.

3.4 Staff of the Secretariat shall not engage in any activity outside the Secretariat or hold any office which may be incompatible with the proper discharge of their duties.

3.5 The privileges and immunities enjoyed by the staff of the Secretariat covered by the "Headquarters Agreement" are accorded in the interests of the D-8 and not of individual members of the Secretariat. These privileges and immunities shall not be used to avoid private obligations or as an excuse for failure to observe local laws and police regulations or to evade the laws and regulations of their own country.

Chapter - III

Overall Responsibilities and Functions

Article-4

4.1 D-8 Secretariat shall initiate, coordinate and monitor the implementation of the activities and service of all meetings related to principal organs of the D-8 or technical meetings in line with agreed documents. Accordingly, the Secretariat shall undertake the following duties;

- To serve as the permanent channel of efficient communication and coordination among member governments in all areas related to activities of the D-8.
- To provide supportive documents when necessary through maintaining archives and documentation.
- To establish an informative D-8 web site, operate and upgrade its status in order to facilitate document retrieval by Member Countries and public at large.
- To attend meetings of standing bodies (and if possible, important technical meetings) to assist the host country of D-8 meetings to provide secretarial services (i.e. preparation of draft agenda and program of work, decisions, recommendations, reports and declaration, etc) as well as to monitor and coordinate substantive and administrative decisions within the organization to ensure consistency and efficiency throughout D-8 activities.
- To facilitate elaboration of projects/programs in various sectors and follow up their implementation.
- To follow up decisions and conclusions taken by Working Groups, Workshops, Commission, Council other Ministerial Meetings and Summit and to ensure continuity.
- To promote the image of the D-8.
- To promote activities of the D-8 at different governmental and nongovernmental organizational meetings.
- To maintain dialogue with the regional and international organization under mandate given by standing bodies to seek their technical and financial assistance for D-8 projects and programmes.
- To carry out functions assigned by the standing bodies.
- To explore possible areas of cooperation and recommend them to Commission for considerations.
- To act as depository for D-8 agreements and other documents signed or endorsed at different official meetings (start collect and find data/archiving).
- To facilitate the implementation of the D-8 agreements.
- To follow up the implementation of the strategic decisions such as the D-8 Roadmap (2008-2018)
- To prepare such documents as the Annual Budget, Financial statements, Action plans, Regular Reports on the Performance of the Secretariat and other reports aimed at advancing the D-8 cooperation.
- To carry out such other functions and duties as may be assigned to it by the Council of the Ministers and the Commission.

Chapter -IV

Classification of Posts, Staff Strength and Job Description

Article- 5

5.1 The initial sanctioned staff strength of the Secretariat for the next 5 years shall be based on the table provided in Annex I. The staff strength shall be reviewed and revised from time to time by the Council of Ministers.

5.2 The staff of the Secretariat including the Secretary General shall consist of the following three categories, each category shall be further sub- divided in Grades:

- a) Category – I (Directing Staff): D3, D2, D1
- b) Category –II (Professional Staff): P3, P2, P1 (which is vacant till now)
- c) Category –III (Administrative and Technical Staff): A3, A2, A1
- d) Category –IV (Service Staff): S1,S2

Article -6

Job description of each post in the Secretariat shall be drawn up and put into effect by the Secretary General with the approval of the Commission, specifying in each case:

- a) Title, category and grade of the posts
- b) Required qualification,
- c) General description of duties and responsibilities of the posts

Chapter V

Recruitment Policy

Article -7

7.1 Required qualification and job description as well as duties and responsibilities of the posts are provided in Annex-II which will be updated subject to any revision in the staff strength.

7.2 The general criteria for Recruitment of directing and professional staff are as follows:

- a) Excellent command in English (verbal and written);
- b) Wide experience in the field of diplomacy and international relations.
- c) Must be a national of one of the Member Countries of the D-8

Article-8

8.1 The Secretary General shall be appointed by the Summit at the recommendation of the Council of Ministers for a non-renewable term of 4 years from among the qualified candidates nominated by Member Countries. The Summit shall have the authority to terminate the services of the Secretary General.

8.2 While qualification, experience and merit shall constitute the basic criteria for appointment of the Secretary General, endeavours shall be made, to the extent compatible with this basic criteria, to observe the principle of rotation in alphabetic order among the Member Countries.

8.3 One year before the expiration of the post, the Member country in next alphabetic order shall submit nominations of the best possible qualified candidates to the Commission. The commission shall recommend a final candidate to the Council of Ministers for approval of the Summit.

Article-9

9.1 Appointment to other posts in Categories I and II shall be made by the Commission. These posts shall be advertised by the Secretariat through Ministries of Foreign Affairs of the Member Countries, six months before the expiration of the post, specifying the requisite qualifications and experience for each post as prescribed in Annex-II. Composition of staffs in Category I shall not be comprised of officials from the same nationality.

9.2 Each interested Member country may submit a nomination of qualified candidate applications to the Commission through the Secretariat.

Article-10

10.1 Appointment to Category-III posts shall be made by the Secretary General according to the needs of the Secretariat through a proper selection procedure on the basis of the requisite qualification and experience for each post as prescribed in Annex-II. The terms and conditions of appointment to these posts shall be specified in the relevant contract to be signed by the Secretary General.

10.2 The Secretary General may, in accordance with the relevant rules and subject to approval by the Commissioners Meeting, appoint temporary staff from the nationals of D-8 countries for a short-term to carry out specific assignments of highly specialized nature in the event of extreme necessity. The term of appointment for temporary staff shall be specified in their contracts.

Article-11

11.1 The paramount consideration in the appointment of staff in all categories shall be the necessity of securing the highest standard of efficiency, competence, and integrity.

11.2 To the extent compatible with 11.1 above every endeavour shall be made to provide for a fair distribution of the posts among the nationals of Member Countries.

11.3 Persons closely related by blood or by marriage to a staff member of the Secretariat shall not normally be selected for appointment.

11.4 Selected staff of the Secretariat shall receive a letter of appointment signed by the Secretary General, specifying the nature, category, and grade of the appointment, effective date of the duty, rate of salary, annual increment and the maximum salary attainable as well as other allowances and benefits admissible.

Chapter -VI

Salaries, Allowances, and Other Benefits

Article-12

The salary, house rent and other benefits of the Secretary General, Director, Economists and other official staff of the Secretariat shall be paid based on the table provided in Annex III of the Staff Regulation.

Article-13

The Salaries and allowances of local staffs will be paid as approved by the Commission and according to the contracts which might be renewed yearly.

Article-14

Secretary General and other staff on official duty shall be entitled to the per diem allowance agreed for each night spent out of Headquarter (Istanbul) attending a meeting.

Article-15

The salary, allowances, and other benefits of the Secretary General and staff of the Secretariat may be reviewed and revised from time to time by the Council of Ministers taking into account the change in the cost of living in Istanbul.

Health Insurance

Article-16:

16.1 The Secretary General shall make provision for the health insurance of the staff members.

16.2 The staff members shall participate in the health insurance system of the host country selected by the Secretary General. Their spouse and children shall be covered by it up to the end of the tenure of the staff in which the child reaches the age of 25.

16.3 All non-diplomatic expatriate employees working in the Secretariat shall be covered by the Turkish Social Security System

16.4 Staff members may be required to participate in health insurance programme under conditions established by the Secretary General of the Secretariat.

Education Grant

Article-17:

17.1 Education grant is an expatriate benefit which is payable to directing staff members, unless they are permanent residents or nationals of the host country of the Secretariat, in respect of 2 (two) dependant child's educational expenses. It is provided to directing staff members who reside and serve at a duty outside his or her home country with an appointment of a minimum period of one year.

(a) The grant shall be payable up to the end of the school year.

(b) The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

(b) The amount of the grant payable is in the amount of 75 percent of the education costs.

17.2 The grant shall not, however, be payable in respect of:

(i) attendance at a kindergarten or nursery school at the pre-primary level;

(ii) correspondence courses;

(iii) private tuition;

(iv) vocational training

Chapter-VII

Official Working Hours, Holidays and Annual Leave

Article-18

18.1 Normal official working hours of the Secretariat shall be 40 hours a week. The Secretary General shall designate official holidays to be observed by the Secretariat, taking into consideration the national holidays in the D-8 countries.

18.2 Hours worked by only Category IV staff in excess of normal working hours, or on a Saturday, Sunday or public holiday shall be considered as overtime provided that prior authorization has been given by the Secretary-General.

Article-19

19.1 A staff member is entitled to a regular annual leave of thirty working days with pay. The leave will be granted in accordance with the requirement of work and the staff member's desire, but in any case not more than thirty consecutive days a year. The weekend days would be calculated for the period of leaves which includes the weekends. Staff should seek the permission of the Secretary-General before leaving Istanbul.

19.2 In case the leave is not approved in the interest of the work, the employee is entitled to accumulate leave for two successive years.

19.3 Staff members may be granted, in exceptional cases, special leave for the following reasons:

- a) marriage of the staff member; three working days
- b) change of residence of the staff member; two working days
- c) death of spouse, child, parents, parents-in-law; five working days

19.4 A staff member unable to perform duties because of illness or injury extending beyond three consecutive days shall be granted sick leave upon presentation of a medical report from a duly qualified hospital.

19.5 In special medical cases, emerging during the term of office, a staff member may be granted sick leave not exceeding 3 months in a calendar year. The staff member concerned shall present to the Secretariat every month a medical report issued by a qualified hospital indicating the state and progress of health. The forty-five days shall be on full salary and the following months on half- salary. In case the sickness continues, the term of office of the staff member shall be ended, a one month extra salary shall be paid.

19.6 End of service gratuity shall be paid to any staff member who serves for a period of at least 2 years. This shall be equivalent to one month salary.

19.7 Female staff members shall be entitled to maternity leave for a period of sixteen weeks. The leave shall commence six weeks prior to the anticipated date of delivery upon presentation of a certificate from a duly qualified medical hospital indicating the anticipated date of delivery. Maternity leave shall be with full pay for the entire duration of absence.

19.8 Upon the end of their maternity leave and for a further period of six months, female staff members are entitled to a six-hour working day.

Chapter -VIII

Separation from the Secretariat

Article-20

20.1 Separation from the D-8 Secretariat may take any of the following forms:

- a) Abolition of the post by decision of the Council of Ministers.
- b) Certified physical disability.
- c) Resignation initiated by staff member.
- d) Termination /Completion of the services contract.
- e) Superannuation at the age of 60 year.
- f) Retirement of the staff by the respective government.
- h) Dismissal - disciplinary separation required by the Secretary General in case of misconduct or inefficiency subject to the approval by the Commission for categories I and II staff.

20.2 The separation shall take effect with a minimum notice of one month.

20.3 In case of resignation, the following procedures shall apply:

- a) A staff member may resign by giving the Secretary General a written notice one month before the date on which release from service is desired. The Secretary General may accept the resignation before expiration of the term of office and the procedure shall be considered completed upon acceptance of the resignation by the Secretary General who shall apprise thereafter the Chairman-in-Office.
- b) A staff member may tender resignation provided that resignation is notified, in writing, to the Secretary General at least one month before the date on which release from service is desired. The Secretary General may accept the resignation before the expiration of contract.
- c) If the staff member leaves job for compelling reasons before the expiration of contract, the released staff member shall be entitled to the part of the salary calculated on the basis of the number of days worked.

20.4 In the case of the Secretary-General, in unavoidable circumstances, resigns from the post prior to the expiration of his tenure, his or her country will be eligible to nominate a candidate as replacement to complete the term.

Chapter-IX

Entry into Force, Implementation and Amendments

Article-22

22.1 The present Regulations, once approved, shall come into force on the date designated by the Council of Ministers.

22.2 The Provisions of the present Regulations shall be applicable to all staff members. The Secretary General shall be responsible for implementation of the Regulations.

22.3 Amendments to these Regulations and its Annexes, proposed either by a Member country or by the Secretary General shall require the approval of the Council of Ministers upon the recommendation of the Commission

Annex-I: Staff Strength of the D-8 Secretariat

Title of Post	Category and Grade	No. of Post Required	Term
Secretary General	I,D3	1	4 years
Director I	I,D2	1	4 years
Assistant Director	I,D1	1	4 years
Director II	I-D1	1	4 years
Program Officer	II-P3	2	4 years
Executive Assistant	III-A3	2	On Contract basis
Research Analyst/Accountant	III-A2	1	On Contract Basis
Administrative Officer/Computer Programmer	III-A2	1	On Contract basis
Secretary	III-A1	1	On Contract basis
Driver/ Messenger	IV-S2	1	On Contract basis
Office boy/Guard	IV-S1	1	On Contract basis

Annex-II: Required qualification, job Description, and Main Duties and Responsibilities

Title of the Post	Category and Grade	Required Qualification/ Criteria	Duties and Responsibilities
SECRETARY GENERAL	I-D3	<p>1) Preferably PhD degree in international relations or in relevant fields such as economics;</p> <p>2) At least 15 (fifteen) years of experiences in government offices; or</p> <p>3) Holding high level managerial positions for period of 5 (five) years;</p> <p>4) Highly motivated manager</p> <p>5) At least 45 years of age having served as Ambassador or held a senior Position in his government.</p>	<p>a. Being fully responsible and in charge of the functioning of the Secretariat according to the official documents of the Organization (i.e. Summit Declarations, Council and Commission recommendations)</p> <p>b. Representing the D-8 at international fora and meetings, establishing working relationships and maintaining contacts with the Member Countries as well as with other international organizations and institutions;</p> <p>c. Ensuring an efficient operation of the Secretariat, preparing and submitting progress reports to the higher bodies of the organization on Secretariat operations and activities;</p> <p>d. Assigning, in conformity with the objectives of the D-8 and for the effective fulfillment of the Secretariat functions, the appropriate division of work among the staff members based on their job Descriptions;</p> <p>e. Bearing full responsibility for the management of the budget of the Secretariat, as well as supervising the preparation of the budget and submitting it to the Commission for its approval;</p> <p>f. Supervising the preparation and authorizing the distribution of documents, publications and correspondence of the Secretariat;</p> <p>g. Being accountable to the higher bodies of the organization for smooth and effective operation of the Secretariat;</p>
DIRECTOR I	I-D2	<p>1) Preferably Master Degree in international relations or in relevant fields such as law, political sciences, etc;</p> <p>2) At least 10 (ten) years of experiences in government offices; or</p>	<p>a. Representing the Secretariat and conduct its affairs on behalf of the Secretary General, in the absence of the Secretary General;</p> <p>b. Being bound to previous decisions and will be accountable to them, when acting on behalf of the Secretary General;</p> <p>c. Being in charge of Administrative, Financial and Personnel Affairs under the direct supervision of the Secretary General;</p>

		<p>3) Holding high level managerial positions for period of 5 (five) years;</p> <p>4) Highly motivated manager</p>	<p>d. Assisting the Secretary General in the performance of his/her duties; planning and preparing for and the following of the Commission, Council and Summit meetings, compiling information and analyzing issues of interest for such meetings;</p> <p>e. Planning and preparing for and following up the meetings of the working groups assigned by the Secretary General; seeking information and analyzing issues of interest as requested for such meetings, surveying information currently available in the Participating States to describe the conditions for initiation of feasible cooperation projects, compiling the necessary data, reporting to the Secretary General on the progression of these meetings, and ensuring that the working groups under his/her responsibility carry out their tasks as decided by the higher bodies.</p> <p>f. Maintaining quality and punctuality in relation to the preparation, finalization and distribution of the documents of the Secretariat, such as agendas, background papers, discussion papers, reports, summary records, declarations, decisions, recommendations, etc.</p> <p>g. Fulfilling other professional duties and responsibilities entrusted to him/her by the Secretary General.</p>
DIRECTOR II	I-D1	<p>1) Advance university degree in economics or international trade;</p> <p>2) At least 5 (five) years of experiences in government offices; or</p> <p>3) Working experiences in handling international trade and/or developmental issues;</p> <p>4) Analytical abilities to conduct research</p>	<p>a. Representing the Secretariat and conduct its affairs on behalf of the Secretary General, in the absence of the Secretary General and Director I;</p> <p>b. Being bound to previous decisions and will be accountable to them, when acting on behalf of the Secretary General;</p> <p>c. Monitoring economic trends, collecting and analyzing economic information and data to prepare reports as requested by the Secretary General. Conducting research for the functioning of the decision taken at the Commission, Council and Summit meetings, as well as preparing reports on the forecasts to inform the Secretary General with respect to the economic issues and policies.</p> <p>d. Assisting Working Groups through providing an Informative Note containing the background information as well as the objectives to be pursued. Ensuring the visibility, facilitation, elaboration, implementation and continuity of a project and/or</p>

			<p>decision taken in official meetings of D-8 organs.</p> <p>e. Assisting the Member Countries to achieve favorable trade outcomes in PTA and Multilateral Agreement on Administrative Assistance on Customs Matters.</p> <p>f. Maintaining close dialogue with the regional, international governmental and non-governmental organizations related to the scope of work of the D-8 Organization to seek their technical and financial assistance for D-8 projects and programmes.</p> <p>g. Preparing such documents as the Annual Budget, Financial statements, Action plans, Regular Reports on the Performance of the Secretariat and other reports aimed at advancing the D-8 cooperation.</p> <p>h. Fulfilling other professional duties and responsibilities entrusted to him/her by the Secretary General.</p>
EXECUTIVE ASSISTANT	III-A3		<p>a. Preparing Agenda and Activities for meetings of the Secretariat and keeping the record of the meetings as the Secretariat Report;</p> <p>b. Making Draft Terms of References (ToR) for various projects and working groups;</p> <p>c. Together with immediate supervisor at Office, attending technical meetings to assist the host country of D-8 meetings to provide secretarial services (i.e. preparation of draft agenda and program of work, decisions, recommendations, reports and declaration, etc) as well as to monitor and coordinate substantive and administrative decisions within the organization to ensure consistency and efficiency throughout D-8 activities.</p> <p>d. Providing supportive documents when necessary through maintaining archives and documentation.</p> <p>e. Developing communication for the organization which includes media analysis to the member countries, particularly on the areas from which communication of the organization will benefit.</p> <p>f. Writing articles, briefings and background notes for publication, website or briefing purposes.</p> <p>g. Monitoring sources of economic information from member states, interest groups, associations and other organisations; browsing relevant media resources,</p>

			<p>checking press releases and sharing new information with colleagues.</p> <p>h. Following up queries from public or member state;</p> <p>i. Undertaking routine administration, such as cataloguing useful information for future reference.</p> <p>j. Conducting research on economic development and related issues;</p> <p>k. Preparing D-8 Economic statistics data for D-8 Secretariat record;</p> <p>l. Assisting Immediate Supervisor to prepare such documents as the Annual Budget, Financial statements, Action plans, Regular Reports on the Performance of the Secretariat and other reports aimed at advancing the D-8 cooperation.</p>
RESEARCH ANALYST/ACCOUNTANT	III-A2		<p>a. Functioning as the accountant of the Secretariat (<i>Recording invoices, bills of lading, packing slips, other relevant financial documents and maintaining bookkeeping; keeping records of the bank account(s) of the Secretariat, ascertaining that the transactions are made properly and the relevant documentation served and recorded; carrying out and keeping records of monthly payments, social security, annual paid leave, etc. for all the staff members; ensuring availability of adequate liquidity for the payment of the daily expenses of the Secretariat as well as for the expenses incurred by the Secretariat for such D-8 activities as business trips of the Secretariat personnel; and preparation of periodic financial reports for Commission, Council and Summit meetings, or as required otherwise. The work of the accountant, as suggested by the Audit Report for the years 2009 & 2010, would be supervised by a Certified Public Accountant on periodic basis</i>)</p> <p>b) Preparation of macroeconomic analytical reports and briefs on substantive matters under the Five Priority Areas, with particular focus on trade, including for D-8 meetings;</p> <p>c. Participation in D-8 technical meetings (including for provision of secretarial services to the host country and preparation of meeting reports)</p>
ADMINISTRATIVE OFFICER/CO	III-A2		<p>a) Preparation of supportive documents on substantive matters (including through maintaining archives and documentation);</p>

MPUTER PROGRAMMER			<p>b. Preparation of draft reports and correspondence on substantive matters;</p> <p>c. Preparation of briefing and background notes (for D-8 meetings as well as for the website or possible external publication); and</p> <p>d. Participation in D-8 technical meetings (including for provision of secretarial services to the host country and preparation of meeting report)</p> <p>e. Functioning as website developer responsible for the designing and coding of websites, ensuring strong functionality, logical navigation system, user-friendliness, and attraction;</p> <p>f. Developing and implementing efficient procedures to store, organize, and present data in the computer database; and</p> <p>g. Installing and troubleshooting network problems and hardware/software faults.</p>
SECRETARY	III-A1		<p>a. Acting as an “Secretary” to the Secretary General or the Director, carrying out all secretarial duties, taking notes and dictation, filtering telephone calls, taking messages, arranging meetings, answering inquiries, typing, revising and processing the correspondence as well as maintaining the filing system;</p> <p>b. Keeping the record of the meetings (staff meeting etc.) as the Secretariat Report;</p> <p>c. Recording, maintaining and updating the inventory of the physical property of the Secretariat;</p> <p>d. Effective follow-up of the delivery of the goods and services needed by the Secretariat (such as stationary and kitchen daily needs), as authorized by the Secretary-General or Director, and follow-up on relevant payments (in coordination with the accountant/officer in charge of financial affairs)</p> <p>e. Keeping and archiving of the records of the incoming and outgoing communications of the Secretariat;</p> <p>f. Organizing and maintaining documents in file cabinets of the Secretariat;</p> <p>g. Arranging D-8 Secretariat Tickets and Accommodation for official visits (in coordination with the accountant/officer in charge of financial affairs); and</p>

			h. Reproducing documents and circulating them as well as other publications to the Member Countries on time.
DRIVER/ MESSENGER	IV-S2		<p>a. Driving the Secretary General to and from work and other places, as fulfillment of Secretary General's responsibilities require; Collecting and distributing other personnel to and from work or other places in performance of official functions;</p> <p>b. Functioning as the messenger of the Secretariat, making and receiving deliveries, handling postal and customs affairs, etc;</p> <p>c. Taking care of the official vehicles, maintaining and servicing them as required, informing regularly the Director of the state of official vehicles.</p>
OFFICE BOY/GUARD	IV-S1		<p>a) Supervising and preserving the physical state of the premises and ensuring the institution of necessary security and conditions in which the Secretariat can operate effectively;</p> <p>b) Supervising the public utilities, heating and air conditioning systems, generator, which would guarantee uninterrupted daily operation of the Secretariat;</p> <p>c) Receiving instructions both from the Secretary General and the Director and reporting to them respectively of the results;</p> <p>d) Purchasing with the approval of the Secretary General or the Director necessary goods for the needs of the Secretariat;</p> <p>e) Continuing to undertake responsibilities as Driver;</p> <p>f) Cleaning the offices and the premises;</p>

Annex-III: Salary, House Rent and Official Travel of the Staff (in Euro)

Title	Salary	House Rent	Domestic Aid/Cook	Representational Allowance	TOTAL	Official Travel
Secretary General (D3)	4000	2500	2000	1000	9500	*Business- Class Flight *Hotel-Accommodation *Transportation to and from airport
Director I (D2)	3000	2500	1000	500	7000	*Economy Class Flight * Hotel Accommodation *Transportation to and from airport
Director II (D1)	2500	2000	-	400	4900	*Economy Class Flight *Hotel Accommodation *Transportation to and from airport

Financial Regulations of the D-8 Secretariat

Preamble

These Regulations shall govern the financial administration of the Secretariat of the Developing - Eight Countries, financed through annual budget and contributed by the Member Countries.

Chapter -I General

Article-1

1.1. The Secretariat shall operate on a budget, accounting and auditing system on an annual basis with financial projection for the subsequent year.

1.2. When the Council of Ministers or any other organ or meeting of D-8 are considering questions involving expenditure by the Secretariat, the Secretary General shall report on the financial implications involved.

Article-2

The financial year (FY) shall follow the calendar year starting from the first day of January up to the last day of December.

Chapter-II Preparation and Approval of the Budget

Article -3

The annual budget estimates of the Secretariat shall be prepared by Secretary General in Euro. The draft budget shall be available for examination by Member Countries not later than four months before the beginning of the financial year.

Article-4

The budget proposals shall be drawn up in accordance with the budget format comprising of necessary sub-headings that enable the smooth functioning and administration of the daily activities of the Secretariat.

Article-5

The draft budget shall be reviewed and adopted by the Commission and recommended for the final approval of the Council prior to the beginning of the financial year. In case the meeting of the Council of Ministers is not expected within three months after the adoption of the Secretariat's budget by the Commission, the latter shall have the authority to provisionally approve the budget on behalf of the Council.

Article-6

If the Commission is unable to meet or adopt the budget before the beginning of the new financial year, the Secretary General shall be authorized to make payments to sustain Secretariat's essential functioning on provisional basis for a maximum period of three months on the basis of the budget approved for the previous financial year.

Chapter-III **Application of the Budget, Internal and External Controls**

Article-7

7.1 All transfers of money, cheques, financial commitments, payment orders and any other document related to the expenditure of the budget shall be signed by Secretary General. The signature of the staff in charge for accounting is required on the vouchers pertaining to all expenditures.

7.2 The Secretary General may transfer funds between sub-headings of the budget, up to 10 percent whenever needed. All such transfers shall be shown in the financial statements explaining the reasons for unforeseen expenses.

Article-8

8.1 The Secretary General shall hold and administer the funds and property of the Secretariat.

8.2 To this end, the Secretary General shall set up such internal controls as may be necessary to maintain a continuous check on all financial transactions, prevent any misappropriations of funds, and ensure the utmost economy compatible with the proper functioning of the Secretariat.

Article-9

9.1 The funds of the Secretariat shall be kept in a regularly scheduled bank excluding any private investment, finance or trading companies.

9.2 Accounts shall be kept to show amounts authorized, commitments undertaken, payment made, and available balances.

9.3 The Secretary General shall ensure maximum return on deposits of bank accounts of the Secretariat. Such return/profit shall be duly reflected in the account of the Secretariat.

Article-10

The Financial accounts of the Secretariat shall be subject to an external auditing on biannual basis. The audit team may comprise the designated auditors of the current and future chair. The expenses of such auditing shall be borne by the sending Member Countries.

Chapter-IV

Provision of Funds and Scale of Contributions

Article-11

11.1 The budget appropriations approved by the Council of Ministers or the Commission shall be financed by contributions of Member Countries.

11.2 After the approval of the budget, the Secretary General shall, within two weeks, advise the Member Countries of their assessed contribution and request them to remit funds.

11.3 Contributions shall be considered due and payable in Euro in full, within 30 days of the receipt of the letters of assessment.

11.4 The SG will report to the Commission concerning the Member Countries which are in arrears for two years and through his contact and communication will make all possible efforts to encourage the relevant country to pay all mandatory contribution. The Secretary-General, in his effort, may discreetly communicate this to the Chair Country, who shall be providing assistance in pursuing this objective. If these efforts do not succeed within six months, further measures will be taken vis-à-vis the respective Member state as follows:

- a) The Member state cannot nominate a candidate for any vacant position in the Secretariat.
- b) The Member Countries cannot participate in decision makings of the Principal Organs.
- c) The above measures may not be applied in force majeure case. The Council shall determine such cases.

Article-12

12.1 The scale of assessment of D-8 countries to the annual budget of the Secretariat will be based on the prevailing UN scale of assessment and capacity to pay (GDP), taking into account the experiences of other regional organizations.

12.2 The Council of Ministers shall adopt the formula for the scale of contributions.

Chapter-V

Write Off, Reserve and Financial Statement

Article-13

The SG may authorize the write offs on losses of cash, stores and other assets up to 100 Euro/-in each case. The report of such write offs will be submitted to the Commission for

consideration. Cases involving sums in excess of 100 Euro will be referred to the Commission for its considerations and decisions.

Article-14

14.1 A statement of the balances, incomes and expenditure from Secretariat's accounts shall be provided and reported to the Commission annually.

14.2 The Balance of unutilized funds in the budget at the end of financial year shall be transferred to a general reserve fund. Expenditure from the reserve fund shall only be made with the authorization of the Council of Ministers.

Article-15

15.1 The accounts and financial statements shall be completed not later than four months after the end of the financial year and shall be submitted to the commission for auditing and consideration.

15.2 The Council of Ministers shall examine the report of the Commission on the auditing of the Secretariat's accounts along with the observations of the Secretary General. Approval of the report by the Council of Ministers shall authorize the closing of the accounts of the Secretariat for the financial year in question.

Chapter VI

Final Provision

Article -16

16.1 These Regulations once approved, shall come into force on the date specified by the Council of Ministers.

16.2 Amendment to these Regulations, proposed either by a Member State or by the Secretary General, shall require the approval of the Council upon the recommendation of the Commission.

RULES OF PROCEDURE OF THE D-8

Preamble

These rules shall be called rules of procedure for the meetings of the D-8 principle organs and other official meetings.

Chapter-I

Mandates and Functions of the Principal Organs

Article-1

D-8 will be composed of the following principal organs:

- a) The Summit;
- b) The Council;
- c) The Commission; and
- d) The Secretariat

Article-2: The Summit

- 2.1 The Summit of the Heads of the State/Government is the supreme organ of D-8.
- 2.2 The Summit is composed of the Heads of the State / Government of the Member Countries of D-8
- 2.3 The Summit is convened by once every two years in one of the Member Countries, by rotation. The Summit decides, through consultations, the date and venue of its next meeting.

Article-3: The Council

- 3.1 The Council is the political decision-making organ of D-8.
- 3.2 The Council is composed of the Ministers in charge of Foreign Affairs of the Member Countries.
- 3.3 The Council shall meet once a year in the territory of Member Countries or other places to be agreed upon.
- 3.4 The Council functions in accordance with the guidelines and policy directives of the Summit. It acts as a forum for thorough and comprehensive consideration of the issues.
- 3.5 The Council shall present annual reports on its work to the Summit.
- 3.6 The Council shall examine the reports submitted by the Commission and adopt the necessary decisions or make necessary recommendations to the Summit, as appropriate. It will delegate the Commission with the tasks it deems necessary.

3.7 The Council shall review and approve the draft work programme for each Summit, and prepare all the draft decisions, recommendations and declarations which are to be submitted to the Summit for consideration.

3.8 Each Summit will be preceded by a meeting of the Council.

Article-4 : The Commission

4.1 The Commission is the executive organ of D-8.

4.2 The Commission is composed of senior officials of the Ministry of Foreign Affairs appointed by their respective governments as Commissioner.

4.3 Each Commissioner will be responsible for national coordination in his/her respective country.

4.4 The Commission is responsible for preparation of the Work Programme and Agenda of the Council as well as the draft decisions to be submitted to the Council for consideration. The Commission shall also draft and submit to the Council the Provisional Agenda, Work Programme, decisions and declarations for the Summit.

4.5 The Commission shall examine and approve the report of Standing Committees and Ad Hoc Groups, and supervise their activities.

4.6 The Commission shall present annual reports on its activities to the Council.

4.7 The Commission will meet twice a year; once immediately before the Council. The Commission may have more special/extraordinary meeting to consider the issues as mandated by the Summit or the Council.

4.8 The Commission shall adopt its own Work Programme and Agenda on the basis of the decisions and directives of the Summit and the Council.

Article-5 : The Secretariat

The Secretariat shall initiate, coordinate, and monitor the implementation of the activities and services of all meetings related to the principle organs and working groups of the D-8. Overall responsibilities and functions and other issues governing the daily activities of the Secretariat are covered by Staff Regulations

Chapter II

Technical Meetings

Article-6 : Working Groups

6.1 Member Countries will host technical meetings comprised of at least one senior expert per country in order to discuss/negotiate /exchange views on important topics of economic cooperation. Terms of references should be defined by the host country and agreed by Member Countries before holding such technical meetings. The host countries are obliged to send the report of the working groups to the Secretariat without delay. The reports of all working groups are submitted for consideration and recommendation of the Commission and its follow up.

6.2 Other gathering and events such as: Forum, Workshops, Sectoral Ministerial Meetings, and HLEG'S may also be supported by the Secretariat and hosted by Member Countries.

Chapter-III

Meetings of Principal Organs and Working Groups

Article-7: Agenda

7.1 The Secretariat will propose the draft agenda for all meetings of principal organs with close coordination with the country chairman of the organization. The country chairman will provide the Programme of Work according to the agreed agenda for its circulation. The final Agenda and Programme of Work will be circulated to all Member Countries by the Secretariat not later than one month prior the meeting concerned.

Article-8: Chairmanship

8.1 In order to service the D-8 in a coordinated and organized manner and maintain regular contacts with Member Countries, the host of each Summit will act as the chairman of D-8 until the following Summit.

8.2 As a rule, the host country will chair D-8 technical and working group meetings. The D-8 principal organs meetings shall be chaired by the D-8 Chairman, and in case of being held out of its territory, may be co-chaired with the host country.

Article-9: Representation of the Secretariat

9.1 The Secretary General, or on his/her absence, his/her designated representative shall attend all meetings of principal organs of the Organization and may make oral or written statements as well as offer clarification upon request

9.2 The Secretary General shall represent the Organization in external relations. He may also designate member(s) of the staff to represent the Organization in international meetings.

9.3 The Secretary General upon request of the hosting country of any working group, on his own initiative may dispatch one or more of the staff to attend such meetings.

Article-10: Reports/Proceedings of the Meetings

The reports of all meetings of D-8 will be prepared by the Secretariat with the support of Member Countries and adopted at the end of the meeting. For the Summit meetings, the Secretariat shall prepare summary records and distribute them among Member Countries for their perusal.

Chapter-IV Conduct of Meetings and Decision Making

Article-11: Conduct of the Meetings

11.1 Language

English shall be the official language for all meetings, documents, correspondences.

11.2 Quorum

The presence of a simple majority of Member Countries (5) constitutes the quorum for all meetings of the Organization. Extraordinary meetings of any of the principal organs can be held upon the request of a Member state and the consent of the majority of the other members of D-8.

11.3 Meetings Hospitality

Any Member state will be eligible to host D-8 meetings. The accommodations and local transportation will be born by the host country according to the prevailing practice of the D-8. For the meetings held at the Secretariat, the cost of participation will be born by the Member Countries.

11.4 Calendar of meetings

All meetings of the D-8 shall be held according to the annual calendar of events approved by the Council of Ministers.

Article-12: Decision Making

12.1 All decisions in the Summit, Council, and the Commission shall be taken by consensus.

12.2 Decisions in technical D-8 meetings, may be taken by the simple majority of members present and voting. In case of divergence of views, Member State(s) concerned may record their positions or exercise the right of reservation.

Article-13: Participation of Invitees

Representatives of international and regional organizations may be invited to inaugural and/or closing ceremonies upon the initiative of the host country with prior notification to all Member Countries.

Chapter-V
Final Provision and Amendments

Article-14

Any amendment to these rules shall be made by the Council of Ministers on the proposal by the Commission

Article-15

These rules shall come into force with effect from the date of their approval by the D-8 Council of Ministers and shall apply to all activities of the Organization including the Principal Organs as well as the Secretariat.

Article-16

In case of appearance of inconsistency between these Rules and the Charter of D-8, the provisions of the Charter shall prevail.