

## **29. MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE**

- 29.1 The Ministry of Foreign Affairs, Regional Integration and International Trade is responsible for implementing foreign policy, reinforcing bilateral, multilateral and regional cooperation as well as promoting human rights. The Ministry is also mandated for developing trade policies, and promoting and protecting industrial property rights.
- 29.2 As Accounting and Responsible Officer, the Secretary for Foreign Affairs is assisted by a Permanent Secretary, Directors, officers in professional/technical grades and supported by other ancillary staff. The activities are organised under four Divisions namely Foreign Affairs; Regional Integration; International Trade which also comprises the Industrial Property Office; and Human Rights.

### **FOREIGN AFFAIRS DIVISION**

- 29.3 The Foreign Affairs Division is responsible for conducting foreign policy and managing the country's international relations. It plays a crucial role in formulating and executing Mauritius foreign policy objectives.
- 29.4 Its functions are carried out under different Directorates, including Bilateral I, II and III, Multilateral Political, Multilateral Economic, and Protocol. They are staffed by diplomatic personnel including Ambassadors/High Commissioners/Permanent Representatives, Minister Counsellors/Deputy High Commissioners, First Secretaries, Second Secretaries and other supporting staff.
- 29.5 Representation was made by Union and Management for an upgrading of the salary of Ambassadors/High Commissioners to that of a Senior Chief Executive. Proposals of the Diplomatic Cadre regarding the payment of Foreign Service Allowance and Other Related Allowances have been elaborated in Volume 1 of this Report. The present structure of the Division has been examined and considered to be adequate.
- 29.6 In previous Reports, the Bureau recommended for the conduct of a Human Resource Planning exercise. We have been apprised that same has not been implemented as at date. Given the importance of such exercise for a more effective and efficient service delivery, we are reiterating the recommendation. We are also maintaining the specific conditions and payment of allowances at revised rate, while revisiting the provision for the grant of duty exemption to Ambassadors.

## **Accumulated Excess Hours of Work**

- 29.7 Officers posted in the Protocol Directorate are currently allowed to carry over their accumulated excess hours of work to the following year in the event they are not able to take time-off in the year it falls due. Since this arrangement is considered appropriate, we are maintaining it.

### **Recommendation 1**

- 29.8 **We recommend that:**

- (i) **officers posted in the Protocol Directorate, who have not been allowed to offset their accumulated excess hours of work against time-off in the year it falls due, may be allowed by the Responsible Officer, to carry over the excess accumulated hours of work to the following year provided that a written application to offset the extra hours of work accumulated against time-off has been made by the officer concerned in the year it was due and such time-off has not been approved due to the exigencies of the service; and**
- (ii) **the excess hours accumulated that have been carried forward should lapse if not taken as time-off in the year that they have been carried over.**

## **Entertainment Allowance**

- 29.9 Entertainment Allowance is payable to the Secretary for Foreign Affairs and Ambassadors in support of their diplomatic duties, including fostering relations and reciprocating invitations. We are retaining the payment of the allowance at a revised rate.

### **Recommendation 2**

- 29.10 **We recommend that the Secretary for Foreign Affairs and Ambassadors should continue to be paid a monthly Entertainment Allowance of Rs 12075 and Rs 8625 respectively.**

## **Second Secretary**

- 29.11 Officers in the grade of Second Secretary are allowed to move incrementally beyond their top salary up to a salary point, subject to satisfying certain criteria. We are maintaining this provision whilst reviewing the salary point.

### **Recommendation 3**

- 29.12 **We recommend that Second Secretaries should be allowed to move incrementally up to the revised salary point Rs 86750 in the Master Salary Scale provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

### Duty Exemption to Ambassadors

- 29.13 In the last Report, the provision for Ambassadors returning to Mauritius after a tour of service to benefit only once from duty exemption on the purchase of a car was improved such that the officers who have not availed of this facility during their tenure were allowed, subject to the approval of the High Powered Committee, to purchase only once a duty remitted car after the expiry of their contract.
- 29.14 Requests were submitted to the Bureau to consider the grant of this benefit to Ambassadors during their tour of service or/and for another tour of service. We have examined the request and consider that the existing provisions are adequate.

### Recommendation 4

**29.15 We recommend that:**

- (i) **subject to the approval of the High Powered Committee, Ambassadors returning to Mauritius after a tour of service in our mission abroad, be allowed to benefit, only once, from duty exemption on a car of up to 2000 cc/180 kW purchased by them in the country of posting; and**
- (ii) **in the event the eligible officers have not availed of the abovementioned benefit during their tenure, they may be allowed, subject to the approval of the High Powered Committee, to purchase only once, a duty remitted car of up to 2000 cc/180 kW, after the expiry of their contract.**

### Human Resource Planning Exercise

### Recommendation 5

- 29.16 We recommend that the Ministry should conduct a Human Resource Planning exercise for a more effective and efficient service delivery.**

### REGIONAL INTEGRATION DIVISION

- 29.17 The Regional Integration Division monitors activities relating to the regional organisations to which Mauritius belongs. The aim of the Division is to assist in expanding the economic space of Mauritius to achieve sustainable development through the regional route. The staffing structure comprises a Director, Co-operation at its head, who is assisted by a Deputy Director, Cooperation and officers of the Analyst (Co-operation) Cadre.
- 29.18 Proposals from staff and Management mainly relate to an upward review of salary and grant of 70% duty exemption to officers in the grades of Analyst (Co-operation) and Senior Analyst (Co-operation). Regarding a proposal for the establishment of a standardised allowance for overseas training/technical workshops, same needs to be looked into administratively.

- 29.19 For this Report, we are reviewing the appellations of the grades of the Analyst (Co-operation) Cadre, further to a request made by the parties concerned, while maintaining the existing structure, which is appropriate.

### **Restyling of the Analyst (Co-operation) Cadre**

#### **Recommendation 6**

- 29.20 We recommend that grades of the Analyst (Co-operation) Cadre be restyled as per the table below:

<b>From</b>	<b>To</b>
<b>Principal Analyst (Co-operation)</b>	<b>Principal Co-operation Analyst</b>
<b>Senior Analyst (Co-operation)</b>	<b>Senior Co-operation Analyst</b>
<b>Analyst (Co-operation)</b>	<b>Co-operation Analyst</b>

### **INTERNATIONAL TRADE DIVISION**

- 29.21 The International Trade Division is responsible for the formulation and development of trade policies of Mauritius. It aims at creating a conducive trade policy environment for Mauritius and is the Government's specialist negotiator of market access at bilateral, regional and multilateral levels.
- 29.22 The Director, Trade Policy is the head of the Division. He is assisted by a Deputy Director and officers of the Trade Policy Analyst Cadre. No representation has been submitted by the staff side or Management for this review exercise.
- 29.23 We consider the present structure of the Division to be adequate to meet its objectives. We are, therefore, bringing no change to it.

### **INDUSTRIAL PROPERTY OFFICE**

- 29.24 The Industrial Property Office (IPO) is responsible for the registration and protection of industrial property rights, namely patents, utility models, layout designs of integrated circuits, plant breeder's rights, industrial designs, trademarks, trade names and geographical indications.
- 29.25 As per the Industrial Property Act, there is a Director, Industrial Property Office who is responsible for the control, operation and management of the daily business of the Office who is assisted by officers in the Industrial Property Officer Cadre.
- 29.26 No representation was made by the staff side while Management requested for a review of the qualifications requirement for the grade of Industrial Property Officer.

- 29.27 The organisation structure is considered adequate and no change is being brought thereto.

### Industrial Property Officer Cadre

- 29.28 Management informed that, with amendments to the Industrial Property Act, the scope of the IPO would be broadened to include new intellectual property areas. Hence, the Ministry requested for an upgrading of the qualifications requirement of the grade of Industrial Property Officer to a Degree.
- 29.29 Upon perusal of the proposed scheme of service, it was noted that the changes pertain mainly to an enlargement of duties, which do not warrant a higher qualification. In the given circumstance, the existing qualifications requirement of the grade of Industrial Property Officer are being maintained.

## MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 124	<b>Rs 222000</b> Secretary for Foreign Affairs
02 000 116	<b>Rs 166000</b> Ambassador High Commissioner Permanent Representative Permanent Secretary
02 000 112	<b>Rs 150000</b> Minister Counsellor/Deputy High Commissioner
02 094 104	<b>Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> First Secretary
26 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Project Manager, Foreign Affairs

Salary Code	Salary Scale and Grade
02 061 090	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Second Secretary
24 027 060	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver
24 021 052	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615</b> Stores Attendant
<b>REGIONAL INTEGRATION DIVISION</b>	
02 000 112	<b>Rs 150000</b> Director, Co-operation
02 093 104	<b>Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> Deputy Director, Co-operation
02 082 098	<b>Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Principal Co-operation Analyst <i>formerly Principal Analyst (Co-operation)</i>
02 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Co-operation Analyst <i>formerly Senior Analyst (Co-operation)</i>
02 060 090	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Co-operation Analyst <i>formerly Analyst (Co-operation)</i>

Salary Code	Salary Scale and Grade
24 027 060	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver  <b>INTERNATIONAL TRADE DIVISION</b>
02 000 112	<b>Rs 150000</b> Director, Trade Policy
02 093 104	<b>Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> Deputy Director, Trade Policy
02 082 098	<b>Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Principal Trade Policy Analyst
02 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Trade Policy Analyst
02 060 090	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Trade Policy Analyst
18 093 104	<b>Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> Director, Industrial Property Office
18 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Deputy Director, Industrial Property Office
18 071 088	<b>Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600</b> Principal Industrial Property Officer

Salary Code	Salary Scale and Grade
18 064 082	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> Senior Industrial Property Officer
18 055 078	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Industrial Property Officer
08 043 072	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Trade Policy Information Officer
24 027 060	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver

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