

59. MAURITIUS SOCIETY OF AUTHORS

- 59.1 Since its foundation under the provision of the Copyright Act 1986, the Mauritius Society of Authors (MASA) under the *aegis* of the Ministry of Arts and Culture has been dealing with the administration of the economic rights in the field of music only. The administration of other sets of rights as provided in the Copyright Act *inter alia* reprography, related rights and private copying have not yet been implemented.
- 59.2 The Society achieves its objectives by delivering its services through five Sections comprising the Membership and Repertoire; Licensing; Distribution; Administration; and Finance. The Director who is at the helm of the organisation, is responsible for its day-to-day activities and is supported by a complement of staff belonging to the professional, technical, general services and employees in the Workmen's Group.
- 59.3 Proposals were received from Management only. These were centred on restyling the grade of Director and strengthening the existing organisational structure through the creation of a few additional levels. A request was also made to include the element of rotation to different Units/Sections in the scheme of service of the grade of Membership and Repertoire Officer. Management was, however, informed that amendment to schemes of service should be dealt with administratively, after consultation with relevant stakeholders. As regards restyling of the grade of Director, we are maintaining the present appellation which is in line with Section 42 (2) (a) of the Copyright Act 2014.
- 59.4 A proposal was equally made for the creation of a grade of Senior Officer/Lead Licensing Officer in line with the award of the Employment Relations Tribunal in the case of Arthur v/s Rights Management Society, now MASA. The Standing Committee on Creation of Grades did not recommend its creation.
- 59.5 Based on the organisational requirement and for the smooth functioning of the MASA, we are, in this Report, providing some new positions as well as restyling existing grades in the General Services Cadre.

Administrative Secretary (New Grade)

- 59.6 Given that the administrative functions of the MASA are expanding, Management has submitted that there is need for a full-time position to carry out these functions as well as to act as Secretary to the Board. We are making provision for a new level.

Recommendation 1

- 59.7 **We recommend the creation of a grade of Administrative Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Management or Administration or an equivalent qualification and reckoning at least three years' post-qualification experience in Administration/Management.**

- 59.8 Incumbent would, among others, be responsible for the proper administration of the Society; assist in the formulation and maintenance of proper administrative procedures; follow up decisions taken by the Board; deal with the legal advisors and arrange for the drafting of legal documents and agreements as directed; attend to audit queries; and act as Secretary to the Board.

ICT Technician (New Grade)

- 59.9 With respect to its documentation system, the MASA needs to comply with international standards. Currently, the distribution exercise is carried out on the Copyright Societies Information System Network (CoSIS.NET) wherein the whole documentation of the Society is uploaded. In view of its technical aspects, the need for a new level to maintain the software on network stations and servers in addition to performing troubleshooting duties is felt. Hence, the Bureau is providing for a grade of ICT Technician.

Recommendation 2

- 59.10 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Science or an equivalent qualification.**

- 59.11 Incumbent would, *inter alia*, be required to install, configure and upgrade users' operating systems and software, using standard business and administrative packages; act as a technical resource person in assisting users to resolve problems with equipment and data management; install and configure software applications on workstations; troubleshoot problems with computer systems and make repairs and corrections accordingly; and perform network related tasks.

Confidential Secretary (New Grade)

- 59.12 Management submitted that there is need for a specific grade to provide secretarial functions to the Director. The request is justified and we are providing for a level to ease the effective delivery of services.

Recommendation 3

- 59.13 We recommend the creation of a grade of Confidential Secretary. Appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**

- 59.14 Incumbent would, among others, be required to: arrange appointments, receive visitors and deal with enquiries; take messages and facilitate communications; perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents; operate email and telefax services; deal with routine correspondences; keep track of document and papers; prioritise work on a daily basis and be responsible for ensuring that deadlines are met and appointments are honoured; and ensure proper arrangements are made for the organisation of meetings.

Assistant Financial Operations Officer (New Grade)

59.15 The activities of the Finance Section include preparing invoices for collection of copyright fees from users of music as well as preparing reports on collection of fees, among others. The Section is staffed with the grades of Accountant and Financial Operations Officer. In view of the rise in the volume of activities of the Finance Section, Management has requested for a grade of Assistant Financial Operations Officer to assist in the tasks devolving on the Section. Upon examination, the Bureau considers that this new level would contribute significantly in improving the efficiency of the Section. We are recommending in that direction.

Recommendation 4

59.16 We recommend the creation of a grade of Assistant Financial Operations Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Assistant Procurement and Supply Officer (New Grade)

59.17 Management has stressed on the need for the creation of a grade of Assistant Procurement and Supply Officer to handle procurement matters in view of its increasing procurement activities. In a bid to strengthen the Unit to deal with its procurement functions, we are providing a support grade.

Recommendation 5

59.18 We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Licensing Officer

59.19 Pursuant to the new development in the Copyright and Related Rights Landscape, Management requested for the creation of the grades of Licensing Officer, Senior Licensing Officer and Head Licensing Officer. After perusal of the request, the Bureau deems it relevant to reinstate the grade of Licensing Officer which was made personal but with reviewed qualifications requirement and duties.

Recommendation 6

59.20 We recommend that the grade of Licensing Officer be reinstated. Appointment thereto should, henceforth, be made by selection from among serving officers of the Mauritius Society of Authors possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the GCE "Advanced Level" or an equivalent qualification. In the absence of qualified serving officers, appointment to the grade should be made from among candidates possessing the aforementioned qualifications.

- 59.21 Incumbent would be required, *inter alia*, to: be responsible for the day-to-day processing, issue and renewal of licences; look into matters relating to licensing applications/requests from users to musical works, digital content and other protected content; maintain and update the licensing register; provide guidance to rights users regarding their obligations under Copyright Law and MASA's licensing framework; assist in the promotion of MASA's licensing services; and liaise with the Copyright Enforcement Unit.

**Office Management Assistant
formerly Senior Officer (MASA)**

- 59.22 In examining the newly submitted Job Description Questionnaires of the grade of Senior Officer (MASA), the Bureau observed that its duties are more or less akin to that of the grade of Office Management Assistant. For the sake of harmonisation across Parastatal Bodies, we are restyling this grade whilst enlarging its duties.

Recommendation 7

- 59.23 We recommend that the grade of Senior Officer (MASA) be restyled Office Management Assistant.**

- 59.24 In addition to the existing set of duties recommended for the grade of Senior Officer (MASA) in the 2008 PRB Report, incumbent in the grade of Office Management Assistant *formerly Senior Officer (MASA)* would also be required, *inter alia*, to: manage and ensure safekeeping of official records; supervise the retrieval and disposal of office records within established guidelines; give assistance in the processing of audit queries related to financial and human resource issues; provide advice and information on matters relating to general administration, human resource management, finance and procurement and supply; and ensure that stock checking programmes are maintained and that inventory tallies with the supply system records. **All these elements have been taken into consideration in arriving at the recommended salary for the grade.**

**59. MAURITIUS SOCIETY OF AUTHORS
SALARY SCHEDULE**

MASA 1 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Office Auxiliary/Senior Office Auxiliary
formerly Office Attendant

MASA 2 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver/Office Auxiliary
formerly Driver/Office Attendant

59. MAURITIUS SOCIETY OF AUTHORS (Contd)

- MASA 3 :** Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110
Receptionist/Telephonist
- MASA 4 :** Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000
Licensing Officer
Management Support Officer
formerly Management Support Officer (MASA)
- MASA 5 :** 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
Assistant Financial Operations Officer (New Grade)
Assistant Procurement and Supply Officer (New Grade)
- MASA 6 :** Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950
Confidential Secretary (New Grade)
- MASA 7 :** Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950
Financial Operations Officer
Membership and Repertoire Officer
- MASA 8 :** Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400
Office Management Assistant
formerly Senior Officer (MASA)
- MASA 9 :** Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600
ICT Technician (New Grade)
- MASA 10 :** 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
Administrative Secretary (New Grade)
- MASA 11:** Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750
Accountant

59. MAURITIUS SOCIETY OF AUTHORS (Contd)

MASA 12: Rs 130000

Director

