

24th COSCAP-SA STEERING COMMITTEE MEETING

Relocation of COSCAP SA Office Discussion Paper 8 (DP-8)

(Presented by the CTA)

SUMMARY

The purpose of this discussion paper is to decide on a new location for the COSCAP SA office. As per the Institutional Framework and Procedures Manual, the COSCAP SA office is normally relocated to another member State approximately every 5 years. Bangladesh has hosted the COSCAP SA office since June 2011 with its term coming up in 2016.

Note: The applicable references within the IF&PM and Phase IV Programme Document are located within Appendix 1.

1. Background

COSCAP SA office was first developed and located in Kathmandu, Nepal in 1998 for a seven-year period. In 2005 the office was relocated to Sri Lanka until May 2011. In June 2011, Bangladesh hosted the office until today with its term coming due in 2016.

2. Discussion

2.1 The Institutional Framework and Procedures Manual (IF&PM) contains the current policies, systems, techniques, rules, regulations and procedures of the COSCAP-South Asia as approved and or adopted by the Steering Committee (SC) which are applicable to general management, conduct and operation of COSCAP-South Asia.

2.2 Chapter 3, paragraph 3.5 – Article V – Location and Chapter 11 – Office Management, provides the IF&PM policies and procedures for the COSCAP SA Programme office location. Excerpts from these chapters specify that:

- The Steering Committee may at any time decide to rotate the office as mutually agreed upon;
- Programme Office of COSCAP-South Asia will be located in a Member State, as may be decided by the Steering Committee;
- Once located in a Member State, the Programme Office shall, under normal circumstances remain in that location for a period of not less than five (5) years to avoid disruption to the Programme activities and minimize cost of re-location;

- If the Programme Office is shifted to a Member State in response to the Member State's request, the total cost of relocation shall be borne by that State;
- Request of a Member State to house the Programme Office in that State will be given effect to only if the State has settled its annual contributions due to the Programme in full, as mentioned in the applicable Programme Documents.

2.3 In addition to the above, IF&PM Chapter 4 – paragraph 4.11 – Administrative Staff, indicates that the hosting State is required to provide an adequate office and facilities, and administrative staff at no cost to the programme. A driver is also provided by the hosting State as deemed applicable.

Note: Additional references in regards to host State obligations can be found in the Programme Document Phase IV, Part D.

3. Actions for the meeting

- 3.1 Interested hosting COSCAP SA member States are invited to provide their business case to the SCM for having the COSCAP SA office relocated to their State;
- 3.2 Interested hosting COSCAP SA member States will indicate how they intend to meet the IF&PM requirements as specified above;
- 3.3 Any other COSCAP SA member State is also invited to make any other business case/comments related to the relocation of the COSCAP SA office; and
- 3.4 Finally, the Steering Committee is to decide where and when the COSCAP SA office will be relocated.

REFERENCES**INSTITUTIONAL FRAMEWORK AND PROCEDURES MANUAL****CHAPTER 3****3.5 ARTICLE V – LOCATION**

3.5.1 COSCAP-SA is currently based in Colombo, Sri Lanka; the Director General of Civil Aviation, Civil Aviation Authority of Sri Lanka provides administrative support to the Office. The Steering Committee may, however, at any time decide to rotate the office as mutually agreed upon

CHAPTER 4**4.11 ADMINISTRATIVE STAFF**

4.11.1 Pursuant to the understanding reached by COSCAP-South Asia and the Civil Aviation Authority of Sri Lanka, the Administrative Support to the Programme will be provided by the Civil Aviation Authority of Sri Lanka at no cost.

4.11.2 Two member of Secretarial Staff and one office have accordingly been provided by the Civil Aviation Authority of Sri Lanka to the Programme accordingly.

4.11.3 However, due to shortage of Drivers employed by the Civil Aviation Authority of Sri Lanka, services of a driver have been hired by the Programme on contract basis, through management services of the Civil Aviation Authority of Sri Lanka.

CHAPTER 11**11.1 PROGRAMME OFFICE**

11.1.1 Programme Office of COSCAP-South Asia will be located in a Member State, as may be decided by the Steering Committee.

11.1.2 Once located in a Member State, the Programme Office shall, under normal circumstances remain in that location for a period of not less than five (5) years to avoid disruption to the Programme activities and minimize cost of re- location.

11.1.3 If the Programme Office is shifted to a Member State in response to the Member State's request, the total cost of relocation shall be borne by that State.

11.1.4 Request of a Member State to house the Programme Office in that State will be given effect to only if the State has settled its annual contributions due to the Programme in full, as mentioned in the applicable Programme Documents.

PROGRAMME DOCUMENT – PHASE IV

PART D - INPUTS

Personnel

- Programme Administrative Assistant to be provided by the host State

Accommodation

- The host administration will provide adequate and equipped offices for programme personnel.
- Member Administrations in other than the host State shall provide temporary office accommodation and administrative support for programme personnel on mission to their country.