

A G E N D A



**42nd ORDINARY SESSION OF THE ARLAC
GOVERNING COUNCIL MEETING
AND HIGH LEVEL SYMPOSIUM ON DECENT
WORK IN THE GLOBAL SUPPLY CHAINS**
Avani Victoria Falls Resort – Livingstone - Zambia
15 – 19 February 2016

African Regional Labour Administration Centre (ARLAC)
Physical Address: 16 km Harare/Bulawayo Road
Postal Address: PO Box 6097 Harare, Zimbabwe
Tel: (+263-4) 210192-8 or 2928117
or (0)712616835 (mobile)
Fax: (+263-4) 369813 or 369814
E-mail: arlac@arlac.co.zw
[www: arlac.co.zw](http://www.arlac.co.zw)

AGENDA FOR THE 42nd ARLAC GOVERNING COUNCIL MEETING		
ITEM 1 (GC42/2016 Page 3)	WELCOME REMARKS	
	ATTENDANCE AND APOLOGIES	
ITEM 2 (GC42/2016 Page 3)	ADOPTION OF THE AGENDA	FOR ADOPTION
ITEM 3 (GC42/2016 Pgs. 5-14)	MINUTES OF THE 41B ARLAC GOVERNING COUNCIL MEETING HELD IN GENEVA, SWITZERLAND ON 10 JUNE 2015	FOR ADOPTION
ITEM 4	MATTERS ARISING	FOR ADOPTION
(GC42/2016 Page 15)	4.1 MEMBER COUNTRIES CONTRIBUTIONS REPORT	
(GC42/2016 Page 15)	4.1.1 Status Of Member Countries In Serious Arrears Report	FOR INFORMATION
(GC42/2016 Page 16)	4.1.2 Status Of All Member Countries Contributions Report as at 30.11. 2015	FOR INFORMATION
(GC42/2016 Page 17)	4.2 REVIEW OF THE 40B GOVERNING COUNCIL RESOLUTION ON SOMALIA	FOR INFORMATION
(GC42/2016 Page 18)	4.3 JOB EVALUATION REPORT FOR ARLAC	FOR DECISION
(GC42/2016 Page 19)	4.4 EMPLOYMENT AND LABOUR STUDIES DIPLOMA/DEGREE (ELSDD) PROGRAMME	FOR DECISION
(GC42/2016 Pgs. 20-21)	4.5 PRIORITIZATION OF THE 2016 ARLAC TRAINING PROGRAMME/ALLOCATION OF PARTICIPATION SLOTS	FOR DISCUSSION
(GC42/2016 Pgs. 22-23)	4.6 DEVELOPMENT OF MECHANISMS FOR ELECTION OF THE ARLAC EXECUTIVE OFFICE MEMBERS	FOR INFORMATION
ITEM 5 (GC42/2016 Page 24)	DIRECTOR'S ANNUAL REPORT Appendix A	FOR INFORMATION
ITEM 6 (GC42/2016 Page 25)	THE ILO OFFER TO FACILITATE A MEETING OF THE LABOUR ADMINISTRATION CENTRES IN AFRICA	FOR INFORMATION
ITEM 7	RECOMMENDATIONS FROM THE MEETING OF PERMANENT/PRINCIPAL SECRETARIES AND DIRECTORS- GENERAL ON:-	
(GC42/2016 Page26)	7.1 PROPOSAL FOR RE-ENGINEERING ARLAC THROUGH BENCHMARKING WITH OTHER ORGANIZATIONS Appendix B	FOR DECISION
(GC42/2016 Page 27)	7.2 ESTABLISHMENT OF THE FORUM FOR PERMANENT/PRINCIPAL SECRETARIES AND DIRECTORS - GENERAL	FOR APPROVAL
(GC42/2016 Page 28)	7.3 PROPOSED REPORT ON ORGANISATIONAL AND GOVERNANCE STRUCTURE OF ARLAC Appendix C	FOR DECISION
ITEM 8 (GC42/2016 Page 29)	ELECTION OF MEMBERS OF THE EXECUTIVE OFFICE	FOR ELECTION
ITEM 9 (GC42/2016 Page 30)	PROPOSED AGENDA ITEMS FOR THE 42B SESSION OF THE ARLAC GOVERNING COUNCIL MEETING	FOR APPROVAL
ITEM 10 (GC/42/2016 Page 31)	VENUE FOR THE NEXT ANNUAL MEETING FOR PERMANENT/PRINCIPAL SECRETARIES AND DIRECTORS GENERAL	FOR APPROVAL
ITEM 11 (GC42/2016 Page 32)	ANY OTHER BUSINESS	FOR DISCUSSION

AGENDA ITEM 1 GC42/2016/01	OPENING AND WELCOME REMARKS, ATTENDANCE AND APOLOGIES RECEIVED
	I. CHAIRPERSON'S WELCOME AND OPENING REMARKS
	II. ATTENDANCE AND APOLOGIES
	The Secretariat is requested to indicate for the record any apologies received through the office. Members of the Governing Council are invited to record their presence and submit details to the Secretariat.

AGENDA ITEM 2 GC42/2016/02	ADOPTION OF AGENDA
	Members of the Governing Council are invited to comment on the Agenda on "Page 2" as proposed by the Executive Office, and subject to any amendments, adopt it as the order of business for this meeting.

AGENDA ITEM 3 GC42/2016/03	MINUTES OF THE 41B ARLAC GOVERNING COUNCIL MEETING
	Minutes of the 41B ARLAC Governing Council Meeting held on 10 June 2015 in Geneva, Switzerland are from Page 5 – 14. The Governing Council is invited to confirm the minutes as a true record of the deliberations and resolutions of the previous meeting.

**MINUTES OF THE 41B ARLAC GOVERNING COUNCIL MEETING
HELD ON 10 JUNE 2015 AT 1000 HOURS IN ROOM IX, R2,
ILO BUILDING, GENEVA, SWITZERLAND**

1. OPENING AD WELCOME REMARKS: ATTENDANCE AND APOLOGIES

Opening And Welcome Remarks

The meeting was called to order at 1045 hours. The opening session was marked by Goodwill addresses from the ILO Director of the Governance and Tripartism Department, Mr. Moussa Oumarou and the ILO Assistant Director-General and Regional Director for Africa, Mr. Aeneas C. Chuma. This was followed by the official opening address by the Chairperson of ARLAC.

1.1. Address By ARLAC Chairperson, Honourable P. Mupfumira (Sen.)

The Chairperson, Honourable Mupfumira appealed to the ARLAC Governing Council to adequately discuss and find solutions to the challenges bedeviling labour administration. She said besides reinforcing African Solidarity, the mandate of ARLAC should be used to promote economic and social development through decent work for all.

Referring to the link between the theme of the 104th International Labour Conference of the ILO and the ARLAC mandate, the Chairperson indicated that ARLAC members and Africa in general were equally concerned with the issue of the transition from the informal to the formal economy and social protection.

She observed that there was substantial rise in the proportion of people engaged in informal employment despite noticeable economic growth in developing counties. The Chairperson said the attributes of the informal economy such as unemployment, underemployment, poverty, gender inequality and precarious work which resulted in acute decent work deficits and a disproportionate share of the working poor, were a major concern for ministries of labour in Africa.

The Chairperson informed member countries that they were privileged to own ARLAC and should therefore utilize it to find solutions to workplace and labour challenges through the creation of appropriate policies. To that end, said the Chairperson, member countries should remain committed to ARLAC by paying their annual membership contributions and being actively involved in the development of its training programme.

She commended the ILO for the financial and technical support it provides to ARLAC and applauded member countries that paid their membership contributions to the organization in time. She urged member countries in arrears with the payment of their membership contributions to strive to clear those arrears saying member countries could either shape up or breaks up ARLAC.

1.2. Address By Mr. Aeneas C. Chuma: ILO Assistant Director-General And Regional Director For Africa

The Regional Director commended Honourable Ministers for their commitment to advancing the mandate of ARLAC as a centre of labour administration excellence. He noted that the organization had embarked on a noble exercise of the on-going job evaluation exercise to determine the appropriate staffing levels and structures of ARLAC in light of its responsibilities. He said the exercise had the potential to deliver the appropriate organization of ARLAC's capacities in order to deliver its mandate and he pledged the ILO support in that reform effort.

The Regional Director said the 41B Governing Council meeting had provided him with the opportunity to share with the ARLAC Governing Council some of his reflections on the decent work challenges and opportunities that confront Africa and which have implications for effective labour administration.

The Regional Director disclosed that despite solid growth through growing exports, foreign direct investment inflows and continued growth in remittances, Africa had remained bedeviled by decent work deficits, strong inequalities, persistent poverty, increasing informality and gender discrimination. He hailed the commitment of African leaders to place employment at the Centre of their economic and social policies by adopting the Addis Ababa Declaration and Plan of Action on Employment, Poverty Eradication and Inclusive Development during the 24th Ordinary Session of the African Union Assembly in 2015. He highlighted that the need for new policy paradigm to promote inclusive job-rich growth had been underscored in numerous policy debates, including in the African Union's Agenda 2063, which calls for transformation, growth and industrialization of African economies.

The Regional Director said for economic transformation and sustainable growth to occur, African Governments needed to bridge the infrastructure gap, deepen regional integration and build a capable workforce and expand employment opportunities. He emphasized that member countries should always embrace technology in promoting structural transformation and sustained growth saying unless the foregoing imperatives were addressed urgently; the employment aspirations and productivity potential of millions of workers in scores of developing countries would not be realized. He said access to the technologies and skills to use them were the fundamental policies that developing countries needed to consider.

The Regional Director noted that labour administration is vital to efforts aimed at creating jobs for youth, extending the coverage of social protection systems and in ensuring that the rights of workers are not eroded. He said labour administration should therefore be accorded a high profile as a key factor in the elaboration and implementation of governments' economic and social policies. He concluded that ARLAC becomes an important element in the whole institutional framework with its programmes forming a major component of the strategy to build the capacity of labour administrations of member countries and to develop the human resources at their disposals.

The Regional Director pledged the commitment of the ILO to collaborate with ARLAC using its own resources or by mobilizing ILO partners to cooperate with ARLAC to ensure that its outcomes were realized.

He appealed to member countries to take full ownership of ARLAC and to invest their resources to strengthen the organization to become a top institution, regionally and globally.

He also encouraged ARLAC to remain focused in terms of coverage and to deepen the contents of its training programme to make it more attractive to member states and partners.

1.3. Address By Moussa Oumarou, ILO Director: Governance And Tripartism Department, ILO Headquarters, Geneva, Switzerland

Mr. Oumarou informed the Governing Council that the Governance and Tripartism Department at the ILO Headquarters was ready to help ARLAC member countries in the areas of effective and equitable labour legislation, building strong tripartite institutions, promoting fundamental rights at work and in strengthening ministries of labour in other components of labour administration such as labour inspection.

He said his department was collecting information and international experiences on several aspects of public administration management in the field of labour administration in order to evaluate the impact of information and communication technologies on management of ministries of labour and their contribution in making the ministries more effective and efficient. The survey, according to Mr. Oumarou, would be rolled out worldwide and it was expected to provide information on the benefits of new technologies and related challenges. He urged member countries to respond to the questionnaires distributed by his Department.

1.4. Attendances And Apologies

Honourable Ministers from Ministers from Botswana, Lesotho, Liberia, Malawi, Namibia, South Africa, Somalia, Zambia and Zimbabwe attended the 41B Session of the ARLAC Governing Council Meeting. Representatives of the Honourable from Egypt, Ethiopia, Kenya, Mauritius, Nigeria, Sudan, and Swaziland, tendered apologies on behalf of their Ministers.

Representatives of Eritrea and Seychelles, who are observer member countries, also attended the meeting.

Besides the Regional Director for Africa, four more ILO Officials attended the meeting.

Honourable Ministers from Uganda, Ghana, and Sierra Leone did not communicate and were not represented in the meeting.

2. ADOPTION OF THE AGENDA

Members of the Governing Council of ARLAC adopted the Agenda of the 41B Session of the ARLAC Governing Council meeting, as presented by the Executive Office with a proposal by Botswana and seconded by Ethiopia.

3. MINUTES OF THE 41ST ARLAC GOVERNING MEETING HELD IN VICTORIA FALLS, ZIMBABWE ON 16 FEBRUARY 2015

The 41B ARLAC Governing Council meeting adopted the minutes of the 41st ARLAC Governing Council Meeting held on 19 February 2015 in Victoria Falls, Zimbabwe with a proposal by Malawi and seconded by Nigeria.

4. MATTERS ARISING FROM THE MINUTES OF THE 41ST GOVERNING COUNCIL MEETING

4.1 Member Countries Contributions Arrears Report

The Secretariat presented updated tables indicating the position of member countries' membership contributions. The Governing Council considered the member countries' contributions report and expressed concern on members that had fallen into arrears, particularly members who were in arrears for more than the stipulated maximum period of two years.

Malawi, one of the member countries in serious arrears, regretted having fallen into that position and made a commitment to clear her arrears by February 2016.

The meeting was further concerned that some of the member countries that were in serious arrears were not represented in the meeting.

The Governing Council Resolved that:-

- ARLAC should continue with the strategy of persuasion with a view to getting defaulting member countries to settle their arrears;
- The Honourable Ministers should join hands with the ARLAC Chairperson in engaging and encouraging their colleagues whose member countries were in serious arrears, to honour their obligations to ARLAC;

4.2 Review of the 40B Governing Council Resolution on Somalia

The Governing Council was informed that the Executive Office had written twice to Somalia conveying the decision of the Governing Council to re-admit Somalia as a member of ARLAC but no response had been received by the date of the 41B Governing Council meeting.

The Governing Council resolved that:-

- Honourable Ministers from Zambia, Botswana and Ethiopia should meet the Honourable Minister for Labour from Somalia to discuss her arrears on the side lines of the International Labour Conference in June 2015;
- The Executive Office should check if expulsion of a member country from ARLAC was provided for in the ARLAC Agreement and Rules of Procedure of the ARLAC Governing Council;
- If not, the matter of expulsion of a member country from ARLAC be presented at the Permanent/Principal Secretaries and Directors-General scheduled for October 2015 for consideration and recommendation to the 42nd ARLAC Governing Council meeting to be held in February 2016.

4.3 Measures on Malawi's Arrears of Membership Contributions to ARLAC

The Governing Council was informed that the Executive Office, in pursuance of the Governing Council directive, had written to Malawi urging her to clear her arrears. However, no response had been received by the date of the 41^B Governing Council meeting where Malawi had also been invited to present her case before the Governing Council.

The Governing Council resolved:-

- to accept the commitment made by Malawi to complete the settlement of her arrears before the 42nd Ordinary Session of the ARLAC Governing Council Meeting to be held in February 2016.

4.4 Revised Membership Contribution for Sudan

Following a request by Sudan and the subsequent directive of the Governing Council meeting that the Executive Office should calculate the membership contribution of the Sudan using current data, the Executive Office presented a table showing the new contributions including those of all member countries for information of the Governing Council.

The Governing Council meeting

- noted the revised membership contribution for Sudan for information.

4.5 Job Evaluation at ARLAC

As directed by the 41st ARLAC Governing Council meeting, the Executive Office submitted a report of the Consultants on job evaluation at ARLAC for consideration of the Governing Council.

The Governing Council noted that:-

- The ARLAC Executive Office had not considered the job evaluation report in detail and that the report be returned to the Executive Office for their consideration and recommendation;

The Governing Council further directed that:-

- The recommendations of the Executive Office on the job evaluation report be presented to the meeting of Permanent/Principal Secretaries and Directors-General scheduled for October 2015 which should in turn recommend to the 42nd ARLAC Governing Council Meeting in February 2016.

4.6 Employment and Labour Studies Diploma/Degree (ESDD) Programme Report

The 41st Governing Council meeting directive that the meeting of Permanent/Principal Secretaries and Directors-General should exhaustively discuss the Employment and Labour Studies Diploma/Degree (ELSD) project and make appropriate recommendations to the 41B Governing Council meeting could not be executed because the next scheduled relevant meeting could not be held earlier than the 41B Governing Council. The matter was therefore deferred to a later date during the year 2015

While discussing the matter on the Employment and Labour Studies Diploma/Degree (ELSD) Programme, the Government of South offered to host the next meeting of the Permanent/Principal Secretaries and Directors-General.

The Governing Council:-

- resolved that the matter of the Employment and Labour Studies Diploma/Degree be presented to the meeting of Permanent/Principal Secretaries and Directors-General to be held in October 2015 for consideration and recommendation to the 42nd ARLAC Governing Council meeting to be held in February 2016.
- accepted the offer by the Republic of South Africa to host the next meeting of Permanent/Principal Secretaries and Directors-General in October 2015 in Durban, South Africa.

4.7 Settlement of the Remaining Dues for the Former Director of ARLAC

The Governing Council noted the final settlement of the remaining dues for Mrs. Cecilia Mulindeti-Kamanga, and closed the matter.

4.8 Purchase of the Directors' Representational Car and Construction of Showers in the Residential Hostels at ARLAC

The Governing Council noted progress made in the purchase of the Director's representational car and construction of showers in the residential hostels at ARLAC for information.

The Governing Council meeting also resolved that:-

- The Secretariat should adhere to established procurement and disposal procedures and guidelines when purchasing and disposing of assets;
- The ARLAC Director should seek approval before proceeding on missions.

5. AUDITED FINANCIAL STATEMENTS AND AUDITORS' REPORT 2014

The Governing Council formally received the audited financial statements of ARLAC for the financial year ended 31 December 2014 and the Auditor's Certificate and endorsed it.

6. TENTATIVE ARLAC PROGRAMME AND BUDGET - 2016

The Governing Council:-

- adopted the programme and budget proposals of ARLAC for 2016;
- directed that the proposed training programme for 2016 be presented to the meeting of Permanent/Principal Secretaries and Directors-General to be held in South Africa in October 2015 for further consideration and allocation of participating slots to member countries for each training activity.

7. ELECTION OF THE ARLAC EXECUTIVE OFFICE MEMBERS

The Governing Council resolved that:-

- for purposes of election into the ARLAC Executive Office, the meeting of Permanent/Principal Secretaries and Directors-General to be held in October 2015 in South Africa should review the geographical configuration of ARLAC and make recommendations to the 42nd Session of the ARLAC Governing Council meeting scheduled for February 2016;
- the elections of new members of the ARLAC Executive Office which was due in June 2015 be deferred to the 42nd ARLAC Governing Council Meeting to be held in February, 2016.

8. VENUE OF THE NEXT GOVERNING COUNCIL MEETING IN FEBRUARY 2016

The Governing Council appealed to member countries, particularly those that had not hosted ARLAC events in the past, to consider hosting the 42nd Session of the ARLAC Governing Council meeting in February 2016.

The Governing Council further agreed that the expression of interest to host the next Governing Council meeting should be lodged with the Secretariat before 31 August 2015.

.....
Honourable Minister Priscah Mupfumira
Chairperson of ARLAC Governing Council & ARLAC Executive Office

.....
Daniel Eyewumi Neburagho
Secretary for ARLAC Governing Council & ARLAC Executive Office

.....
Date

.....
Date

LIST OF DELEGATES

DETAILS	FULL NAMES AND DESIGNATIONS	E-MAIL CONTACT	DIRECT TEL. CONTACT
CHAIR	Honourable Minister Priscah Mupfumira (Sen) Chairperson of ARLAC Governing Council and ARLAC Executive Office Minister for Labour & Social Welfare (Zimbabwe)	arlac@arlac.co.zw	Tel: (+263- 4) 708896
BOTSWANA	Honourable Mr. Edwin J. Batshu Minister of Labour and Home Affairs	ebatshu@gov.bw	Tel: (+267) 3611150/100
	Ms Goitseone Tsone Kokorwe Acting Commissioner of Labour and Social Security	gtkokorwe@gov.bw	Tel: (+ 267)3611500/04 Fax: (+267)3950074/3952427
EGYPT	Mr. Ibrahim Saad Mohamedy Researcher Ministry of Manpower and Migration	relations-foreign@yahoo.com hima_2390egeg@yahoo.com	Tel: (+20)1156610595
	Mr. Kareem Mohamed Mohamed AboAlsoub Researcher 2 Ministry of Manpower and Immigration	kareem.mohie@gmail.com kareem.mohie@gmail.com	Tel: (+2012)01090087929
ETHIOPIA	Mr. Abebe Haile Director, Employment and Promotion Minister for Labour and Social Affairs	haileab2020@gmail.com	Tel: (+251)911641607
	Ms. Eskedar Tefera Head- Minister's Office Ministry of Labour and Social Affairs	eskedartefera2013@gmail.com	Tel: (+251) 25115156217
ERITREA	Mr. Woldeyesus Elisa Gulay Director- General Ministry of Labour and Human	walaka59@gmail.com	Tel: (+291)1185349
KENYA	Dr. Sammy T. Nyambari Commissioner for Labour Ministry of Labour and Social Security	nyambari@hotmail.com snyambari@yahoo.com pslabour@labour.go.ke	Tel: (+254) 20 2 729800
	Mrs. Elizabeth Onuko Minister – Counsellor Permanent Mission of Kenya to the United Nations- Geneva	elizabethonuko@gmail.com	
	Mr. Joel N. Mwanzia Ministry of Labour and Social Security	joelmwanzie2003@yahoo.com	Tel: (+254)2 2729800
LESOTHO	Honourable Minister Thulo Tsoeu Mahlakeng Head of Delegation and Minister of Labour and Employment Minister for Labour and Employment	mahlakengtt@gmail.com	Cell: (+266) 58852177 Tel: (+266) 22322564 Fax: (266) 22316372
	Mr. Tahleo Francis Mabetha Principal Secretary Ministry of Labour and Employment	tahleomabetha@gmail.com	Cell: (+266)59004986 Tel: (+266) 22322564 Fax: (+266)22316372
	Mr. Ntsime Jafeta Minister Counsellor Permanent Mission of Lesotho to the United Nations Geneva, Switzerland	jafetanv@gmail.com	Tel: (+41) 762959788
	Mr. Rasera Adoro Administrator, Workmen's Compensation Trust Fund Ministry of Labour and Employment	radoro@gmail.com	Tel: (+266) 22 62861983 Fax: (+266)316372
LIBERIA	Honourable Neto Zarzar Lighe, Sr. (Atty) Minister for Labour	netoise@yahoo.com netoise@gmail.com	Tel: (+231) 886 556 399 Tel: (+231) 777 556 399
	Honourable Marion N. Wreh (Atty) Assistant Minister of Standards Ministry of Labour	mnwreh@gmail.com	Tel: (+231) 886 568 400
	Mr. Darkina S. Cooper Special Assistant/Minister Ministry of Labour	dcooper779.dc@gmail.com	Tel: (+231) 8865 22499
MALAWI	Honourable Mr. Henry Mussa Minister of Labour and Manpower Development Ministry of Labour and Manpower Development		Tel: (+265) 1 773129

MAURITIUS	Mr. Motichand Seebah Permanent Secretary Ministry of Labour, Industrial Relations, Employment and Training	mol@govmu.org	Tel: (+230) 2072607 Fax: 230 208 2583
	Mr. Edley Armoogum Director-Labour and Industrial Relations Ministry of Labour, Industrial Relations, Employment and Training	earmoogum@gmail.com	Tel: (+230) 207 2683
NAMIBIA	Honourable Mr. Erkki Nghimtina Minister of Labour, Industrial Relations and Creation Ministry of Labour, Industrial Relations and Creation		Tel: (+ 264 61) 206 6324/5
	Shinguadja Bro-Matthew Permanent Secretary Ministry of Labour, Industrial Relations and Employment Creation	bro.matthew@mol.gov.na	Tel: (+264 61) 379100
	Mr. Albert Biwa Acting Permanent Secretary Ministry of Labour and Social Welfare	eerike@gmail.com	Tel: (+264- 61) 435 5000 Cell (+264) 81 122 8162
	Ms. Elizabeth T. Amutenya Personal Assistant Ministry of Labour and Social Welfare	pa@mol.gov.na gwahao@gmail.com	Tel: (+264 61) 206 6305 Cell: (+264) 81 750 8789
NIGERIA	Dr. John A. Olanrewaju Director-General Michael Imonde National Institute for Labour Studies, Ministry of Labour and Productivity	lanreniji@yahoo.com	Tel: (+234) 8034519032
	Mr. Kashim Akor Director- General National Productivity Centre Federal Ministry of Labour and Productivity	akorkashim@yahoo.com	Tel: (+234) 8069767259
	Madam Theresa O. Braimah Director Productivity Measurement and Labour Standards Department Federal Ministry of Labour and Productivity	osiaze@hotmail.com	Tel: (+234) 8033156530
SEYCHELLES	Mrs. Veronique Bresson Principal Secretary Ministry of Labour and Human Resource Development	psemploy@employment.gov.sc	Tel: (+248) 4297202
SOUTH AFRICA	Honourable Mrs. Mildred N. Oliphant, MP Minister for Labour Ministry of Labour	pamella.salusalu@labour.gov.za	
	Mr.Thobile Lamati Director- General Labour Department	thobile.lamati@labour.gov.za	Tel: (+27) 12 3094000
	Mr. Mahlomola Skhosana Labour Attaché: Permanent Mission of South Africa to the United Nations-Geneva-Switzerland	Skhosana.labour@gmail.com	Tel: (+41) 78 770 1373 78 715 6400
	Mr. Sipho Ndebele Chief Director: International Relations Labour Department	sipho.ndebele@labourgov.za	Tel: (+27) 12 3094038/9
	Ms. Georgina Petersen Deputy Director Labour Department		
SOMALIA	Honourable Mr. Abdiweli Ibrahim Seikh Mudey Minister for Labour Ministry of Labour and Social Affairs	abdiwelimuudey@gmail.com	(+252 1) 722-417520
SUDAN	Ms Hanim Burhan El Din Undersecretary Ministry of Labour and Administrative Reform	hanim1960@hotmail.com	(+249) 183 772812 (+249) 183 781249
	Ms. Thoria Hamed Ministry of Labour and Administrative Reform	Thoriafarah@yahoo.com	(+249) 15106261 (+249) 183 781 249

SWAZILAND	Mr. Sipho Tsabedze Acting Commissioner of Labour Ministry of Labour and Social Security	tsabedzesipho@yahoo.com	Tel: (+268) 24041966
	Mr. Mduduzi Hlophe Legal Advisor Ministry of Labour and Social Security		
ZAMBIA	Honourable Mr. Fackson U. Shamenda Minister for Labour and Social Security	mdujuous@yahoo.com	Tel: (+268) 2404 1966
	Mr. Trevor K. Kaunda Permanent Secretary Ministry of Labour and Social Security	kawakaunda@yahoo.com	Tel: (+260) 211 22 14 32
	Dr. Elizabeth C. L. Nkumbula Commissioner and Chief Executive Officer Workers' Compensation Fund Control Board	enkumbula@workers.com.zm	Tel: (+260) 212 613474 Cell: (+260) 977 826966
	Mrs. Gladys T. Kaulungombe Public Policy Specialist Ministry of Labour and Social Security	gntkaulu@yahoo.com	Tel: (+260) 212 252101
	Mr. Christian Mwanza Principal Social Security Officer Ministry of Labour and Social Security	christianmwanza@yahoo.com	Tel: (+260) 973719244
ZIMBABWE	Mr. Ngoni Masoka Permanent Secretary Ministry of Public Service Labour and Social Welfare	labourmasoka@yahoo.co.uk	Tel: (+263-4) 793930 Cell: (+263) 0712 603 543
	Mr. Poem Mudyawabikwa Minister Counsellor (Labour Attaché) Zimbabwe Permanent Mission to the United Nations Geneva-Switzerland	zimbabweanmission@bluewin.ch pfmudya@gmail.com makombepoem@yahoo.co.uk	Tel: (+41) 22 7589855 Cell: (+41) 78 3301774
	Mr. Vusani Clemence Director – Labour Ministry of Public Service, Labour and Social Welfare	vusanicz@gmail.com	Tel: (+263-4) 253224 Cell: (+263) 733570992
	Ms. Memory Mukondomi Director of Finance Ministry of Public Service Labour and Social Welfare	mukondomi@yahoo.com	Tel: (+263-4) 796451
	Mr. Maxwell Parakokwa Principal Labour Officer/International Relations Ministry of Public Service Labour and Social Welfare	mparakokwa@hotmail.com	Tel: (+263-4) 796451
SADC	Mr. Stephen Sianga Director SADC- Secretariat Botswana	ssianga@sadc.int	Tel: (+267) 71304406
ILO	Mr. Aeneas C. Chuma ILO Assistant Director-General and Regional Director for Africa ILO Addis Ababa, Ethiopia	etsegenet@ilo.org	
	Mr. Moussa Oumarou Director, Governance and Tripartism Department, ILO, Geneva-Switzerland	oumarou@ilo.org	Tel: (+41 22) 799 6111 (+41 22) 799 6887
	Dr. Ludeck Rychly Senior Specialist, Governance International Labour Office, Geneva, Switzerland	rychly@ilo.org	Tel: (+41 22) 799 7354
	Ms. Anna Galazka Expert, Governance International Labour Office, Geneva, Switzerland	gallazka@iloquest.org	Tel: (+41 22) 799 62 58
	Mr. Giuseppe Casale Director, ILO Turin		
ARLAC	Mr. Daniel E. Neburagho Director	arlac@arlac.co.zw	Tel: (+263-4) 2928117
	Dr. Locary K. Hlabanu Finance and Administration Officer	hlabanu@arlac.co.zw hlabanu@yahoo.co.uk	Tel: (+263-4) 2928117
	Ms Perpetual Chabuka-Masawi Programme/Administrative Assistant	chabuka@arlac.co.zw	Tel: (+263-4) 2928117

AGENDA ITEM 4 GC42/2016/04	MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING
	4.1 Member Countries' Contributions Arrears

4.1.1 STATUS OF MEMBER COUNTRIES IN SERIOUS ARREARS AS AT 31 DECEMBER 2015

DETAILS	MEMBER COUNTRIES				
	MALAWI	SOMALIA	SUDAN	UGANDA	TOTAL
Arrears as at 30 June 2005		91 967	108 347	126 778	327 092
2006 Contribution		15 874	17 063	16 822	49 759
2007 Contribution		15 874	17 063	16 822	49 759
2008 Contribution		15 874	17 063	16 822	49 759
2009 Contribution	25	15 874	17 063	16 822	49 784
2010 Contribution	16 100	15 874	17 063	16 822	65 859
2011 Contribution	16 100	15 874	17 063	16 822	65 859
2012 Contribution	16 100	15 874	17 063	16 822	65 859
2013 Contribution	22 500	22 274	23 463	23 222	91 459
2014 Contribution	22 500	22 274	23 463	23 222	91 459
2015 Contribution	22 500	--	23 463	23 222	69 185
TOTAL	115 825	247 633	298 177	314 198	975 833
Payments Received in 2005		--	17 005	--	17 005
Payments Received in 2006	--	--	98 784	--	98 784
Payments Received in 2007	--	--	--	34 059	34 059
Payments Received in 2008	--	--	--	49 302	49 302
Payments Received in 2009	--	--	22 321	23 386	45 707
Payments Received in 2010	--	--	--	61 328	61 328
Payments Received in 2011	--	--	--	--	--
Payments Received in 2012	--	--	17 063	18 156	35 219
Payments Received in 2013	--	--	--	--	--
Payments Received in 2014					
Payments Received in 2015	--	--	71 501	-	71 501
TOTAL RECEIPTS		--	226 674	186 231	341 404
Arrears As At 31/12/2015	115 825	247 633	71 503	127 967	634 429
Arrears Paid As A % Of Balance Due	--	--	76%	59%	35%

This report, which relates to the member countries in serious arrears, highlights how member countries reacted to the amendments to "Article 18" of the ARLAC Agreement which introduced sanctions for nonpayment of membership contributions. The Governments of Malawi, Somalia, Sudan and Uganda have not yet communicated their payment plans with ARLAC and have continued to accumulate more arrears despite being served with quarterly reminders during the year.

The Governing Council is invited to note the position of member countries in serious arrears and to guide the Executive Office as required.

4.1.2 STATUS OF ALL MEMBER COUNTRIES' CONTRIBUTIONS AS AT 31 DECEMBER 2015

1	2	3	4	5	6	7		8
COUNTRY	ARREARS AS AT 01.01.2015	CONTRIB . FOR 2015	TOTAL AMOUNT DUE FOR 2015	TOTAL RECEIVED BY 31.12. 15	BALANCE OUT STANDING AS AT 31.12. 2015	ARREARS DUE AS AT 31. 12. 2015		YEARS IN ARREARS
						UP TO 31.12.04	UP TO 31/12/12	
						BEFORE NEW RATES 7A	AFTER NEW RATES 7B	
BOTSWANA	--	24 441	24 441	24 441	---		--	--
EGYPT	41 342	41 342	82 684	82 684	---			
ETHIOPIA	10	22 981	22 991	22991	---			--
GHANA	46 484	23 222	69 706	--	69 706			3
KENYA	30	23 943	23 973	23 973	--			
LESOTHO	(24)	22 274	22 250	22 250	--			--
LIBERIA	26 554	22 456	49 010	19 450	29 560			1
MALAWI	93 325	22 500	115 825	--	115 825			6
MAURITIUS	--	24 682	24 682	24 682	---			--
NAMIBIA	--	23 703	23 703	23 703	---			--
NIGERIA	--	38 196	38 196	38 215	(19)			--
SIERRA LEONE	44 548	22 274	66 822	--	66 822			3
SOMALIA	247 633	--	247 633	--	247 633	76 093	171 540	22
SOUTH AFRICA	--	70 733	70 733	---				--
SUDAN	119 541	23 463	143 004	71 501	71 503			3
SWAZILAND	--	22 500	22 500	--	22 500			--
UGANDA	104 745	23 222	127 967	--	127 967			8
ZAMBIA	20 894	22 500	43 394	19 494	23 900			1
ZIMBABWE	16 993	23 944	40 937	40 937	---			-
TOTAL ARREARS/ ADVANCES	(24) 762 099	498 376	1 260 451	485 054	775 397	76 093	171 540	

In terms of the ARLAC Agreement and Rules of Procedure of the ARLAC Governing Council "Article 18 (5) (a) and (b), a member country which fails to make contributions for two consecutive years shall be served with written notice to pay its arrears. Upon receipt of such notice, a member country shall propose arrangements under which its arrears are paid over a period agreed with the Governing Council and not exceeding two years. During such arrangements, the member country shall not benefit from any financial and/or material sponsorship normally provided by ARLAC, but shall be an observer in the ARLAC Governing Council Meetings. Accordingly, Ghana, Malawi, Sierra Leone, Somalia, Sudan and Uganda have been affected by this regulation due to non-payment of membership contributions.

AGENDA ITEM 4 GC42/2016/04	MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING
	4.2 Review of the 40B Governing Council Resolution on Somalia The Governing Council would recall that the 41B meeting assigned the Honourable Ministers from Zambia, Botswana and Ethiopia to meet the Honourable Minister for Labour from Somalia to discuss the membership contributions arrears of his country on the side lines of the International Labour Conference in June 2015. The Governing Council further directed that the Executive Office should check if expulsion of a member country from ARLAC was provided for in the ARLAC Agreement and Rules of Procedure of the ARLAC Governing Council and, if not, to refer the matter of expulsion of a member country from ARLAC to the meeting of Permanent/Principal Secretaries and Directors-General scheduled for October 2015 for consideration and recommendation to the 42nd ARLAC Governing Council meeting due in February 2016. <u>Meeting with Somalia</u> The representative of the Republic of Zambia to the meeting of Permanent/Principal Secretaries and Directors General reported that the Honourable Minister of Labour from Somalia had upheld and pledged the commitment of his country to the ideals of ARLAC and expressed their desire to remain members of ARLAC. He further requested that ARLAC should continue to treat Somalia as a member. <u>Regulations on Expulsion of Member Countries</u> The Executive Office noted that there was no specific clause in the ARLAC Agreement and Rules of Procedure of the ARLAC Governing Council that provided for outright expulsion of a member country from ARLAC and accordingly referred the matter to the meeting of Permanent/Principal Secretaries and Directors General for consideration. The meeting of Permanent/Principal Secretaries and Directors General concurred that expulsion was not an option, but reiterated the need for introducing a provision in the ARLAC Agreement and Rules of Procedure of the ARLAC Governing Council. The meeting proposed amendment of Article 19(5) in line with Article 23 of the African Union (AU) Constitution as follows:- That there should be a two tier suspension approach as follows:- • Level 1: Member countries in arrears for more than two years who provide a payment plan will be placed on suspension and denied the right to speak, vote or to nominate officials to any office in ARLAC but are admitted as observers until they clear such arrears. • Level 2: Member countries in arrears of more than two years who do not provide a payment plan with ARLAC will be suspended without benefits and are not considered for purposes of a quorum for ARLAC meetings. The Governing Council is invited to consider the position of Somalia as presented by the Honourable Minister from Somalia and the proposals made by the meeting of Permanent/Principal Secretaries and Directors General and guide the Executive Office as required.

AGENDA ITEM 4 GC42/2016/04	MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING:
	4.3 THE JOB EVALUATION REPORT FOR ARLAC The Governing Council would recall that in the previous meeting it was observed that the ARLAC Executive Office had not fully considered the job evaluation report which was presented in the 41B Governing Council meeting and that the report should be returned to the Executive Office for their consideration and recommendation. The Governing Council further directed that the recommendations of the Executive Office on the job evaluation report should be presented to the meeting of Permanent/Principal Secretaries and Directors-General scheduled for October 2015 which should in turn recommend its decision to the 42nd ARLAC Governing Council Meeting in February 2016. The meeting of Permanent/Principal Secretaries and Directors-General adopted the Job Evaluation Report as recommended by the Executive Office. However, the meeting raised the following concerns on the Job Evaluation Report of the Consultant:- i. The report does not pronounce on a remuneration system; ii. The report does not identify proper comparator organizations in similar work as ARLAC (international institutions); iii. The Consultant made conclusions that were not supported by relevant information, e.g., staff cost/revenue ratio (the study was based on current member states contributions rather than on potential revenue receivable); iv. The recommendations that have a cost implication, e.g., contributions to National Social Security Authority (NSSA) Zimbabwe, were not costed. However, given the time it had taken to conclude the job evaluation exercise and the existing financial position of the organization, the meeting of Permanent/Principal Secretaries and Directors-General adopted the report and offered an opinion to undertake the following as it works towards changing the organization's focus:- a) Review the mandate of ARLAC which is now 40 years old; b) Put in place a clear communication strategy in order to engage with the employees of ARLAC; c) Recommend that ARLAC should begin to contribute to the National Social Security Authority, Zimbabwe (NSSA) as soon as these recommendations are accepted by the Governing Council Meeting. In the same vein, the Executive Office, in consideration of the concerns raised by the Permanent/Principal Secretaries and Directors-General in "paragraph 2" above, constituted a committee of its own on the 14th of January 2016, to look into the issue of unresolved remuneration system of ARLAC and make recommendations. The recommendations of the Executive Office on the Committee's report, will be presented to the Governing Council for decision. The Governing Council is invited to consider the recommendations of the Permanent/Principal Secretaries and Directors-General and direct the Executive Office as required.

AGENDA ITEM 4 GC42/2016/04	4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING
	4.4 EMPLOYMENT AND LABOUR STUDIES DIPLOMA/DEGREE (ELSDD) PROGRAMME The 41B Governing Council meeting resolved that the matter of the Employment and Labour Studies Diploma/Degree be presented to the meeting of Permanent/Principal Secretaries and Directors-General held in October 2015 for consideration and recommendation to the 42nd ARLAC Governing Council meeting to be held in February 2016. The meeting of Permanent/Principal Secretaries and Directors-General considered the programme structure and its proposed implementation approach. The consensus of the meeting was that the programme remained relevant and was unique in that it could be tailored for the needs of member countries. The meeting noted the difficulties being faced in raising the required US\$300 000 seed capital and requested the Secretariat to breakdown the US\$300 000 and report in the meeting of Permanent/Principal Secretaries and Directors-General in February 2016. The meeting requested for a review of the allocation of revenue to make it attractive to collaborating universities by February 2016. The Secretariat was requested to do an analysis study of the programme to enable the Permanent/Principal Secretaries and Directors General to determine how to restructure the training and ensure that it remained relevant. The analysis should cover the following:- i. Consideration of trade-offs between short courses and the long term studies to generate the required seed money; ii. Undertake a gradual implementation – starting with the Diploma and then eventually moving to the Degree programme; iii. Outline resource mobilization initiatives towards the programme (including donor funding). Finally, the meeting constituted a sub committee comprising Botswana, South Africa and Zambia to compile a project proposal (programme framework) for consideration by the meeting of Permanent/Principal Secretaries and Directors General in February 2016. This proposal should reflect implementation timeframes. The Governing Council is invited to consider the recommendations of the meeting of Permanent/Principal Secretaries and Directors General and provide guidance for further action.

AGENDA ITEM 4 GC42/2016/04	MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING
	4.5 PRIORITIZATION OF THE 2016 ARLAC TRAINING PROGRAMME / ALLOCATION OF PARTICIPATION SLOTS The Governing Council would recall that the 41B Governing Council meeting adopted the programme and budget proposals for ARLAC for 2016 and directed that the proposed training programme for 2016 should be presented to the meeting of Permanent/Principal Secretaries and Directors-General which was held in South Africa in October 2015 for further consideration and allocation of participation slots in each training activity to member countries. The meeting of Permanent/Principal Secretaries and Directors-General adopted a participation slots matrix on “Page 21” overleaf and requested that member countries interested in swapping slots they were allocated should notify the Secretariat in writing by 30 November 2015. Member countries were further informed that they could make applications for additional training slots which would be approved subject to availability and private funding by 30 November 2015. The meeting a) Proposes that the topic for the 2016 High Level Symposium should be “Decent Work in the Global Supply Chains”; b) Agreed that ARLAC should disseminate training reports to member countries 14 days after each training is completed; c) Further agreed that there should be a formal process whereby member countries report to ARLAC biannually on the implementation of recommendations emanating from workshops that are implemented by ARLAC. d) Directed that the ARLAC Secretariat should develop a template for this feedback by 30 November 2015 and circulate to all member states for comments and use during the Permanent/Principal Secretaries and Directors General meeting in February 2016. The Governing Council is invited to consider and comment on the proposals of the Permanent/Principal Secretaries and Directors General and to direct them as required.

THE 2016 ARLAC TRAINING ROGRAMME/ALLOCATION OF PARTICIPATION SLOTS

PERIOD	ACTIVITY	SOURCE OF FUNDING	PROPOSED SLOTS
JANUARY	Research /Documentation (on going through out the year)		
FEBRUARY	42nd ARLAC Governing Council Meeting and High Level Symposium	ARLAC	All Member Countries and Invited Observers
MARCH	ARLAC Workshop Enhancing Social Protection Coverage And Quality For Poverty-Reduction And Development	ARLAC	Botswana, Egypt, Ethiopia, Kenya, Lesotho, Mauritius, Namibia, Nigeria, South Africa, Swaziland, Zimbabwe
APRIL	Tripartite Workshop on Public Contracts with Labour Clauses: Integrating the Social Dimension into Public Procurement Policies and Practices.	ILO RBTC	Botswana, Ghana, Egypt, Nigeria Sierra Leone, Sudan, Uganda, Zambia, Zimbabwe
MAY	Tripartite Workshop on Improving Application Of International Labour Standards Especially Fundamental Principles And Rights At Work	ILO RBTC	Botswana, Egypt, Ghana, Lesotho, Liberia Malawi, Nigeria, South Africa, Zimbabwe
JUNE	42B Session of the ARLAC Governing Council Meeting	ARLAC	All Member Countries and Invited Observers
JULY	Application of LMIS for Effective Labour Administration and Decent Work in Africa.	ARLAC	Botswana, Ethiopia, Kenya, Liberia, Lesotho, Mauritius, Sierra Leone South Africa, Zambia, Zimbabwe
AUGUST	Tripartite Workshop on The Role Of Social Dialogue In Enhancing Labour: Management Relations	ILO RBTC	Kenya, Namibia, Nigeria, South Africa, Sierra Leone, Sudan, Swaziland, , Zambia, Zimbabwe
SEPTEMBER	ARLAC Workshop on Enhancing Productivity And Poverty Reduction Through The Start And Improve Your Business Approach	ARLAC	Botswana, Egypt, Ethiopia, Lesotho, Liberia, Mauritius, Namibia, Nigeria, South Africa, Swaziland, Zambia, Zimbabwe
SEPTEMBER	Tripartite Workshop on Promoting Decent Work In The Maritime Labour Sector Through Labour Inspection And Compliance: ILO Maritime Labour Convention (MLC), 2006	ILO RBTC	Egypt, Ethiopia, Ghana, Kenya, Liberia, Mauritius, Namibia, Nigeria, South Africa,
OCTOBER	ARLAC Workshop on Integrated Approaches To Upgrading The Informal Economy	ARLAC	Egypt, Ethiopia, Kenya, Lesotho, Mauritius, Namibia, Nigeria, Sudan Swaziland, Zimbabwe
OCTOBER	Annual Meeting for Permanent/Principal Secretaries and Directors-General		All Member Countries and Invited Observers
NOVEMBER			
DECEMBER	Documentation		

AGENDA ITEM 4 GC42/2016/04	MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING
	4.6 DEVELOPMENT OF MECHANISMS FOR ELECTION OF THE ARLAC EXECUTIVE OFFICE MEMBERS The 41B Governing Council meeting resolved that for purposes of election into the ARLAC Executive Office, the meeting of Permanent/Principal Secretaries and Directors-General which was held in October 2015 in South Africa should review the geographical configuration of the ARLAC sub regions and make recommendations to the 42nd Session of the ARLAC Governing Council meeting scheduled for February 2016. As a result, the elections of new members of the ARLAC Executive Office which was due in June 2015 was deferred to the 42nd ARLAC Governing Council Meeting to be held in February, 2016. The Meeting of Permanent/Principal Secretaries and Directors-General considered the proposed geographical reconfiguration of ARLAC as illustrated in the table on Page 22. The meeting resolved to adopt it for a trial period of one term (2 years), failure of which it would explore the possibility of adopting a different approach. The Governing Council is invited to consider, comment and guide the Permanent/Principal Secretaries and Directors-General as required.

DEVELOPMENT OF MECHANISMS FOR ELECTION OF ARLAC EXECUTIVE OFFICE MEMBERS

SUB REGIONAL CONFIGURATION	COUNTRIES * REPRESENTED	POPULATION [2015] (IN MILLIONS)	WEIGHTED POINTS FOR COUNTRIES	WEIGHTED POINTS FOR POPULATION	PROPOSED REPRESENTATION IN THE EXECUTIVE OFFICE
Northern Africa and the Nile Valley	1. Egypt	88.5	1	11	1
	2. Sudan	38.4	1		
	3. Ethiopia	90.0	1		
	4. Eritrea	6.9	1		
SUB TOTAL		223.8	4	11	1
East/Central (Including Northern COMESA)	5. Uganda	35.5	1	6	1
	6. Kenya	44.1	1		
	7. Somalia	11.0	1		
	8. Malawi	16.3	1		
	9. Zambia	15.5	1		
SUB TOTAL		122.7	5	6	1
Southern Africa (SADC)	10. Namibia	2.2	1	3	1
	11. Botswana	2.2	1		
	12. Swaziland	1.1	1		
	13. Lesotho	1.9	1		
	14. Zimbabwe	13.5	1		
	15. South Africa	54.8	1		
	16. Mauritius	1.3	1		
SUB TOTAL		77.0	7	3	1
West Africa	17. Sierra Leone	6.5	1	11	1
	18. Liberia	4.0	1		
	19. Ghana	27.7	1		
	20. Nigeria	184.3	1		
SUB TOTAL		222.5	4	11	1

* **Source:** 2015 Edition of the Encyclopedia Britannica

**AGENDA
ITEM 5**

GC42/2016/05

DIRECTOR'S ANNUAL REPORT

A report on the highlights of the ARLAC annual activities is attached as "Appendix A".

Members of the Governing Council are invited to consider the report for comments and information.

AGENDA ITEM 6 GC42/2016/6	THE ILO OFFER TO FACILITATE A MEETING OF THE LABOUR ADMINISTRATION CENTRES IN AFRICA
	The representative of the ILO to the meeting of Permanent/Principal Secretaries and Directors General in Durban, South Africa in October, 2015 offered to facilitate a meeting of the three African Regional Labour Administration Centres in Africa on the margins of the International Labour Conference in June 2016 in an attempt to be appraised of the challenges facing the organizations and proffer solutions. The Governing Council is to be informed accordingly and invited to endorse the offer by the ILO.

AGENDA ITEM 7 GC42/2016/07	RECOMMENDATIONS FROM THE MEETING OF PERMANENT/PRINCIPAL SECRETARIES AND DIRECTORS- GENERAL ON:-
	7.1 PROPOSAL FOR RE-ENGINEERING ARLAC THROUGH BENCHMARKING WITH OTHER ORGANIZATIONS The Governing Council may wish to be informed that the Meeting of Permanent/Principal Secretaries and Directors-General held from 12-14 October 2015, in Durban, South Africa directed the Secretariat to undertake a benchmarking exercise of ARLAC against similar organizations in order to reengineer the organization to a modern day institution. The Secretariat compiled a report attached as Appendix B, which would be discussed by the Permanent/Principal Secretaries and Directors-General in their February 2016 meeting. The Governing Council would be invited to consider the recommendations of the Permanent/Principal Secretaries and Directors-General on the report and to guide them as required.

AGENDA ITEM 7 GC42/2016/07	RECOMMENDATIONS FROM THE MEETING OF PERMANENT/PRINCIPAL SECRETARIES AND DIRECTORS- GENERAL ON:-
	7.2 ESTABLISHMENT OF THE FORUM FOR PERMANENT/ PRINCIPAL SECRETARIES AND DIRECTORS - GENERAL The meeting of Permanent/Principal Secretaries and Directors-General observed that the ARLAC Agreement and Rules of Procedure of the ARLAC Governing Council, Article 8, relate to the Meeting of Senior Officials whose functions are the same as those of the meeting for Permanent/Principal Secretaries and Directors General. The meeting resolved to recommend that Article 8 be changed from “the Committee of Senior Officials” to the “Forum for Permanent/Principal Secretaries and Directors-General”. The meeting further resolved to recommend that the ARLAC Agreement and Rules of Procedure of the ARLAC Governing Council be amended to formalize the Annual Meeting for Permanent/Principal Secretaries and Directors-General for the purpose of, among other issues:- • considering the progress made in the implementation of the ARLAC strategic plan and annual programme; • considering recommendations by participants to ARLAC courses; • providing current needs of member countries; • reporting on the impact of ARLAC work on labour administration systems of member countries; • guide the Secretariat on future programmes; and • Considering any other resolutions referred to it by the Governing Council. The Governing Council is invited to consider the recommendations of the Permanent/Principal Secretaries and Directors-General and direct the meeting as required.

AGENDA ITEM 7 GC42/2016/07	RECOMMENDATIONS FROM THE MEETING OF PERMANENT/PRINCIPAL SECRETARIES AND DIRECTORS- GENERAL ON:-
	7.3 PROPOSED REPORT ON ORGANISATIONAL AND GOVERNANCE STRUCTURE OF ARLAC The meeting of Permanent/Principal Secretaries and Directors-General noted that the current arrangement in ARLAC is that the Chairpersonship of both the Governing Council and Executive Office are held by one person on a permanent basis. The meeting directed the Secretariat to explore what obtains in other similar organizations and to produce a report on the proposed Chairpersonship of the ARLAC Executive Office and Governing Council. The report of the Secretariat should be presented to the Executive Office for their consideration and further recommendations to the meeting of Permanent/Principal Secretaries and Directors General due in February 2016. The Report of the Permanent/Principal Secretaries and Directors-General is attached as Appendix C. The Governing Council is invited to consider the proposals of the Permanent/Principal Secretaries and Directors-General and to guide them as required.

AGENDA ITEM 8 GC42/2016/08	ELECTION OF MEMBERS OF THE ARLAC EXECUTIVE OFFICE
	The Governing Council would recall that elections of the members of the Executive Office, which were due in June 2015, were deferred to the 42nd meeting of the Governing Council pending the geographical reconfiguration and development of mechanisms for election into the Executive Office. Subject to the adoption of the geographical reconfiguration and election mechanisms as recommended by the Permanent/Principal Secretaries and Directors-General, the 42nd Governing Council Meeting should conduct elections of the members of the Executive Office in February 2016. The Governing Council is invited to elect members of the Executive Office.

**AGENDA
ITEM 9**

GC42/2016/09

**PROPOSED AGENDA ITEMS FOR THE 42B GOVERNING
COUNCIL MEETING****PROPOSED AGENDA**

1	WELCOME REMARKS	(GC42B/1/2016)
2	ADOPTION OF AGENDA	(GC42B/1/2016)
3	MINUTES OF THE 42nd ARLAC GOVERNING COUNCIL MEETING	(GC42B/1/2016)
4	MATTERS ARISING FROM THE PREVIOUS MEETING	(GC42B/1/2016)
5	AUDITED FINANCIAL STATEMENTS AND AUDITORS REPORT 2015	(GC42B/1/2016)
6	TENTATIVE ARLAC PROGRAMME AND BUDGET –2017	(GC42B/1/2016)
7	ANY OTHER BUSINESS	(GC42B/1/2016)

AGENDA ITEM 10 GC42/2016/10	VENUE OF THE NEXT ANNUAL MEETING FOR PERMANENT/PRINCIPAL SECRETARIES AND DIRECTORS GENERAL
	The representative of Egypt to the meeting of Permanent/Principal Secretaries and Directors General, Mr. Kamal Osman Abd Elbaky, offered on behalf of the Arab Republic of Egypt, to host the next meeting of Permanent/Principal Secretaries and Directors General in 2016. The Governing Council is to be informed on this development and invited to consider the offer by Egypt and decide accordingly.

AGENDA ITEM 11 GC42/2015/11	ANY OTHER BUSINESS
	Members of the Governing Council may raise any other issues not included in this agenda but relevant to the meeting.