

**TRANSCO CLSG
BOARD FINANCE AND ADMINISTRATION COMMITTEE
TASK FORCE REPORT ON "ADMINISTRATIVE PROCEDURES MANUAL"**

ABIDJAN, JULY 25 - 27, 2016

I. INTRODUCTION

1. During the 4th Meeting of the Finance and Administration Committee of the TRANSCO CLSG Board of Directors (held in Abidjan from June 21-22, 2016), a Task Force was set up to work with TRANSCO CLSG Management to expedite completion of the Administrative Procedures Manual.
2. The Task Force comprises two members of the FAD Committee (representatives of CI-Energies and EDSA) and the Senior Strategic Adviser. In light of the resignation of Mr Abraham Tom Saboleh, Finance Manager of EDSA, the Chairman of the FAD Committee approved that Mr Cassel from LEC would replace Mr Saboleh, given that Mr Cassel had participated in the preparation of the Financial Management Policies.
3. The list of participants in the Task Force meeting (July 25-27, 2016) is attached as Annex A to this report.
4. The Chairman of the FAD Committee, Mr Amarquaye Armar, chaired the Task Force meeting.

II. OUTCOME OF THE MEETING

5. The Task Force established the framework for re-organizing the draft materials (prepared by SEC Diarra, the consultant based in Mali) into a comprehensive Administrative Procedures Manual, reflecting the approved set of corporate policies of the Board of Directors - Professional Code of Conduct, Staff Regulations and Financial Management Policies.
6. The Task Force agreed that a consistent format would be used to re-organize the material to ensure that the Administrative Procedures Manual would be consistent in:
 - Presenting an administrative framework for day-to-day implementation of corporate policies of the Board of Directors - Professional Code of Conduct, Staff Regulations and Financial Management Policies
 - Describing administrative procedures to be followed by management and staff members to adhere to the above listed key policies of the Board of Directors
 - Describing methodologies to be adopted to ensure that management and staff members attain objectives with optimum deployment of corporate resources, notably staff members, equipment/facilities and funds
 - Delineating task-specific roles, departmental functions and corporate documentation requirements of management and staff members of TRANSCO CLSG.



7. Therefore the Task Force decided that the Administrative Procedures Manual needs to be re-organized into three (3) volumes, namely: (i) Professional Code of Conduct (**Volume I**) – administrative procedures for professional behavior, anti-corruption and fraud management; (ii) Staff Regulations (**Volume II**) – administrative procedures for human resources and travel, incorporating job descriptions; and (iii) Financial Management Policies (**Volume III**) – administrative procedures for mail and telecommunications, assets management, budgeting, accounting and internal controls.
8. TRANSCO CLSG Management informed the Task Force that the World Bank had provided comments on all volumes of the draft materials prepared by the consultant. The key observation made by the World Bank was the need to complete the job descriptions by improving on the expected results and key performance indicators for evaluation of staff. The Task Force agreed that the World Bank's comments would need to be reflected in Volume II.
9. The Task Force agreed that preparation of Volume III (English and French versions) should be completed during this meeting (July 25-27), and thereafter Volumes I and II should be completed at a later date in August prior to the next scheduled Board Meeting (August 27-28). Nevertheless, the Task Force succeeded in completing only the English version of Volume III during this meeting, and therefore the Task Force requested the Senior Strategic Adviser and the representative from CI Energies to work with TRANSCO CLSG Management on the French version.
10. In order to complete Volumes I and II, the Task Force and TRANSCO CLSG Management agreed to organize another meeting in early August, so that the complete three-volume set of the Administrative Procedures Manual (English and French versions) can be submitted to the World Bank for feedback before presentation to the next Board Meeting for approval.
11. The Task Force thanked TRANSCO CLSG Management for a well-organized meeting.
12. The Task Force expressed its sincere thanks to the people and government of Cote d'Ivoire, and in particular, His Excellency Alassane Ouattara, President of the Republic of Cote d'Ivoire, for the warm welcome and hospitality enjoyed by the participants during their stay in Abidjan.

Done in Abidjan on Wednesday 28th of July 2016.


AMARQUAYE AMAR

Chairman, Board Finance and Administration Committee



Cocody 2 Plateaux, 7^{ème} Tranche, 28 BP 633 Abidjan 28, Republic of Côte d'Ivoire

**TRANSCO CLSG Finances and Administrative Committee Special Session /
Session Extraordinaire du Comité Administratif et Financier de TRANSCO CLSG**

July 25 - 27, 2016 / Les 25, 26 et 27 Juillet 2016

Attendance List / Liste de Présence

N°	NOM ET PRENOMS / NAME AND SURNAME	REPRESENTANT DE / REPRESENTATIVE OF	CONTACTS (TEL/PHONE ; EMAIL)	SIGNATURE DAY 1	SIGNATURE DAY 2	SIGNATURE DAY 3
1.	Mr. Amarquaye ARMAR	CHAIRMAN	46 40 22 93 (CI) +233 243 568 726 (GH) amarquaye@men.com			
2.	Mrs. Edith Ezannou KONE	CI- Energies – COTE D'IVOIRE	0025 77 302881 ezannou@energies.ci			
3.	Mr. Alfred P. K. CASSELL	LEC - LIBERIA	+231-886520862 acassel194@yahoo.com			
4.	Mr. Amadou DIALLO	TRANSCO CLSG	adiallo@transcoclsq.org Tel: +224624774777			

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N°	NOM ET PRENOMS / NAME AND SURNAME	REPRÉSENTANT DE / REPRESENTATIVE OF	CONTACTS (TEL/PHONE ; EMAIL)	SIGNATURE DAY 1	SIGNATURE DAY 2	SIGNATURE DAY 3
5.	Mr. Jigba J. YILLA	TRANSCO CLSG	09 88 91 48 / 75 26 01 59 jyilla@transcoclsq.org			
6.	Mrs. Rachel KEITA	TRANSCO CLSG	59 77 39 82 rkeita@transcoclsq.org			
7.						
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