



**AFSEC Secretariat Staff
Regulations and Operating Rules
of AFSEC Statute Ed. 2**

(2025 edition)

AFSEC Secretariat Staff Regulations and Operating Rules

AFSEC Secretariat consists of the Secretary General (SG) and its Staff (Administrative and Financial), in addition to the Office Secretary.

AFSEC's operational and financial affairs are overseen and executed by the SG, with the assistance of the secretariat staff as detailed below.

General

The AFSEC Secretary General (SG) will be appointed by the hosting country and approved by the Council for a term of four years, to be re-appointed once.

The Secretary General (SG) typically holds a top-level leadership position, often overseeing the entire administration of the organization, His/her role involves strategic leadership and management oversight

- **Strategic Leadership:** Leads development and implementation of organizational strategies, strategic goals, and overall direction for AFSEC.
- **Management Supervision:** Oversees the day-to-day operations of the organization or department, including personnel, budget, and resources.
- **Policy Development:** Works with the board of directors or governing body to develop and implement policies.
- **External Relations:** Represents the organization in dealings with external stakeholders, such as government agencies, partners, and the public.
- **Decision-Making:** Makes key decisions related to the organization's operations and future direction based on mandates from related committees.
- **Public Representation:** Can act as a spokesperson for the organization.

Operational

- Setting AFSEC Strategic Goals for approval based on contributions made by AFSEC members. Coordinating and supporting the activities of the Standards Management Committee(ASMC), Technical Committees (ATC) and of the Conformity Assessment Committee (ACAC);
- Being the secretary of the Management committee, he/she must liaises closely with the secretaries of the ASMC and ACAC.
- Organize the General Assemblies or the Management Committee meetings in collaboration with the host member/country.
- Provides or arranges training as required for AFSEC TC secretaries, AFSEC Regional representatives and NC secretaries on specific AFSEC responsibilities, with relevant Institutions.
- Review annual reports for the Standards Institutions (IEC, IEEE...) according to the signed agreements and presents the info to the ASMC.
- Developing MoUs between AFSEC and Relevant Institutions.
- Representing AFSEC in external meetings and specially in Joint Committees with different Institutions.
- Managing the overall operations of AFSEC, and make key decisions related to his/her responsibilities.
- Supervising the administrative operation of AFSEC; including hosting, developing and updating AFSEC Website.
- Ensuring that the AFSEC adopted standards are maintained, reviewed when required and the data base/catalogue updated.
- Making available to the AFSEC committees the support resources necessary for their effective functioning

- Reporting on the secretariats activities to the Management Committee; and General Assembly
- Compiling/ reviewing the procedures, work instructions, mission and job sheets of the different bodies of AFSEC in conjunction with related stakeholders that needs to be submitted to AMC and Council
- Arrange regular meetings for the AFSC Executives (ExCo).

Financial Matters

- Prepare concept notes or request for support for activities and projects that require external funding by sponsors.
- Where mutually agreed, AFSEC might pre-finance, or part-finance certain aspects of a sponsored activity or a project. In the case of pre-financing, invoicing of the sponsor for reimbursement will require relevant documentation (e.g. attendance lists, proof of payment of hotel invoices).
- Prepares annual budget and action plan for approval by Council.
- Responsible to manage the day-to-day financial affairs of AFSEC, in consultation with the treasurer, and in liaison with the office appointed or contracted to as financial and management accountant.
- Ensure that auditors are appointed (approved by Council) and annual audited accounts are prepared and submitted for scrutiny by the Treasurer and for approval by Council.

AFSEC Administrative Staff (s)

- Assist the SG in arranging the logistics for physical meetings by setting up / arranging the logistics for remote/physical meetings of all the AFSEC Committees
- Liaise with committee members and travel agents for the travel arrangements for AFSEC committee members
- Processes and manages requests from ATCs of standards to be reviewed and send these requests to (IEC) or other organisations to obtain the required permission.
- Assist the SG in organize the GA meetings, and drafting the resolutions in collaboration with the host member/country.
- Prepare the minutes of AMCs and executives meetings
- Maintain the AFSEC standards database: ensuring that entries for standards recommended for common adoption are kept up to date (including the related cover pages) and that each member is provided with their password /login and reminded to enter their data regularly.
- Assist the SG to manage the AFSEC Harmonised African Electro Technical Regional Standards adoption process from a new work item, review for adoption by TC's (managed by ASMC) to adoption and published phases. This process includes the compilation of a AFSEC standard and Guide.
- Prepare presentations as requested by the SG.
- Assist the SG in coordinating the activities of the ASMC, ATCs and ACAC
- Assist in drafting the procedures, work instructions, mission and job sheets of the different bodies of AFSEC to be submitted to AMC and to the Council.
- Draft contracts and maintain the documentation records of all committees, e.g. agendas, attendance registers, meeting reports, working documents, etc
- Assist in preparing the agendas and meeting reports and working documents of the ExCO, the AMC and the Council
- Maintain the names of member of all ATCs members who are accessing the IEC portal
- Assist in obtaining translation services: For all statutory meetings, unless otherwise agreed with the applicable committee chairman.
- Assembling the information for the AFSEC newsletter
- Administration of the AFSEC website

AFSEC Accountant

The nature of the operational work of AFSEC involves regular committee meetings across the continent. The financial work required to effectively organise and manage the activities associated with such meetings and the finances of AFSEC as a whole require a full-time officer with the requisite financial skills and experience.

The duties include:

- Preparation of invoices, including members invoices and statements of account: following -up of outstanding payments
- Reconciliation of accounts
- Drafting of financial agreements and contracts
- Disbursement of travel expenses on authorisation by the Secretary General
- Maintaining all financial records and books of accounts in preparation for audits.
- Stay in close coordination with the External Auditor to make sure of consistent financial statements, for submitting to the Auditors report

AFSEC Office Secretary

The incumbent of the office secretary position is required to ensure the effective administration of the Secretary General activities.

The duties requires

- Preparation, dissemination and filing of correspondence
- Keeping the diary of and making appointment for the Secretary General
- Organising the travel arrangements of the Secretary General.
- Formatting presentations material prepared by the Secretary General
- Arranging for translations of documents/correspondence for the Secretary General,
- Drafting of financial agreements and contracts
- Disbursement of travel expenses/per diem on authorisation by the Secretary General.
- Keeping all financial records and books of accounts in preparation for audits.
- Be fluent in English and or at least be able to converse in and understand French, and preferably Arabic.
- Maintaining the AFSEC document management

AFSEC Document Management

AFSEC documents will be managed by the AFSEC office secretary in line with the following numbering system.

All published documents will have AFSEC as a prefix followed by the number allocated by the owner of the document, e.g the IEC number and for the AFSEC documents the following numbering is to be applied:

- AFSEC 5XXXX-Type-xx:YYYY Ed E or F
- **Five digit numbers = 5XXXX** : sequential no allocated by AFSEC Secretariat
- **Type:**
 - 00 : AFSEC Governance documents (the 5 digits no is 50000)
 - 01 : AFSEC Standard
 - 02: AFSEC TS – Technical Specification
 - 03: AFSEC TR- Technical Report
 - 04: AFSEC Guide
 - 05: AFSEC Document Template (the 5 digits no is 50000)
- **xx** : part1, etc.
- **YYYY**: Publication Year
- **Ed**: Edition number (1-xx)
- **English or French**: Language of the document

Note: AFSEC adopted standards will be published with a Cover Page plus a Foreword and Endorsement Notice page.