

26. MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE

- 26.1 The Ministry of Foreign Affairs, Regional Integration and International Trade has the overall responsibility of the implementation of the foreign and trade policies and promotion of foreign relations of the Republic of Mauritius with other countries. Its core function is to advise and assist Government in response to unfolding international situations and events. Its role relates, among others, to: upholding, promoting and protecting sovereignty, territorial integrity and interests of the Republic of Mauritius; monitoring and analysing developments in the international arena; promoting Mauritian exports, tourism potential, attracting foreign investment for Mauritius and enhancing scientific, technological and cultural links between Mauritius and other countries; providing consular service and assisting Mauritian citizens abroad; and assisting other Ministries and Departments in their international dealings.
- 26.2 In so doing, the Ministry envisions creating a prosperous and sustainable Mauritius fully integrated into a peaceful, globalised and equitable world. Its activities are carried out through three Divisions namely Foreign Affairs, Regional Integration and International Trade.
- 26.3 As Accounting and Responsible Officer of the Ministry, the Secretary for Foreign Affairs advises the Minister on all issues related to policies, positions, roles and policy direction that should be undertaken to ensure that the interests of the country are always protected and promoted. She is supported in the performance of her duties by a Permanent Secretary, officers belonging to the Diplomatic, Administrative, Technical, general services cadre and other occupational categories.
- 26.4 It has been reported during consultation that the Ministry is presently being manned by limited number of officers of the Diplomatic cadre, both at local and international levels. To address the concern of both Management and staff side, **we recommend that the Ministry should conduct a Human Resource Planning exercise to identify the need for additional HR requirements and to prompt appropriate remedial measures.**

FOREIGN AFFAIRS DIVISION

- 26.5 The Foreign Affairs Division, being the major area of activity of the Ministry, is split into six Directorates namely Bilateral I, Bilateral II, Bilateral III, Multilateral Political, Multilateral Economic and Protocol. Each Directorate is headed by an Ambassador/High Commissioner or a Minister-Counsellor or a senior diplomatic officer. The Division also comprises 18 Diplomatic Missions and one Consulate.

- 26.6 For this Review, the submissions pertained mainly to: alignment and upgrading of salaries as well as review of certain specific conditions of service. During meetings, both Management and staff side were apprised that alignment/upgrading of salaries would be looked into taking into consideration, among others, the level of responsibility, scope of activities and complexity of work in line with the Bureau's general framework for pay determination. As regards the specific conditions of service, these are dealt with in Volume I of this Report.
- 26.7 After a thorough examination of the submissions, we are maintaining the present structure and other benefits while revising the existing allowances.

Accumulated excess hours of work

- 26.8 At present there is flexibility for officers posted in the Protocol Directorate who have not been able to take time off to carry over the excess hours of work accumulated in a given year into the following year. It has been represented that these officers are unable to take their excess hours of work accumulated in view of the exigencies of service as the number of extra hours accumulated is substantial and if time off is granted, it would disturb the smooth running of the Directorate. The Bureau has examined the representations and considers that special effort should be made by Management through appropriate planning to make the existing arrangement work which we are maintaining hereunder:

Recommendation 1

26.9 We recommend that:

- (i) officers posted in the Protocol Directorate, who have not been allowed to offset their accumulated excess hours against time off in the year it fell due, may be allowed by the Responsible Officer to carry over the excess hours of work accumulated into the following year provided that a written application to offset the extra hours of work accumulated against time off has been made by the officer concerned in the year it was due and such time off has not been approved due to the exigencies of the service; and**
- (ii) the excess hours accumulated that have been carried forward should lapse if not taken as time off in the year that they have been carried over.**

Entertainment Allowance

- 26.10 The Secretary for Foreign Affairs and Ambassadors are presently paid a monthly entertainment allowance of Rs 6875 and Rs 4950 respectively for receiving and entertaining representatives of foreign countries and for reciprocating invitations

received when posted at the Head Office. We are maintaining this provision and revising the quantum.

Recommendation 2

26.11 We recommend that the Secretary for Foreign Affairs and Ambassadors should be paid a revised monthly entertainment allowance of Rs 10500 and Rs 7500 respectively.

Second Secretary

26.12 As per existing provision, Second Secretaries are allowed to proceed incrementally in the master salary scale up to salary point Rs 58775 subject to certain condition. We are maintaining this provision and revising the salary point.

Recommendation 3

26.13 We recommend that Second Secretaries be allowed to proceed incrementally up to the revised salary point Rs 62950 in the master salary scale through the grant of one increment every year provided they have:

- (i) drawn their top salary for a year, and**
- (ii) have been efficient and effective in their performance during the preceding years; and**
- (iii) are not under report.**

Duty Exemption to Ambassadors

26.14 At present, Ambassadors returning to their home country, after a tour of service in our mission abroad, are allowed, subject to the approval of the High Powered Committee, to benefit, only once, from duty exemption on the car purchased by them in the country of posting. Such eligibility is governed by provisions as at paragraph 18.2.126 of Volume 1 of this Report. **These are being maintained.**

26.15 Appropriate recommendation in respect of Foreign Service Allowance and other allowances which are payable to officers of the Diplomatic cadre, have been made at Chapter 18 of Volume 1 of this Report.

REGIONAL INTEGRATION DIVISION

26.16 The role of the Regional Integration Division is to advise on the development of the various sectors of the economy in line with the national objectives through enhanced co-operation with regional partners and to implement projects relating to regional integration. Its portfolio includes issues relating to bilateral cooperation and African Continental integration which has a regional perspective. The Division prepares for meetings and monitors activities relating to the regional organisations to which Mauritius belongs namely the Southern African

Development Community (SADC), Common Market for Eastern and Southern Africa (COMESA), Indian Ocean Commission (IOC) and the Indian Ocean Rim – Association for Regional Cooperation (IOR-ARC). It also takes on board decisions of the Tripartite SADC-COMESA-EAC Summit.

- 26.17 The structure of the Regional Integration Division comprises a Director, Cooperation as Head, a Deputy Director, Cooperation and officers of the Analyst (Cooperation) cadre.
- 26.18 In the context of this Review, representations have been made for upgrading/alignment of salaries, increasing number of posts, grant of 70% duty free facilities to the grade of Analyst (Cooperation), provision of entertainment allowance and other benefits. During consultation, Management was apprised that the request for upgrading/alignment of salaries would be dealt with taking into consideration all the compensable factors in line with the Bureau's general framework of pay determination. As regards increasing the number of posts, Management was sounded that the onus rests with the Ministry and would be subject to the findings of the Human Resource Planning exercise. On the issue of duty free facilities, they were apprised of the criteria adopted by the Bureau. Concerning general conditions of service/benefits, parties were informed that these would be finalised after discussion with all stakeholders concerned whereas for specific ones, the Bureau would examine their justification.
- 26.19 As the present structure is appropriate, we are not bringing any change thereto.

INTERNATIONAL TRADE DIVISION

- 26.20 The main functions of the International Trade Division relates to: negotiating trade deals for Mauritius at the multilateral level as well as in the context of regional and bi-lateral trade relations; ensuring that international trade rules are shaped in a manner as to create better trading opportunities for Mauritian exporters on international, regional and individual markets; following up on implementation of Trade Agreements; and preparing for the Trade Policy Review of Mauritius.
- 26.21 The work of the Division is conducted through the Trade Policy Unit, the Industrial Property Office and the Industrial Property Tribunal.
- 26.22 At the apex of the Division, the Director, Trade Policy is the Head who is responsible to formulate trade policies with a view to integrating the global trading system and to promote, defend and safeguard the socio-economic interests of Mauritius at bilateral, regional and multilateral levels. He is assisted in his tasks by the Deputy Director, Trade Policy and officers of the Trade Policy Analyst cadre.

- 26.23 Both Management and staff side have made representations for: alignment of salaries; increasing the number of posts of Principal Trade Analyst; provision of 70% duty free facilities and other benefits. During meetings, parties were informed that the proposal for alignment of salaries would be examined taking into consideration several compensable factors. On the issue of additional posts they were explained that the onus rested upon Management. As regards provision of 70% duty free facilities, they were apprised of the existing criteria for eligibility. In respect of general conditions of service/benefits, they were informed that these would be finalised following consultations with all stakeholders.
- 26.24 After examination, the Bureau is of the view that the present structure should be maintained.

INDUSTRIAL PROPERTY OFFICE

- 26.25 Established under Section 3 of the Patents, Industrial Designs and Trademarks Act 2002, the main services of the Industrial Property Office (IPO) are the registration of trademarks, industrial designs and the grant of patents, and the proper maintenance of the Industrial Property Rights during their terms.
- 26.26 To safeguard individual ownership and industrial property rights, IPO enforces the following legislations: The Patents, Industrial Designs and Trademarks Act 2002; the Protection against Unfair Practices (Industrial Property Rights) Act 2002; the Layout Designs (Topographics) of Integrated Circuits Act 2002 and the Geographical Indications Act 2002. It envisions a modern and well enforced intellectual property system to be recognised as an important commercial and driving force as well as a crucial factor for national, social, economic and technological development.
- 26.27 The establishment of the IPO comprises the Controller, Industrial Property Office who is responsible for the effective operation and management of the IPO and by a core staff consisting of officers of the Industrial Property Officers' Cadre and those of the General Services. At present, the post of Controller, Industrial Property Service is vacant and the Principal Industrial Property Officer has been assigned the responsibility to look after the affairs of the IPO in respect of administration and technicality of task.
- 26.28 In the context of this Review, both staff and Management have made the following submissions: to enlarge the qualification requirement for the grade of Controller, Industrial Property Office; upgrading of qualification requirement at the level of Industrial Property Officer and reviewing its salary scale in light of what has been granted to the grade of Office Management Assistant; merging of the grade of Industrial Property Officer and Senior Industrial Property Officer; and granting 70% duty remission for the purchase of a car to officers of the Industrial Property Officers' Cadre.

- 26.29 During consultations both parties were apprised that upgrading or reviewing of qualifications requirement normally rests upon Management but is considered by the Bureau when the job content has evolved in complexity requiring new competencies and skills to match the responsibilities shouldered. It was also highlighted that the salary scale of the grades is aligned taking into consideration, among others, comparability of hierarchical positions, responsibilities and scope of activities. With regard to the upgrading of salary, they were informed that the Bureau would reassess all grades in the Cadre through job evaluation exercises. On the issue of merger of the two grades of Industrial Property Officer and Senior Industrial Property Officer, both Management and staff side were apprised that such a request could have been considered if there were considerable overlapping of duties between the two grades, limited supervision, no team-leading functions and consensus among all those concerned. Parties were also apprised of the criteria to qualify for 70% duty remission to purchase a car.
- 26.30 After a thorough analysis of the submissions, the Bureau holds the view that the organisation structure should be maintained and the qualification requirement of the grade of Controller, Industrial Property Office be enlarged to enable recruitment from a broader pool of qualified serving officers.

Controller, Industrial Property Office

- 26.31 At present, recruitment to the grade of Controller, Industrial Property Office is made by selection from among candidates possessing a Degree in Law and either a Master's Degree in Law or a postgraduate Diploma in Intellectual Property or in a related field and reckoning at least five years' experience in legal matters.
- 26.32 It has been submitted that the post of Controller, Industrial Property Office has remained vacant for a long time and attempts made by the Public Service Commission to fill in the vacancy has been unsuccessful as no qualified candidates responded to the advertisement. Management has therefore acceded to the proposal of the union to enlarge the field of academic qualification in the scheme of service of the grade to enable recruitment from a larger pool of qualified serving officers.

Recommendation 4

- 26.33 We recommend that, in future, recruitment to the grade of Controller, Industrial Property Office be made by selection from among serving officers possessing either:**
- (i) a Degree in Law or Management or Economics or Marketing or Business Management or Statistics or any other related fields and reckoning at least eight years' post qualification experience at managerial level; or**

- (ii) a Master's Degree in the specified fields or a post graduate Diploma in Intellectual Property or an equivalent acceptable qualification and reckoning at least five years' post qualification at managerial level.

**MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND
INTERNATIONAL TRADE**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 109	Rs 164000 Secretary for Foreign Affairs
02 000 106	Rs 122000 Ambassador High Commissioner Permanent Representative Permanent Secretary
02 000 102	Rs 110000 Minister Counsellor/Deputy High Commissioner
02 086 095	Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000 First Secretary
26 069 085	Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Project Manager, Foreign Affairs
02 055 081	Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Second Secretary
08 056 080	Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825 Attaché (Administration) (Personal)
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver

Salary Code	Salary Scale and Grade
24 016 043	Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200 Stores Attendant
REGIONAL INTEGRATION	
02 000 102	Rs 110000 Director, Cooperation
02 085 095	Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000 Deputy Director, Cooperation
02 075 089	Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450 Principal Analyst (Cooperation)
02 069 085	Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Senior Analyst (Cooperation)
02 054 081	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Analyst (Cooperation)
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver
INTERNATIONAL TRADE DIVISION	
02 000 102	Rs 110000 Director, Trade Policy
02 095 097	Rs 86000 x 3000 – 92000 Deputy Director, Trade Policy (Personal)

Salary Code	Salary Scale and Grade
02 085 095	Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000 Deputy Director, Trade Policy
02 075 089	Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450 Principal Trade Policy Analyst
02 069 085	Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Senior Trade Policy Analyst
02 054 081	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Trade Policy Analyst
18 085 095	Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000 Controller, Industrial Property Office
18 065 079	Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200 Principal Industrial Property Officer
18 058 073	Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850 Senior Industrial Property Officer
18 050 068	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 Industrial Property Officer
08 038 063	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 Trade Policy Information Officer

Salary Code	Salary Scale and Grade
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver
