

3. NATIONAL ASSEMBLY

- 3.1 The National Assembly together with the President of the Republic of Mauritius is a parliamentary institution which plays a critical role in ensuring democracy. Its main functions comprise the enactment of laws, controlling the finances of the State, debate on government policy and scrutiny of the actions of Government and the Ministries.
- 3.2 Its objectives are, among others, to: keep under continuous review the parliamentary service with a view to enabling members of Parliament to discharge their duties in the best of conditions; and interact with the Parliaments of the rest of the world in order to enhance the democratic principles. The mission of the National Assembly relates to ensuring that the best interests of the Nation are served.
- 3.3 The Assembly operates under five functional units namely: Hansard; Pre Press; Parliamentary ICT; Information; and Overseas Service, Protocol and Communications. Each Unit has its own specificity and contribution towards the achievement of the objectives of the National Assembly.
- 3.4 The National Assembly is under the administrative responsibility of the Clerk who is assisted in the discharge of her duties by a complement of staff comprising professionals, technical, general services and other supporting grades.
- 3.5 In the context of this Review, the main representations from the official and the staff side pertained to: amendment of scheme of service; upgrading of salaries; and creation of additional levels.
- 3.6 During consultations, stakeholders were apprised that Management should consider all possible implications before proceeding with any amendment in the scheme of service of a grade. It was also highlighted that grades which are urgently needed would be graded by the Bureau on an adhoc basis well before and even after the publication of the Report once establishment and financial clearances are obtained and the proposed scheme of service is in order. As regards upgrading of salaries, parties were informed that this request would be considered on the basis of fresh information from the job description questionnaires and job evaluation exercise. To address issues relating to HR, it is recommended that Management should conduct a Human Resource Planning exercise to identify the need for HR requirements and to prompt appropriate remedial measures.
- 3.7 Each submission has been scrupulously examined. With a view to enhancing the smooth functioning of the Hansard Unit, we are reinforcing its structure by providing an additional level as well as making provision for the conduct of a health surveillance for officers of the Hansard Reporter and Sub Editor Cadre.

We are also revising the robing allowance and restyling grades in the Parliamentary ICT Unit.

Assistant Hansard Editor (New Grade)

- 3.8 One of the core responsibilities of the Hansard Unit is to produce and make the proceedings of Parliamentary Sittings and Committees available online within 24 hours after adjournment of the sittings. The tight time schedule for the delivery of these debates places constant pressure on the officers of the unit especially as the verbatim reports have to be edited several times by officers at various levels prior to their release. Other important responsibilities of the unit comprise, among others, the production of archival versions of Hansard. Further, with the digitization process new responsibilities have arisen and the scope of the functions has been widened. On this basis, Management as well as the staff side have requested for additional levels to be created to reinforce the unit so as to be able to cope with the exigencies of the institution. The Bureau has examined the matter at length and considers that there are valid grounds for the creation of a level of Assistant Hansard Editor and we are recommending accordingly.

Recommendation 1

- 3.9 **We recommend the creation of a grade of Assistant Hansard Editor. Appointment thereto should be made by selection from candidates possessing a joint degree in English and French or an equivalent qualification and who reckon at least two years' experience in editing.**
- 3.10 Incumbent would, *inter alia*, assist the Hansard Editor in editorial duties and proof-reading of Hansards, monitor and follow up of updated and revised versions of Hansard; review Hansard policies, practices and procedures; identify issues and factors that may arise with regard to the production of verbatim reports in view of initiating appropriate measures and setting up of action plans and provide appropriate coaching to the Reporter's cadre.

Hansard Editor

- 3.11 Pursuant to the creation of the grade of Assistant Hansard Editor, the entry requirements for the grade of Hansard Editor have changed. There is, therefore, need to bring consequential changes in the scheme of service of the grade.

Recommendation 2

- 3.12 **We recommend that, henceforth, the grade of Hansard Editor should be filled by promotion, on the basis of experience and merit, of incumbents in the grade of Assistant Hansard Editor reckoning at least three years' service in a substantive capacity in the grade.**

Specific Conditions of Service

Health Surveillance

3.13 Representations were received from the staff side that in view of the nature of duties performed by the officers of the Hansard Reporter and Sub Editor cadre, they are prone to be affected by computer vision syndrome; suffer from strain injuries and other painful conditions affecting muscles and tendons. The Bureau carried out a site visit at the National Assembly whereupon it was observed that the officers work from small and stuffy cubicles. Further, they are also required to continually wear earphones as well as view screens of their monitor throughout the day. As these conditions may be detrimental to their health, we are making appropriate recommendation for the health surveillance of these officers.

Recommendation 3

3.14 We recommend that the National Assembly should make arrangement with the Occupational Safety and Health Unit of the MCSAR to have regular occupational safety and health audits so as to identify any risk to safety and health for the officers concerned and to subsequently recommend remedial measures. The National Assembly should also consider the advisability to arrange with the Health Authorities for a medical surveillance for the officers of the Hansard Unit.

Time Off/Overtime Allowance to officers in the grades of the Hansard Unit

3.15 Officers in the grades of the Hansard Unit are presently granted time off or paid overtime whenever they are called upon to work outside their normal working hours during parliamentary sittings. This provision is being maintained.

Recommendation 4

3.16 We recommend that the Hansard Editor, Assistant Hansard Editor and officers of the Hansard Reporter and Sub Editor cadre should continue to be granted time off or paid overtime for work performed outside normal working hours.

Staggered Hours

3.17 The Hansard Editor and Assistant Hansard Editor as well as officers in the grades of Assistant Hansard Reporter and Sub Editor, Hansard Reporter and Sub Editor, Senior Hansard Reporter and Sub Editor, and Chief Hansard Reporter and Sub Editor would be required to work at staggered hours. **This element has been taken into account in the determination of the salaries of the relevant grades.**

Robing Allowance

- 3.18 As per existing provision, the Clerk of the National Assembly, Deputy Clerk and Clerk Assistants, National Assembly are eligible for a Robing Allowance of Rs 4800 yearly. We are maintaining this provision.

Recommendation 5

- 3.19 We recommend that the Clerk of the National Assembly, Deputy Clerk and Clerk Assistants, National Assembly should continue to be paid a Robing Allowance of Rs 4800 yearly.**

Parliamentary ICT Unit

- 3.20 The Parliamentary ICT Unit of the National Assembly comprises a four-level structure, headed by the Parliamentary ICT Manager.
- 3.21 The grades of Parliamentary ICT Officer, ICT Support Officer and IT and Audio Visual Operator were created in the EOAC Report, following which a few inconsistencies were noted in either the qualification requirements or job title or salary granted to the grades. We are making provisions to address these inconsistencies.

Parliamentary ICT Support Officer, *formerly ICT Support Officer*

- 3.22 At present, the qualification requirements of the grade of ICT Support Officer are a Higher School Certificate, a Certificate in Information Technology or Computer Studies and candidates should be A+ Certified and reckon practical experience in Computer Operations. The Bureau considers that these requirements are not in consonance with the duties and responsibilities devolving upon the grade. Moreover, the appellation should be reviewed as there is already a grade of ICT Support Officer at the Ministry of Education and Human Resources, Tertiary Education and Scientific Research, where the qualification requirements and duties are different. In this context, we are restyling the grade and reviewing the qualification requirements.

Recommendation 6

- 3.23 We recommend that the grade of ICT Support Officer on the establishment of the National Assembly be restyled Parliamentary ICT Support Officer. Appointment thereto should be made from among candidates possessing a Cambridge Higher School Certificate, a Certificate in Information Technology or Computer Studies and at least six months practical experience in Computer Operations.**
- 3.24 The Bureau has taken into account the element of working at staggered hours in arriving at the recommended salary.**

Parliamentary ICT Officer

- 3.25 The recommended qualification requirements of the grade of Parliamentary ICT Officer, as per the EOAC Report, are a degree in Computer Science /Computer Engineering/ Information Systems/ Information Technology/ Software Engineering or any degree the major part of which should be Computer Science/ Computer Engineering/ Information Systems/Information Technology/Software Engineering from a recognised institution and at least two years' experience in Networking, Application and Database Design as well as possessing knowledge in Sound/Video ICT Architecture and Operation of multi-user systems and be conversant with audio recording and voice-to-text technologies.
- 3.26 The Bureau has noted that the salary granted to the grade does not reflect the qualifications requirements, which in turn do not match the level of duties and responsibilities devolving upon incumbent. Furthermore, we consider that the requirement for potential candidates to possess knowledge in sound/video ICT Architecture and operation of multi-user systems and be conversant with audio recording and voice-to-text technologies, may lead to recruitment difficulties. In this context, we are revisiting the qualification requirements of the grade.

Recommendation 7

- 3.27 **We recommend that appointment to the grade of Parliamentary ICT Officer should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Science or Computer Engineering or Information Systems or Software Engineering or in a related relevant field and reckoning at least two years' experience in networking, application and database design.**
- 3.28 Management may provide the appropriate on-the-job training in sound/video ICT Architecture, multi-user systems and audio recording and voice-to-text technologies to incumbent during his/her period of temporary appointment.
- 3.29 **The Bureau has taken into account the element of working at staggered hours in arriving at the recommended salary.**

Audio Visual Operator

formerly IT and Audio Visual Operator

- 3.30 The grade of IT and Audio Visual Operator was created in the EOAC Report where it was recommended that appointment thereto be made by selection from among candidates possessing a Cambridge School Certificate, a Certificate in IT, who are A+ Certified and also reckon basic audio knowledge along with at least three years' experience in the operation of IT and audio equipment.
- 3.31 After examination, the Bureau has noted that the recommended qualification requirements and salary are not in consonance with the level of duties. This

mismatch is being addressed in this Report. We are also restyling the grade to a more appropriate appellation to reflect the true nature of duties performed.

Recommendation 8

- 3.32 We recommend that the grade of IT and Audio Visual Operator be restyled Audio Visual Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate, and a Certificate of Proficiency in IT as well as reckoning at least two years' experience in operation of audio visual equipment.**
- 3.33 The Bureau has taken into account the element of working at staggered hours in arriving at the recommended salary.**

Specific Condition of Service

Health Surveillance

- 3.34 Employees in IT grades at the National Assembly are required to work on a computer screen for most of their time, which may be detrimental to their eyesight. In this context, we deem it imperative for the officers concerned to undergo regular medical check ups. We are making a recommendation to that effect.**

Recommendation 9

- 3.35 We recommend that Management of the National Assembly should make necessary arrangements with Health Authorities, for its employees in IT grades to undergo a medical surveillance, including regular health check ups, free of charge.**

NATIONAL ASSEMBLY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 106	Rs 122000 Clerk of the National Assembly
02 086 095	Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000 Deputy Clerk, National Assembly

Salary Code	Salary Scale and Grade
02 061 085	Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Clerk Assistant, National Assembly
04 069 085	Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Parliamentary ICT Manager
04 057 081	Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Deputy Parliamentary ICT Manager
05 068 089	Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450 Parliamentary Librarian and Information Officer
05 057 081	Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Assistant Parliamentary Librarian and Information Officer
05 044 072	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 Library Officer
16 037 061	Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950 Pre-Press Officer
08 070 085	Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Hansard Editor
08 054 081	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Assistant Hansard Editor (New Grade)
08 064 077	Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 Chief Hansard Reporter and Sub Editor

Salary Code	Salary Scale and Grade
08 058 074	Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 Senior Hansard Reporter and Sub Editor
08 051 070	Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 Hansard Reporter and Sub Editor
08 027 062	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 Assistant Hansard Reporter and Sub Editor
04 045 073	Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850 Parliamentary ICT Officer
04 028 062	Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 Parliamentary ICT Support Officer <i>formerly ICT Support Officer</i>
10 023 058	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625 Audio Visual Operator <i>formerly IT and Audio Visual Operator</i>
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
24 019 048	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475 Library Attendant/Senior Library Attendant <i>formerly Library Attendant</i>
