

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

- 22.1 The Ministry of Foreign Affairs, Regional Integration and International Trade is responsible, among others, to: uphold the sovereignty and territorial integrity of Mauritius; promote and safeguard the national interest of Mauritius at bilateral, regional and international levels; contribute towards building a secure, equitable and democratic international community; work towards sustainable development through the deepening and acceleration of regional integration; and foster inclusive and sustainable economic growth through the expansion of trade with a view to integrating Mauritius into the global economy.
- 22.2 The Ministry's main objectives comprise: the conduct of an economy-driven diplomacy; a deepening of its engagement with Africa; improving access to markets, through bilateral and Regional Trade Agreements; opening of new embassies; enabling connectivity; and restructuring the Intellectual Property Office.
- 22.3 The activities of the Ministry are organised under four Divisions: Foreign Affairs, Regional Integration; and International Trade consisting of the Industrial Property Office; and the Human Rights Division. The Secretary for Foreign Affairs is the Accounting and Responsible Officer of the Ministry. He is assisted in his duties by a Permanent Secretary, Directors of three Divisions and by other technical heads/staff.

FOREIGN AFFAIRS DIVISION

- 22.4 The Foreign Affairs Division is divided into six Directorates namely Bilateral I, Bilateral II, Bilateral III, Multilateral Political, Multilateral Economic and Protocol which are all serviced by diplomatic staff. The four-level Diplomatic Cadre is headed by an Ambassador or High Commissioner or Permanent Representative. The latter is in turn assisted in his functions by officers in the grades of Minister Counsellor/Deputy High Commissioner, First Secretary and Second Secretary, as well as supporting staff from the General Services.
- 22.5 In the context of this review exercise, the Unions/staff side and Management made an array of representations, including those related to Foreign Service Allowance. The latter have been reported under a separate Chapter in Volume 1 of this Report. The submission of the Union on behalf of the Diplomatic Cadre consisted mainly in: upgrading salaries; provision of enhanced conditions of service; and creation of a level between the grades of Minister Counsellor and First Secretary for career path and functional needs. The Bureau equally received representations made on an individual basis from staff of the Diplomatic Cadre. These mainly comprised: enhanced travelling benefits; more career ambassadors to be appointed against political ambassadors, so as to provide better promotional prospects to substantive diplomatic staff; and provision of an insurance policy to staff posted abroad.

- 22.6 Management of the Foreign Affairs Division, on its side, proposed for: enhanced travelling benefits; upgrading in salaries and restyling of a few key positions; provision of parking facility or payment of parking allowance and other related allowances to Second Secretaries; appointment of career diplomats as Ambassadors in priority diplomatic posts; creation of a level between the grades of Second Secretary and First Secretary; and reviewing the mode of appointment of the grades of Second Secretary and First Secretary, similar to that of the grades of Deputy Permanent Secretary and Permanent Secretary.
- 22.7 During the consultative meeting, the representative of the Ministry urged the Bureau to give a special consideration to the proposals made by the staff side given the specificity of the duties devolving upon officers of the Diplomatic Cadre. The Permanent Secretary further requested for the mode of appointment of the technical grades of the three main Divisions to be aligned and that the quantum of allowance payable for internet allowance to be reviewed owing to work from home arrangements following the COVID-19 pandemic.
- 22.8 After duly examining the representations made by the different stakeholders and obtaining views from relevant parties, we consider that: many requests pertain to implementation issues which should be dealt with administratively; creation of a level would depend upon the functional needs for same; the Ministry may raise the issue of appointment of more Career Ambassadors with Government; and it is up to Management to liaise with the Ministry of Public Service, Administrative and Institutional Reforms on the provision of an insurance policy scheme for officers posted abroad.
- 22.9 It is worth pointing out that the Bureau requested additional information from Management to enable further consideration of a few proposals. However, same were not submitted despite several reminders sent. We are, therefore, maintaining the present structure which is considered as appropriate.

Human Resource Planning Exercise

- 22.10 In the last Report, we recommended that the Ministry should conduct a Human Resource Planning exercise to identify the need for additional staff and come up with appropriate remedial measures promptly. The Bureau has been apprised that same has not been conducted and the problem of shortage of staff still persists. We opine that the conduct of such an exercise would address any shortage of manpower at the Ministry and would contribute in enhancing organisational effectiveness. In this context, we are reiterating this provision.

Recommendation 1

- 22.11 We recommend that the Ministry should conduct a Human Resource Planning exercise, as per provision made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report with a view to identifying the need for additional HR requirements and to prompt appropriate remedial measures so as to allow a more effective and efficient service delivery.**

Accumulated excess hours of work

22.12 At present, officers posted in the Protocol Directorate, who have not been able to take time off in the year it fell due, are allowed to carry over accumulated excess hours of work to the following year. The Bureau has been apprised that these officers still find themselves in a situation of not being able to offset their accumulated excess hours due to exigencies of service. Request has, therefore, been made by Management for the payment of overtime to the officers concerned of the Protocol Directorate. After examining the proposal, we consider that the existing arrangement is appropriate and it is up to the Ministry to implement same in a planned manner. We are, therefore, retaining the recommendation of the last Report.

Recommendation 2

22.13 We recommend that:

- (i) officers posted in the Protocol Directorate, who have not been allowed to offset their accumulated excess hours of work against time off in the year it fell due, may be allowed by the Responsible Officer, to carry over the excess accumulated hours of work to 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

22.14 The Secretary for Foreign Affairs and Ambassadors are presently paid a monthly entertainment allowance of Rs 10500 and Rs 7500 respectively for receiving and entertaining representatives of foreign countries and for reciprocating invitations received when posted at the Head Office. We consider that payment of the allowance should continue.

Recommendation 3

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

Second Secretary

22.16 Second Secretaries are presently allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 62950 provided they satisfy certain conditions. We are maintaining this recommendation and revising the salary point.

Recommendation 4

22.17 We recommend that Second Secretaries be allowed to move incrementally up to the revised salary point Rs 69800 in the Master Salary Scale provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Duty Exemption to Ambassadors

22.18 Ambassadors returning to their home country, after a tour of service in our mission abroad, are presently 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, as per certain provisions made in Volume 1 of this Report. In the context of this review exercise, we have received representation from the staff side for Ambassadors to purchase a duty free car at the end of their contract in Mauritius, as it is not practical to purchase a car in the country of posting. After duly examining the request, we are providing for an alternative to the proposal made.

Recommendation 5

22.19 We recommend that:

- (i) subject to the approval of the High Powered Committee, Ambassadors returning to their home country after a tour of service in our mission abroad, be allowed to benefit, only once, from duty exemption on the car purchased by them in the country of posting; and**
- (ii) in the event the eligible officers have not availed of the abovementioned benefit during their tenure, they may be allowed, subject to the approval of the High Powered Committee, to purchase a duty remitted car only once, after the expiry of their contract.**

22.20 Recommendations regarding Foreign Service Allowance and other allowances which are payable to officers of the Diplomatic Cadre have been made in Volume 1 of this Report.

REGIONAL INTEGRATION DIVISION

22.21 The Regional Integration Division is mandated among others to formulate policies for the deepening of integration process in Africa and Asia. It is also called upon to initiate and monitor as well as coordinate activities relating to various regional and international organisations to which Mauritius belongs, namely the Southern African Development Community, Common Market for Eastern and Southern Africa, Indian Ocean Commission, Indian Ocean Rim Association, World Trade Organisation, European Union, African Development Bank, World Bank and International Monetary Fund. In addition, the Division assumes a coordination role in regional as well as in the national cooperation matters.

22.22 It coordinates a broad spectrum of sectoral activities namely trade, tripartite initiative, monetary, finance, transport (air, land and marine), information technology and tourism development, amongst others. It is involved in the formulation of regional

and international policies and also provides back-up to negotiations at bilateral, regional and international fora.

- 22.23 The Director, Cooperation is at the apex of the Division. Incumbent is mainly responsible to advise on the development of the various sectors of the economy in line with the national objective through enhanced co-operation with regional partners and to implement projects relating to regional integration. He is assisted in his duties by the Deputy Director, Cooperation and officers of the Analyst (Cooperation) Cadre.
- 22.24 In the context of this Report, the Union as well as Management made common proposals for the Analyst (Cooperation) Cadre. These consisted mainly in: aligning the salaries of the Analyst (Cooperation) Cadre with certain levels of the Diplomatic Cadre; increasing establishment size of the grades of Deputy Director, Cooperation and Principal Analyst (Cooperation); providing enhanced conditions of service; and reviewing the recruitment process of the grade of Analyst (Cooperation).
- 22.25 In light of the representations made and after seeking the views of the Ministry on certain issues, we consider that: it would not be rational to align salaries with those of the grades of the Diplomatic Cadre; some requests pertain to implementation which should be dealt with administratively; and general recommendations have been made on conditions of service.
- 22.26 The Bureau holds that the existing structure is appropriate and should be maintained.

INTERNATIONAL TRADE DIVISION

- 22.27 The activities of the International Trade Division are conducted through the Trade Policy Unit, Industrial Property Office and the Industrial Property Tribunal.
- 22.28 The Division is manned by the Director, Trade Policy who is responsible to advise on the formulation and implementation of international trade policies. He is assisted in his functions by the Deputy Director, Trade Policy and professionals of the Trade Policy Analyst Cadre.
- 22.29 In the context of this review exercise, the Union made, among others, the following submissions, namely to: align the salaries of the Analyst (Trade Policy) Cadre with those of the Diplomatic Cadre; restyle certain positions and maintain the existing structure; provide enhanced conditions of service; and review the recruitment procedures for the grade of Trade Policy Analyst. The Director, Trade Policy, equally proposed, on an individual basis, for his salary and other benefits to be aligned to those accruing to an Ambassador.
- 22.30 Management's proposals mainly consisted in: the setting up of a Trade Remedy Unit within the International Trade Division and creation of a grade of Trade Remedy Investigator; restyling a few key positions; upgrading salaries; reviewing the recruitment procedures for the grade of Trade Policy Analyst; and provision of enhanced conditions of service.

- 22.31 After duly examining the various proposals, we are making the following observations: aligning the position of Director, Trade Policy with that of Ambassador would not be appropriate; restyling the different grades of the Cadre may restrict the areas of operation; general recommendations have been made on conditions of service; some requests pertain to implementation which should be dealt with by Management, including amendments to be brought to schemes of service and creation of units; and a grade of Trade Remedy Investigator would result in a dead-end position. With regard to the latter, Management is advised to consider reviewing the scheme of service of the grade of Trade Policy Analyst to incorporate the duties of the proposed grade.
- 22.32 The Bureau holds that the present structure is appropriate to enable the Ministry to fulfil its mandate and therefore, same is being maintained.

INDUSTRIAL PROPERTY OFFICE

- 22.33 The Industrial Property Office (IPO) was established under Section 3 of the Patents, Industrial Designs and Trademarks Act 2002. Its main objectives, among others, are to register trademarks and industrial designs; grant of patents; and maintain Industrial Property rights.
- 22.34 The new Industrial Property Act 2019 was enacted with a view to consolidating the foundation of the economy and driving it on a gravity path characterised by research, innovation and creativity. As per the new Act, the core functions of the Industrial Property Office, are to administer and implement the provision of the Act; assist in the protection, promotion and development of industrial property; devise and assist in the preparation of educational and sensitisation programmes; undertake and assist in conducting research in industrial property; and compile and maintain a database for industrial property.
- 22.35 The Controller, Industrial Property Office is the head of the IPO and is responsible for the effective operation and management of the Office. The core staff comprises officers in the grades of Principal Industrial Property Officer, Senior Industrial Property Officer, Industrial Property Officer as well as those of the Administrative Cadre and General Services grades. At present, the post of Controller, Industrial Property Office is vacant and the Principal Industrial Property Officer has been assigned the duties of the former post to cater for the day-to-day administration of the Office.
- 22.36 In the context of this review exercise, the Bureau received no representation from the staff side. Management, on the other hand, requested a review of the organisational structure of the IPO in line with the Industrial Property Act 2019. However, the proposals for the restructuring exercise have not been submitted despite our numerous requests. Therefore, the present structure of the IPO is being maintained.

Controller, Industrial Property Office

22.37 In our previous Report, recommendation was made for the grade of Controller, Industrial Property Office to be filled in by selection from among serving officers possessing the relevant qualifications. The Ministry of Foreign Affairs, Regional Integration and International Trade thereafter submitted, on an *ad hoc* basis, a proposed scheme of service for the aforementioned grade. However, upon perusal of same, it was observed that the scheme was not in line with recommendation made in the PRB Report 2016. The Ministry explained that these changes were proposed in a bid to enlarge the pool of potential candidates. Considering the level of operations which would devolve on the grade of Controller, Industrial Property Office, we are making appropriate recommendations.

Recommendation 6

22.38 **We recommend that, henceforth, appointment to the grade of Controller, Industrial Property Office should be made by selection from among:**

- (i) **serving officers possessing a Degree in Law or Legal Studies or Management or Economics or Marketing or Business Management or Statistics or Intellectual Property or any other related field; either a Master's Degree in the specified fields or a postgraduate Diploma in Intellectual Property or an equivalent acceptable qualification, having a thorough knowledge in Intellectual Property, Industrial Design and trademarks and who reckon at least five years' post-qualification experience in Intellectual Property, Industrial Design and Trademarks at managerial level; AND**
- (ii) **candidates possessing a Degree in Law or Legal Studies or Management or Economics or Marketing or Business Management or Statistics or Intellectual Property or any other related field; either a Master's Degree in the specified fields or a postgraduate Diploma in Intellectual Property or an equivalent acceptable qualification, having a thorough knowledge in Intellectual Property, Industrial Design and trademarks and who reckon at least five years' post qualification experience in Intellectual Property, Industrial Design and Trademarks at managerial level.**

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

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 121	Rs 175750 Secretary for Foreign Affairs

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Ambassador High Commissioner Permanent Representative Permanent Secretary
02 000 110	Rs 119500 Minister Counsellor/Deputy High Commissioner
02 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 First Secretary
26 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Project Manager, Foreign Affairs
02 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Second Secretary
08 060 087	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Attaché (Administration) (Personal)
24 025 058	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
REGIONAL INTEGRATION DIVISION	
02 000 110	Rs 119500 Director, Cooperation

Salary Code	Salary Scale and Grade
02 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Cooperation
02 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Analyst (Cooperation)
02 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Analyst (Cooperation)
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Analyst (Cooperation)
24 025 058	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver
INTERNATIONAL TRADE DIVISION	
02 000 110	Rs 119500 Director, Trade Policy
02 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Trade Policy
02 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Trade Policy Analyst
02 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Trade Policy Analyst

Salary Code	Salary Scale and Grade
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Trade Policy Analyst
18 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Controller, Industrial Property Office
18 069 086	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Principal Industrial Property Officer
18 062 080	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Senior Industrial Property Officer
18 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Industrial Property Officer
08 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Trade Policy Information Officer
24 025 058	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver

