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SECURITY INFORMATION
CENTRAL INTELLIGENCE AGENCY
INFORMATION REPORT

REPORT NO. [REDACTED]

CD NO.

COUNTRY **Arab States**

DATE DISTR. **4 December 1951**

SUBJECT **Table of Functions of Arab League Employees**

NO. OF PAGES **1**

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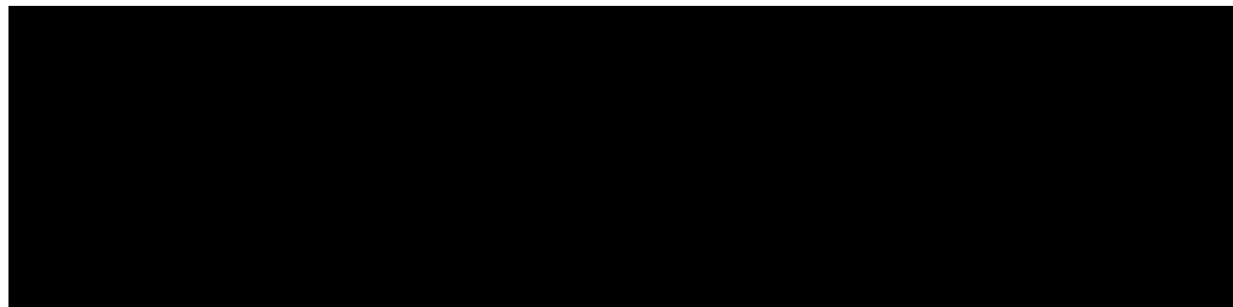
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THIS DOCUMENT HAS AN ENCLOSURE ATTACHED
ENCLOSURE

NO. OF ENCLS. **1**
(LISTED BELOW)

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SUPPLEMENT TO REPORT NO.



Attached herewith for your retention is a translation of the League of Arab States Table of Organisation, indicating the general functions and salaries of its employees.

Encl: 1 translation (15 pages).

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 SECURITY INFORMATION DO NOT DETACH

Old Text

New Text

as approved by the Finance Committee

Article 1.

The Employees' Cadre of the Secretariat general of the League of Arab States shall consist of the following positions with the grades indicated:

Cadre of Employees

The Cadre Egyp. pound

a. The Secretary General

1. The Secretary General:
 rank: Ambassador;
 fixed salary: 2,500

b. Key Officials

1. Assistant Secretaries:
 (rank: Ministers Plenipotentiary);
 salary: 1,800

2. Director of the office of the Secretary General and the General Administration:
 (rank: Director General);
 fixed salary: 1,200

3. Officials with grade of Charge d'Affaires:
 [salary:] 960 - 1,140

4. Officials with grade of First Secretary:
 [salary:] 780 - 960

c. Employees

1. Employees with grade of Second Secretary:
 [salary:] 600 - 780

The Employees' Cadre of the Secretariat General of the League of Arab States shall consist of the following positions with the grades indicated:

1. The Secretary General: rank: Ambassador; with a personal [i.e. base] salary to be determined by the League Council.

2. Assistant Secretaries: rank: Ministers Plenipotentiary; with a personal salary to be determined by the League Council.

3. The Technical Cadre, consisting of:

Grade	Base salary pounds	Max.sal. pounds	Increments pounds
A.	65	100	5 every 2 years
B.	40	70	4 " " "
C.	25	50	3 " " "
D.	15	25	2 " " "

4. The Administrative Cadre, consisting of:

Grade	Base salary pounds	Max.sal. pounds	Increments pounds
A.	40	75	4 every 2 years
B.	30	50	3 " " "
C.	12	40	2 " " "

5. The Clerical Cadre:

Grade	Base salary pounds	Max.sal. pounds	Increments pounds
-	10	30	1.50 ev. 2 years

Additional hired help, not assigned to the organization, shall be attached to the Cadre of Employees. Their number and salaries shall be determined in the annual budget.

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[New Text]

- 2. Employees with a grade of Third Secretary:
[salary:] 480 - 600
- 3. Employees with a grade of First [Class] Attache:
[salary:] 360 - 480
- 4. Employees with a grade of Second [Class] Attache:
[salary:] 240 - 360
- 5. "Students" with a fixed salary of: 180

They shall be granted a nine pound annual increment once every two years.

d. Secretaries

- 1. Secretaries;
[salary:] 144 - 300

Additional hired help, not assigned to the organization, shall be attached to the Cadre of Employees. Their number and salaries shall be determined in the annual budget.

Article 2.

Employees of the League, prior to assuming their duties, shall execute the following oath: "I swear to be loyal to the League of Arab States, and to perform my duties in it conscientiously and honorably."

Same Text.

Article 3.

The Secretary General and the Assistant Secretaries General shall take the oath [of office] before the League's Council. The remainder of the employees shall take the oath [of office] before the Secretary General, or execute it in writing and transmit it by mail to the Secretary General if they were far from the League's headquarters. This shall be a temporary measure

The Secretary General and the Assistant Secretaries General shall take the oath [of office] before the League's Council. The remainder of the employees shall take the oath [of office] before the Secretary General, or execute it in writing and transmit it by mail to the Secretary General if they were, at the time of the appointment, far from the League's

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pending their arrival at the League's headquarters.

The Secretary General and the employees of the Secretariat General may not ask for or receive instructions from any government or authority outside the League, during the performance of their official duties. They shall desist from undertaking any action that may be prejudicial to their positions in their capacity as employees of the Secretariat General.

headquarters. This shall be a temporary measure pending their arrival at the League's headquarters.

The Secretary General and the employees of the Secretariat General may not ask for or receive instructions from any government or authority outside the League, during the performance of their official duties. They shall desist from interfering in or criticizing the policies of the governments of member states. Any employee who shall do so through publication shall be considered as having resigned his position. (1)

Article 4.

No employee of the Secretariat General may accept any degree or medal except by approval of the League's Council.

Same Text.

[Articles 5, 6, 7 and 8, presumably found on page #3, together with page #3, are missing.]

Article 9.

Requirements for Service in the League

To fill any of the positions defined in the Cadre, the candidate shall be required to:

- 1) be a subject of one of the League's member states,
- 2) have attained twenty years of age,
- 3) possess a good character and reputation, and have no dishonorable [Court] sentences,
- 4) possess educational qualifications, or experience and aptitude, required by the position he seeks.
- 5) be free of diseases and [physical] defects that prevent or handicap the performance of duties.

To fill any of the positions defined in the Cadre, the candidate shall be required to:

- 1) be a subject of one of the League's member states,
- 2) have attained twenty years of age,
- 3) possess a good character and reputation,
- 4) possess a university qualification [i.e. degree] or its equivalent, or, in exceptional cases, have past experience, for appointment to the Technical Cadre,
- 5) be free of diseases and [physical] defects that prevent or handicap the performance of duties.

(1) The Committee has agreed to insert in the record that the last paragraph of the aforementioned article covers the same official duties.

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~~New Text~~

Article 10.

The Secretary General, may appoint employees from other Arab countries ~~[not members of the Arab League]~~ by limited period contract.

The Secretary General, after the approval of the Secretariat's Council, may appoint employees from other Arab countries by limited contracts.

Article 11.

Examination

The Secretary General shall be authorized to order competitive examinations for those persons seeking employment, if he deems it necessary.

Examination

For employment in grades C and D ~~[candi-~~ dates] shall be required to pass the contest.

Article 12.

Allotment of Positions

When selecting employees, ~~[equitable]~~ allotment of positions among subjects of all member States shall be observed, as much as possible.

Allotment of Positions

Same Text.

Article 13.

Appointment of Key Officials

Key officials whose appointment does not become final ~~[i.e. effective]~~ until after the approval of the Council ~~[of the League]~~ are those of First Secretary and higher graders.

Appointment of these officials shall be ~~[carried]~~ through their nomination by or approval of their respective governments, provided that the nominees ~~[in question]~~, in addition to the stipulations of Article 9, meet the requirements prescribed for holding similar positions in their respective States.

Appointment of Key Officials

Key officials whose appointment does not become final ~~[i.e. effective]~~ until after the approval of the Council ~~[of the League]~~ are those of Grade A. Appointment of these employees shall be ~~[carried]~~ through their nomination by or approval of their respective governments, provided that the nominee ~~[in question]~~, in addition to the stipulations of Article 9, meet the requirements prescribed for holding similar positions in their respective States.

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Article 14.

Probation and its Period

Appointment of employees, other than key officials, shall be for one year's probationary period. Thereafter, appointments shall be confirmed by an order issued by the Secretary General and based on the findings of the Employees' Committee regarding their fitness.

Probation and its Period

Appointment of employees, other than key officials, shall be for one year's probationary period. Thereafter, appointments shall be confirmed by an order issued by the Secretary General, after the Secretariat's Council approves the employees' fitness.

Article 15.

The employee's period of service shall terminate upon attaining 60 years of age. It shall be permissible to conclude agreements with key officials to remain in the service for limited periods, after attaining this age.

The employee's period of service shall terminate upon attaining 60 years of age. It shall be permissible to conclude agreements with key officials to remain in the service, for a maximum period of two years, by approval of the League's Council.

Article 16.

Employees on Loan

The Secretariat General may borrow experienced and proficient employees from governments of the League's member States.

When acquiring employees on loan, grade similarity between the position the employee occupies in his country and the position to be relegated to him in the League shall be observed.

The employee on loan shall be granted the base pay of the grade of the position relegated to him, and shall be subject to regulations governing increments.

Employees on Loan

Same Text.

Article 17.

Allowances for Employees on Loan

Employees on loan from the Egyptian government shall be granted an allowance equivalent to 25 percent of their salaries.

Allowances for Employees on Loan

Employees on loan from the Egyptian government shall be granted an allowance equivalent to 25 percent of their salaries.

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[Old Text]

[New Text]

Employees on loan from other member states' governments shall be granted a foreign service allowance equivalent to 50 percent [of their salaries].

Employees on loan from other member states' governments shall be granted a foreign service allowance equivalent to 50 percent [of their salaries].

Appointed employees who are subjects of other member states [i.e. who are not Egyptians] shall be granted a foreign service allowance equivalent to 40 percent of their salaries.

Article 18.

Establishment of Residence Compensation

Appointees from outside of Egypt shall be granted an establishment of residence compensation equivalent to six months salary, half of which shall be payable upon their entry [into the service] and the other half two years later. No foreign service allowance or establishment of residence compensation shall be granted to employees who were [prior to their employment] maintaining residence in Egypt.

Establishment of Residence Compensation

Appointees who were not maintaining residence in Egypt at the time of their appointment shall be granted an establishment of residence compensation equivalent to six months salary, half of which shall be payable upon their entry in the service and the other half two years later. No foreign service allowance or establishment of residence compensation shall be granted to employees who were [prior to their employment] maintaining residence in Egypt.

Article 19.

Clerks and Other Employees not Assigned to the Organization

Clerks, and other employees not assigned to the organization shall be appointed and separated by order of the Secretary General, upon recommendation of the Director of the Secretary General's office.

Clerks, and other employees not assigned to the organization shall be appointed and separated by order of the Secretary General.

Article 20.

Employees' Committee

There shall be formed in the Secretariat General a committee for employees which shall be composed of the Director of the Office of

There shall be formed in the Secretariat General a council that shall be called the Council of the Secretariat General. This

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the Secretary General and General Administration, as Chairman, and the directors of the various sections [of the Secretariat General] as members. The proposals and decisions of this committee shall be [formulated] by absolute majority.

Council shall be composed of the Secretary General, as Chairman, and the Assistant Secretaries, as members. Whenever this council convenes to discuss the affairs of employees, the Secretary General may invite the directors of sections not supervised by Assistant-Secretaries to participate in the discussions. Their opinions shall be taken as advisory.

Article 21.

Functions of Employees' Committee

The Employees' Committee shall be charged with overseeing the affairs of employees with regard to:

- 1) Nominations for appointments and requirements.
- 2) Conducting examinations.
- 3) Proposals relative to confirmation [of appointments].
- 4) Proposals concerning promotions, allowances and deprivation of promotions and allowances relative to First Secretary and lower grade employees.
- 5) Punishment of employees mentioned in previous paragraph.

The Council of the Secretariat General shall be charged with the following matters:

- 1) Formulation of operational plans for the [various] sections of the Secretariat General, and supervision of their execution.
- 2) Supervision of employee affairs with regard to:
 - a. Proposals relative to appointments, after ascertaining that all requirements have been met.
 - b. Conducting examinations.
 - c. Proposals relative to confirmation [of appointments].
 - d. Proposals relative to promotions, allowances and deprivation of promotions and allowances.
 - e. Delegation of employees for foreign assignments.
- 3) Any other matter submitted by the Secretary General for its opinion.

Article 22 (Rescinded)

Alternates for Committee Chairman

In the absence of the [Committee] Chairman, the Senior Section Director [present] shall

Article 22

Grade promotions in the Technical Cadre shall be governed by the following procedure: For promotion from grade D to C and from

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preside over the Employees Committee.

In the absence of a Section Director, the Committee may delegate one of his deputies to alternate for him on the Committee.

C to B, four years in grade must elapse when promotion is regular, and three when exceptional.

For promotion from grade B to A, three years in grade must elapse when promotion is regular, and two when exceptional.

For promotion from grade D to C and C to B, the employee must pass the prescribed test.

Article 23 (Rescinded)

Employees' Increments [i.e. in-grade raises]

Employees shall be granted annual salary increments once every two years. Increments shall be effective as of the first of the fiscal year two years after their appointment or promotion, or receipt of their last increment.

Increments shall be granted within the following limits stipulated for each grade:

- 60 Egp.Pounds for employees of Charge d'Affaires and First Class Attache grades.
- 30 " " for employees of Second Class Attache grade.
- 12 " " for clerks.

Article 23

Promotions in the Administrative Cadre shall be governed by the following procedure:

For promotion from grade C to B, six years in grade must elapse when promotion is regular and four, when exceptional.

For promotion from grade B to A, four years in grade must elapse when promotion is regular and three, when exceptional.

Article 24 (Rescinded)

Employees not assigned to the organization [i.e. the Secretariat General] shall be granted an annual increment equivalent to six Egyptian pounds once every two years.

Article 24

Employees holding secondary diplomas or their equivalent may be promoted from the Clerical to the Administrative Cadre.

Article 25

Employees promoted to a higher grade shall be granted a raise equivalent to at least two increments. Salaries of promoted employees may be less than the base pay of the grade to which they are promoted.

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Article 26

Increments granted shall be considered effective as of the date of the order granting the increments. They shall not have a retroactive effect.

An employee may be deprived of his periodic increment for legitimate reasons of which he shall be informed at least six months prior to the [due date] of increment.

Article 27

Candidates for clerical positions shall be required to have had previous experience in similar positions or to possess a short-course commerce diploma, or its equivalent.

Article 28

Employees who are subjects of the governments of member states shall not be appointed on contract basis.

Article 25

Newly created positions or positions which become vacant in the Secretariat General shall be filled by promotion, insofar as possible.

(Same text. Number of article became 29)

Article 26

Employees promoted to a higher grade shall be granted this grade's base pay. If the [old] salary was equal to the promoted employee's [new] base pay, he shall be granted an increment not less than that stipulated for the grade to which he has been promoted.

Article 30

No new positions may be created unless the Section concerned submits a report stating justifications that call for their creation, and unless they receive the approval of the Council of the Secretariat.

Appointments and promotions and the granting of increments may not be made if the budget does not include a special appropriation for such a purpose.

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Moreover, fixed salary appointments may not be made through appropriations other than those ~~earmarked~~ for positions.

Article 27

Leaves

Every employee shall be entitled to an annual leave for one month. He may accumulate his leave, provided that the leave granted to him in ~~any~~ one year may not exceed three months and the round trip travel period.

Employees who are appointed or on loan from Arab countries other than the League's headquarters ~~i.e. other than Egypt~~ shall be entitled, every three years, to travel expenses for themselves and their families, in order that they may spend their leaves in their countries.

(Same text. Number of article became 31)

Article 28

Granting of leave, at any rate, shall be subject to permitting conditions. In granting leave, rotation of employees shall be observed in order to make it possible for them to substitute for one another, with regard to their functions.

(same text. Number of article became 32)

Article 29

Employees not assigned to the organization shall be entitled to a 15-day annual leave. They may accumulate their leave provided that the leave granted to them at any one time may not exceed two months.

(Same text. Number of article became 33)

Article 30

Sick Leave

Every employee, or hired help not assigned to the organization, shall be entitled to

a sick leave of two months at full pay or four months at half pay. Sick leave shall be granted in accordance with a report of a doctor authorized by the Secretariat General.

If the period of sickness shall exceed the leave granted, the patient may be granted an additional two months without pay, after which his case would be reviewed with the knowledge of the Employees' Committee.

(Same text, except the phrase: "with the knowledge of the Employees' Committee" has been deleted from it. Number of article became 34)

Article 31

Disciplining

Disciplining of key officials shall be relegated to a higher committee composed of the Secretary General, the Assistant Secretaries, and a member of the Arab League Council selected for this purpose.

Decisions of this committee shall become final only after the approval of the League.

The Higher Committee shall be authorized to suspend the employee from work until his case is brought up before the Council for review.

Article 35

Disciplining

The Council of the Secretariat General shall be charged with disciplining of key officials. A member of the League Council, selected for this purpose, shall be added to the [trying] Council. Decisions of this council shall become final only after the approval of the League's Council.

The Council of the Secretariat General shall be authorized to suspend the employee from work until his case is brought up before the [League's] Council for review.

Article 32

An employee shall be referred to the disciplinary committee by an order from the Secretary General. This order shall state in detail the violation [committed by the referred employee].

Article 36

An employee shall be referred to the Council of the Secretariat for disciplining by an order from the Secretary General, after securing the opinion of the Assistant Secretary in charge of Administration. This order shall state in detail the violation [committed by the referred employee].

Article 33

The disciplinary penalties shall be:

- 1) Suspension of salary up to three months.
- 2) Suspension from work with forfeiture

of pay for a maximum period of three months.

(Same text. Number of article became 37)

3) Expulsion from the service.

Article 34

Decisions reached by the League's Council, regarding disciplining of employees, shall be final. Likewise, decisions reached by the Employees' Committee shall be final, except in cases of expulsion which may be appealed to the Higher Committee, the decisions of which shall be held as final.

Article 38

Decisions reached by the League's Council, regarding disciplining of employees, shall be final. Likewise, decisions reached by the Council of the Secretariat General shall be final. The expelled employee, however, may, within one month, submit to the Council of the Secretariat General an appeal for reconsideration of his case.

Article 35

The Secretary General shall be authorized to impose the following penalties on all grades [of employees]:

- 1) Reminder.
- 2) Warning.
- 3) Suspension of pay for a period not exceeding 15 days.
- 4) Denial of increments and promotions.

Article 39

The Secretary General, after consulting with the Assistant Secretary in charge of Administration, shall be authorized to impose on employees the following penalties:

- 1) Reminder.
- 2) Warning.
- 3) Suspension of pay for a period not exceeding 15 days.
- 4) Denial of increments and promotions.

Article 36

The Secretary General shall be authorized to impose on employees not assigned [to the Secretariat] penalties commensurate with the violation [committed].

(Same text. Number of Article became 40)

Article 37

Employees separated from the service for any reason whatsoever, shall be entitled to recover whatever is due them from the Savings Fund [probably: Retirement Fund].

(Same text. Number of article became 41)

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Article 38

Compensation for Employees Separated
from the Service

If an employee shall be separated from the service for other than a disciplinary reason, he shall be granted a compensation equivalent to one half of a month's salary for each of his years of service.

(Same text. Number of article became 42)

Article 39

Effective Date of Salary

An employee's salary shall become effective on the date he begins work.

(Same text. Number of article became 43)

Article 40

Representation Allowance

A representation allowance not further elaborated, but probably an allowance for persons authorized to represent the League officially shall be disbursed for designated officials on a 12-month installment basis. The officials' right to this allowance shall become effective on the same date as their salary.

Article 44

Representation Allowance

A representation allowance not further elaborated, but probably an allowance for persons authorized to represent the League officially shall be disbursed for those designated officials on a 12-month installment basis.

Article 41

Travel Allowance

Employees delegated i.e. assigned to work outside the League's (Cairo) headquarters, shall be granted a travel allowance equivalent to 2% of their monthly salary for each night they spend away from their place of work, but within Egypt, provided that the travel allowance shall not be less than 40 Egyptian piasters per night.

Article 45

Travel Allowance

Employees delegated i.e. assigned to work outside the League's (Cairo) headquarters, shall be granted a travel allowance equivalent to 2% of their monthly salary for each night they spend away from their place of work, but within Egypt, provided that the travel allowance shall not be less than 60 Egyptian piasters per night.

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Article 42

If the assignment to which an employee has been delegated is outside of Egypt, the employee shall be granted an allowance equivalent to 5% of his monthly salary for each night spent in foreign territory. This allowance may exceed the specified sum, in accordance with the special circumstances of the assignment, its requirements, and region in which it is being rendered, by special order from the Secretary General.

Article 46

If the assignment to which an employee has been delegated is outside of Egypt, the employee shall be granted an allowance equivalent to 5% of his monthly salary per night. This allowance may exceed the specified sum, in accordance with the special circumstances of the assignment, its requirements, and the region in which it is being rendered, by special order from the Secretary General.

Article 43

Travel Fares

Employees delegated to assignments [outside the League's headquarters] shall be entitled to railway and steamship travel fares. Those employees whose salaries are below 25 Egyptian pounds a month shall be entitled to second class fares, and those whose salaries exceed 25 pounds, to first class fares.

(Same text. Number of article became 47)

Article 44

Travel by Plane

When [employees] are delegated to assignments, travel by plane shall be [authorized] only by special order from the Secretary General.

(Same text. Number of article became 48)

Article 45

Employees who are on loan from governments of the League member states and whom the League selects from distant countries to serve with it, shall travel at the League's expense in classes prescribed for their positions. Moreover, they shall also return to their countries of origin at the League's expense, upon termination of their services.

(Same text. Number of article became 49)

~~Old text~~

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~~New text~~

Those ~~[persons]~~ seeking employment, however, shall travel at their own expense, regardless whether ~~[they were travelling]~~ to assume their work or return ~~[to their countries]~~.

Article 46

Employees' Savings Fund

A savings fund shall be established in the League for officials and employees not assigned to the organization. The fund's revenue shall be derived from monthly salary deductions on a percentage basis that shall be defined in the Fund's charter. An equivalent sum shall be contributed by the League toward the fund. Accruing funds shall be exploited for the benefit of the subscribers.

The Secretary General shall publish the fund's charter which shall include the rules and regulations governing subscriptions and exploitation of the accruing funds, and the subscribers rights in it.

(Same text. Number of article became 50)

Article 47

Official Holidays

The Secretary General shall define the official holidays, work hours, and compensations to be granted to persons working at other than scheduled hours.

(Same text. Number of article became 51)

Article 48

This table ~~[of organization]~~ shall become effective as of the date of its ratification. ~~[All]~~ financial provisions stipulated in this table shall be put into effect as of 1 January 1946.

Article 52

This table ~~[of organization]~~ shall become effective as of the date of its ratification by the Council of the League of Arab States.

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Those [persons] seeking employment, however, shall travel at their own expense, regardless whether [they were travelling] to assume their work or return [to their countries].

Article 46Employees' Savings Fund

A savings fund shall be established in the League for officials and employees not assigned to the organization. The fund's revenue shall be derived from monthly salary deductions on a percentage basis that shall be defined in the fund's charter. An equivalent sum shall be contributed by the League toward the fund. Accruing funds shall be exploited for the benefit of the subscribers.

The Secretary General shall publish the fund's charter which shall include the rules and regulations governing subscriptions and exploitation of the accruing funds, and the subscribers rights in it.

(Same text. Number of article became 50)

Article 47Official Holidays

The Secretary General shall define the official holidays, work hours, and compensations to be granted to persons working at other than scheduled hours.

(Same text. Number of article became 51)

Article 48

This table [of organization] shall become effective as of the date of its ratification. [All] financial provisions stipulated in this table shall be put into effect as of 1 January 1946.

Article 52

This table [of organization] shall become effective as of the date of its ratification by the Council of the League of Arab States.

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