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ECONOMIC COMMISSION FOR AFRICA

Meetings of the Executive Board and of
the Council of the African Regional
Centre for Engineering Design and
Manufacturing

Addis Ababa, Ethiopia, 6, 7 and 8 August 1980

REVISED WORK PROGRAMME OF THE CENTRE

1980-1982

1980

REVISED WORK PLAN FOR THE ESTABLISHMENT OF THE CENTRE

October-December

1. Take over temporary buildings in Ibadan, i.e.

- Office block (temporary)

Residence: Executive Director

- Residence (4): Assistant Director (Administration)
Director (Design)
Director (Manufacturing)
Director (Development and Testing)

2. Partition, re-decorate and furnish office building

3. Re-decorate and furnish residences

4. Procure vehicles (2), office equipment and materials

5. Open bank account in Ibadan

6. Obtain plan of site for the Centre from Oyo State Government and document of title to the land (50 hectares)

7. Collection of contributions for 1979 (last one-third year), budget from following member States: Algeria, Benin, Burundi, Comoro, Ghana, Guinea, Kenya, Liberia, Sierra Leone, Sudan, Togo, Tanzania, Upper Volta, Zaire and Zambia.

8. Circulate and advertise posts of: Director (Design), Director (Manufacturing), Director (Development and Testing).

9. Appoint consulting engineers for project management and engineering

1981

ORGANIZATION DEVELOPMENT

January-June

Recruit: Executive Director and Department Directors

Advertise and recruit: Chief Personnel Officer, Chief Finance Officer, Chief General Services, Personal Assistant to Executive Director, Secretary/typists, General Service Staff

Design of administrative procedures, rules and regulations

Appointment of Chief Technical Adviser

Preparation of the comprehensive UNDP Project Document for technical assistance to the Centre to cover the period 1980-1982

1981

PHYSICAL DEVELOPMENT OF SITE

January-June

Arrange topographic survey and soil survey of site. Preparation of site maps

Inspection of site and selection of areas on the site maps for development for offices, factory buildings, residences and other facilities. Preparation of site utilization plan.

Preparation of layout plans for office building, social service buildings, factory buildings and residences

Preparation of design briefs and specifications for office buildings and social service buildings

Preparation of design briefs and specifications for factory buildings

1981

ORGANIZATION DEVELOPMENT

July-December

Formulation of technical and engineering programmes of the Centre

Undertaking of field survey and liaison activities on the basis of the approved work programme

Seek foreign assistance for workshop machinery and equipment and place order for those that are not available through foreign technical assistance

Arrange training and study tours for staff of the Centre

1981

PHYSICAL DEVELOPMENT OF SITE

July-December

Design of office buildings and preparation of tender drawings and documents (main office block and social services buildings)

Design of residential housing and preparation of tender drawings and documents (one villa and two blocks of six apartments each)

Design of factory (workshop) layouts and installations

Design of factory buildings and preparation of tender drawings and documents

Design of heavy materials handling system

Design of external services and utilities; power supply installation, water supply system, internal telephone system (PBX), sanitary sewage and drainage system, internal site roads and outdoor lighting

Invite tenders for site clearance and levelling

Award contract for site clearance and levelling

Invite tender for construction of office buildings

Award contract for construction of office buildings

1982

PHYSICAL DEVELOPMENT OF SITE

Invite tenders for factory buildings

Award contract for construction of factory buildings

Invite tenders for the construction and installation of external services and utilities

Award contracts for the construction and installation of external services and utilities

Supervise and monitor progress of all construction contracts