



DEPARTMENT OF PERSONNEL MANAGEMENT
SALARIES AND CONDITIONS MONITORING COMMITTEE
Office of the Chairperson

CIRCULAR INSTRUCTION NO. 1 OF 2023

DATE: 30 JANUARY 2023

FILE: 1-4-12 (A)

**TO: ALL HEADS OF PUBLIC AUTHORITIES
ALL HEADS OF STATUTORY BODIES
ALL HEADS OF STATE AGENCIES**

**SUBJECT: SCMC MEETING DATES FOR 2023 AND THE
PRESCRIBED SCMC SUBMISSION FORMAT**

This Circular Instruction is intended for all Heads of Public Authorities and other State Agencies whose salaries and other employment conditions are subject to the *SCMC Act 1988* and determined by the Salaries and Conditions Monitoring Committee (SCMC).

Submissions to the SCMC are deliberated at two different levels – the Technical and the Proper. At the technical level is the SCMC Secretariat comprising Deputy Secretaries of Member Departments.

Analysis of the submission is done at the technical level and recommendations made to SCMC Proper for a decision. The SCMC Proper is chaired by Secretary DPM and consists of Secretaries of Member Departments.

2023 SCMC MEETING SCHEDULES

The 2023 SCMC meeting schedules are as follows:

SCMC SECRETARIAT - MEETING DATES

- 1) Wednesday, 15 February 2023.
- 2) Wednesday, 29 March 2023.
- 3) Wednesday, 10 May 2023.
- 4) Wednesday, 21 June 2023.

SCMC PROPER - MEETING DATES

- 1) Wednesday, 08 March 2023.
- 2) Wednesday, 19 April 2023.
- 3) Wednesday, 31 May 2023.
- 4) Wednesday, 12 July 2023.

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SCMC SUBMISSION FORMAT

SCMC submissions have been received in different forms over the years. It is therefore necessary to provide a brief outline of the preferred format in which SCMC submissions are to be presented.

All Public Authorities / Government Agencies making submissions to the SCMC must satisfy the following requirements:

- 1) Purpose of the submission.
- 2) Background of the submission.
- 3) Details of proposals indicating;
 - a) Existing Organisational Structure.
 - b) Existing Terms and Conditions of Employment.
 - c) Form OD2.6 capturing proposed variations such as:
 - Designation / Classifications;
 - Number of newly created positions;
 - Number of upgraded / downgraded positions;
 - Number of Senior Contract Officers (SOCs);
 - Number of National Short Term Contracts (NSTC);
 - Number of Non-Citizens Contract of Employment (NCCE);
 - Number of positions with no changes made, etc.
 - d) Justifications for variations sought.
 - Changes in Legislations;
 - Corporate / Strategic Plan;
 - Government Directive;
 - Job Descriptions;
 - Job Evaluation; etc.
 - e) Detailed costing for variations sought.
- 4) Source and evidence of funding (*including letter of guarantee from Treasury*).
- 5) Proposed Implementation Plan.
- 6) Evidence of Board resolution regarding the submission.
- 7) Signature by the Head of Submitting Agency.

The following points should also be noted:

- (a) Submissions that do not observe the prescribed format will be returned to the submitting agency;
- (b) All submissions must have six (6) copies submitted in order to avoid unnecessary delays in reproducing the documents;

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- (c) All proposals must be signed off by the Head of Agency; those signed on behalf of the Agency Heads and/or by a subordinate officer will be returned to the submitting agency;
- (d) Agencies submitting proposals must resolve the source of funding before the submissions are lodged; and
- (e) As stated in (6) above, support from the submitting Agency's Board is vital and forms an integral part of the SCMC submission, therefore a Board's resolution supporting the submission must be included as part of the submission.

Further information and advice can be obtained through the **SCMC Branch** on the following telephone numbers: **3276443**, **3276341** or **3276336**.


TAIES SANSAN
Chairperson SCMC



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