

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF INDUSTRY AND TRADE



THE WEIGHTS AND MEASURES AGENCY  
(WMA)

**FRAMEWORK DOCUMENT**

WEIGHTS AND MEASURES AGENCY  
P.O. BOX 313  
DAR ES SALAAM  
TANZANIA

October, 2013

## MINISTERIAL FOREWORD

The Weights and Measures Agency(WMA), established under the Executive Agency Establishment Order No. 194 of 17<sup>th</sup> May, 2002, is a governmental executive agency charged with the responsibility of ensuring that all measurements involved in trade transactions are accurate, fair and just and remain to be so throughout their use.

It is now ten years since Weights and Measures Agency was launched, and whereas the role of the Agency has remained to be the same, its functional mandate has now expanded to cover measurements used in sectors of health, safety and environment.

The benefit of legal metrology in the economy and society cannot be overstated. It becomes evident when one considers that modern day manufacturing of instruments and the pre-packing of commodities take place at different locations all over the globe, for export to numerous destinations, and need to be correct when measured at any given time. In the health sector, it allows practitioners to rely on their medical instruments laboratory/analyses hence rendering diagnosis more reliable. Legal metrology also allows environmental protection policies to be based on reliable measurement data.

Hence this second Framework Document has spelled out actions which will optimize the Agency's services in the trade, health, safety and environment sectors. Service delivery will be improved and awareness in related matters raised through the good leadership and efficient management resources. This will cultivate integrity which is a significant component in the society and contributes to the maintenance of a stable and peaceful civil society.

I therefore wish the Chief Executive, Management and all employees of the Weights and Measures Agency every success in their undertakings.

Hon. Dr. Abdallah Kigoda

MINISTER FOR INDUSTRY AND TRADE

## Table of Contents

MINISTERIAL FOREWORD.....	2
INTRODUCTION.....	5
1. STATUS AND GOVERNANCE.....	8
1.1 STATUS.....	8
1.2 GOVERNANCE.....	8
2. ORGANISATIONAL STRUCTURE.....	9
3. VISION, MISSION, OBJECTIVES AND ROLES.....	11
3.1 VISION.....	11
3.2 MISSION STATEMENT.....	11
3.3 ROLE.....	11
3.4 OBJECTIVES.....	12
3.5 PERFORMANCE CRITERIA.....	12
3.5.1 QUALITY OF SERVICES.....	12
3.5.2 OPERATIONAL EFFICIENCY.....	13
3.5.3 FINANCIAL PERFORMANCE.....	14
3.5.4 PROCUREMENT ASPECT.....	14
4. RESPONSIBILITIES OF THE MINISTER.....	15
5. RESPONSIBILITIES OF THE PERMANENT SECRETARY.....	16
6. RESPONSIBILITIES OF THE MINISTERIAL ADVISORY BOARD (MAB).....	17
7. RESPONSIBILITIES OF THE CHIEF EXECUTIVE.....	18
8. ACCOUNTABILITY.....	19
8.1 ACCOUNTING OFFICER'S RESPONSIBILITIES.....	19
8.2 PUBLIC ACCOUNTS COMMITTEE.....	19
9. FINANCE, PLANNING AND STRATEGIC CONTROL.....	20
9.1 FUNDING.....	20
9.2 STRATEGIC AND BUSINESS PLANS.....	20
9.2.1 STRATEGIC PLAN.....	20
9.2.2 BUSINESS PLAN.....	21
9.3 APPROVAL.....	21
9.4 ANNUAL REPORT AND ACCOUNTS.....	21
9.5 FINANCIAL DELEGATION.....	22

9.6 VALUE FOR MONEY ..... 22

9.7 INTERNAL AUDIT ..... 22

9.8 EXTERNAL AUDIT ..... 23

9.9 BUDGETARY FLEXIBILITIES ..... 23

    9.9.1 CAPITAL EXPENDITURE ..... 23

    9.9.2 RUNNING COSTS ..... 23

    9.9.3 ASSET AND LIABILITIES ..... 24

10. HUMAN RESOURCE MANAGEMENT ..... 25

    10.1 STATUS AND CONDITIONS OF SERVICE ..... 25

    10.2 ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT ..... 25

    10.3 STAFF COMPLEMENT ..... 25

    10.4 STAFF RELATIONS ..... 25

    10.5 HEALTH AND SAFETY ..... 26

11. REVIEW AND PUBLICATIONS ..... 27

    11.1 REVIEW ..... 27

    11.2 PUBLICATIONS ..... 27

12. CONTACT ..... 28

## INTRODUCTION

The history of Weights and Measures is traced back since the early human civilisation. Measurement System is undoubtedly one of man's greatest and most important inventions that cannot be left aside in the history of evolution of civilisation. Every human being on our planet is affected by measurements in one way or another. Imagine, from the moment we are born and throughout our daily lives, the act of weighing or measuring is an important and often vital part of our existence. Our bodies, the food we eat and all the products we use as an integral part of modern living have all been weighed and measured at some stage or another in their development. It is almost impossible to describe anything without referring to weights and measures. Therefore, weighing or measuring is natural and vital part of our everyday life.

Economies in the world depend on reliable measurements that are trusted and accepted internationally. This facilitates trade and reduces transaction costs.

The use of weights and measures in the country is believed to be introduced even before the First World War, during the German era. While the German introduced the Metric System of measurement, the British, introduced the Imperial System of measurement. The execution of weights and measures duties was done by Weights and Measures Inspectors under the control of the Commissioner of Police according to Cap.221 of the laws. It was the duty of Governor to procure the Imperial Weights and Measures Standards and to appoint and revoke the appointments of the Weights and Measures Inspectors.

In 1960, the Weights and Measures Ordinance, Cap.221 was repealed by enactment of the Weights and Measures Ordinance, Cap.426 of 1960 which placed the role of the Weights and Measures under the Ministry of Commerce and Industry. According to the Weights and Measures Ordinance, Cap.426, authority to procure standards was still under the Governor although powers to appoint heads of Weights and Measures Bureau, which was then a unit in the department of Commerce in the Ministry of Commerce and Industry, was vested in the Minister. It was from this time when the Weights and Measures Unit became known as "The National Bureau of Standards" in

the Ministry of Commerce and Industry until 1964 when it was put under the Ministry of Commerce and Co-operatives.

The Weights and Measures Unit was again moved to the Ministry of Commerce and Industry in 1967. In 1968, by the act of parliament No. 46 Tanzania along with the rest of East African community member states adopted the use of Metric System. In 1976, Weights and Measures Unit was placed under the Ministry of Trade until 1984, before being moved to the Ministry of Industry and Trade in 1985 until 2005. Thereafter as an Agency was transferred to the Ministry of Industry, Trade and Marketing and then moved back to the Ministry of Industry and Trade in 2011 up to date.

The establishment of the Tanzania Bureau of Standards in 1975, made the name of the unit to be changed from “The National Bureau of Standards” to “The Weights and Measures Bureau”. In 1982, the Parliament enacted a law known as the “Weights and Measures Act No.20 of 1982”. The new law introduced the International System of Measurements repealing the Weights and Measures Ordinance of 1960. However, the Regulations made under the Ordinance were retained. The new Act vested the appointment of the head of the Weights and Measures, the Commissioner, with the President while the Minister appointed the Assistant Commissioners and Assizers. The Minister also procured copies of the National Standards. The National Standards remain the prototype copies of the International Standards of the kilogram and meter.

Throughout its history the Bureau has gone through numerous process of change to respond to a dynamic environment. In 2002 the Bureau was transformed into an Agency under the Executive Agency establishment order No. 194 in pursuance of the Executive Agency Act No. 30 of 1997. The move was part of the Public Sector Reform Programme (PSRP) which was aimed at improving effectiveness and efficiency of public service delivery.

The Weights and Measures Bureau became an Executive Agency and borne a new title the “Weights and Measures Agency”, (WMA). The Agency performs its functions in pursuance of the Weights and Measures Act Cap.340 (R.E. 2002) together with its cognate Regulations.

In its activities, WMA strives to meet the state and public expectations in protecting consumers and providing a level playing field for business competition. It is an

important organisation in ensuring the use of correct measuring instruments in trade, safety, health and environment.

The Weights and Measures Agency is managed by a Chief Executive Officer who is also the “Commissioner for Weights and Measures”, and is responsible for the operations of the Agency and exercise statutory powers as vested in the post under the Executive Agency Cap.245 and the Weights and Measures Act Cap.340 (R. E. 2002).

This document describes the environment within which the WMA is established and operates. It also sets out the responsibilities of key players namely, the Minister, Permanent Secretary, Ministerial Advisory Board (MAB) and the Chief Executive Officer (CEO) and form part of a formal agreement between the Agency and the Ministry of Industry and Trade.

## 1. STATUS AND GOVERNANCE

### 1.1 STATUS

The WMA is a semi-autonomous body, under the Ministry of Industry and Trade, carrying out functions on its behalf. The Chief Executive manages the Agency at arm's length from the Ministry. The Agency's management operates and observes self-sufficiency, flexibilities, freedoms and authorities over the resources. The Agency's operations are service oriented though in a business-like manner, at best using modern strategic planning and financial management methods; to that effect it is a customer focused and publicly accountable organisation.

### 1.2 GOVERNANCE

The Chief Executive shall be appointed by the Minister responsible for Industry and Trade for a term not exceeding five (5) years or as may be specified in the instrument of appointment. He/She shall directly be answerable to the Permanent Secretary of the Ministry of Industry and Trade. The Permanent Secretary will oversee the interest of the Ministry and the Government in general. There shall also be a Ministerial Advisory Board (MAB) appointed by the Minister from the Agency's stakeholders that will advise the Minister on the performance of WMA. The Chief Executive of WMA shall be the secretary of the MAB.

## 2. ORGANISATIONAL STRUCTURE

The Head of the WMA is the Chief Executive Officer assisted by two (2) Divisional Directors, twenty four (24) Regional Managers, six (6) Section Managers and four (4) Head of Units.

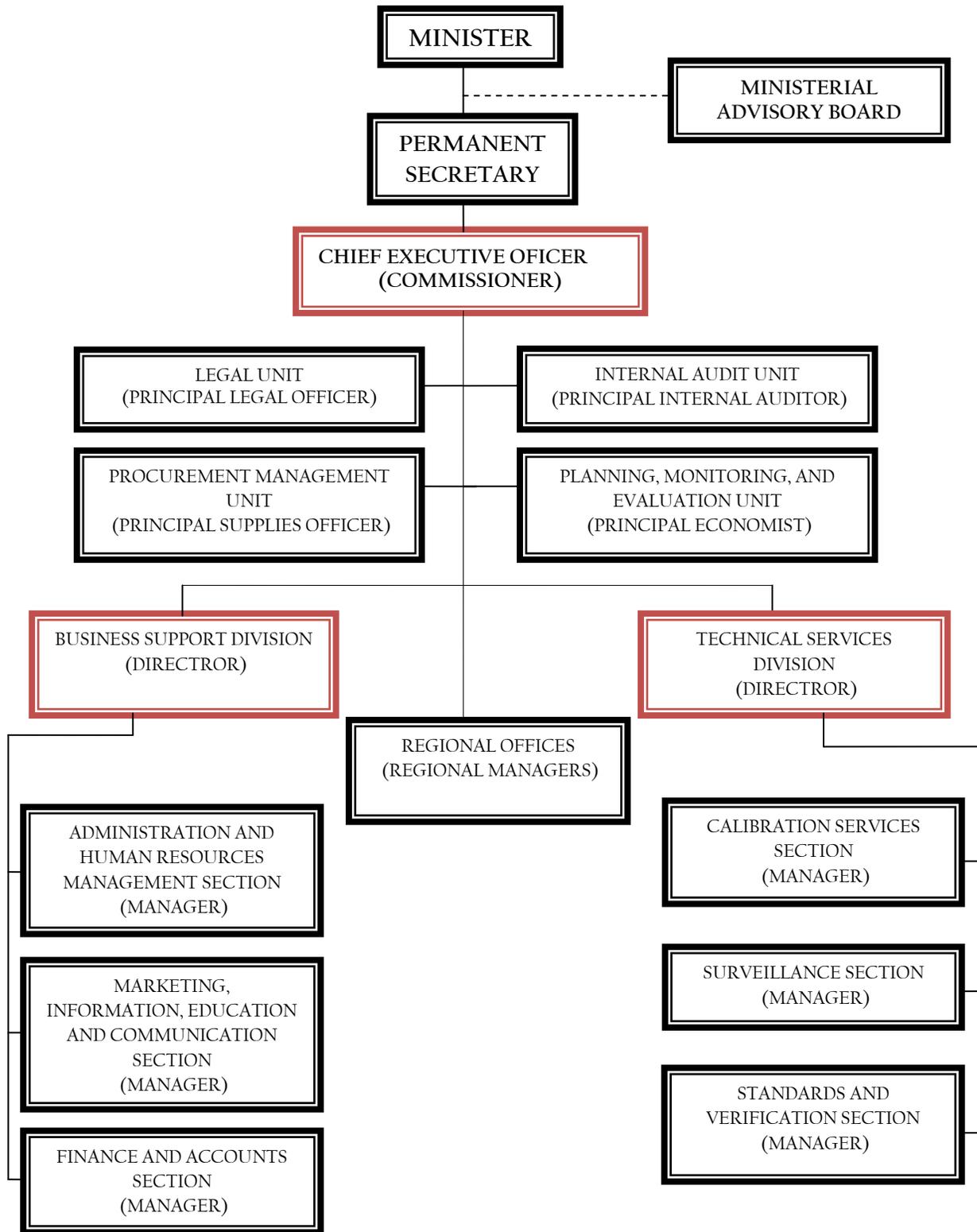
The Top Management team of the Agency is constituted by the Chief Executive and two Divisional Directors.

The Management team of the Agency is constituted by the Chief Executive; Divisional Directors; Regional Managers; Section Managers and Head Units. The number and responsibilities of staff may be reviewed periodically according to the business needs of the Agency.

The WMA Head Quarters shall be responsible for providing Regional Offices with technical and professional support, establishing standards, systems and procedures for resources management, utilisation, capacity building, coordinating the Agency's technical services, monitoring and evaluating the performance of field operations. All operational matters of the Agency will be handled in the Regional Offices, and that the Head Quarters will deal with strategic management issues.

The Chief Executive may initiate changes to the organisation structure of WMA as may be considered necessary to maintain and improve the efficiency and overall performance within the policy framework, available resources and the delegations as outlined in this document. WMA Organisation Structure is shown in Figure 1 below.

Figure 1: WMA ORGANISATION STRUCTURE



### 3. VISION, MISSION, OBJECTIVES AND ROLES

#### 3.1 VISION

The vision of WMA is “*internationally best practice in service delivery to the society in Legal Metrology*”.

#### 3.2 MISSION STATEMENT

The Mission Statement of WMA is “*to enhance consumer protection in relation to Legal Metrology through calibration, verification and re-verification of measuring instruments used or intended to be used in trade, safety, health and environment and to promote, support and coordinate the use of accurate and reliable measurements.*”

#### 3.3 ROLE

The role of the WMA shall be to:

- a) Protect consumers in trade, safety, health and environment in relation to Legal Metrology;
- b) Protect society from the consequences of false measurements in public and private transactions;
- c) Approve or ensure approval by another designated institutions measuring instruments to be used for a public or private transaction in trade, safety, health and environment sectors;
- d) Control the use of measuring instruments in public and private transactions
- e) Control pre-packaging of products;
- f) Liaise with regional and international organizations with similar objectives;
- g) Give effect to the decisions and recommendations of the OIML Council and Committee with regard to Legal Metrology;
- h) Provide information on Legal Metrology in general and

- i) Ensure that Legal Metrology standards are traceable to national and International measurement standards.

### 3.4 OBJECTIVES

In pursuant of the purpose for which WMA has been established, the Agency is assigned to achieve the following strategic objectives:

- A. *Consumer Protection in Relation to Legal Metrology Improved;*
- B. *WMA's Public Image Improved;*
- C. *Human Resources Management Improved;*
- D. *Planning, Financial Management and Accountability Improved;*
- E. *WMA's Good Governance, Ethics, Gender and Environmental Issues Strengthened and*
- F. *HIV/AIDS Infections Reduced and Supportive Service to People Living with HIV/AIDS Improved*

### 3.5 PERFORMANCE CRITERIA

The Ministerial Advisory Board (MAB) will regularly advise the overall performance of the WMA anchored in the strategic plan and business plan developed. Assessment will be based on the regular performance reports submitted to the Permanent Secretary and in regard; particularly attention will be paid to the following areas:

#### 3.5.1 QUALITY OF SERVICES

Areas of attention with respect to quality of services include:

- a) Reduction of the number of Legal Metrology offences in business transactions;
- b) Reduction of the number of weights and measures that do not conform to approved designs or meet the required accuracy;
- c) Effective and efficient provision of verification services of weights and measures to customer;

- d) Improvement of customer services;
- e) Maintenance of accurate Legal Metrology Standards through traceability of standards from international level to commercial level (The unbroken chain of standards traceability);
- f) Increased awareness and knowledge to the public on various matters related to weights and measures;
- g) Assurance of ethical practices in relation to Legal Metrology;
- h) Assurance of leadership meeting best practice standards so as to maintain and foster credibility and sustainability of the Agency;
- i) Ensuring that Agency's policies, plans, and strategies are kept up to-date and that they are implementable;
- j) Improving resource management systems to be fully effective, efficient and build the necessary capacity for the Agency to deliver quality services ; and
- k) Ensuring that the processes management provides proper sequence of flow of activities in order to enhance quality delivery of services and products so as to achieve customer satisfaction.

### 3.5.2 OPERATIONAL EFFICIENCY

Areas of attention with respect to operation efficiency are:

- a) Effective and timely provision of verification services of weights and measures to customers.
- b) Effective and frequent inspections on prepackaged goods
- c) Effective and timely surprise inspections
- d) Effective application of management information system across all directorates, units, sections and regional offices of the Agency to raise productivity levels
- e) Improvement in the cost to revenue ratio for each and all services and products delivered by the Agency
- f) Timely and precise production of performance reports

- g) Implementing the assets (equipment and facilities) maintenance schedule.
- h) Responsive to customer complaints

### 3.5.3 FINANCIAL PERFORMANCE

Areas of attention with respect to financial performance include:

- a) Keeping books of accounts and related documents in the form approved by the Controller and Auditor General;
- b) Prompt collection of all revenue;
- c) Timely and accurate production and submission of financial reports;
- d) Increased areas of service hence increased revenue collection.

### 3.5.4 PROCUREMENT ASPECT

Areas of attention with respect to procurement operations include:

- a) Adherence to procurement process and procedures as per Public Procurement Act and regulations;
- b) Assist the Agency and its units to obtain the best value for money in terms of price, quality, and delivery in regard to the set specifications;
- c) Timely and accurate production and submission of procurement plan and reports;
- d) Effectiveness, efficiency and transparency of the procurement and stock control systems.

#### 4. RESPONSIBILITIES OF THE MINISTER

The Minister shall be responsible for general direction and control of the Agency and shall have the general responsibility of organising, carrying out and encouraging measures for the development of a sustainable WMA. The Minister shall not be involved in the day-to-day management of WMA. She/He may, for any of these purposes, give directions of general nature to the Chief Executive. The Chief Executive may consult the Minister on the handling of operational matters likely to give rise to significant public or parliamentary concern.

The Minister shall, upon the advice of the Public Service Recruitment Secretariat, appoint the Chief Executive Officer also to be known as the Commissioner for Weights and Measures;

The Minister shall also appoint the chairman and member of the Ministerial Advisory Board and ensure that both the Government and the public benefits from the establishment of the WMA.

The Minister shall retain the powers vested in him/her under the various legislations that WMA currently administers and the Regulations made there under.

## 5. RESPONSIBILITIES OF THE PERMANENT SECRETARY

The Permanent Secretary is the accounting officer for the Ministry of Industry and Trade, shall have the overall responsibility on matters concerning voted funds, and is the principal policy advisor to the Minister on Weights and Measures matters. The Permanent Secretary shall be responsible for overseeing implementation of ministerial policies and for this purpose, will give directions to the Chief Executive but with due regard to the need to uphold WMA autonomy in the day to day operational management of its affairs.

The Permanent Secretary shall also play a major role in the establishment of Ministerial Advisory Board and appointment of the Chief Executive Officer by advising the Minister.

The Permanent Secretary shall be responsible for the strategic management of the WMA, and for that purpose she/he may give directions to the Chief Executive, but with due regard to the need to uphold WMA autonomy in the operational management of its affairs.

The Permanent Secretary shall be assisted by the Ministerial Advisory Board (MAB), with the review of the WMA Strategic Plans, Business Plans and performance management, and in setting objectives and key performance targets.

The Permanent Secretary shall, take into account the overall Government policies, and the business case presented, decides whether or not the Chief Executive's intention to borrow money, or to acquire or dispose of immovable property is acceptable. The Permanent Secretary shall review and approve key targets as agreed in the strategic and business plans.

The Permanent Secretary shall promote the interest of WMA and keep the Chief Executive aware of higher-level Government thinking

The Permanent Secretary shall receive, discuss and determine appeals of employees who are aggrieved by decision of the WMA Chief Executive.

## 6. RESPONSIBILITIES OF THE MINISTERIAL ADVISORY BOARD (MAB)

The Ministerial Advisory Board shall give advice to the Minister and Permanent Secretary in the following matters:

- a) The strategic objectives of the Agency;
- b) The development and maintenance of a policy framework;
- c) The acceptability of the Chief Executive Strategic and Business Plans and associated budgets;
- d) Setting of priorities and annual performance targets for the Agency;
- e) The acceptability of the Annual Reports and Financial Statements;
- f) The policies and related matters;
- g) The evaluation of the Agency's performance;
- h) Salaries, Wages, and Allowances of employees of the Agency; and
- i) Any other matter in the promotion and furtherance of the objectives and functions of the Executive Agency Act Cap.245 of 2002 and its amendments and as the Minister may from time to time refer to the Board.

The Minister shall appoint the chairperson of the MAB in accordance with the Executive Agency Act Cap.245 of 2002 and its amendments of 2009. The appointed chairperson will come from outside the Ministry of Industry and Trade. The Chief Executive shall be the Secretary of MAB. The Board shall hold its meetings as often as the chairman may determine, but not less than twice each year.

## 7. RESPONSIBILITIES OF THE CHIEF EXECUTIVE

The Chief Executive is the Commissioner and shall be responsible for managing WMA within the terms of the Executive Agency Act and regulations. The Chief Executive shall be the Agency's Accounting Officer and shall specifically be responsible for:

- a) The implementation of the approved plans, including the achievement of performance targets;
- b) The delivery of agreed program of services to customers on schedule and specification;
- c) The organisation and management of the assets and resources allocated to him/her efficiently, effectively, economically and in accordance with the principles of fairness and equality as outlined in the government policies and financial regulations;
- d) Advising the Minister in regulating on the prices of the services and products delivered by the Agency's
- e) The provision to the Permanent Secretary of such information as is required to enable performance to be monitored;
- f) The preparation of an annual report and financial statement for submission to the MAB, Permanent Secretary, the Minister for Industry and Trade, and ultimately to the Parliament;
- g) Ensuring that all aspect of the management and organisation are kept under review and that they best suit WMA business needs;
- h) Contributing to the development and formulation of policy, including assessing the impact and practicality of proposed policy changes and ensuring that WMA is in a position to implement such changes expeditiously and efficiently;
- i) Promoting public confidence in the professionalism and quality of its services and impartiality of the Agency decisions;

The Chief Executive shall exercise the powers hitherto vested in the Commissioner for Weights and Measures provided for under the Weights and Measures Act Cap.340 (R.E. 2002) and its subsidiary legislations made there under.

## 8. ACCOUNTABILITY

### 8.1 ACCOUNTING OFFICER'S RESPONSIBILITIES

The Permanent Secretary who is also the Accounting Officer for the Ministry shall be responsible for ensuring effective and efficient management of financial and physical resources allocated to WMA in the conduct of all responsibilities charged on the Ministry of Industry and Trade.

The Chief Executive is the Agency's Accounting Officer, and is therefore accountable for ensuring the propriety and regularity of revenue and expenditure, for prudent and economical administration. She/He shall ensure that the Agency's Financial Regulations and Accounting Manual adhere to the requirements of the Financial Act No.6 of 2001 and its Regulations made there under.

The Chief Executive is responsible for establishing proper management system for the purposes, and as such, shall take due account of the financial management guidance issued by the Ministry of Finance, and the Human Resource Management guidance issued by the President's Office – Public Service Management (PO-PSM). The Chief Executive shall also put into effect the recommendations acceptable by the Government from the Public Accounts and other Parliamentary Committees.

### 8.2 PUBLIC ACCCOUNTS COMMITTEE

The Permanent Secretary and the Chief Executive may be required to appear before the Public Accounts Committee on matters relating to the WMA.

Where the committee's interest is in the operations of the WMA, the Minister will normally regard the Chief Executive as the person best placed to appear.

## 9. FINANCE, PLANNING AND STRATEGIC CONTROL

### 9.1 FUNDING

The Agency's resources requirement will be met from the revenue collected from:

- a) Fees chargeable for services rendered and products supplied to customers;
- b) Government subventions as indicated to be necessary in the Agency's Business Plan;
- c) Credit, grants, loans, gift, and donations.

The Agency's expenditure will be subject to monthly, quarterly and annual monitoring and review systems.

### 9.2 STRATEGIC AND BUSINESS PLANS

WMA Chief Executive shall prepare and review for each year, for approval by the Permanent Secretary, a Strategic Plan usually covering a period of 3 to 5 years while a Business Plan which clearly stipulate details of operations generally covers a period of one year.

#### 9.2.1 STRATEGIC PLAN

The strategic Plan shall cover a five years term and be rolled forward and updated each year. It shall reflect the outcome of the review of performance and expenditure, and shall clearly set out the following:

- a) The Chief Executive's strategies for achieving WMA aims and objectives;
- b) Strategies, and performance targets;
- c) An assessment of the external factors which affect WMA activities including main planning assumptions about the service and products to be provided and resources;
- d) A capital expenditure programme;

### 9.2.2 BUSINESS PLAN

The Business Plan will set out in more details, the WMA activities for the first year on the strategic plan period, and will include:

- a) Business objectives, strategies and performance targets;
- b) Budgets, including estimated profiles of revenue and expenditure;
- c) The work programmes;
- d) The main assumptions, include resources, that are likely to underpin performance targets; and
- e) An efficiency plan including initiatives to improve performance, value for money and quality of services and products of the Agency.

### 9.3 APPROVAL

The Chief Executive shall submit the Strategic and Business Plans to the MAB and the Permanent Secretary for approval each year. The Permanent Secretary or the Chief Executive may seek to review the Business Plan in the course of the year to reflect changes in policies, resources or priorities.

Approval of these plans will constitute authority for WMA to conduct its operations accordingly without undue interference by the Ministry.

### 9.4 ANNUAL REPORT AND ACCOUNTS

The Chief Executive shall submit Annual Reports and Statement of Financial Accounts to the Minister through MAB after the end of each financial year. The Annual Report shall be published and circulated to relevant authorities, and shall contain:

- a) A copy of the audited accounts of WMA, together with the auditor's report on those accounts;
- b) A report on performance against key targets;

- c) A report on the operations of WMA during that financial year; and
- d) Other information as may be required by the Permanent Secretary.

The Annual Report will also contain the annual performance agreement between the Permanent Secretary and the Chief Executive.

#### 9.5 FINANCIAL DELEGATION

The Chief Executive has the authority to approve all expenditure in consistency with the approved Strategic and Business Plans and which is in accordance with his/her letter of delegation.

The Chief Executive shall ensure that appropriate investment appraisal of all capital expenditure projects is carried out, taking into account of such guidance as the Ministry of Finance or Presidents Office – Public Service Management may issue from time to time. Major capital expenditure areas will be considered in the context of the approved Strategic and Business Plans.

The WMA will undertake post implementation review to determine whether projects have achieved objectives set.

#### 9.6 VALUE FOR MONEY

The Chief Executive is responsible for obtaining value for money in the procurement and delivery of goods and services. Accordingly, the Chief Executive shall implement a range of efficiency measures in accordance with the agreed programme and timetable set out in the strategic and business plans. The Chief Executive is responsible for maintenance of standards and value for money of any work contracted out or in and ensuring that the security and confidentiality safeguards are maintained.

#### 9.7 INTERNAL AUDIT

The Chief Executive is responsible for ensuring that adequate arrangements exist for the provision of an internal audit service. Internal Audit service shall be done in accordance with the standards set out by the Ministry of Finance, and WMA's Accounting Manual. The Internal Auditor to the Ministry of Industry and Trade shall have the right to access the Agency to perform work necessary to give independent

assurance to the Permanent Secretary. The Permanent Secretary shall receive copies of all internal audit reports.

## 9.8 EXTERNAL AUDIT

The WMA is subject to external audit by the Controller and Auditor General for the United Republic of Tanzania who has the legal mandate to conduct interim audits, annual audits, special audits and value for money studies relating to WMA activities.

## 9.9 BUDGETARY FLEXIBILITIES

The Chief Executive shall have the powers, which shall be exercised in accordance with Ministry of Finance guidelines, and the limits set out in the Executive Agencies (Finance, Procurement and Stores) Regulations of 1999, the Public Finance Act No.6 of 2001 and as revised in 2004 and the Public Procurement Act No.21 of 2004 and its regulations of 2005.

### 9.9.1 CAPITAL EXPENDITURE

The Chief Executive shall have the power in relation with the capital expenditure according to the Public Procurement Act No.21 of 2004 and its regulations to:

- a) Authorise capital expenditure on individual capital projects;
- b) Transfer of resources allocated to one item in the budget to another; and
- c) Carry over in full to the next financial year any under spent amount on capital provision from the previous financial year.

### 9.9.2 RUNNING COSTS

The Chief Executive shall have the powers in relation with running costs to:

- a) Manage all running costs allocations as a single budget;
- b) Transfer of resources allocated to one item in the budget to another; and

- c) Carry over in full to the next financial year any under spent amount on running costs from the previous financial year.

### 9.9.3 ASSET AND LIABILITIES

The Chief Executive may initiate:

- a) Authorisation of all write-offs and special payments;
- b) Authorisation of the disposal of assets in accordance with standing financial and other relevant regulations;
- c) Authorisation of expenditure on individual consultancy services;
- d) Authorisation of expenditure on ICT projects; and
- e) Authorisation of single source negotiated tender action for procurements in accordance with Public Procurement Act No.21 of 2004 and its Regulations.

## 10. HUMAN RESOURCE MANAGEMENT

### 10.1 STATUS AND CONDITIONS OF SERVICE

The Weights and Measures Agency Staffs are Public Servants in accordance with the Executive Agencies Act Cap.245; Public Service Act Cap.278 (R. E. 2009); and Employment and Labour Relations Act, 2004.

Terms and conditions of staff service will be based upon the regulation 50 of the Executive Agencies (Personnel Management) Regulations, 1999. These regulations may be amended from time to time by the Presidents' Office – Public Service Management; and in keeping with the provisions of the Weights and Measures Act Cap.340

### 10.2 ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT

The Chief Executive is responsible for the human resource management as set out in this Framework Document, Public Service Act No.8 of 2002 and its amendments, Executive Agencies Act Cap 245, and Executive Agencies (Personnel Management) Regulations, 1999 and as laid down in the Labour Laws of Tanzania. He is also responsible for ensuring that an equal opportunities policy is formulated and implemented. This includes initiating policy measures to ensure the verification/calibration of all measuring instruments in accordance to the WMA's law and ensure human resource development. Within these parameters she/he may introduce such changes as are necessary to maximise the WMA's efficiency and effectiveness.

### 10.3 STAFF COMPLEMENT

The Chief Executive Officer shall be responsible for managing the affairs of the Agency effectively and efficiently, the end result is to establish and keep up to date the WMA's staff cohesion, relations and team spirit.

### 10.4 STAFF RELATIONS

The Chief Executive is responsible for staff relation within the Agency. She/He is required to foster good staff relations as an important aid to the achievement of the

Agency's objectives, and to ensure effective communications and consultation between the staff and with their recognised Trade Union representatives.

Permanent staff retains the right of appeal to the Permanent Secretary and if not satisfied she/he can further appeal to the Public Service Commission on personnel matters in the event of being dissatisfied by any decision made by the Permanent Secretary.

#### 10.5 HEALTH AND SAFETY

The Chief Executive is responsible for the health and safety of WMA's staff in the working place and for complying with all relevant legislation and regulations. In this regard, she/he shall consult with staff, recognised Trade Union representatives and relevant authorities on health and safety matters.

## II. REVIEW AND PUBLICATIONS

### II.1 REVIEW

From time to time, but at least at intervals not exceeding five years, a review of this Document shall be undertaken by the Minister for Industry and Trade, advised jointly by the Permanent Secretary, the Ministerial Advisory Board and the Chief Executive.

The Minister, Permanent Secretary or the Chief Executive may at any time propose amendments to this Framework Document in the light of the Agency's operational experience or any change of circumstances. Any such proposals for change shall be subject to consultation with the President's Office – Public Service Management and the Ministry of Finance. Any change affecting staff shall be subject to consultation with staff and their recognised Trade Union representatives.

The incorporation of changes may require the approval of the Minister for Industry and Trade, Minister for Finance, the Minister responsible for Public Service Management as well as the approval of the Chief Secretary.

The Minister, Permanent Secretary or the Chief Executive may at any time propose amendments of the Legal Metrology Act in the light of the Agency's operational experience or any change of circumstances. Any such proposal for change shall be subject to consultation with the Ministry of Justice and Constitutional Affairs and the relevant International and Regional Metrology Organisations. The incorporation of changes may require the approval of the Minister of Industry and Trade.

From time to time but at intervals not exceeding five years a review of the Weights and Measures Regulations shall be proposed by The Chief Executive Officer for Weights and Measures, advised by the WMA Management team and stakeholders.

### II.2 PUBLICATIONS

Amendments to the order establishing the WMA, including amendments to the Weights and Measures Act will be laid before the Parliament in accordance with the existing practice. Amendments to the Framework Document will have to be approved by the Chief Secretary and published in the Gazette as provided for under the

Executive Agency Act Cap.245 of 2002 and its amendments of 2009. Copies of the Framework Document, the Weights and Measures Regulations and further information about the Agency can be obtained from the President's Office – Public Service Management, the Government Bookshops, the Ministry of Industry and Trade, and from WMA Offices.

## 12. CONTACT

The Chief Executive Officer,  
Weights and Measures Agency (WMA),  
P.O. Box 313,  
DAR ES SALAAM,  
TANZANIA

Tel: +255 22 2203199

Fax: +255 22 2203200

E-mail: [info@wma.go.tz](mailto:info@wma.go.tz)

Website: [www.wma.go.tz](http://www.wma.go.tz)

Dar es Salaam, October 15, 2013