

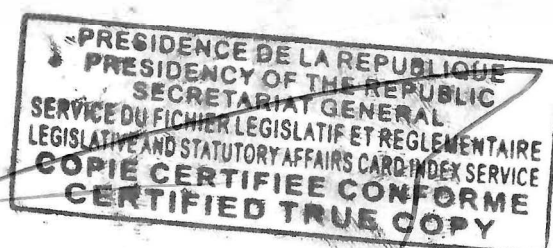
DECREE No. 2024/512 OF 30 OCT 2024
to lay down the rules applicable to consular officer
salary, travel expenses and installation allowance
for State personnel serving abroad

THE PRESIDENT OF THE REPUBLIC,

- Mindful of** the Constitution;
- Mindful of** the Vienna Convention on Diplomatic Relations of 18 April 1961;
- Mindful of** the Vienna Convention on Consular Relations of 22 April 1963;
- Mindful of** Decree No. 75/459 of 26 July 1975 to lay down the system of remuneration of civil and military personnel;
- Mindful of** Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code;
- Mindful of** Decree No. 94/199 of 7 October 1994 to lay down the General Rules and Regulations of the Public Service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Mindful of** Decree No. 98/221 of 14 September 1998 to increase the basic salary of administrative and service personnel of diplomatic missions and consular posts;
- Mindful of** Decree No. 2003/81 of 16 April 2003 to lay down the system of specialization and advanced training for National Security Officers and subsequent amendments thereto;
- Mindful of** Decree No. 2011/408 of 9 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 2 March 2018;
- Mindful of** Decree No. 2012/079 of 9 March 2012 to lay down regulations governing the devolution of State personnel and payroll management,

HEREBY DECREES AS FOLLOWS:

CHAPTER I
GENERAL PROVISIONS



ARTICLE 1: (1) This decree lays down the rules applicable to consular officer salary, travel expenses and installation allowance for State personnel serving abroad.

(2) The personnel referred to in (1) above shall comprise:

- personnel of diplomatic missions and personnel ranking as such, as well as the administrative and service personnel of diplomatic missions and consular posts;
- State personnel with duty posts within international organizations linked to Cameroon by special agreements stipulating that the salary to which they are entitled shall be paid by the country of origin;
- State personnel on study leave abroad and whose special rules and regulations grant them consular officer salary.

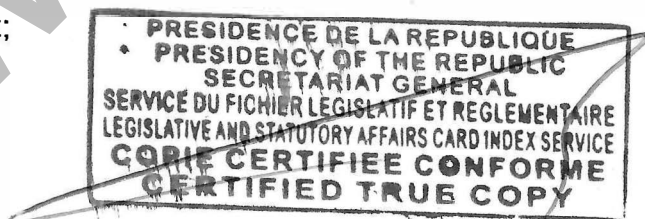
(3) The consular officer salary of the personnel referred to in (2) above shall be managed by the ministry in charge of foreign affairs.

ARTICLE 2: For the purposes of this decree, the following definitions shall apply:

- **Diplomatic personnel:** personnel of the diplomatic corps;
- **Personnel ranking as such:** State employees from other corps of the Public Service or governed by the Labour Code, whose ranking as diplomats as a result of their appointment, transfer or designation to a diplomatic mission or consular post. Such personnel include:
 - officials in the security, trade, communication, higher education, finance and tourism sectors;
 - any official managing or coordinating a sector of activity not falling within the abovementioned sectors.

ARTICLE 3: Administrative and service personnel may include the following:

- executive secretary;
- administrative officer;
- stores accountant;
- documentalist;
- maître d'hôtel;
- cook;
- driver.



ARTICLE 4: (1) Save for the maître d'hôtel, the personnel referred to in Article 3 above shall be selected, depending on the budget available and service imperatives, from among the State personnel of the ministry in charge foreign affairs.

(2) The maître d'hôtel shall be recruited by decision of the minister in charge of foreign affairs. The decision shall set out the terms of his/her remuneration, and lay off his/her predecessor, as appropriate. Upon cessation of his/her duties, the maître d'hôtel shall be automatically laid off.

CHAPTER II **CONSULAR OFFICER SALARY**

SECTION I **COMPONENTS AND ALLOCATION OF CONSULAR OFFICER SALARY**

ARTICLE 5: (1) Consular officer salary shall comprise the following items:

- a gross salary set in accordance with the salary scale or category set out in Annex I to this decree;
- a fixed supplement at the current rate;
- a housing allowance at the rate set in accordance with the regulations in force;
- a special duty and entertainment allowance, where applicable;
- a family allowance and family income supplement, where applicable;
- a vehicle maintenance allowance.

(2) The salary items referred to in (1) above shall vary by rank/category and the post held within a diplomatic mission or consular post.

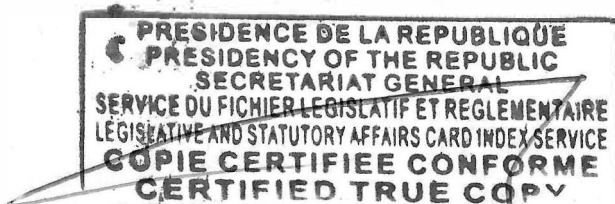
(3) The gross salary laid down in Annex I shall change in accordance with the various salary adjustments.

ARTICLE 6: Consular officer salary shall be subject to all the deduction items provided for by the laws and regulations in force.

ARTICLE 7: (1) Consular officer salary shall be triggered for diplomatic personnel and personnel ranking as such, as well as administrative and service personnel, upon their appointment, transfer or recruitment in the external services.

(2) Consular officer salary shall be granted to State personnel holding duty positions in international organizations linked to Cameroon by special agreements upon appointment, where their mandate confers on them diplomatic status.

(3) Consular officer salary shall be granted to State personnel on study leave abroad, where the special rules and regulations applicable to the said personnel provides for the allocation of consular officer salary when on study leave abroad and where the document placing them on study leave gives entitlement to the said salary.



ARTICLE 8: (1) The remuneration of the personnel referred to in Article 1(2) shall be switched to external rate from the date of assumption of duty, as evidenced by a duty assumption certificate and a physical presence certificate issued by the Head of the Diplomatic Mission or Consular Post.

(2) For personnel on study leave, their remuneration shall be switched to external rate in accordance with the provisions set out in the instrument granting them study leave.

(3) For maîtres d'hôtel, the salary shall be paid at the external rate with effect from the date of recruitment.

ARTICLE 9: The provisions of Article 8 above shall apply in the event of transfer of a person from one geographical area to another.

ARTICLE 10: Based on geographical area of assignment, correction coefficients shall be applied to the base salary, flat-rate supplement, housing allowance, family allowance and family income supplement.

ARTICLE 11: The consular officer salary of diplomatic personnel and personnel ranking as such shall be the sum of the items listed in Article 10 above, multiplied by the correction coefficient plus, where applicable, the special duty, entertainment and vehicle maintenance allowances.

ARTICLE 12: (1) The consular officer salary of a Head of Diplomatic Mission shall be calculated on the basis of the flat-rate index 1400, or the highest public service index, plus the family income supplement and family allowance, where applicable.

(2) The consular officer salary of a Head of Consular Post shall be based on his/her grade index. In addition, he/she shall receive a special duty allowance and a responsibility allowance.

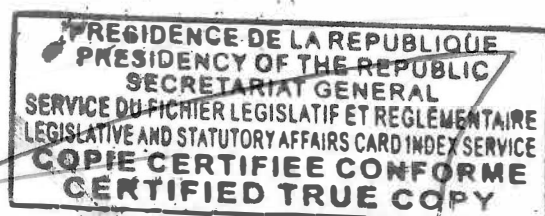
ARTICLE 13: (1) The administrative and service personnel of diplomatic missions and consular posts shall maintain their category or index scales as provided for by the regulations in force.

(2) Administrative and service personnel shall continue to advance in their careers in accordance with the regulations in force.

ARTICLE 14: The consular officer salary of State personnel on study leave abroad and whose special rules and regulations provide for the granting of consular officer salary shall be constituted in accordance with the regulations in force.

SECTION II **WITHDRAWAL OF CONSULAR OFFICER SALARY**

ARTICLE 15: The consular officer salary shall be withdrawn in the following cases:



- permanent recall or end of tour of duty for diplomatic personnel and personnel ranking as such, administrative and service personnel of diplomatic missions and consular posts;
- end of the term and appointment of a replacement, for State personnel holding duty posts in international organizations linked to Cameroon by special agreements stipulating that their salaries are to be paid by the country of origin;
- layoff of the maître d'hôtel;
- recall for personnel serving in diplomatic missions and consular posts who have been placed on retirement;
- expiry of their study leave abroad, for trainee civil servants whose study leave includes consular officer salary.

ARTICLE 16: (1) Save for trainee civil servants, all personnel concerned with the cases referred to in Article 15 above shall keep their consular officer salary for a period of three (3) months with effect from the date of loss of such entitlement.

(2) The consular officer salary of State employees on study leave shall cease upon expiry of their study leave.

ARTICLE 17: (1) Upon expiry of the study leave of the personnel referred to in Article 14 above, the ministry in charge of foreign affairs shall request the minister in charge of finance to stop the consular officer salary.

(2) Any sums unduly received after the expiry of the study leave shall be collected retroactively by the Treasury.

(3) The amount to be deducted shall be set by the minister in charge of finance, based on the amount unduly received and in accordance with the regulations in force.

CHAPTER III **SALARY ZONES AND CORRECTION COEFFICIENTS**

SECTION I **SALARY ZONES**

ARTICLE 18: The salary zones shall be distributed as follows:

Zone I : Africa, CFA zone ;

Zone II: Africa, non-CFA zone, excluding South Africa, Kenya and Ethiopia;

Zone III: South Africa, Kenya, Ethiopia, Latin and South America, Europe excluding Switzerland, Russia, Great Britain and the Nordic countries;

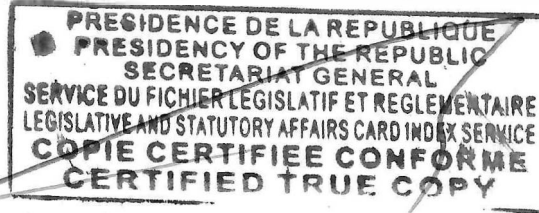
Zone IV: Nordic countries, Switzerland, Russia, Great Britain, North America, Asia and Oceania.



SECTION II CORRECTION COEFFICIENTS

ARTICLE 19:(1) Correction coefficients shall be as follows:

- Zone I: 3.30
- Zone II: 4.40
- Zone III: 6.16
- Zone IV: 6.82



(2) These coefficients may be modified to reflect the cost of living in foreign countries, on the recommendation of the minister in charge of foreign affairs and at the behest of the minister in charge of finance.

ARTICLE 20:Consular officer salary shall be obtained by multiplying the zone coefficient stated in Article 19 above by the base salary provided for by the regulations in force and used to calculate the salary of personnel serving in diplomatic missions and consular posts.

CHAPTER IV TRAVELLING EXPENSES

ARTICLE 21:The personnel referred to in Article 1(2) above shall be entitled to travelling expenses in the following cases:

- assignment, appointment or designation in a diplomatic mission, consular post or international organization;
- transfer from one diplomatic mission or consular post to another diplomatic mission or consular post;
- permanent recall to Cameroon;
- annual leave.

ARTICLE 22:Travelling expenses shall comprise:

- transport costs for State employees and their families, consisting of a spouse and legitimate minor children or dependents up to the 5th child, a round trip from Cameroon to the place of appointment, designation, recruitment, posting, or from one country to another in the event of a transfer;
- shipment costs for the luggage of the State employee and his/her family, calculated at the rate laid down by the regulations in force.

ARTICLE 23: (1) The amounts of the travelling expenses set out in Annex II of this decree shall apply to travel from Cameroon to other countries and vice versa.

(2) In the event of transfer from one country to another, travelling expenses shall be calculated at the rates set by the regulations governing the State employee travel regime.

(3) However, a State employee benefiting from travelling expenses may subsequently submit a reasoned request to claim a supplement due to temporary increase in international transport costs or a change in family size not reflected when calculating and paying the said expenses.

(4) In consultation with the minister in charge of finance, the minister in charge of foreign affairs shall recommend updating of the amounts referred to in(1) above to allow adjustments to fluctuations in the rates charged.

ARTICLE 24: (1) Annual leave allowances shall comprisetransport expenses for the State employee and his/her family consisting of a spouse and legitimate minor children or dependents up to the 5th child, when leaving the place of foreign service to Cameroon, and when returning from Cameroon to the place of foreign service.

(2) Personnel permanently recalled who have spent at least 12(twelve) months of effective service abroad without having been granted annual leave shall in addition be entitled to half of the annual leave allowances.

ARTICLE 25: (1) At the request of the minister in charge of foreign affairs, travelling expenses shall be paid within 3 (three) months of signature of the instruments of appointment, transfer, designation or recruitment to a diplomatic mission, consular post or international organization, or of permanent recall.

(2) In the event of annual leave, travelling expenses shall be paid upon receipt of the related file, including the decision covering the relevant period.

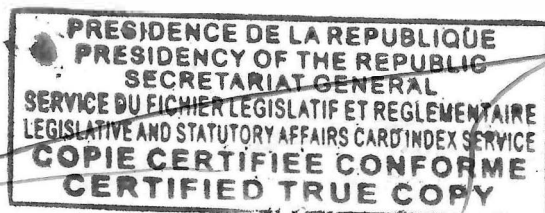
CHAPTER V **INSTALLATION ALLOWANCE**

ARTICLE 26: An installation allowance to cover initial installation expenses shall be paid to the staff referred to in Article 1(2), save for personnel on study leave and maîtres d'hôtel.

ARTICLE 27: (1) The installation allowance shall represent the cumulative sum of 3 (three) months' consular officer salary, calculated in accordance with the provisions of Articles 5 and 10 to 13 of this decree.

(2) The installation allowance shall be exempt from tax or any other form of deduction. It shall neither be taxable nor attachable.

(3) The installation allowance shall be paid upon appointment, transfer or designation of the personnel referred to in Article 1(2), save for personnel on study leave and maîtres d'hôtel.



ARTICLE 28: (1) Beneficiaries of the installation allowance shall continue to receive their salaries at the domestic rate until they actually assume duty abroad.

(2) The installation allowance shall be paid within the same deadline as those provided for in Article 25(1) above.

ARTICLE 29: Failure to assume duty without a legitimate reason, for a period of 6 (six) months, must be established by the minister in charge of foreign affairs. In such case, the Treasury shall recover, by collection order, the full amount of the installation allowance received.

CHAPTER VI **MISCELLANEOUS, TRANSITIONAL AND FINAL PROVISIONS**

ARTICLE 30: Expenditure relating to travelling expenses and installation allowances shall be charged to the State budget.

ARTICLE 31: (1) Where the spouse of a diplomatic and administrative personnel or personnel ranking as such is a State employee and opts for family reunion, s/he shall be assigned to non-active service and shall maintain his/her right to a salary at local rate, advancement and pension. S/he shall be transferred to the ministry in charge of foreign affairs during the spouse's stay abroad, and shall return to his/her Ministry of origin upon return.

(2) Where s/he is not a State employee, s/he may, as appropriate, apply for an employment authorization in the host country, under the terms of the agreement established between Cameroon and that country.

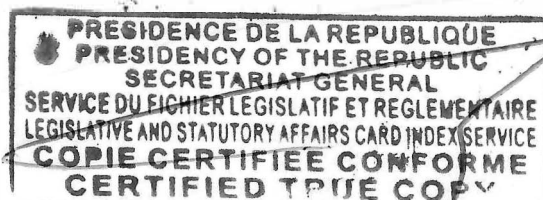
ARTICLE 32: (1) A salary advance not exceeding 3(three) months' salary at the external rate may be granted upon request to any person appointed, transferred, recruited or designated abroad to facilitate start-up.

(2) Repayment of the salary advance referred to in (1) above shall be spread over a period of 10(ten) months under conditions laid down by the regulations in force.

ARTICLE 33: Each year, the minister in charge of foreign affairs shall communicate to the Presidency of the Republic the status of human resources at diplomatic missions and consular posts, in particular the situation of those already on retirement and that due retirement within the next 12(twelve) months.

ARTICLE 34: Within 12 (twelve) months prior to their retirement date, the minister in charge of foreign affairs shall notify the personnel referred to in Article 33 above of their imminent placement on retirement.

ARTICLE 35: (1) In the absence of a formal extension of their service period, diplomatic mission personnel shall be placed on retirement in accordance with the regulations in force, except for the Head of the Diplomatic Mission.



(2) In the fourth month following the effective date of their placement on retirement, their salaries shall be automatically converted to pre-pension at the domestic rate.

ARTICLE 36: (1) With effect from the date of publication of this decree, the careers of administrative and service personnel, excluding those of maîtres d'hôtel that are under the lump sum payroll, shall be reconstituted by the minister in charge of the public service, at the behest of the ministry in charge of foreign affairs. Such personnel shall be entitled to consular officer salary determined in accordance with the scale provided for in Annex I.

(2) On the date of publication of this decree, State employees performing the duties of maître d'hôtel shall, upon cessation of such duties; be returned to the ministry in charge of the public service for their career reconstitution.

ARTICLE 37: Diplomatic or consular mission personnel shall be subject to the pension scheme in accordance with the regulations in force.

ARTICLE 38: Pension contributions for State employees serving at diplomatic missions and consular posts shall be calculated at domestic rates and in accordance with the relevant scales.

ARTICLE 39: All previous provisions repugnant hereto are repealed, in particular Decree No. 62/DF/86 of 12 March 1962 to lay down the remuneration system for personnel serving outside Cameroon under the authority of the minister in charge of foreign affairs, the conditions for granting such remuneration, the leave and travel regime, as well as the special benefits granted to the same personnel, and its subsequent amending instruments.

ARTICLE 40: This decree shall be registered, published according to the procedure of urgency and inserted in the Official Gazette in English and French.

