



**DEMOCRATIC REPUBLIC OF TIMOR-LESTE**  
**MINISTRY OF FINANCE**  
**OFFICE OF THE MINISTER**

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**Ministry Diploma No. 13/2009,  
of 25 February 2009**

**Organic Statute of the Directorate of External Aid Effectiveness**

The Organic Statute of the Ministry of Finance, featured in Decree-Law no. 13/2009 of 25 February created the central services in the direct administration of the State within the scope of the Ministry of Finance, including *inter alia* the Directorate of External Aid Effectiveness. Therefore its organic and functional structure must be approved, under article 24 of the same Decree-Law.

Thus the Government, through the Minister of Finance and under article 24 of Decree-Law no. 13/2009 of 25 February, publishes the following organic diploma:

**CHAPTER I**  
**GENERAL PROVISIONS**

***Article 1***

***Purpose***

The present organic diploma sets the organic and functional structure for the Directorate of External Aid Assistance of the Ministry of Finance.

***Article 2***

***Nature***

The Directorate of External Aid Effectiveness, henceforth called DEAE for short, is equivalent for all legal purposes to a National Directorate and integrates the direct administration of the State, within the scope of the Ministry of Finance.

***Article 3***

***Mission and Attributions***

1. The DEAE is responsible for ensuring the proper use of the external aid provided by development partners, so as to ensure its coordination and harmonization, always in accordance with the development priorities set by the Government.
2. The DEAE has the following tasks:
  - a) Manage external aid funds meant for Timor-Leste;
  - b) Collect financial and accounting information from any official source of external aid, including non-budget and technical assistance, in view of the respective planning and of the effective outcomes and indicators set by the Paris Declaration;

- c) Support the various ministries in decision-making processes regarding the efficient use of external aid;
- d) Supply necessary information in terms of external aid, for purposes of budget planning;
- e) Support the various ministries and development partners in achieving the goals set in relation to external aid coordination;
- f) Draft profiles of development partners and share regularly with different ministries, development partners and stakeholders;
- g) Maintain a reliable database of development partner projects, so as to promote improvements in terms of quality and impact;
- h) Improve external aid coordination by providing regular secretariat support to Timor-Leste's Meetings with Development Partners;
- i) Supply updated information on the activities of the National Authorization Office (NAO) funded by the EC and the PCFM, which should be shared regularly with different ministries and development partners;
- j) Any others given to it by law.

#### ***Article 4***

#### ***Superintendence***

1. Superintendence over the DEAE is ensured by the National Director, who is appointed by the Minister of Finance in conformity with the law.
2. The National Director reports to the Minister of Finance.
3. The National Director is replaced in his/her impediments by a National Director or Head of Department related to the DEAE, designated by the Minister of Finance through proposal by the National Director of the DEAE.

### ***CHAPTER II***

### ***ORGANIC AND FUNCTIONAL STRUCTURE***

#### ***SECTION I***

#### ***ORGANIC STRUCTURE***

#### ***Article 5***

#### ***General Structure***

1. The structure of the DEAE includes the following:
  - a) The Department of External Assistance Coordination;
  - b) The Department for Monitoring External Assistance and its Outcomes;
  - c) The Department for Monitoring the Principles of the Paris Declaration.
2. In its mission and attributions, the DEAE maintains close coordination with the Secretariat of National Priorities.

#### ***SECTION II***

#### ***OPERATION OF THE DEPARTMENTS***

#### ***Article 6***

#### ***Department of External Assistance Coordination***

1. The Department of External Assistance Coordination, henceforth DEAC for short, is the body responsible for the daily articulation between the DEAE, the relevant State bodies and the development partners.
2. The DEAC is namely responsible for the following tasks:
  - a) In coordination with the Secretariat of National Priorities, organize monthly, quarterly and annual meetings with the development partners of Timor-Leste;
  - b) Support the National Budget Office in drafting the combined sources budget;
  - c) Support relevant State bodies in managing external assistance to sector programs, providing development partners with information;
  - d) Issue regular reports and analyses on the implementation of the attributions of the department;
  - e) Perform other tasks given by law or delegated by the National Director.

#### *Article 7*

##### **Department for Monitoring External Assistance and its Outcomes**

1. The Department for Monitoring External Assistance and its Outcomes, henceforth called DMEAO for short, is responsible for monitoring external assistance and its outcomes, through regular compiling and analysis of income data and of the effects and outcomes of external assistance for the development of Timor-Leste.
2. The DMEAO is namely responsible for the following tasks:
  - a) Issue opinions on policies, progress and outcomes of external assistance for development;
  - b) Maintain an updated and detailed profile of development partners;
  - c) Develop and implement monitoring and evaluation methods for specific projects;
  - d) Compile information on good practises in the implementation of projects and share them with development partners and relevant State bodies;
  - e) In partnership with the European Commission Delegation in Timor-Leste, manage the European Development Fund;
  - f) Issue regular reports and analyses on the implementation of department attributions;
  - g) Perform other tasks given by law or delegated by the National Director.

#### *Article 8*

##### **Department for Monitoring the Principles of the Paris Declaration**

1. The Department for Monitoring the Principles of the Paris Declaration, henceforth called DMPPD for short, is responsible for leading and monitoring the implementation in Timor-Leste of the activities set in the Post-Accra Agenda.
2. The DMPPD is namely responsible for the following tasks:
  - a) Compile information concerning external assistance for development and share them with relevant State bodies and development partners;
  - b) Draft an analytical chart regarding the efficiency of external assistance, with special reference to the Principles of the Paris Declaration;
  - c) Coordinate the drafting of the combined source budget with the National Budget Office;
  - d) Explore possibilities for introducing in Timor-Leste an External Assistance Management System, and manage it once introduced;
  - e) Issue regular reports and analyses on the implementation of department attributions;
  - f) Perform other tasks given by law or delegated by the National Director.

### ***Article 9***

#### ***Leadership and Organizational Structure of the Departments***

1. Departments are led by a Head of Department appointed under the law.
2. Whenever necessary, departments may be structured into several sections, according to their area of competence.
3. Subject to the approval of the National Director, the Head of Department is responsible for defining competences and the profile for leaders and further personnel of the sections, as well as ensuring the internal distribution of tasks, the planning of activities and their respective budgeting.

### ***SECTION III***

#### ***OPERATION OF THE SECRETARIAT OF NATIONAL PRIORITIES***

### ***Article 10***

#### ***Secretariat of National Priorities***

1. The Secretariat of National Priorities, henceforth called SNP for short, is a body created under the direct superintendence of the Minister of Finance, tasked with managing the annual design and implementation of the seven national priorities identified by the Government.
2. The SNP is also responsible for the following tasks:
  - a) Support the drafting and recommendation of policies, lead the monitoring of the implementation of national priorities, and handle issues and obstacles that arise during the implementation, in order to apply the Principles of the Paris Declaration.
  - b) In coordination with relevant DEAE departments, participate in regular meetings with development partners;
  - c) Issue regular reports and analyses on issues related with annual National Priorities;
  - d) Perform other tasks delegated by the Minister of Finance.
3. The SNP comprises a coordinator and an officer, who are supported by international advisors.

### ***CHAPTER III***

#### ***ATTRIBUTIONS AND COMPETENCES OF LEADERSHIP AND MANAGEMENT POSITIONS***

### ***Article 11***

#### ***National Director of the DEAE***

1. The National Director of the DEAE is the entity of the Ministry of Finance that provides technical supervision to Directorate departments, supervising technical accuracy in the execution of policies, plans, programs, budgets, rules and procedures approved for the area of competence of the DEAE.
2. The National Director is namely responsible for:
  - a) Superintending DEAE services, coordinating and directing its activity according to the law and the guidance of the Minister of Finance;
  - b) Ensuring the monitoring and assessment of the policies, plans, programs, budgets and procedures approved for the area of competence of the DEAE;
  - c) Approving the necessary administrative rules and / or instructions for the operation of the DEAE;
  - d) Proposing the appointment of personnel, under the law, for leadership positions within the scope of the DEAE;

- e) Exercising administrative and disciplinary authority over DEAE personnel, including evaluating performance, starting disciplinary suits and applying sanctions under the law;
- f) Participating in the meetings of the Finance Management Consultative Council;
- g) Issuing opinions and providing technical support in his or her area of competence to the Government in general, and to the Minister of Finance in particular;
- h) Performing other tasks given by law or delegated by the Minister of Finance.

**Article 12**  
**Heads of Department**

1. Heads of department are DEAE entities that provide technical supervision to the department under them, including to sections, if applicable, ensuring technical accuracy in the implementation of the tasks given to the respective department.
2. Heads of Department are namely responsible for:
  - a) Superintending the services of the respective department, coordinating and directing their activity under the law and in conformity with the guidelines issued by the National Director;
  - b) Ensuring the monitoring and assessment of the policies, plans, programs, budgets and procedures approved for their respective department;
  - c) Proposing to the competent authorities administrative rules and / or instructions needed for implementing the attributions and competences of the respective department;
  - d) Exercising administrative and disciplinary authority over the personnel of the respective department, including evaluating performance, starting disciplinary suits and applying sanctions under the law;
  - e) Performing other tasks given by law or delegated by the National Director.
3. Heads of Department report directly to the National Director.
4. Heads of Department are immediately above the Heads of Section in existence in the respective department.

**CHAPTER IV**  
**FINAL AND TRANSITORY PROVISIONS**

**Article 13**  
**Personnel**

1. The personnel needed for holding management and leadership positions according to the present diploma shall be appointed in conformity with the law.
2. Should there not be enough competent personnel to hold management and leadership positions, the Minister of Finance may allow technical advisors to hold those positions temporarily.
3. After the present diploma enters into force, it will be important to define the staffing profile for the respective departments and units immediately, as well as to define their respective functional content, and to process the recruitment, confirmation or transfer of personnel in order to fill the positions.

**Article 14**  
**Entry into force**

The present diploma enters into force on the day of its publication.

Approved by the Minister of Finance and ordered to be published in the Journal of the Republic in Dili, Timor-Leste, on ..... March 2009.

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