



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

Ministerial Diploma No. 5/2009,
Dated 30 of April

Organic Statute of the Directorate of the External Assistance Effectiveness

The Organic Statute of the Ministry of Finance provided by Decree-Law nr. 13/2009, of 25 February, has established the central services in the Government Direct Administration within the Ministry of Finance, integrating, among others, the Directorate of the External Assistance Effectiveness, and it is now necessary to approve its organization functional structure in accordance with the provisions of article 24 of the same Decree-Law.

Therefore, the Government, through the Minister for Finance, orders the provided in the article 24 of the Decree-Law nr.13/2009, of 25 February, the publication of the following organic diploma:

CHAPTER I
DISPOSIÇÕES GERAIS

Article 1
Object

The present organic diploma established the organization functional structure of the Directorate of the External Assistance Effectiveness within the Ministry of Finance.

Article 2
Nature

The Directorate of the External Assistance Effectiveness, in short hereinafter designated the DEAE, is for all due legal effects equivalent to the National Directorate, and integrates the direct Government administration within the Ministry of Finance.

Article 3
Mission and Responsibilities

1. The DEAE is responsible for assuring the effective use of the external assistance provided by the development partners, in order to ensure the coordination and harmonization, always in accordance with the development priorities determined by the Government.
2. It is the responsibility of the DEAE to:
 - a) Manage the external assistance funds destined to Timor-Leste;
 - b) Collect financial and accounting information relating to any external assistance official source, including non budgetary and technical assistance given the respective planning, effective outcomes and indicators defined by the Paris Declaration;

- c) Support the various ministries in the decision making process regarding the effective use of the external assistance;
- d) Provide the necessary information in matters of external assistance concerning to budget planning;
- e) Assist the various ministries and development partners in the achievement of the goals set in matters of external assistance coordination;
- f) Prepare the profile of the development partners and share with the various ministers on the regular basis, development partners and stakeholders;
- g) Maintain the sound and credible database of development partners projects, in order to promote improvements in terms of quality and impact;
- h) Improve the external assistance coordination providing regular support to the secretariat to the Meetings of Timor-Leste with the Development Partners;
- i) Provide updated information on the activities of the National Authorisation Office (GNA) funded by the CE and the PCMF, which should be equally shared on the regular basis with the various ministries and development partners;
- j) In partnership with the European Commission Delegation in Timor-Leste, manage the European Development Fund;
- k) Any other duties assigned by law.

Article 4

Superintendence

1. The superintendence of the DEAE is assured by the National Director appointed by the Minister for Finance as provided by law.
2. The National Director is responsible before the Minister for Finance.
3. The National Director is replaced in his/her absences and impediments by a National Director or Head of Department within the DEAE, appointed by the Minister for Finance, upon proposal of the National Director of the DEAE.

CHAPTER II

ORGANIZATION FUNCTIONAL STRUCTURE

SECTION I

ORGANIZATION STRUCTURE

Article 5

Overall structure

1. The DEAE is comprised by the following agencies:
 - a) The Department of External Assistance Coordination;
 - b) The Department of External Assistance Follow-up and Outcomes;
 - c) The Department of the Paris Declaration Principles Monitoring.
2. In the fulfilment of their mission and responsibilities, the DEAE maintains a close coordination with the National priorities secretariat.

SECTION II

OPERATION OF THE DEPARTMENTS

Article 6

Department of External Assistance Coordination

1. The Department of External Assistance Coordination, in short hereinafter named as DCAE is the agency of the DEAE responsible for the daily articulation among the DEAE, the relevant Government agencies and the development partners.
2. It is the responsibility of the DCAE, namely, to:
 - a) In consultation with the National priorities secretariat, organize monthly, quarterly and annual meetings with the development partners of Timor-Leste;
 - b) Support the National Directorate of Budget in the formulation of the combined source budget;
 - c) Support relevant Government agencies in the external assistance management to the sectoral programs, providing information to the development partners;
 - d) Prepare regular reports and reviews on the implementation of the responsibilities of the department;
 - e) Perform any other duties assigned by law or delegated by the National Director.

Article 7

Department of External Assistance Follow-up and Outcomes

1. The Department of External Assistance Follow-up and Outcomes, in short hereinafter named as DAAER, is the agency of the DEAE responsible for the follow-up of the external assistance and its outcomes, through regular collection and analysis of data on the revenues, the effects and the outcomes of the external assistance for the development of Timor-Leste.
2. It is the responsibility of the DAAER, namely, to:
 - a) Provide advise on the policy, progress and the outcomes of the external assistance for the development;
 - b) Maintain an updated and detailed filing system of the profile of the development partners;
 - c) Develop and implement specific project monitoring and evaluation methods;
 - d) Compile information on best practices in the implementation of projects and share them with the development partners and relevant Government agencies;
 - e) Coordinate the technical preparation of the resources programming from the European Development Fund, namely the Country Strategy Document and the National Indicative Program, as well as the evaluation of the implementation of the same Fund;
 - f) Provide timely support and advice to the National Orderer, coordinating the contractual management of all the individual commitments of the European Development Fund with the relevant ministries and the European Commission Delegation, as well as assuming, on behalf of the National Authorizer, all the authority functions on the contracts.
 - g) Prepare regular reports and analysis on the implementation of the responsibilities of the department;

- h) Perform any other duties assigned by law or delegated by the National Director.

Article 8

Department of the Paris Declaration Principles Monitoring

1. The Department of the Paris Declaration Principles Monitoring, in short hereinafter named as DMPDP, is the agency of the DEAE responsible for the conduction and monitoring of the implementation in Timor-Leste of the activities defined in the Post-Accra Agenda.
2. It is the responsibility of the DMPDP, namely, to:
 - a) Compile information respecting to external assistance for the development and share it with the relevant Government agencies and development partners;
 - b) With special reference to the Paris Declaration Principles, develop an analytical board relating to the effectiveness of the external assistance;
 - c) Coordinate the production of the combined source budget with the National Directorate of the Budget;
 - d) Explore the possibility of introduction into Timor-Leste a External Assistance Management System and manage it upon its establishment;
 - e) Prepare regular reports and analysis on the implementation of the responsibilities of the department;
 - f) Perform any other duties assigned by law or delegated by the National Director.

Article 9

Management and Organizational Structure of the Departments

1. The Departments are headed by a Head of Department appointed as provided by law.
2. The Departments may, whenever found fit, be structured in various sections, according to areas of competency.
3. The definition of competencies and the managers and remaining sections staff profile, the internal distribution of tasks, as well as the planning of activities and respective budgeting, are responsibility of the Head of Department needing the approval of the National Director.

SECTION III

OPERATION OF THE NATIONAL PRIORITIES SECRETARIAT

Article 10

National Priorities Secretariat

1. The National Priorities Secretariat, in short hereinafter named as SPN, is the agency established under the direct superintendence of the Minister for Finance and its mission is to manage the annual conception and implementation of the seven national priorities identified by the Government.
2. It is further the responsibility of the SPN to:
 - a) Support the formulation and recommendation of policies, lead the monitoring of the implementation of national priorities and resolve issues and obstacles likely to happen during the implementation, having in view the application of the Paris Declaration Principles.

- b) Participate, in consultation with the relevant departments of the DEAE, in the preparation of regular meetings with the development partners;
 - c) Prepare regular reports and analysis on issues respecting to the Annual National Priorities;
 - d) Perform any other duties delegated by the Minister for Finance.
3. The SPN is comprised of a coordinator and an officer supported by international advisors.

CHAPTER III
RESPONSIBILITIES AND COMPETENCIES OF THE MANAGEMENT AND SUPERVISION POSITIONS

Article 11
National Director of the DEAE

1. The National Director of the DEAE is the entity within the Ministry of Finance who superintends technically the departments of this Directorate, supervising the technical accuracy of the execution policies, plans, programs, budgets, norms and procedures approved for the area of competency of the DEAE.
2. It is the responsibility of the National Director, namely, to:
 - a) Superintend the services of the DEAE, coordinating and leading their activities as provided in the law and in accordance with the guidance of the Minister for Finance;
 - b) Assure the monitoring and evaluation of the policies, plans, programs, budgets and procedures approved for the area of competency of the DEAE;
 - c) Approve the administrative norms and/or instructions needed for the operations of the DEAE;
 - d) Make proposal for the appointment of staff for the supervising positions within the DEAE, as provided by law;
 - e) Exercise the administrative and disciplinary authority in respect to all the staff of DEAE, including the processing of performance evaluation, filing of disciplinary proceedings and application of sanctions as provided by law;
 - f) Participate in the Finance Management Advisory Board meetings;
 - g) Provide advice and provide technical assistance in his/her area of competency to the Government in general and, in particular to the Minister or Vice-Minister for Finance;
 - h) Perform any other duties assigned by law or delegated by the Minister for Finance.

Article 12
Heads of Department

1. The Heads of Department are entities of the DEAE who supervise technically the departments under their responsibility, assuring the technical accuracy in the implementation of the competencies assigned to their respective department.
2. It is the responsibility of the Heads of Department, namely, to:
 - a) Superintend the services of their respective Departments, coordinating and directing their activities as provided by law and in accordance with the guidance of the National Director;

- b) Assure that policies, plans, programs, budgets and procedures approved for their respective Departments are duly monitored and evaluated;
 - c) Make proposals to the competent authorities administrative norms and/or, instructions needed to the implementation of the responsibilities and competencies of their respective Departments;
 - d) Exercise the administrative and disciplinary authority in respect to all the staff of their Departments, including the processing of performance evaluation, the filing of disciplinary proceedings and the application of sanctions as provided by law;
 - e) Exercise any additional competencies assigned by law or delegated by the National Director.
3. The Heads of Departments are directly responsible before the National Director.
 4. The Heads of Departments are the immediate hierarchic superiors to the existing Heads of Section within the respective Departments.

CHAPTER IV
FINAL AND TRANSITORY DISPOSITIONS

Article 13

Staff

1. The staff needed for the exercise of the management and supervision positions integrating this diploma is appointed as provided by law.
2. In cases of omission, due to lack of competent staff for the exercise of management and supervision positions, the Minister for Finance, in the quality of tutelary entity with an overarching superintendence on the Ministry of Finance, can delegate such competencies on whom may prove to be of merit, that being done on a written document and referring its reach and duration;
3. Upon the entry in force of the present diploma the staffing profile of the personnel of each Department shall be immediately defined, as well as the definition of the respective functional content, carrying out the recruitment, confirmation or transfer of staff to fill of the vacancies.

Article 14

Entry in Force

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

Approved by the Minister for Finance and sent for publication in the “*Jornal da República*” in Dili, Timor-Leste, on the day of April 2009.

Emília Pires
Minister for Finance