



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

Ministerial Diploma No. 4/2009,
Dated 30 of April

ORGANIC STATUTE OF THE DIRECTORATE GENERAL OF REVIEW AND SURVEY

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 General of Review and Survey, 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 as provided by law the article 24 of the Decree-Law nr.13/2009, of 25 February, the publication of the following organic diploma:

CHAPTER I
GENERAL DISPOSITIONS

Article 1
Object

The present organic diploma establishes the organization functional structure of the Directorate General of Review and Survey in the Ministry of Finance.

Article 2
Nature

The Directorate General Of Review And Survey, in short hereafter designated as DGAP, integrates the State Direct Administration, within the Ministry of Finance.

Article 3
Mission and Responsibilities

1. The mission of the DGAP is to assure the general guidance and integrated coordination of all services of the Ministry with responsibilities in the areas of statistics, macro economy and Petroleum Fund.
2. The DGAP, has the following responsibilities:
 - a) To conceive and coordinate the official statistics in Timor-Leste;
 - b) To provide specialized technical advise, in the areas of the economy development, specially in the financial performance and fiscal fairness areas, within the legality and the objectives set by the Government
 - c) To provide specialized technical advise in the Administration of the Petroleum Fund

- d) Any other duties assigned by law.

Article 4
Management

1. The DGAP Management is assured by a Director-General appointed by the Minister for Finance as provided by law.
2. The Director-General is directly responsible before the Minister for Finance.
3. The Director-General is replaced in his/her absences and impediments by a National Director within the DGAP, appointed by the Minister for Finance, under proposal of the Director-General.

CHAPTER II
ORGANIZATION FUNCTIONAL STRUCTURE

SECTION I
ORGANIZATION STRUCTURE

Article 5
Overall structure

1. The DGAP is comprised by the following agencies:
 - a) The National Directorate of Statistics;
 - b) The National Directorate of Macroeconomics;
 - c) The National Directorate of the Petroleum Fund;
2. The DGAP also includes the following additional departments:
 - a) Department of Micro economy;
 - b) Department of Research;
 - c) Department of Administrative Support.

SECTION II
STRUCTURE AND OPERATION OF THE NATIONAL DIRECTORATES

SUBSECTION I
NATIONAL DIRECTORATE OF STATISTICS

Article 6
Responsibilities

The National Directorate of Statistics, in short hereafter named as DNE, has the following responsibilities:

- a) To coordinate the official statistics system in the country, to assure its coherence and rationality;
- b) To compile, analyse, systematize, produce and publish statistic data on the population, businesses and other entities, with the aim of producing and publishing information on the economic, social and demographic situation in Timor-Leste;
- c) To assure the official statistics of the National Statistic System (SEN), approving the concepts, definitions, terminology, indicators and other statistical coordination instruments, according to international standards;
- d) To compile and disseminate the National Accounts and additional information on the various aspects of the economy;
- e) To develop, update manage information and statistical records according to the international best practices;

- f) To safeguard the compatibility of the technical and computer systems with the standards internationally accepted and practiced;
- g) To provide storage of the data base and assure confidentiality of the business and private data, observing strict statistical privacy;
- h) To prepare, formulate and submit proposals relating to the SEN data base system, including acquisition methods, statistical privacy, as well as dissemination and publication of data and outcomes;
- i) To lead the organization and execution of national population and household surveys;
- j) To propose delegation of powers of the DNE on other public services and/or determine the cessation of those referred delegations;
- k) Any other duties assigned by law.

Article 7

Management and Supervision

1. The DNE is managed by a National Director, appointed by the Minister for Finance as provided by law;
2. The National Director is directly responsible before the Director-General of the DGAP;
3. The National Director is replaced in his/her absences and impediments by a Head of Department within the DNE, appointed by the DGAP Director-General, upon proposal of the National Director.

Article 8

Structure

DNE includes the following Departments:

- a) Department of Economic Statistics
- b) Department of Data processing, Data Management and Dissemination
- c) Department of Operations and Methodology
- d) Department of Administration

Article 9

Department of Economic Statistics

1. The Department of Economic Statistics, in short hereafter named as DEE, is the agency of the DNE responsible for the issues related with national account and other macro economic indicators.
2. It is the responsibility of the DEE, namely to:
 - a) Manage the data collection relating to the Government financial statistics, balance of payment and foreign trade;
 - b) Prepare annual reports on the operations of the Department;
 - c) Participate in the preparation of the DNE annual budgets;
 - d) Develop short medium and long terms work plans for the Department;
 - e) Perform any other duties that may be assigned to him/her by the National Director.

Article 10

Department of Data processing, Data Management and Dissemination

1. The Department of Data Processing, Data Management and Dissemination, in short hereinafter referred to as DIGDD, is the DNE agency responsible for issues relating to technical infrastructure, such as computers, software applications and net connections, as well as all the main statistics activities related with the edition, mapping, tabulation and publication.

2. The responsibilities of the DIGDD includes to:
 - a) Manage the DNE data processing system;
 - b) Manage the data processing;
 - c) Manage data dissemination and publications;
 - d) Prepare annual reports on the operations of the Department;
 - e) Participate in the preparation of the DNE annual budgets;
 - f) Formulate the Department short, medium and long term work plans;
 - g) Perform any other duties assigned by law or delegated by the National Director.

Article 11

Department of Operations and Methodology

1. The Department of Operations and Methodology, in short hereinafter referred to as DOM, is the DNE agency responsible for issues relating to statistics infrastructure, such as businesses registration, sampling, conception and execution of statistical data collection, studies, surveys and population census.
2. The responsibilities of the DOM includes to:
 - a) Manage the maintenance of an updated database;
 - b) In coordination with the DEE carry out the business or production of surveys;
 - c) Coordinate the conception and execution of the statistical data collection, reviews, surveys and population census;
 - d) Coordinate and supervise the reviews of the statistics officers in the districts and in the relevant Departments of the Government, such as Ministries of Agriculture and Fisheries, Education and Health;
 - e) Prepare annual reports on the operations of the Department;
 - f) Participate in the preparation of the annual budgets of the DNE;
 - g) Formulate the Department short, medium and long term work plans;
 - h) Perform any other duties assigned by law or delegated by the National Director.

Article 12

Department of Administration

1. The Department of Administration, in short hereinafter referred to as DA, is the DNE agency equivalent to the satellite unit defined in accordance with the Organic Statute of the Directorate General of the Corporative Services, mission of which is to support DNE in matters related to human resources management, finance and performance reports.
2. It is the responsibility of the DA, in close consultation with the relevant Departments and Units of the Directorate General of Corporative Services, namely to:
 - a) Establish a personnel management system in accordance with the law and administrative norms in force;
 - b) Establish and manage a system of training and capacity building;
 - c) Maintain a secure system of record and documentation filing archives;
 - d) Assure adequate support to DNE in terms of logistics and administrative services;
 - e) Assure the realization of DNE strategic planning and work plans;
 - f) Coordinate the preparation of the DNE annual budgets;
 - g) Assure the budget execution as provided by law and administrative norms in force;
 - h) Formulate the Department short, medium and long term work plans;
 - i) Perform any other duties assigned by law or delegated by the National Director.

Article 13

Management and Organizational Structure of the Departments

1. Except in the case of the DA, the remaining Departments are headed by a Head of Department appointed in accordance with the law.
2. The Head of the DA is appointed as provided by law, through joint proposal of the Directors-General of the Corporative Services and of the Review and Survey.
3. The Head of the DA is responsible before the Director-General of the Directorate General of the Corporative Services in all aspects relating to the development of new administrative policies, norms and procedures, as well as the consistent implementation of the existing ones and is responsible before the Director-General of the DGAP in all aspects relating to the Department operational activities.
4. The Departments may, whenever found fit, be structured in various sections, according to areas of competency.
5. 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.

SUBSECTION II
NATIONAL DIRECTORATE OF MACROECONOMICS
Article 14
Responsibilities

The National Directorate of Macroeconomics, in short hereinafter designated as DNME, has the following responsibilities:

- a) To review and recommend policies directed to the promotion of the economic development and poverty reduction;
 - b) To advise and carry out reviews relating to the public and private sectors, structural reforms, employment, salaries, financial markets, monopolies, investment and capital formation;
 - c) To prepare forecasts relating to the growth, employment and inflation;
 - d) To perform any other duties that may be assigned to him/her by law.
1. In the domain of sectoral policies and programs, to:
 - a) Cooperate in the definition of development structural policies and the respective impacts on the public and private expenses in infrastructure, namely in the public investment;
 - b) Formulate forecasts of budget revenues, including the petroleum sector, domestic fiscal revenues and extra-fiscal taxation, as well as formulate relevant texts for the State General Budget;
 - c) Make recommendations on the fiscal policy;
 - d) Prepare studies and make recommendations on the taxation structure and the levels of taxes in force;
 - e) Make recommendations on issues related with expenses, savings, investment and respective implications with the use of the Petroleum Fund;
 - f) Analyse the medium term expenses aggregate levels, including the balance between the State Budget and the donors funds and between expenses of capital;
 2. In the sectors of trade and financial policies, it is also the responsibility of the DNME, the following responsibilities:
 - a) To evaluate the international and regional statistical data in the domains of trade and investment relevant to Timor-Leste;

- b) To provide advise in the relations and projects with international organizations, with the World Bank, with the International Monetary Fund and with the Development Partners, in the areas of economic and budgetary policies;
- c) To prepare relevant economic or financial information notes, namely in the areas of development, external funding and investment, in order to disseminate them among members of the Government, Embassies and Development Partners.

Article 15

Management and Supervision

1. The DNME is managed by a National Director, appointed by the Minister for Finance as provided by law;
2. The National Director is directly responsible before the Director-General of the DGAP;
3. The National Director is replaced in his/her absences and impediments by a Head of Department within the DNME, appointed by Director-General of the DGAP, upon proposal of the National Director.

Article 16

Structure

The DNME includes the following Departments:

- a) Department of Economic Strategy Review;
- b) Department of Macroeconomic Modelling and Projection;
- c) Department of Macroeconomic Impact and Monitoring Review;
- d) Department of Revenue distribution Policies Review;
- e) Department of Fiscal Decentralization Policies Review;

Article 17

Department of Economic Strategy Review

1. The Department of Economic Strategy Review, in short hereinafter referred to as DAEE, is the DNME agency responsible for issues related with the development of growth and of poverty reduction strategies.
2. It is the responsibility of the DAEE, namely to:
 - a) Manage the process of development of economic growth and poverty reduction strategies;
 - b) Take responsibility for the identification of the productive sectors likely to stimulate the non petroleum economy such as the agriculture and tourism along the coast and in certain places in the mountains, various forms of production specially in Díli and a limited range of personal and business services;
 - c) Perform any other duties assigned by law or delegated by the National Director.

Article 18

Department of Macroeconomic Modelling and Projection

1. The Department of Macroeconomic Modelling and Projection, in short hereinafter referred to as DMMEP, is the DNME agency responsible for issues related with the development and application of techniques aimed at stimulating alternative scenarios for public spending regarding the economic growth and the balance of payment at medium and long term.
2. It is the responsibility of the DMMEP, namely to:
 - a) Develop and update from time to time the internal version of the macro economic model, and use it in the preparation of long term simulations on the macro economic impact of alternative fiscal policies, of trends in the world economy, as well as the assumptions related with the reforms of an enabling environment for commerce and efficiency in the public capital investments;

- b) Develop analytical instruments capable of measuring the various social and economic growth including the impacts on the infrastructure and environment proposing strategy policies to mitigate the negative impacts;
- c) Institutionalise the internal capacity to develop, update and refine these models, in order to assist the Ministry of Finance in the execution of their duties of assuring consistency in the macro economic policies, between projections of revenues and expenses, tendencies in the balance of payment, and development in the real economy, specially in the growth projections;
- d) Develop a Medium Term Fiscal Framework to determine the package of resources needed for the annual budget and prepare projections at medium term (4-5 years) of the domestic and petroleum revenues, expenses and the amount to be drawn from the Petroleum Fund;
- e) Scrutinize the key Ministries current expenses;
- f) In coordination with the Government agencies in the areas of revenues, including Autonomous Agencies, and the Ministries units acting in the collection of moderator fees and tariffs, prepare estimates and projections of future domestic revenues;
- g) In coordination with the Department of Expenses Review in the National Directorate of the Budget, identify alternative levels of aggregate expenses and sectoral allocations in the major expenses units, within the categories of current expenses and capital, with special focus on the identification of savings in the major current expenses units;
- h) In coordination with the Banking and Payment Authority and the International Monetary Fund, develop a simplified model of Fiscal Planning in order to assist the Ministry in the assurance of consistency of the macro economic policy and preparing coherent growth projections;
- i) Identify the economic growth impact in the key sectors of the economy;
- j) Perform any other duties assigned by law or delegated by the National Director.

Article 19

Department of Macroeconomic Impact and Monitoring Review

1. The Department of Macroeconomic Impact and Monitoring Review, in short hereinafter referred to as DAIMEM, is the DNME agency responsible for issues related with half yearly compilations of key indicators of the economy in order to provide timely information on the evolution of the economy along the calendar year, between the production of the annual National Revenue Accounts and other economic data of the DNE, including fiscal tendencies, revenues and domestic expenses and tendencies in the real economy.
2. It is also the responsibility of the DAIMMM to estimate the inflationary impact and the distinction between requirements and procurement of importation on the domestic economy of the major budget categories.
3. It is also the responsibility of the DAMEM to:
 - a) Estimate the macro economic impact of the trends on the oil world prices and other important importations into Timor-Leste;
 - b) Evaluate the real economic impact of the alternative scenarios of the Medium Term Fiscal Framework on the inflation, employment, salary levels and competitiveness;
 - c) Estimate the discrimination between importation procurement and domestic economy procurement of the main budget categories;
 - d) Analyse and estimate the macro economic impacts for Timor-Leste of the world tendencies of the oil prices, of the Timor-Leste non petroleum exports and the essential imports into Timor-Leste;
 - e) Perform any other duties assigned by law or delegated by the National Director.

Article 20

Department of Revenue distribution Policies Review

1. The Department of Revenue distribution Policies Review, in short hereinafter referred to as DAPDR, is the agency responsible for supporting the Director-General of the DGAP in the analysis of social policies of Timor-Leste, assuring the contribution of the impacts of social policies in the poverty reduction and in the promotion of equality and the living standards of the whole population and the more vulnerable groups.
2. It is also the responsibility of the DAPDR, in close consultation with the relevant National Directorates of the Ministry of Finance, to:
 - a) Analyse existing and alternative mechanisms for the implementation of transfers of social provisions and the impact of the growth in the revenue distribution;
 - b) Guide the policies analysis unit in the economic analysis impact of the subsidy programs in force and in the ways of rendering them more efficient and less expensive, through coordination of the relevant Ministries, autonomous institutions and other entities of the public sector responsible for subsidies to the agriculture, specially subsidies to producers and consumers, as well as private sector traders;
 - c) Compile and analyse data on programs of public transfers in force, as well as data on the revenues distribution and the impact of the its implementation;
 - d) Evaluate and analyse the public service Pension Fund scheme;
 - e) Identify alternative mechanisms for the implementation of transfer policies involving public and private sectors and guide political analysis on the impacts of the same alternatives, such as incentives to producers and consumers of the subsidised products, the incentives to the traders of the private sector, and the incentives to the agents of the public sector, whenever they are direct conveyers of the subsidies;
 - f) Formulate alternative modalities of transfer involving a larger participation of the private sector;
 - g) Develop criteria to determine the transitory provision of specific transfer programs, whenever there are conditions not requiring further transfers;
 - h) Articulate with the relevant Ministries, with the public sector and the private sector in the monitoring of the implementation of social policies;
 - i) Analyse the revenue distribution;
 - j) Perform any other duties assigned by law or delegated by the National Director.

Article 21

Department of Fiscal Decentralization Policies Review

1. The Department of Fiscal Decentralization Policies Review, in short hereinafter referred to as DAPDF, is the agency responsible for supporting the Director-General of the DGAP in the analysis of fiscal decentralization and its impact on the local economy, covering the areas of transfer of the authority to collect taxes and the execution of the municipalities expenses;
2. It is further the responsibility of DAPDF to:
 - a) Analyse the portion of the public expenses to be allocated to the municipalities using pilot programs as a reference for future costs increase;
 - b) Develop formats of expenses frameworks, revenues processes and budgeting, delegation of accounting and procurement;
 - c) Simplify modalities for fiscal transfers to the municipalities in order to improve efficiency and effectiveness of the municipalities in the prosecution of their development goals, within a transparency and responsibility framework;
 - d) Harmonize the planning and budgeting cycles of the Central Government and of the municipalities so that to assure the inclusion of the local needs and priorities in the national budget;
 - e) Perform any other duties assigned by law or delegated by the National Director.

Article 22

Management and Organizational Structure of the Departments

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

SUBSECTION III

NATIONAL DIRECTORATE OF THE PETROLEUM FUND

Article 23

Responsibilities

The National Directorate of the Petroleum Fund, in short hereinafter referred to as DNFP, has the following responsibilities:

- a) To make recommendations on the applications and use of the Petroleum Fund;
- b) Analyse the evolution of the financial movements of the Petroleum Fund in conjunction with the State Budget;
- c) Cooperate with the entities intervening in the Petroleum Fund Management;
- d) Perform any other duties that may be assigned to him/her by law.

Article 24

Management and Supervision

1. The DNFP is managed by a National Director, appointed by the Minister for Finance as provided by law;
2. The National Director is directly responsible before the Director-General of the DGAP;
3. The National Director is replaced in his/her absences and impediments by a Head of Department within the DNFP, appointed by Director-General of the DGAP, upon proposal of the National Director.

Article 25

Structure

The DNFP includes the following Departments:

- a) Department of Petroleum Fund Management;
- b) Department of the Petroleum Revenues Management;

Article 26

Department of Petroleum Fund Management

1. The Department of Petroleum Fund Management, in short hereinafter referred to as DGFP, is the DNFP agency responsible for issues related with the management and application and use of the Petroleum Fund.
2. It is the responsibility of the DGFP, namely, to:
 - a) Monitor the performance and operational management of the Petroleum Fund and make recommendations on alternative adequate changes in the management and investments strategy of the Fund and in the Petroleum Fund legislation;
 - b) Support the relevant Government agencies in the preparation of analysis, studies, documents and proposals of recommendations and opinions on matters relating to management and investments;
 - c) Provide information to the public in accordance with the transparency requisites of the Petroleum Fund Law, such as the Annual Report of the Petroleum Fund and contribute

- for the capacity building of the main stakeholders of the society in general regarding issues regarding the Petroleum Fund;
- d) Monitor the international financial markets and the performance of other Sovereign Wealth Funds, including relevant investigations, analysis and public reports issued on economic and financial matters.
 - e) Provide the Fund relevant documents, information and opinions and recommendations to the Minister, in order to facilitate an informed decision making file regarding the Petroleum Fund Management
 - f) Prepare annual reports on the operations of the Department;
 - g) Participate in the preparation of the annual budgets of the DNFP;
 - h) Formulate the Department short, medium and long term work plans;
 - i) Perform any other duties assigned by law or delegated by the National Director.

Article 27

Department of the Petroleum Revenues Management

1. The Department of the Petroleum Revenues Management, in short hereinafter referred to as DGRP, is the DNFP agency responsible for issues relating to estimating and monitoring the collection of petroleum revenues.
2. It is the responsibility of the DGRP, namely, to:
 - a) Maintain and develop the petroleum revenues model and its data and determine the relevant presuppositions to be used in the calculations;
 - b) Advise on the transfers of the Petroleum Fund to the State Budget, describing the implications of the various strategies in terms of fiscal policy and analyse the required measures to reduce the domestic economy vulnerabilities and the impact of the fiscal policy of alterations in exogenous variables;
 - c) Work in consultation with the relevant agencies of the Ministry of Finance in issues relating the fiscal regime in the petroleum sector, always operating as a counterpart in matters referring to oil;
 - d) Advise on transparency and accountability, according to the Extractive Industries Transparency Initiative, participate in the National Work Group relating to the Extractive Industries Transparency Initiative;
 - e) Prepare annual reports on the operations of the Department;
 - f) Participate in the preparation of the annual budgets of the DNFP;
 - g) Formulate the Department short, medium and long term work plans;
 - h) Perform any other duties assigned by law or delegated by the National Director.

Article 28

Management and Organizational Structure of the Departments

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

SUBSECÇÃO IV DEPARTMENTS ADICIONAIS

Article 29

Department of Micro economy

1. The Department of Micro economy, in short hereinafter referred to as DME, is the DGAP agency mission of which is to support the Director-General of the DGAP in the analysis to the investment policies of Timor-Leste and assure the use of the cost and benefits analysis in the works of project preparation, giving a special attention to projects of capital of reference, evaluating the potential impacts of investments on employment, on poverty and on the environment.
2. It is the responsibility of the DME, in close consultation with the relevant National Directorates and Departments of the Ministry of Finance, namely, to:
 - a) Review and analyse recent investment policies in Timor-Leste;
 - b) Work in consultation with other Government agencies dealing with investment matters;
 - c) Evaluate projects of capital, promoting and assuring the use of cost and benefit analysis;
 - d) Evaluate potential impacts of the investments on employment, on poverty and on the environment;
 - e) Identify alternative projects of capital to assure the required support in terms of infrastructure to those activities;
 - f) In consultation with DNME, evaluate proposals of essential investment portfolio from Ministries, evaluate and analyse investment risks and consider individual projects risks of reference;
 - g) Prepare annual reports on the operations of the Department;
 - h) Perform any other duties that may be assigned to him/her by law or delegated by the Director-General.

Article 30

Department of Research

The Department of Research, in short hereinafter referred to as DI, is the DGAP agency mission of which is to conduct high-level investigations regarding economic and development policies of essential and strategic sectors, in consultation with the National Directorates and Departments of the DGAP.

Article 31

Department of Administrative Support

1. The Department of Administrative Support, in short hereinafter referred to as DAA, is the agency equivalent to the satellite unit as defined in the terms of the Organic Statute of the Directorate General of Corporative Services, mission of which is to provide support to the DGAP, excepting the DNE, in matters related to the general Administration, Human Resources management, finance and performance reports.
2. It is the responsibility of the DAA, in consultation with the relevant Departments and Units of the Directorate General of Corporative Services, namely, to:
 - a) Establish a system of staff management as provided by law and administrative norms in force;
 - b) Manage the correspondence and archives;
 - c) Assure adequate support to DGAP in terms of logistics and administrative services;
 - d) Assure the realization of strategic planning and work plans of the DGAP;
 - e) Coordinate the preparation of the annual budgets of the DGAP;
 - f) Assure the budget execution as provided by law and administrative norms in force;
 - i) Prepare annual reports on the operations of the Department;
 - i) Formulate the Department short, medium and long term work plans;

- g) Perform any other duties that may be assigned to him/her by law or delegated by the Director-General.

Article 32

Management and Organizational Structure of the Remaining Departments

1. Except for the DAA, the remaining additional Departments are managed by a Head of Department appointed as provided by law.
2. The Head of the DAA is appointed as provided by law, upon joint proposal of the Directors-General of the Corporative Services and Review and Survey.
3. The Head of the DAA is responsible before the Director-General of the Directorate General of Corporative Services in everything relating to the development of new administrative policies, norms and procedures, as well as the consistent implementation of the existing ones, and is responsible before the Director-General of the DGAP in everything relating to the operational activity of the Department.
4. The Departments may, whenever required, be structured in various sections, according to their areas of competency.
5. The definition of the competencies and profile of the managers and remaining staff, the internal distribution of tasks as well as the planning of activities and respective budgeting are responsibilities of the Head of the Department, and need the joint approval of the Directors-General of the Directorate General of Corporative Services and of the DGAP.

CHAPTER III

RESPONSIBILITIES AND COMPETENCIES OF THE MANAGEMENT AND SUPERVISION POSITIONS

Article 33

Director-General of the DGAP

1. The Director-General of the DGAP is the entity of the Ministry of Finance that superintends technically the National Directorates and additional Departments of the Directorates General, supervising the technical accuracy of the execution policies, plans, programs, budgets, norms and procedures approved for the area of competency of the DGAP.
2. It is the responsibility of the Director-General, namely, to:
 - a) Superintend the services of the DGAP, coordinating and leading their activities as provided by 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 DGAP;
 - c) Approve the administrative norms and/or instructions needed for the operations of the DGAP;
 - d) Make proposal for the appointment of staff for the supervising positions within the DGAP, as provided by law;
 - e) Exercise the administrative and disciplinary authority in respect to all the staff of DGAP, 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 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 or Vice Minister for Finance.

Article 34

National Directors of the DGAP

1. The National Directors of the DGAP are entities of the Ministry of Finance who manage and supervise technically the Departments in the National Directorate under their responsibility, assuring the technical accuracy in the implementation of the responsibilities assigned to their respective National Directorate.
2. It is the responsibility of the National Directors, namely, to:
 - a) Assure the technical leadership and operational management of the National Directorate under their responsibility, in order to assure the full execution of the competencies and attributions of the same National Directorate, as provided by law and in harmony with the guidance of the Director-General;
 - b) Monitor and evaluate the programs, plans and activities of the Departments of the National Directorate under their responsibility;
 - c) Prepare the needed instructions to the operation of the Departments of the National Directorate under their responsibility submitting them for a higher hierarchic decision;
 - d) Exercise the administrative and disciplinary authority in respect to all the staff of National Directorate under their responsibility, including the processing of performance evaluation, filing of disciplinary proceedings and application of sanctions as provided by law;
 - e) Participate in routine meetings established for the DGAP;
 - f) Provide advice and technical assistance in his/her area of competency to the Director-General;
 - g) Perform any other duties that may be assigned to him/her by law or delegated by the Director-General.

Article 35

Heads of Department

1. The Heads of Departments are entities of the DGAP who supervise technically the Department under their responsibility, including the sections, if applicable, assuring technical accuracy in the implementation of the competencies assigned to their respective Departments.
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 for administrative norms and/or instructions needed in the implementation of the responsibilities and competencies of their respective Departments;
 - d) Exercise the administrative and disciplinary authority in respect to all 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 or the Director-General, as applicable.

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 36
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 the 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 and units shall be immediately defined, as well as the definition of the respective functional content, carrying out the recruitment, confirmation or transference of staff to fill of the vacancies.

Article 37
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.

Emilia Pires
Minister for Finance