

**DEMOCRATIC REPUBLIC OF TIMOR-LESTE
IV CONSTITUTIONAL GOVERNMENT**

DECREE-LAW No. 13/2008

**ORGANISATIONAL STRUCTURE OF THE OFFICE OF THE SECRETARY OF
STATE FOR YOUTH AND SPORTS**

The Programme of the IV Constitutional Government envisages a policy for the areas of Youth and Sports that will privilege a dynamic interaction in order to enable the youth a wholesome development and a full and conscious integration into an active life predicated upon knowledge, personality formation through social, cultural and sporting activities, and civic values, thereby rendering the Timorese youth able to participate in the decision-making process and the country's development in a conscious and informed manner.

To that effect, the Office of the Secretary of State for Youth and Sports establishes a streamlined and flexible organisational structure embedded in bodies and services whose action is oriented towards the youth and sports by acting, to the extent possible, as a direct communication line linking the government and the youth.

This statute is aimed at establishing the Organisational Structure of the Office of the Secretary of State for Youth and Sports whereby the structure of the Office of the Secretary of State and the competences and responsibilities of the each of its services and bodies are set forth in compliance wit the Decree-Law No. 7/2007, of 5 September, which approved the Organisational Structure of the IV Constitutional Government of the Democratic Republic of Timor-Leste.

Thus:

Pursuant to article 115(3) of the Constitution and article 37 of Decree-Law No. 7/2007, of 5 September, the Government enacts the following to have the force of law:

**CHAPTER I
NATURE AND RESPONSIBILITIES**

**Article 1
Nature**

The Office of the Secretary of State for Youth and Sports, hereinafter referred to as SEJD for short, is the Government's main body charged with designing, executing, coordinating and assessing the policy as defined and approved by the Council of Ministers for the areas of promotion of the youth's well-being and development, physical education, and sports.

Article 2 Responsibilities

In pursuit of its mission, it is incumbent upon SEJD:

- a) To propose to the Government policy guidelines for SEJD and prepare draft regulatory procedures for the areas of Youth and Sports;
- b) To ensure the implementation of the legal and regulatory framework for youth and sports-related activities;
- c) To promote, in coordination with other competent entities, youth-oriented activities, especially in the fields of sports, arts and culture;
- d) To establish mechanisms for ensuring collaboration and coordination with other Government bodies responsible for related areas within the scope of the implementation of the national youth policy.
- e) To establish mechanisms for ensuring collaboration with civil society organisations concerned with the youth and sports, at both the national and international levels, in order to promote cultural exchange;
- f) To set up support and funding mechanisms for projects promoted by young people;
- g) To set up mechanisms for increasing knowledge and promote the dissemination thereof on the media;
- h) To perform other functions required for the pursuit of SEJD mission;
- i) To perform such other functions as may be assigned to it by law.

CHAPTER II PURVIEW AND OVERSIGHT

Article 3 Purview and Oversight

SEJD is within the purview of the Secretary of State for Youth and Sports who oversees it and is accountable for it to the Prime Minister.

CHAPTER III ORGANISATIONAL STRUCTURE

Article 4 Overall structure

SEJD fulfils its responsibilities through direct administration services, indirect administration services, advisory bodies, and territorial branches.

Article 5 Indirect State Administration

1. Territorial branches of SEJD services may be established by a well-founded ministerial statute of the Cabinet members responsible for the areas of Youth and Sports; Finance; and State Administration.

2. On the proposal of the Prime Minister, the Council of Ministers may approve by decree-law the establishment of bodies endowed with administrative and financial autonomy and own property, within the direct purview of the Secretary of State.

Article 6 Direct State Administration

The indirect State administration, at SEJD level, is made up of the following main services:

- a) The Director-Geral;
- b) The National Directorate for Administration and Finance;
- c) The National Directorate for Youth;
- d) The National Directorate for Sports;

- e) The National Directorate for Policy and Development;
- f) The National Directorate for Arts; and
- g) The National Directorate for Communication.

CHAPTER IV
SERVICES, BODIES, ADVISORY BOARDS, AND TERRITORIAL BRANCHES

Article 7
The Director-General

- 1- The Director-General fulfils the following responsibilities:
- a) To ensure the overall orientation of the services towards the Government's programme and superior directives issued by the Secretary of State;
 - b) To propose to the Secretary of State the most suitable measures for the fulfilment of the responsibilities referred to in the previous subparagraph;
 - c) To take part in the development of policies and regulations related to his or her focal area;
 - d) To coordinate the drafting of laws and regulations for the Office of the Secretary of State;
 - e) To ensure the overall internal administration of the Office of the Secretary of State and its services, in accordance with annual and multi-annual programmes;
 - f) To plan public investment measures, prepare the draft budget and execute it;
 - g) To control the execution of the operating budget;
 - h) To follow up the execution of international cooperation programmes and projects and assess them internally, without prejudice to the existence of specific assessment mechanisms, in coordination with the Ministries of Foreign Affairs; and Finance;

- i) To verify the legality of expenditure incurred and effect the payment thereof once it has been authorised by the Secretary of State;
- j) To coordinate human resources;
- k) To promote vocational training and development of the staff of the bodies and services;
- l) To coordinate the preparation of the activities of the Advisory Board;
- m) To coordinate the information intended for the public, the media, and other governmental bodies;
- n) To prepare, in conjunction with the National Directorates, the annual progress report of the Office of the Secretary of State;
- o) To ensure and plan the performance of public relations and protocol activities in official acts and ceremonies hosted by SEJD;
- p) To submit annual progress reports;
- q) To perform such other activities as may be assigned to it in accordance with the law.

Article 8
National Directorate for Administration and Finance

1. The National Directorate for Administration and Finance, referred to as DNAF for short, is charged with ensuring technical and administrative support to the Secretary of State, the Director-General, and the other SEJD services, in the fields of general administration, human resources, documentation and filing, and property management.
2. DNAF fulfils the following responsibilities:
 - a) To provide technical and administrative support to the Secretary of State, the Director-General, and the other SEJD directorates;
 - b) To ensure inventories of State-owned property and the maintenance, preservation and management thereof, as well as ensure an inventory of contracts for the supply of goods and services to the Office of the Secretary of State;

- c) To coordinate, execute and control the allocation of materials to all directorates of the Office of the Secretary of State;
- d) To ensure an internal communication procedure system which is common to the bodies and services of the Office of the Secretary of State;
- e) In collaboration with all the services of the Office of the Secretary of State and in accordance with directives issued at a higher level, to prepare the Annual Work Plan and the draft Sectoral Investment Programme of the Office of the Secretary of State, as well as monitor and assess the execution thereof;
- f) To take part in the preparation of sectoral plans with the various services of the Office of the Secretary of State;
- g) To prepare, in collaboration with other competent entities, the draft annual budget of the Office of the Secretary of State;
- h) To coordinate the execution of budgetary appropriations earmarked to the various services of the Office of the Secretary of State, without prejudice to the existence of other control and assessment means used by other competent entities;
- i) To coordinate and harmonise the execution of annual and multi-annual plans based on requirements defined at a higher level;
- j) To plan and effect the procurement of supplies for the Office of the Secretary of State;
- k) To comply with and enforce laws, regulations and other legal provisions of an administrative or financial nature;
- l) To promote the recruitment, hiring, monitoring, appraisal, promotion, and retirement of staff;
- m) To process payrolls;
- n) To ensure the collection, custody, conservation and processing of SEJD documentation, namely the storage of personal files of staff members of the Office of the Secretary of State;
- o) To comply with and enforce legislation applicable to civil servants by proposing, at a higher level, the conduct of inquiries and disciplinary

proceedings, and initiate investigations determined at a higher level in connection with such inquiries and disciplinary proceedings;

- p) To issue opinions and other information with a view to proposing, at a higher level, administrative measures to improve human resources management;
- q) To undertake actions required to meet the standards of environmental conditions in the area of occupational hygiene and safety;
- r) To maintain a system to store and process statistical data on the Office of the Secretary of State and an updated computerised system on the property held by the Office of the Secretary of State;
- s) To undertake actions required to ensure the maintenance of internal and external communication networks, as well as the smooth running and use of computer resources;
- t) To consider projects related to the establishment of youth and sports centres which have been submitted to SEJD for consideration, expressing its opinion on their usefulness and financial feasibility;
- u) To express its opinions on the financial feasibility of any programme for the construction or recovery of sporting equipment and infrastructure, in collaboration, namely, with local authorities, without prejudice to the competences conferred upon other entities by law;
- v) To submit annual progress reports;
- w) To carry out such other functions as may be assigned to it by law.

Article 9 National Youth Directorate

1. The National Youth Directorate, referred to as DNJ for short, is charged with executing the policies adopted to establish mechanisms for supporting, organising and forming young people's lives by offering them options and opportunities for building stable lives which are well integrated into society.
2. DNJ fulfils the following responsibilities:
 - a) To promote, create and develop youth programmes, notably in the following areas:
 - i. occupation in free time;

- ii. volunteerism;
 - iii. associativism;
 - iv. vocational training;
 - v. mobility and exchange; e
 - vi. citizenship building.
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- b) To support and stimulate the participation of the Timorese youth in international bodies and events dealing with issues related to their age group;
 - c) To support and promote the awarding of prizes and scholarships, and sign protocols with private entities aimed at offering courses and internships to young people of highly recognised academic merit or having high learning potential;
 - d) To authorise the provision of assistance to youth associations whose organisational structure is in compliance with the applicable law and regulations;
 - e) To submit annual progress reports;
 - f) To perform any other duties as may be assigned to it by law.

Article 10
National Sports Directorate

- 1. The National Sports Directorate, referred to as DND for short, is charged with executing the policies adopted to develop Sports in Timor-Leste, with the main objective of regulating and coordinating sporting activities.
- 2. DND fulfils the following responsibilities:
 - a) To promote and provide technical, material and financial support for the practice of sports, namely in the areas of high competition, physical education and the practice of sports in schools and the community;

- b) To propose the adoption of programmes with a view to promoting sporting activities and the expansion thereof;
- c) To propose, in coordination with the competent health entities, measures to adopt fitness tests and control the medical condition required to gain access to or practise highly competitive sports;
- d) To coordinate and support national representations in international competitions;
- e) To foster best practices in the area of sports management and the fight against corruption within sports entities and associations;
- f) To provide technical and financial support for the holding sporting events of relevant public interest;
- g) To participate in activities aimed at disseminating healthy sporting practices;
- h) To create and manage programmes and measures to support the training of sporting and para-sporting agents;
- i) To promote the creation of sports hubs in schools, *sucos*, villages and in the workplace;
- j) To submit annual progress reports;
- k) To perform any other duties as may be assigned to it by law.

Article 11
National Directorate for Policy and Development

1. The National Directorate for Policy and Development, DNPD for short, is charged with studying, assessing and formulating plans and legislative measures within the scope of SEJD responsibilities.
2. DNPD fulfils the following responsibilities:
 - a) To promote the conclusion of protocols and agreements with organisations, both national and international, countries within the region, and Portuguese-speaking countries with the aim of:

- b) To promote amongst young people an interest in knowing and disseminating the Timorese culture both nationally and internationally;
- c) To fund social, cultural and sporting activities through exchange programmes at the national and international levels;
- d) To foster amongst young people, in an educational and recreational fashion, an interest in culture and traditions, and in different forms of art such as theatre, dance, music, painting, and gastronomy;
- e) To promote activities, namely in the areas of the visual arts, handicrafts, and the audio-visual;
- f) To propose the establishment of a national arts centre for the youth;
- g) To submit annual progress reports;
- h) To perform any other duties as may be assigned to it by law.

Article 13
National Directorate of Communication

1. The National Directorate of Communication , referred to as DNC for short, is charged with promoting the dissemination of activities promoted by SEJD and information regarding the youth in order to promote writing and reading habits, and literary criticism in their midst, and increase their knowledge of information technologies and the use thereof.
2. DNC fulfils the following responsibilities;
 - a) To promote reading habits through the establishment of the youth library;
 - b) To disseminate public information through the youth magazine;
 - c) To disseminate SEJD activities, events, programmes and projects, in coordination with other media agencies;
 - d) To propose the production of films, radio and television programmes oriented towards the youth;

- e) To propose the establishment of an information technology centre for the youth;
- f) To submit annual progress reports;
- g) To perform any other duties as may be assigned to it.

**SECTION II
ADVISORY BODIES AND TERRITORIAL BRANCHES**

**SUBSECTION I
ADVISORY BOARD**

**Article 14
Advisory Board on Youth and Sports**

1. The Advisory Board on Youth and Sports, referred to as the Advisory Board for short, is the corporate advisory and coordinating body charged with periodically reviewing progress in the implementation of SEJD activities.
2. It is incumbent upon the Advisory Board to give its opinion about:
 - a) SEJD decisions with a view to implementing them;
 - b) Work programmes and plans;
 - c) The review of the implementation of SEJD activities by assessing the results achieved and proposing new goals;
 - d) The sharing of experiences and information between all SEJD services and bodies and between their respective managers;
 - e) Statutes which are of interest to SEJD and any other documents from its services or bodies;
 - f) Projects for sports facilities submitted to SEJD for consideration in regards to their respective usefulness and technical feasibility;
 - g) To perform any other duties as may be assigned to it.
3. The Advisory Board is composed as follows:
 - a) The Secretary of State, who presides over it;

- b) The Director-General;
 - c) The National Directors;
 - d) The Director of the Office of the Secretary of State;
 - e) The President of the National Youth Council of Timor-Leste (CNJTL).
4. The Secretary of State may convene other entities, officials or individuals to attend Advisory Board meetings, from within or outside the Office of the Secretary of State, as and when he or she deems it advisable.
5. The Advisory Board meets ordinarily once a month and extraordinarily as and when determined by the Secretary of State.

SUBSECTION II TERRITORIAL BRANCHES

Article 15 Territorial Branches

1. Territorial branches are charged with executing youth and sports programmes as assigned to them, gathering operational data for the assessment thereof, and developing local sectoral policy measures and plans.
2. Territorial branches may have either a district or regional jurisdiction.

CHAPTER IV FINAL AND TRANSITORY PROVISIONS

Article 16 Relationship between services

1. SEJD services must function on the basis of objectives set forth in annual and multi-annual work plans as approved by the Secretary of State for Youth and Sports.
2. The services must collaborate with one another and articulate their activities in such a manner that will promote a uniform and integrated implementation of SEJD policies.

Article 17
Complementary organic laws

1. Without prejudice to the provisions of this statute, it is incumbent upon the Prime Minister to approve by a ministerial decree the regulatory procedures for the organisational and operating structure of the national directorates, on the proposal of the Secretary of State for Youth and Sports.

Article 18
Staffing table

The staffing table and the number of managerial and leadership positions are approved by a ministerial statute of the Prime Minister, the Cabinet member responsible for Finance, and the Cabinet member responsible for Public Administration, on the proposal of the Secretary of State for Youth and Sports.

Article 19
Revocation

All legal and regulatory provisions that are contrary to this statute are hereby revoked.

Article 20
Entry into force

This statute comes into force on the day following the date of its publication.

Seen and approved in Council of Ministers on 16 January 2008.

The Prime Minister

[Signed]

Kay Rala Xanana Gusmão

Promulgated on 16/04/2008

To be published.

The President of the Republic, ad interim

[Signed]

Fernando Lasama de Araújo