

DEMOCRATIC REPUBLIC OF TIMOR-LESTE

GOVERNMENT

GOVERNMENT

**GOVERNMENT DECREE No. 5/2003
OF 31 DECEMBER 2003**

ORGANIC STRUCTURE OF THE MINISTRY OF HEALTH

The Ministry of Health was established by the Decree-Law No. 3/2002, of 20 September, approving the Organic Structure of the of the First Constitutional Government. The said Decree-Law makes provision in its Section 13 for the terms under which this Government department is responsible for designing, executing, coordinating and assessing the health policy.

Accordingly, and in order to respond to the guidelines set out in the newly-approved Health Policy, there are hereby established, in an integrated, innovative and functional fashion, the bodies and services of the Ministry under the technical and regulatory purview and coordination of the central services. This will allow for decentralised operational interventions by health care providers, thereby seeking to make such interventions more efficient and more expeditious in such a way as to meet people's needs.

Thus, pursuant to the combined provisions of section 1.1(h) and section 13 of the Decree-Law No. 7/2003, of 20 September, the Government enacts the following decree that shall have the force of regulation:

CHAPTER I

Nature and competencies

Section 1

Nature

The Ministry of Health is the Government department responsible for designing, regulating, executing, coordinating and assessing the health and pharmaceutical policy as defined and approved by the Council of Ministers.

Section 2

Objectives

The objective of the Ministry of Justice is to assure the people access to health care, through the establishment, regulation and development of a health system based on real needs and consistent with the resources available, placing special emphasis on the equity of the system and giving priority to the most vulnerable groups by promoting, whenever possible, active participation by the civil society.

Section 3 Competencies and areas of activity

The competencies of the Ministry of Health shall be exercised in the following areas:

- (a) regulation, licensing, accreditation, planning, assessment and inspection of the health system, as well as management of the National Health Service;
- (b) ongoing training for health professionals; and
- (c) import, procurement, storage and distribution of drugs and medical equipment.

CHAPTER II Organic Structure

PART I General structure

Section 4 Bodies and services

The structure of the Ministry of Health shall comprise central services, district services, and customized services, and collective supervisory bodies, including an autonomous body with the nature of a public company.

Section 5 Central Services

The central services are:

- (a) the Office of the Minister;
- (b) the Office of the Health Inspection; and
- (c) the General Health Secretariat.

Section 6 District Services

The district services shall comprise the 13 District Health Services.

Section 7 Customised Services

The customized services are:

- (a) the National Centre for Ongoing Training;
- (b) the National Laboratory;
- (c) the Guido Valadares National Hospital;
- (d) the Referral Hospital; and
- (e) The Central Pharmacy.

Section 8 Collective supervisory bodies

The collective supervisory bodies are:

- (a) the Board of Directors;
- (b) the Coordinating Board; and
- (c) the 13 District Health Boards.

PART II Central Services

Section 9 Office of the Minister

The Office of the Minister is the service that shall directly assist and advise the Minister and Vice-Minister of Health, the responsibility of which being to ensure the administration and protocol required for the functioning of their respective offices, the programming of their respective activities and the preparation of meetings to be chaired by the Minister or Vice-Minister, as well as the preparation of matters to be submitted to the Minister or Vice-Minister for consideration. It shall also deal with correspondence, file the respective paperwork and documentation, and ensure communication between the Minister and Vice-Minister with other entities.

Section 10 Office of Health Inspection

1. The Office of Health Inspection is the central service that shall fulfil disciplinary and auditing functions in relation to the bodies and services of the National Health Service and shall inspect all bodies and services, public or private, that are part of the health system, including pharmaceutical activity.
2. The Office of Health Inspection is headed by a Health Inspector, appointed by the Minister of Health, and assisted by two Sub-Inspectors for areas of discipline and auditing, and public health.

Section 11

General Health Secretariat

1. The General Health Secretariat is the central service of the Ministry of Health the responsibility of which is to assist the Cabinet members in studying, designing, developing and executing the health policy, as well as to manage and coordinate the technical and administrative support to be provided to the central, district and customised services of the Ministry.

2. The General Health Secretariat shall be headed by a Permanent Secretary, appointed by the Prime Minister following a proposal from the Minister of Health, and shall be comprised of three National Directorates as defined in the sections below, a district liaison service, a legal office, and a protocol and press office.

Section 12

National Directorate of Health Provision

1. The National Directorate of Health Provision is the service responsible for leading, coordinating and supporting health promotion activities, disease prevention, and health care, as well as health care providers and services carrying out pharmaceutical activities.

2. The National Directorate of Health Provision shall be headed by a national director, assisted by seven department heads for such areas as indicated below:

- (a) Non-contagious diseases;
- (b) Contagious Diseases;
- (c) Environmental Health;
- (d) Health Promotion;
- (e) Mother and Child Health;
- (f) Laboratory and Blood Transfusion Services; and
- (g) Pharmaceutical Services.

Section 13

National Directorate of Health Policies and Planning

1. The National Directorate of Health Policies and Planning is the service responsible for studying, designing, planning and programming in the area of health policy, notably with regard to technical and human resources, and training, technical assistance to international cooperation, and execution of information, monitoring and assessment systems of the bodies and services of the health system.

2. The National Directorate of Health Policies and Planning shall be headed by a national director, assisted by four department heads for the following areas:

- (a) policy development;
- (b) planning;
- (c) human resources; and
- (d) information, monitoring and assessment systems.

Section 14
National Directorate of Administration, Finance, Logistics and Procurement

1. The National Directorate of Administration, Finance, Logistics and Procurement is the service responsible for managing the administrative, financial, logistic and human resources, procuring supplies for the central and district services of the Ministry, and monitoring and assisting the customised services of the Ministry, within the scope of its competence.

2. The National Directorate of Administration, Finance, Logistics and Procurement shall be headed by a national director, assisted by three department heads for the following areas:

- (a) finance;
- (b) administration; and
- (c) logistics and procurement.

PART III
District Services

Section 15
District Health Services

1. The District Health Services are the services responsible, in each district, for public health, for coordinating the implementation of all health programmes, providing primary health care at all levels, and meeting health needs by providing appropriate resources, in line with the District Health Plan as defined at a higher level, and in accordance with orders issued by the Ministry of Health and guidelines from the General Health Secretariat.

2. The District Health Services shall comprise Health Centres, Health Posts and Mobile Clinics in the respective geographic area.

3. Each District Health Service shall be headed by a district health chief, assisted, among others, by a deputy and two public health professionals.

PART IV
Customised Services

Section 16
National Centre for Ongoing Training

1. The National Centre for Ongoing Training is responsible for the ongoing training of health professionals.

2. The National Centre for Ongoing Training shall be led by a board of directors composed of the director, who shall be its chairperson, and by two representative members appointed by the Minister of Health.

Section 17 National Laboratory

1. The National Laboratory shall be responsible, nationwide, for guaranteeing the provision of quality laboratory services to the public, and technically supervising the work being carried out by the laboratories that are part of the health system, and shall function as a referral centre for laboratory exams.

2. The National Laboratory shall be led by a board of directors composed of the director, who shall be its chairperson, and by two representative members appointed by the Minister of Health.

Section 18 Guido Valadares National Hospital

1. The Guido Valadares National Hospital shall be the referral hospital covering the whole national territory, and shall be responsible for providing health care and specialised or technical assistance nationwide.

2. The Guido Valadares National Hospital shall be led by a board of directors composed of the director, who shall be its chairman, and by four representative members appointed by the Minister of Health.

Section 19 Referral Hospitals

1. Referral hospitals are hospitals responsible for providing secondary health care to, and carrying out surgical operations on, people living in their respective geographic areas.

2. Referral hospitals shall be operated along functional health areas.

3. Referral hospitals mean the hospitals located in the following localities:

- (a) Baucau;
- (b) Suai;
- (c) Maliana;
- (d) Maubisse; and
- (e) Oe-cusse.

4. Each referral hospital shall be led by a board of directors composed of the director, who shall be its chairperson, and four representative members appointed by the Minister of Health.

Section 20
Central Pharmacy

The central pharmacy is the body of the National Health Service responsible for supplying medicines and medical equipment. It shall evolve into an autonomous service for import and distribution of drugs and medical equipment, and shall have the nature of a public company.

CHAPTER III
Supervisory Panels
Section 21
Panels

The Ministry of Health shall have three panels:

- (a) the Board of Directors;
- (b) the Coordinating Board; and
- (c) the District Health Boards.

Section 22
Board of Directors

1. The Board of Directors is a collective body that shall assist and advise the Minister of Health and shall coordinate the implementation of policies as defined by the Ministry of Health, being responsible, among others, for the following functions:

- (a) to promote the quest for health quality and gains, ensuring better articulation and collaboration between the various services of the Ministry of Health;
- (b) to issue opinions on work plans and budgets of the Ministry of Health;
- (c) to propose and develop strategic cross-sector health programmes and coordinate the development thereof; and
- (d) to issue opinions on all processes of accrediting and licensing institutions of the health system and pharmaceutical activities and on all restrictive or corrective measures for the protection of public health.

2. The following persons shall sit on the Board of Directors:

- (a) the Minister of Health, who shall be its chairperson;
- (b) the Vice-Minister;
- (c) the Health Inspector;
- (d) the Permanent Secretary;
- (e) the National Directors; and
- (f) and other persons or entities as invited by the Minister, depending on the Board agenda.

3. The Board of Directors shall meet ordinarily once a week and extraordinarily when and as determined by the Minister of Health.

Section 23 Coordinating Board

1. The Coordinating Board is the body responsible for appraising the Ministry's activities, namely:

- (a) a final appraisal of activities carried out by the Ministry of Health, monitoring the execution of the its work plan;
- (b) a preliminary review of the work plan and budget for the following year and recommend the approval thereof.

2. The Coordinating Board is comprised of the Board of Directors members, the directors of the customised services and the district health chiefs.

3. The Coordinating Board shall meet ordinarily twice a year and extraordinarily when and as determined by the Minister of Health.

Section 24 District Health Boards

1. The District Health Boards are the support and advisory bodies to the district health chiefs and are responsible for coordinating the provision of primary health care, as well as for exercising the functions enumerated in section 22.1, in their respective geographic areas.

2. The District Health Boards shall be composed of:

- (a) the district health chief, who shall be its chairperson;
- (b) the deputy, public health professionals and other assistants;
- (c) the directors of the health centres located in the district.

3. On matters related to the provision of primary health care in the respective referral hospital, or on matters related to the coordination between the services of the hospital and primary health care providers, the chairperson of the board of directors of the referral hospital located in the respective geographic area shall also sit on the District Health Board with a right to vote.

4. The District Health Boards shall meet ordinarily once a month and extraordinarily when and as convened by the district health chiefs

CHAPTER IV Final and transitional provisions

Section 25 Regulatory arrangements for the new structure

1. Orders setting out the organic structure of the central services, district services, and customised services, shall be approved in accordance with the law, not later than a year after the entry into force of the present decree.

2. Pending the entry into force of the orders provided for in subsection 1 above, the services shall continue to be governed by the rules applicable to the Ministry of Health, without prejudice to subsection 3 below.

3. The supervisory positions for the central services, district services and customised services provided for in the preceding sections are hereby established.

Section 26
Entry into force

The present decree shall come into force on the day following its date of publication.

Seen and approved by the Council of Ministers on 9 December 2003. -

To be published,

The Prime Minister

[Signed]
(Mari Bim Amude Alkatiri)

The Minister of Health

[Signed]
(Rui Maria de Araújo)