DEMOCRATIC REPUBLIC OF EAST TIMOR NATIONAL PARLIAMENT OFFICE OF THE SPEAKER

LAW Nº4/2002

ORGANIC LAW OF THE NATIONAL PARLIAMENT

PREAMBLE

This law is dictated by the need to provide the National Parliament with support services it requires to exercise its statutory competencies and develop day-to-day parliamentary activities.

Taking into consideration a variety of factual circumstances arising out of East Timor's peculiar situation, not least because of the financial constraints and shortage of qualified human resources, the chosen option was to establish a lean and effective organization with only one director, one deputy director and four subordinate departments under the supervision and tutelage of the Director and, ultimately, the Speaker of the National Parliament.

The organic structure, named as the Secretariat, may be changed by a Speaker's instruction, should the need to reorganize the services arise.

The four services established initially, which are presented on the organizational chart attached to this law, shall be named as follows:

- Plenary Support Service;
- Committees Support Service;
- Administration and Property Service;
- Public Relations, Audio-Visual and Documentation Service.

For its part, the staffing table shall be exclusively composed of East Timorese citizens, and the posts of Director and Deputy Director shall be filled through direct appointment by the Speaker. The remaining professional categories shall be filled by competitive selection process.

The heads of each service shall be designated by the Director, subject to the Speaker's endorsement, from among staff members, taking into account their personal and professional qualifications, and demonstrated merit in the performance of supervisory functions.

The total number of vacancies within the staffing table is 36, which represents a reduction in comparison to the organic structure presented previously in October 2001 in the context of the then-Constituent Assembly (that draft law provided for 39 units, and

the National Parliament is currently employing 27 civil servants who were recruited following competitive selection process).

Taking into consideration the low wages paid to East Timorese civil servants and the paramount importance of training and motivating qualified workers on parliamentary issues, the Speaker shall also be given the possibility of allocating supplementary remuneration, in an amount not exceeding 20% of the basic wage, to officers performing supervisory functions, to the extent where availability of financial resources allows for such action.

Configuration of professional categories and the respective job descriptions correspond basically to the normal functional activity that the parliamentary employees as a whole are supposed to develop.

Graduate employees performing technical tasks are grouped under the general title of "senior technicians" because it was understood that the best option is to not categorise them according to their respective degrees, since all of them are relevant in the context of support services.

The remaining professional categories are defined and accordingly harmonized with the kind of tasks to be discharged and the areas in which they will be executed.

Under these terms and pursuant to the provisions of Section 92 and subparagraph d), Paragraph 1, Section 96, of the Constitution of the Democratic Republic of East Timor, the National Parliament enacts the following text that shall have the force of law:

ORGANIC LAW OF THE NATIONAL PARLIAMENT

Chapter I Scope

Section 1 (Purpose)

- 1. This law aims at defining and regulating administrative and financial management instruments and technical support for the National Parliament of East Timor (hereinafter the "*National Parliament*").
- 2. For the purposes of subsection 1 above, the National Parliament, which enjoys administrative and financial autonomy, will have the hierarchically ordered services shown in the organigram attached hereto as Annex I, with indication of names and acronyms of those services.
- 3. The organigram of services may be amended by decision of the Speaker of the National Parliament, after consultation with the Director, whenever there is a need to establish, split or merge services.
- 4. This law also provides for the staffing table and posts, with the respective job descriptions, for East Timorese civil servants to be recruited into bodies of

East Timor's Public Administration, as well as the general rules for their recruitment and selection.

5. Officials assigned to the National Parliament to work under bilateral and multilateral cooperation agreements shall provide, in coordination with East Timorese officials, such technical support as may be required from them within the respective areas of specialization.

Chapter II Seat and premises

Section 2 (Seat)

The National Parliament shall seat in Dili.

Section 3 (<u>Premises</u>)

The National Parliament shall operate at the premises of the former Constituent Assembly of East Timor and all equipment belonging or attached to the Constituent Assembly shall become property of the National Parliament.

Chapter III <u>Plenary</u>

Section 4 (<u>Plenary</u>)

It is incumbent upon the Plenary of the National Parliament (hereinafter the "*Plenary*") to approve receipts and expenditure budgets, working plans, if any, and accounts of the National Parliament.

Section 5 (Annual budget and supplementary budgets)

- 1. Receipts and expenditure budget shall be annual and its draft shall be prepared and submitted within sixty days before the commencement of the economical and fiscal year by competent services under the Director's coordination.
- 2. The draft budget referred to under subsection 1 above, which shall be prepared in accordance with directions and goals set out by the Speaker of the National Parliament, shall be considered and voted by the Plenary.
- 3. Amendments to the main budget shall be made by supplementary budgets.

Chapter IV <u>Management bodies of the National Parliament</u>

Section 6 (<u>Bodies</u>)

Management bodies of the National Parliament are as follows:

- a) The Speaker of the National Parliament;
- b) The Director of the Secretariat.

Section 7

(The Speaker of the National Parliament and his or her support staff)

- 1. The Speaker of the National Parliament (hereinafter the "*Speaker*") shall have the authority given to him or her by the Constitution, the law and applicable regulations.
- 2. The Speaker supervises management of the National Parliament and he or she may delegate his or her legal and procedural powers to the Deputy Speakers.
- 3. It is also incumbent upon the Speaker to supervise police force providing security to the National Parliament and to define in a separate regulation, to be approved by instruction, the operation conditions of that force and rules for people to access, move and remain inside the premises of the National Parliament.
- 4. The Speaker shall have staff of his or her own, that he or she will select and appoint, composed by an advisor, a secretary and a driver. One of them may be an official of the National Parliament Secretariat designated by the Speaker for this purpose.
- 5. The functions of the Speaker's support staff will terminate when the Speaker's term comes to an end or at any moment by decision of the Speaker.

Chapter V Secretariat

PART I General Provisions

Section 8 (Secretariat)

Secretariat shall be a service structure aimed at providing technical and administrative support to the bodies and Members of the National Parliament and ensuring namely:

- a) Technical and administrative support on secretarial issues and direct support to the Plenary and parliamentary committees;
- b) Conduction of technical studies required by the specific duties of the National Parliament;
- c) Performance of any other tasks necessary to the duties of the National Parliament.

Section 9

(Internal Organisation)

Coordination of services, conditions of their operation and the way they communicate among themselves and with bodies and institutions outside the National Parliament shall be governed by regulations or procedural guides and codes of professional ethics to be approved by the Speaker on the recommendation of the Director of Secretariat.

PART II Director of Secretariat and his or her support staff

Section 10

(Function and competencies)

- 1. The Director of Secretariat, who is answerable to the Speaker, oversees and coordinates all services and refers to the Speaker's decision issues that are outside his or her scope of competencies.
- 2. It is incumbent on the Director of Secretariat on matters of administrative nature:
 - a) to make proposal for staff recruitment and assignment;
 - b) to determine and authorize assignment and re-assignment of staff within the organic structure of the Secretariat;
 - c) to decide on issues related to staff labour status referred to him or her;
 - d) to propose amendments to the Secretariat staffing table pursuant to the provision of item 2, Section 19;
 - e) to propose regulations necessary to internal organization and operation of services;
 - f) to authorize procurement of goods and services, once financial coverage has been secured.
- 3. The Director of Secretariat (hereinafter the "*Director*") may delegate his or her own competencies to the Deputy Director or the Heads of Services.
- 4. The Director's decisions can be appealed against with the Speaker.

Section 11

(Appointment and status)

- 1. The Director shall be directly appointed and dismissed by the Speaker, after consultations with parliamentary party groups that may nominate candidates to the post, if they so wish.
- 2. The Director, whose term of office is the same as the term of the legislature, shall remain on the post until the new Director is appointed.

- 3. During his or her absences and impediments, the Director is replaced by the Deputy Director of Secretariat (hereinafter the "*Deputy Director*").
- 4. Remuneration of the Director and Deputy Director shall be that equivalent, in the salary scale of the East Timorese civil service, to the respective professional posts, along with possible supplementary remuneration to be granted in accordance with provisions of item 5, Section 13.

Section 12

(The Director's support staff)

- 1. The Director shall have his or her own support service comprising the Deputy Director who shall assist him or her in the performance of his or her duties and one staff member charged with secretarial and clerical tasks. The Director shall select his or her support staff at his or her own discretion.
- 2. Without prejudice to the Director's decision-making power, he or she and the Deputy Director may share coordination of services, but preferably the Director should be in charge of Administration and Property Service and Public Relations, Audio-Visual and Documentation Service; and the Deputy Director should so be in charge of Plenary Support Service and Committees Support Service.
- 3. The provision of item 4 of Section 11 shall apply to remuneration of staff referred to under item 1 of this Section.

PART III Organic Units

Section 13 (<u>Structure</u>)

- 1. Secretariat shall comprise the following units:
 - a) Plenary Support Service;
 - b) Committees Support Service;
 - c) Administration and Property Service;
 - d) Public Relations, Audio-Visual and Documentation Service.
- 2. Each of the organic units provided for under item 1 of this Section shall be headed by one of the officials assigned thereto, by designation of the Director following approval by the Speaker.
- 3. The Director of Secretariat shall also designate, on the advice of the service heads, officials of the respective organic units who should replace the heads during their absences and impediments.
- 4. It shall be incumbent upon each of the heads referred to under item 2 of this Section to organize and manage the respective service as follows:
 - a) to allocate tasks and monitor execution thereof;

- b) to cooperate with the Director and Deputy Director in the performance of their duties, advising on anything that may have an influence on the functioning of the services and recommend the adoption of appropriate action;
- c) to implement decisions and orders of the President and Director;
- d) to streamline and standardize working methods and office procedures;
- e) to provide advice on cases to be submitted to the Director for consideration, even if a subordinate or subordinates have already advised on such cases;
- f) to ensure attendance and discipline of staff under their responsibility;
- g) to clarify questions brought to them by employees under their responsibility, without prejudice to the oversight powers given to the Director under item 1 of Section 10;
- 5. Under conditions to be established by the Plenary, the Speaker may on a monthly basis provide holders of managerial posts with additional remuneration not higher than 20% of their respective earnings, as long as there is budgetary coverage for that purpose.

Section 14 (Working Principles)

Secretariat services shall adhere to the following working principles:

- a) Rationalisation of human and material resources, simplification of working methods and flexibility in management with a view to promoting service efficiency and productivity;
- b) Efficient, transparent and economical use of available resources;
- c) Simplification of office procedures;
- d) Giving due value to employees and making them motivated and accountable;
- e) Participation in the dissemination of correct a image of the National Parliament;
- f) Cooperation with other constitutional bodies and the Public Administration, as well as with other parliaments and international institutions.

Section 15

(<u>Plenary Support Service</u>)

Plenary Support Service is the organic unit especially charged with technical and administrative support for the Plenary, the Chair, the Standing Committee and it is mainly responsible for:

a) Registering, classifying and organising cases related to legislative and monitoring activities of the National Parliament;

- b) Referring to Committees Support Service cases to be considered by committees;
- c) Providing other services of the Secretariat and users with available information on the Parliament when requested;
- d) Preparing and promoting circulation of the agenda for plenary sessions, rendering it public at the earliest occasion, in accordance with the Rules of Procedure;
- e) Ensuring registration of Members at plenary sessions and reporting their replacements and absences, in accordance with the Rules of Procedure;
- f) Providing support in procedural, technical and clerical matters to the Chair and the Committees, performing all inherent tasks;
- g) Preparing notes, reports and technical advices required for a regular action on initiatives;
- h) Organising CVs of the Members and providing competent services with particulars contained in the CVs that are to be dealt with or publicised;
- i) Organising and updating a file for every Member, which should include personal data deemed indispensable;
- j) Providing Members with statutory support.

Section 16 (<u>Committees Support Service</u>)

Committees Support Service is the organic unit especially charged with ensuring technical and administrative support to parliamentary committees and it is mainly responsible for:

- a) Ensuring secretarial support to proceedings of all specialised, special or inquiry committees and subcommittees;
- b) Following up on movement of cases related to legislative and monitoring activities submitted to the service, and promoting circulation of all required documents to service members;
- c) Referring to committees and sub-committees all mail addressed to them;
- d) Ensuring notification of all members of committees and subcommittees, where this has not been done by the respective presiding members;
- e) Promoting timely circulation of news bulletins indicating dates, time and venues of meetings;
- f) Checking and registering attendance of Members to committee or subcommittee meetings;
- g) Establishing contacts and ensuring flow of mail for committees and subcommittees to liaise with entities outside of the National Parliament;
- h) Providing other services of Secretariat and users with available information, when requested.

Section 17 (<u>Administration and Property Service</u>) Administration and Property Service is the organic unit particularly charged with managing human and property resources and providing ordinary administrative support, and it is mainly responsible for:

- a) Keeping up-dated information on staff, promoting training courses deemed necessary and proposing appropriate mechanisms to improve use of human and material resources;
- b) Handling paperwork related to management, registration and attendance of Secretariat staff;
- c) Issuing identity cards to Members and employees;
- d) Promoting dissemination of internal rules and all information to be circulated by the Service;
- e) Ensuring, in coordination with the Director, reception, selection, reference and transmission of the National Parliament mail, undertaking its registration and handling in keeping with directions from supervisors;
- f) Establishing a system to enforce hygiene and safety rules at work;
- g) Managing and undertaking the upkeep of premises, vehicles and equipment made available to the National Parliament;
- h) Ensuring reprography of documents, as well as the upkeep and repair of computers, photocopiers and other appliances used at the premises of the National Parliament;
- i) Ensuring supply and procurement of goods, taking into consideration funds available for that purpose;
- j) Filling requests for routinely used material and equipment;
- k) Keeping an updated general inventory of assets;
- 1) Ensuring quality and effectiveness of telephone and lighting services, gardening, cleaning, air conditioning and movement at access gates;
- m) Processing salaries and allowances for Members and employees;
- n) Collecting revenue and making disbursements for authorised expenditure;
- o) Monitoring finance and undertaking monthly stocktaking.

Section 18

(Public Relations, Audio-Visual and Documentation Service)

Public Relations, Audio-Visual and Documentation Service is the organic unit especially charged with supporting and enhancing external relations of the National Parliament and liaison with the media, as well as ensuring support in the areas of translation, audio-visual systems and documentation, and it is mainly responsible for:

- a) Publicising activities of the National Parliament to citizens and national or foreign institutions;
- b) Supporting the media in disseminating information on the Parliament;
- c) Ensuring protocol support and organising social and cultural acts taking place at the National Parliament, in coordination with State Protocol, if necessary;

- d) Ensuring, in accordance with directions from the Chair, circulation of daily press communiqués, including the agenda and other information on activities of the Parliament;
- e) Planning and arranging the holding of solemn ceremonies and visits to the National Parliament, ensuring the respective protocol support;
- f) Ensuring, during solemn plenary sessions, support to dignitaries and members of the public attending sessions;
- g) Ensuring reception of visitors;
- h) Providing support with audio-visual facilities to parliamentary proceedings and ensuring management and operation of audio and video systems belonging or assigned to the National Parliament;
- i) Ensuring, with facilities at its disposal, translation and retro version of oral and written in Tetum and in Portuguese, English and Bahasa Indonesia;
- j) Ensuring support to proceedings of the National Parliament with documents and reference books;
- k) Organising and updating a documentation centre and a library with a view to collecting bibliography, texts, regulatory instruments and other elements of scientific and technical nature related to activities carried out by the National Parliament;
- 1) Managing the library referred to under paragraph k) above;
- m) Making necessary arrangements for procurement of document types, proposing guiding principles on a procurement policy;
- n) Assessing and classifying national or foreign documents, newspapers, magazines, news bulletins and other international information so as to organise files, notes and record cards on current affairs relevant to the activities of the National Parliament;
- o) Collecting, analysing, processing, filing and publicising information reported by the media;
- p) Setting up and managing data bases and ensuring connexion to external data bases, thus allowing for rapid and effective access to available sources of information;
- q) Cooperating with national and international institutions on matters of documentation and information.

Chapter VI <u>Secretariat Staff</u>

Section 19 (<u>Staffing Table</u>)

- 1. The Secretariat shall have staff featured on the staffing table that is an integral part of this law as *Annex II*, containing an indication of established professional posts, the number of slots per post, job descriptions and corresponding remuneration levels.
- 2. Upon proposal by the Director, the staffing table referred to under item 1 above may be amended by a resolution of the Plenary, supported by a simple

majority of attending Members, on the condition that the necessary budget allocation has been secured.

Section 20 (Recruitment and Selection)

- 1. Recruitment of personnel required by the Secretariat shall be made by competition after public announcement of employment offer along with a summary job description, a deadline for submission of applications, requirements for admission to the competition, an indication of the respective professional post and remuneration level in accordance to salary scales of the East Timorese civil service.
- 2. The recruitment and selection process shall be conducted by a panel composed of three permanent members designated by the Director with the Speaker's endorsement.
- 3. The recruitment and selection panel shall only sit when all of its members are present and its deliberations shall be taken by a majority. In addition, rules on the functioning of collegiate bodies in general may apply.
- 4. Minutes and reports on the meetings shall be prepared, including the grounds for decisions made, as concise as they may be.
- 5. It is incumbent on the Plenary, upon the recommendation of the Speaker or any parliamentary group, to approve precise rules for competitive application, namely as far as selection methods to be adopted go.
- 6. Until rules referred to under item 5 above are approved, recruitment and selection of staff may have as a basis only interviews and consideration of candidates' CVs so as to assess their professional qualifications and personal skills.
- 7. A personal file shall be established for every interview referred to under item 6 above, which shall include a summary of issues addressed, assessment factors taken into consideration and results agreed upon by members of the panel on each of the factors, with appropriate explanations.
- 8. Selected applicants shall be listed from the first to the last place, in accordance with results achieved.
- 9. Decision of the panel may be administratively appealed against to higher authority with the Speaker or with a competent court in case of dispute.

Section 21 (Engagement and filling of posts)

Applicants shall be placed in vacant posts following the order of the final results of the competition and they shall be appointed by the Director of Secretariat in a formal and official document containing designation of the appointee and his or her acceptance.

Section 22 (Functions of staff in general)

Secretariat staff shall exercise functions pertaining to the respective category described in *Annex II* of this law and those functions to be determined by supervisors provided they are comparable in complexity and responsibility.

Section 23

(<u>Remuneration regime</u>)

Secretariat staff shall be remunerated in accordance with the professional post each employee holds and in keeping with salary scales and periodical updates thereto, applying to East Timorese civil servants.

Section 24

(Duties of staff)

- 1. Secretariat staff shall be answerable and accountable to their supervisors, whose orders and directions shall be complied with, provided that they are not illegal or unlawful.
- 2. Secretariat staff shall also be subject to duties assigned as a general rule to civil servants, namely impartiality, attendance and zeal.
- 3. The Director shall determine, if and as he or she thinks fit for the functioning of the services, specific working hours, respecting however limits to weekly working hours provided for in applicable law.
- 4. The Director, after consultation with service heads, may determine that employees of all or some posts are required to wear uniform or identity badges with the name, post and duties, as the Director may think fit.
- 5. An employee supporting a committee or subcommittee shall exercise his or her functions under direct guidance of the respective presiding member, without prejudice to general duties to which all civil servants are subject and, in case of a staff member, to his or her organic level within the Secretariat service.

Section 25 (Employment legal relationship)

Employment legal relationship established with Secretariat staff, such as their rights and duties, shall be additionally governed by rules applicable to the civil service of East Timor, without prejudice to the obligation of obeying to particular laws on the National Parliament functioning approved by competent bodies from time to time.

Section 26 (<u>Requisition and contract</u>)

The Speaker, provided there is an appropriation and upon securing endorsement from the Plenary, may authorise requisition or hiring of experts from public or private companies for the period deemed necessary, to carry out tasks that cannot be ensured by staff members.

Chapter VII Final and transitional provisions

Section 27 (Director of Secretariat a.i.)

Until the Director is finally chosen, the post shall be filled on an ad interim basis by a person to be designated by the Speaker, without the requirement of prior consultation with parliamentary groups or any other entity.

Section 28 (Transition to the new staffing table)

Employees who have served with the Secretariat of the Constituent Assembly of East Timor shall remain in functions at the Secretariat of the National Parliament and shall be moved to the new categories established by this law, which correspond to functions they have been performing.

Section 29

(Vocational training)

- 1. International experts assigned to the National Parliament and providing parliamentary support shall, in accordance with their possibilities and qualifications, undertake training courses deemed appropriate and necessary to the functioning of the Secretariat.
- 2. Experts referred to under item 1 above are now tasked with running basic training in fundamental areas of technical and administrative support, mainly as regards:
 - a) Administrative procedures;
 - b) Procedural rules;
 - c) Legislative process.

Section 30 (Applicable legislation and subsidiary law)

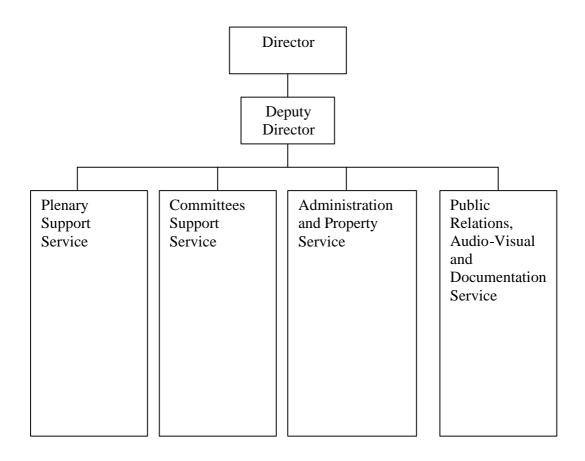
- 1. Services that make up the Secretariat shall be governed by the provisions of this law and internal regulations provided for under Section 10, item 2, paragraph e).
- 2. As regards loopholes of this law, subsidiary law shall be deemed as general legislation applicable to the Public Administration of East Timor.

Section 31 (Entry into force)

This law shall enter into force on the date of its promulgation by the President of the Republic.

ANNEX I

SECRETARIAT ORGANIGRAM



ANNEX II STAFFING TABLE

POST	Qty	JOB DESCRIPTION	Salary
			Level
Director	1	Manages and coordinates the services, supervising all	L7
		departments that make up the organic structure; manages and	
		administers available human and material resources; decides	
		on issues related to staff under his or her supervision.	
Deputy Director	1	Assists the director in the performance of his or her functions,	L6
Technical advisor	8	and takes over when he or she replaces the director	
	0	Assists in the different areas of parliamentary activities; prepares advices and information, carries out studies requiring specific knowledge; supports the director and services concerned when they require legal or otherwise technical treatment so as to prepare decisions on administrative	
		management action; collects legal information and up-dates files on legislation, jurisprudence and doctrine on specific matters of parliamentary activities; performs conceptual activities to develop and verify the contents of regulatory instruments; checks technical and legal accuracy of preliminary and final texts submitted to discussion and vote at	
	(\mathbf{a})	plenary and committee meetings	15
	(2)	a) Senior Technical Advisor	L5 L4
	(2) (4)	b) Technical Advisorc) Junior Technical Advisor	L4 L3
Translator – Interpreter	5	Carries out tasks of translation and retro version of written	L5 L5
	5	texts and interpretation of oral texts, sticking to the contents, literary form and accurate meaning of texts and interpretations	LJ
Press and public	2	Provides technical advise in the specialised area of public	L4
relations officer		relations, mainly in promoting the National Parliament's good image, supporting the media to report on the Parliament, planning and conducting solemn ceremonies, commemorations, visits and in informing the public on the operation of the institution	
Assistants	2	Provides support in accounting and financial matters and	
		carries out inherent tasks, as processing salaries, allowances and other pecuniary values, taking inventories of assets and payments for goods and services	
		a) Financial assistant	L4
T '1 '	1	b) Administrative assistant	L2
Librarian	1	Designs and plans information services and systems; selects, classifies and indexes documents in text, sound, visual, electronic, electronic or other form, developing and adapting automatic and manual processing in accordance with specific needs of users; defines procedures for collection and making exploitation of bibliography, news, laws and parliamentary information; establishes and applies criteria for managing documents; assesses and organises documents with administrative, scientific and cultural interest to the institution; supervises preparation of instruments describing documentation, as guides, inventories, catalogues and tables of contents; supports and guides the service users	L3
Audio-visual	3	Provides technical assistance in audio-visual area, in	L2
technician	5	particular, ensuring smooth functioning of simultaneous interpretation systems and electronic control over time limits	

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		of debate at plenary sessions; considers audio-visual systems to implement and develops projects, taking into account improvements in light of new technologies and technical advancement of electronic and information material	
Secretary	5	Performs tasks to support all parliamentary activities; ensures office running, organisation and filing of cases, registration of administrative nature and other service documentation, answering telephone calls, convening meetings, setting interviews and supporting meetings; performs auxiliary tasks of documentation, as organising, looking up files and entering data into catalogues; exercises functions of typing and word processing	L2
Driver	2	Drives vehicles for the transportation of Members of Parliament and officers or goods, taking into consideration security of people and goods; ensures service to the vehicles under his or her responsibility; receives and delivers official mail and parcels; performs elementary administrative tasks	L2
Receptionist and Attendant	2	Provides ancillary services on the premises of the National Parliament, ensuring support and contact between offices, rooms and services; provides ancillary administrative support as reception and delivery of mail and parcels and answering phone calls; refers members of the public to relevant locations and announces messages; performs a variety of services as transport of objects and equipment	L2
Overseer	1	Looks after the status and upkeep of furniture and equipment existing on the premises, notifying supervisor on any defects and irregularities that he or she may detect	L2
Members' Personal Attendant	1	Performs courtesy tasks, such as serving coffee and drinks and running errands for Members and secretarial staff	L1
Cleaning and maintenance staff	2	Keeps normal hygiene and cleanliness standards of premises and equipment, undertaking cleaning on a daily basis	L1

Approved on 3 June 2002.

The Speaker of the National Parliament,

[signed] Francisco Guterres "Lu-Olo"

I promulgate on 10 July 2002. To be published.

[signed] Xanana