

**DEMOCRATIC REPUBLIC OF TIMOR-LESTE**  
**MINISTRY OF STATE ADMINISTRATION**

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**MINISTERIAL ORDER No. 3/2004**

**OF 5 MAY 2004**

**ON THE STRUCTURE, ORGANISATION, COMPOSITION, AND  
FUNCTIONING OF THE TECHNICAL SECRETARIAT OF ELECTORAL  
ADMINISTRATION – STAE/MAE**

**PREAMBLE**

Pursuant to the provisions of Article 12.2 of Government Decree No. 2/2003 of 23 July 2003 on the Organic Statute of the Ministry of State Administration, the statute on the structure, organisation, composition and functioning of the Technical Secretariat of Electoral Administration is hereby established.

**CHAPTER I**  
**(Nature and Functions)**

**Article 1**  
**(Nature)**

The Technical Secretariat of Electoral Administration, hereinafter STAE, is the technical organ, subsidiary to the Ministry of State Administration (MAE), which has as its task to organise and to carry out electoral processes as well as to consult and to provide support in electoral matters.

**Article 2**  
**(Functions)**

STAE shall discharge the following functions:

- (a) To propose measures for the timely execution of elections and referenda;
- (b) To propose appropriate measures for the payment of electoral costs;
- (c) To propose appropriate measures for the participation of citizens in elections and referenda;
- (d) To plan and provide technical support for the execution of elections and referenda, whether national or local, by co-operating with existing administrative structures to that end;
- (e) To secure elections and referenda statistics by encouraging the publication of the respective results;
- (f) To organise the registration of citizens elected to the organs of sovereignty and local organs;
- (g) To conduct relevant studies in electoral matters;
- (h) To organise and update the voter registration by proposing and implementing the respective technical procedures, under the supervision of the National Electoral Commission (CNE).

**CHAPTER II**  
**(Identity)**

**Article 3**  
**(Logotype)**

1. All documents and forms prepared and used by STAE shall be identified with the logotype of the Secretariat.
2. The logotype shall depict the traditional Timorese house, in blue, and the abbreviation “STAE” shall be inscribed in the centre of it.

**CHAPTER III**  
**(Organisation)**

**Article 4**  
**(General Organisation)**

1. STAE shall be headed by a Director who shall be assisted by a Deputy-Director.
2. The departments shall be organised into Sections, which shall fall under the management of STAE. Each department shall be managed by an official who may, or may not, have section chiefs under his or her supervision. In the absence of appointed section chiefs, the tasks attributed to him/her shall be relegated to the person in charge of each respective department.

**CHAPTER IV**  
**(Structure)**

**Article 5**  
**(Structure)**

The structure of STAE shall be comprised of the offices of the Director and of the Deputy-Director as well as by the following departments:

- (a) Electoral, Computer and Statistics Policy Department;
- (b) Electoral Training and Civic Education Department;
- (c) Logistics Department;
- (d) Electoral Procedures Department;
- (e) Administration and Finance Department.

**Article 6**  
**(Sections)**

The sections, which shall be answerable to the person in charge of each respective department, shall be designated as follows:

1. The External Relations, Operations, Training, Computer, and Statistics Sections shall fall under the Electoral, Computer and Statistics Policy Department.
2. The Documentation, Client Support Services as well as the Training and Civic Education Sections shall fall under the Electoral Training and Civic Education Department.
3. The Logistics Planning and the Material Control Sections shall fall under the Logistics Department.
4. The Electoral Procedures and the Dissemination of Electoral Procedures Sections shall fall under the Electoral Procedures Department.
5. The Personnel, Secretariat and Archive as well as the Accounting, Material and Assets Sections shall fall under the Administration and Finance Department.

## **CHAPTER V (Competencies)**

### **Article 7 (Competencies of the Director)**

The Director shall be responsible for directing the activities of the services of the secretariat and particularly to:

- (a) Represent STAE;
- (b) Issue job orders and instructions;
- (c) Ensure STAE's relations with other departments of the State as well as with public and private entities, whether national or foreign, in the field of elections, and he or she may communicate with the judicial and administrative authorities;
- (d) Obtain bilateral support to meet the costs of registration, updating of registration, elections and referenda activities;
- (e) Exercise his or her general administration powers;
- (f) Decide on all matters that fall within the scope of STAE's functions, submitting to ministerial decision or to the appreciation of the CNE matters that, by nature or by a provision of the law, depend on superior decision;
- (g) Secure due publicity of his or her decisions;
- (h) Take the oath of office and induct the staff;
- (i) Exercise, in disciplinary matters, the powers conferred upon him/her in accordance with the law;
- (j) Monitor the recruitment and management of personnel;
- (k) Forward STAE's budget proposal to the Ministry of State Administration (MAE) every fiscal year;
- (l) Perform all other functions related to electoral administration.

### **Article 8 (Competencies of the Deputy-Director)**

The Deputy-Director shall assist the Director in the exercise of his or her functions and shall substitute him/her during his or her absences and inability to act.

### **Article 9 (Functions of Department and Section Chiefs)**

The Director shall define the specific functions for each Department or Section Chief of STAE.

**CHAPTER VI**  
**(Functioning of STAE)**

**Article 10**  
**(Co-operation between the Departments)**

In order to ensure greater efficiency, the Departments of STAE shall foster close co-operation amongst themselves in the exercise of their respective competencies.

**Article 11**  
**(Creation, Partition or Drawdown  
of Departments and Sections)**

Departments or Sections that are part of the structure of STAE may be created, partitioned or drawdown in accordance with the present regulation, upon proposal of its Director and having regard to the improvement in the functioning of the organ, so long as such act is duly approved by a statute of the Ministry of State Administration.

**Article 12**  
**(Staff)**

1. Civil servants, in sufficient staffing levels for the proper discharge of the various activities and appointed by the Ministry of State Administration (MAE) upon request of the Director, shall constitute the staff of STAE and shall comply with the provisions of the Disciplinary Code for Officials and Servants of the Public Administration.
2. The Director of STAE may request the Ministry of State Administration (MAE) for the secondment of staff working in areas related to registration, referenda or elections.

**Article 13**  
**(Headquarters)**

STAE shall have its headquarters in Dili, where the database of electoral registration shall be located, and it may open regional branches or voter service centres, namely, during registration periods, during the updating of registration, and during referenda or elections.

**Article 14**  
**(Budget)**

Every year STAE shall forward the budget to the Ministry of State Administration (MAE), indicating the financial needs of the secretariat so that it can address the registration and updating costs of the organ itself as well as the costs relating to expected referenda or elections for the following year.

**CHAPTER VII**  
**(Relations with Other Services, Entities and Organs)**

**Article 15**  
**(Liaison with National Organs)**

STAE may promote and make use of the co-operation with other national organs in order to efficiently carry out the functions attributed to it by law.

**Article 16**  
**(Liaison with International Organs)**

1. STAE shall maintain the necessary contacts with international organs and official foreign entities in order to pursue its objectives, thereby safeguarding the credibility of its performance, as well as the sovereignty or the guiding lines of the foreign policy of the country.
2. The outcome of these contacts may result in the donation of equipments, of financial resources and of human resources for the performance of various electoral activities.

**Article 17**  
**(Certificates)**

All certificates relating to documents, requirements or dispatches shall be issued by the Director of STAE, upon the request of voters, political parties, candidates or other entities, whenever they demonstrate legitimate interest.

**CHAPTER VIII**

**Article 18**  
**(Entry into Force)**

The present statute shall enter into force ... days after its publication in the Official Gazette.

Done in Dili

Dili: 04/05/2004

[Signed]  
Dr. Ana Pessoa Pinto  
Minister of State Administration