

RESOLUTION OF THE NATIONAL PARLIAMENT NO. 4/2010, OF FEBRUARY 10

Regulation of the Annual Subsidy for the Parliamentary Benches

The Parliamentary Benches are the most important form of organization and coordination of the activity of the members of Parliament, grouped into Parties or groups of parties.

Benches have their own rights and powers to carry out their functions. Their powers include legislative initiative and requesting the Government for information about matters of public interest, among others. However, the Benches cannot act efficiently without suitable technical assistance, administrative support, a workplace and other indispensable means.

In order to guarantee that the Benches have their own advisory boards, formed by people of their own free choice and political trust and with the technical profile each Bench finds most suitable, as well as the means to achieve their legal aims, LOFAP (Law of Organization and Functioning of Parliamentary Administration, Law no. 15/2008 of December 24) formally granted support to the Parliamentary Benches, in the form of an annual subsidy (article 69).

To pay for the above annual subsidy, a budget allocation of \$75,000.00 (seventy five thousand US dollars) was registered in the 2010 State General Budget (*OGE*). Now that the current distribution criterion, adopted by Deliberation no. 5/2008 of February 19, does not fit the current situation, a new criterion must be established, one that allows the distribution of this amount in compliance with the principle of proportionality, as LOFAP itself determines (no. 3 of article 69). According to LOFAP, it is up to the Board of Administration to propose the form and criteria for attributing the annual subsidy.

Thus, according to no. 2 of article 69 of LOFAP, and having considered and deliberated upon this matter in its last ordinary meeting, on February 4, 2010, the Board of Administration proposed, and the National Parliament approved, the following resolution:

Article 1

Criteria for the attribution of the annual subsidy

1. Thirty percent (30%) of the total amount budgeted for the parliamentary benches' annual subsidy is distributed in equal parts among all the parliamentary benches.
2. Seventy percent (70%) of the total amount budgeted for the benches' annual subsidy is distributed proportionally, in that each bench will receive the percentage corresponding to its representation in the National Parliament.

Article 2

Purpose

The annual subsidy is intended for the support of the parliamentary benches regarding costs with their auxiliary staff, with their assessors, with clerical services of the benches and for other legal purposes related to the role of the parliamentary benches.

Article 3

Request and manner of payment

1. The annual subsidy is paid by transfer to the bank account of the bench and is based on a request for advance payment addressed to the Secretary-General of the National Parliament, and for approval and subsequent submission to the Treasury for due processing.
2. The advance payment request is made on a specific form and is signed by the president of the bench.
3. The advance payment request is accompanied by a form containing the description of the expenses that are to be made with the advance payment in question, which is prepared by a staff member chosen to take care of the financial matters of the bench and approved by the president of the bench.
4. The forms mentioned in nos. 2 and 3 of this article constitute Appendix I.
5. The bank accounts are opened in the name of the benches.

Article 4

Accountability

1. Each new request must be accompanied by a statement of the expenses carried out, made on a form called Cash Book, which constitutes Appendix II, which must be accompanied by a copy of the bank statement of account covering the period regarding the expenses declared.
2. To fill in the Cash Book, the official chart of accounts is used, the extract of which constitutes Appendix III.

Article 5

Responsibility for the payments

1. The parliamentary benches take full responsibility for complying with the contracts and other obligations they take on regarding the annual subsidy they are entitled to.
2. Working and consultancy contracts, as well as any other contracts for the acquisition of goods and services for the parliamentary benches, are celebrated and managed by the benches themselves.

Article 6

Other support

1. The parliamentary benches have the right to their own working places in the National Parliament, whose distribution criteria are established by the Board of Administration.
2. The National Parliament assigns to the parliamentary benches the furniture, equipment and other necessary means, according to their possibilities and to the criteria established by the Board of Administration.
3. The implements assigned to the parliamentary benches belong to the National Parliament and are duly inventoried.
4. Costs with office consumables, such as paper, ink cartridges for printers and photocopiers, and with the telephone, if there is one, are at the expense of the parliamentary benches.

Article 7

Revocation

Deliberation no. 5/2008 of February 19 of the National Parliament, that Temporarily Regulates Support to the Parliamentary Benches, is revoked.

Approved on February 9, 2010.

The President of the National Parliament,

Fernando La Sama de Araújo

APPENDIX I

**REQUEST FOR ADVANCE PAYMENT ON ACCOUNT OF THE ANNUAL SUBSIDY FOR THE
PARLIAMENTARY BENCHES**

*To the General Secretary
of the National Parliament*

Ref.: _____

Date: _____

re: **Request for advance payment – Parliamentary Bench** _____

Financial Year of _____

The advance payment of US \$ _____ is requested, regarding the annual subsidy for this Bench for the financial year of _____, to be transferred to the bank account of this Bench, the details of which are specified below.

Account Holder: _____ (the account must be in the name of the Bench)

Account Number: _____

Name of Bank: _____

Bank Address: _____

Signature of the President of the Parliamentary Bench

FORM FOR THE DESCRIPTION OF EXPENSES TO BE MADE WITH THE REQUESTED ADVANCE
PAYMENT

Name of the Parliamentary Bench: _____

Financial Year of: _____

Item no.	Description (Please indicate the nature of the expense, e.g. professional services, running expenses, local travelling)	Amount (US \$)

Dili, ____ / ____ / ____

The member in charge of the Bench finances,

The President of the Bench,

Sign.) _____

Sign.) _____

Name (_____)

APPENDIX II

CASH BOOK

(Statement of expenses incurred on account of advance payments)

ANNUAL SUBSIDY FOR THE PARLIAMENTARY BENCH OF _____

FINANCIAL YEAR OF _____

			US \$			Summary of the expenses by item code	
Date	Description	Item Code	Advance in cash by the Treasury	Expenses	Balance	ItemCode	Amount (US \$)

The member in charge of the Bench finances,

The President of the Bench,

Sign.) _____

Sign.) _____

Name (_____)

APPENDIX III

Chart of Accounts of Equipment and Services

For use to fill in the *Cash Book* by the Parliamentary Benches

Item	Description	Sub-Item	Description
620	Local Travelling	6200	Local Travelling
625	Travelling Abroad	6251	Travelling Abroad – Government Members – Per Diem
		6252	Travelling Abroad – Government Members – Ticket
		6253	Travelling Abroad – Government Members – Advance payment
		6254	Travelling Abroad – Civil Servants – Per Diem
		6255	Travelling Abroad – Civil Servants – Ticket
		6256	Travelling Abroad – Civil Servants – Advance payment
		6257	Travelling Abroad – Others – Per Diem
		6258	Travelling Abroad – Others – Ticket
		6259	Travelling Abroad – Others – Advance payment
630	Professional Training and Seminars	6300	Staff training – local
		6301	Staff training – abroad
		6302	Seminars and Working sessions
650	Fuel for Car Services	6500	Fuel for Car Service
651	Car Maintenance	6510	Car Maintenance
660	Clerical Material	6600	Fixed equipment and clerical material
700	Other Expenses	7001	Bank Costs
		7002	Representation costs
		7005	Postal services
		7007	Contributions to village groups (<i>sucos</i>)
		7011	Other Contributions
		7012	Other Operational Expenses
705	Technical Assistance	7106	Medical Services
		7111	Professional Services
		7112	Technical Support
		7113	Other Types of Assistance
706	Translation Services	7110	Translation Services
710	Various Other Services	7100	Publicity
		7101	Catering Services
		7107	Photocopy Services
		7199	Other Miscellaneous Services