

Ministerial Statute No. 9/2008

Of 15 May

Organisational Structure of the National Directorate for Culture

The Organic Law of the Ministry of Education, as approved by Decree-Law No. 2/2008, of 16 January, contemplates, in article 5(1) (j), as a direct state administration service, the National Directorate for Culture, with the objective of coordinating and implementing policies related to culture.

In terms of article 24(1) of the abovementioned statute, it is incumbent upon the Minister of Education to approve by a specific ministerial statute the regulation of the organisational and functional structure of the national directorates.

Thus, in order to efficiently pursue its goals, this Organic Law establishes, within the National Directorate for Culture, the structure indispensable to the smooth running of the service.

The Government, through the Minister of Education, orders, under article 24(1) of Decree-Law No. 2/2008, of 16 January, in conjunction with article 24 of Decree-Law No. 7/2007, of 5 September, the publication of the following statute:

CHAPTER I NATURE, COMPETENCES AND RESPONSIBILITIES

Article 1 Nature and Competences

The National Directorate for Culture, hereinafter referred to as DNC for short, is the main service of the Ministry of Education responsible for coordinating and implementing policies as defined within the scope of the preservation of the cultural heritage, the protection of rights, and the promotion of, and support for, cultural activities, and the management of libraries.

Article 2 Responsibilities

It is incumbent upon DNC, namely:

- a) To promote the defence and consolidation of the Timorese cultural identity;
- b) To undertake an inventory, study and classification of movable and immovable property which constitutes cultural heritage assets, organise and

keep an updated cadastre thereof and ensure its preservation, defence and valorisation;

- c) To make a survey of, and provide support to, scientific and cultural associations, and foster technical and scientific exchange with counterpart institutions, namely the National Institute of Linguistics;
- d) To promote cultural activities aimed at increasing the awareness and dissemination of the historic, anthropological and museological heritage of Timor-Leste, and stimulate the participation and intervention of educational and teaching establishments in those activities;
- e) To promote or assist in the publication of books and documents, records, slides and other forms of recording, movies and videos of cultural interest, and the acquisition of artworks;
- f) To technically assist, in collaboration with the National Institute of Vocational and Ongoing Training, in the decentralised training of managers, animators and promoters of projects and activities of an artistic and cultural nature;
- g) To foster the implementation of innovative projects submitted by schools in the different cultural areas and promote the dissemination thereof;
- h) To foster, develop and disseminate, through diverse media, cultural activities and promote exchange both nationally and internationally;
- i) To cooperate with the National Institute of Linguistics in the standardisation of the national languages, as well as cause all publications in these languages to conform with its criteria.

CHAPTER II ORGANISATIONAL STRUCTURE, MANAGEMENT AND SERVICES

Article 3 Organisational structure

- 1. DNC consists of the National Director and the following departments:
 - a) Department of Arts and Culture;
 - b) Department of Heritage and Museums;
 - c) Department of Cultural Cooperation and Exchange;
 - d) Department of Promotion and Management of Libraries.

2. The competences conferred upon each department may be delegated to sections within the direct purview of the head of department, where the volume of work or its complexity so justifies, and their establishment is regulated by a ministerial statute, on the proposal of the DNC National Director.

Article 4
Leadership and Managerial Positions

1. DNC is headed by a National Director, appointed by the Minister of Education, who directly reports to the latter.
2. Departments are headed by Heads of Department, appointed as provided for by law.
3. The National Director oversees the Heads of Department.
4. Functional leadership positions may be established, on the proposal of the National Director, for the purpose of coordinating tasks in terms of article 22 of Decree-Law No. 19/2006, of 15 November, provided that there is the coordination of, at least, 10 staff members, or the complexity of the coordination of such staff members is duly proven.

Article 5
Competences of the National Director

1. It is incumbent upon the DNC National Director:
 - a) To direct and coordinate the DNC services, through its departments and the coordination of the work of the latter with the services of the Ministry;
 - b) To represent DNC in the other National Directorates and other services and public entities, both national and foreign, in the area of culture;
 - c) To ensure and maintain the coordination between the services and the entities envisaged in the previous subparagraph;
 - d) To submit to the Minister of Education, by 30 September, DNC's annual work plan for the ensuing year;
 - e) To submit to the Minister the draft budget for the ensuing financial year;
 - f) To submit to the Minister, by 15 January, the annual activity report for the previous year;
 - g) To propose to the Minister of Education the appointment of the Heads of Department;

- h) To propose to the Minister of Education the establishment of sections, in coordination with the respective Head of Department, where the volume of work in the Department or its complexity so justifies;
 - i) To propose to the Minister of Education the establishment of functional leadership positions, provided that there is the coordination of , at least, 10 staff members or the complexity of the coordination of such staff members is duly proven;
 - j) To assign tasks to the staff members posted to DNC;
 - k) To propose to the Minister of Education programmes and plans appropriate for capacity building and professional development of DNC staff members;
 - l) To perform any other functions as may be bestowed thereupon by law or delegated thereto.
2. In case of absence or impediment, the National Director is replaced by one of the Heads of Department designated to that effect.

Article 6
Department of Arts and Culture

1. The Department of Arts and Culture is the service responsible for coordinating and implementing activities related to the diverse forms of artistic and cultural expression.
2. It is incumbent upon the Department of Arts and Culture, namely:
- a) To promote and assist in carrying out artistic and cultural activities;
 - b) To promote the defence and consolidation of the Timorese cultural identity;
 - c) To make a survey of and support groups and associations of an artistic and cultural nature;
 - d) To foster, develop and disseminate cultural activities, through diverse media;
 - e) To technically assist, in collaboration with the National Institute of Vocational and Ongoing Training, in the decentralised training of managers, animators and promoters of projects and activities of an artistic and cultural character;

- f) To take part, as and when requested, in activities undertaken by DNC.

Article 7
Department of Heritage and Museums

1. The Department of Heritage and Museums is the service responsible for preserving and managing the cultural heritage in its various areas, as well as for setting up and managing museums.
2. It is incumbent upon the Department of Heritage and Museums, namely:
 - a) To make an inventory, study and classification of moveable and immoveable property which constitutes cultural heritage assets, organise and keep an updated cadastre thereof, and ensure their preservation, defence and valorisation;
 - b) To promote, in cooperation with the Department of Arts and Culture, cultural activities aimed at increasing awareness and dissemination of the historical, anthropological, archaeological and museological heritage of Timor-Leste, and stimulate the participation and intervention of educational and learning establishments in those activities, counting, to this end, on the support from the Department of Cultural Cooperation and Exchange;
 - c) To collect assets, objects, artefacts or other items, which may constitute the Timorese cultural heritage;
 - d) To propose the setting up of museums and ensure the management thereof;
 - e) To propose the acquisition of artworks;
 - f) To take part, as and when requested, in activities undertaken by DNC.

Article 8
Department of Cultural Cooperation and Exchange

1. The Department of Cultural Cooperation and Exchange is the service responsible for promoting cooperation and exchange in the area of culture with public and private entities, both national and foreign.

2. It is incumbent upon the Department of Cultural Cooperation and Exchange, namely:
 - a) To foster technical and scientific exchange with counterpart bodies of DNC, notably the National Institute of Linguistics;
 - b) To assist the Department of Heritage and Museums in sensitising educational and learning establishments in order to actively participate in activities aimed primarily at increasing awareness and dissemination of the historical, anthropological, archaeological and museological heritage of Timor-Leste;
 - c) To promote cultural exchange with public and private entities, both national and foreign;
 - d) To foster the implementation of innovative projects submitted by citizens or by educational and learning establishments, as well as promote the dissemination thereof in an appropriate manner;
 - e) To take part, as and when requested, in activities undertaken by DNC.

Article 9

Department of Promotion and Management of Libraries

1. The Department of Promotion and Management of Libraries is the service responsible for ensuring the existence of a national network of public libraries in order to ensure the setting up of, at least, one library per district.
2. It is incumbent upon the Department of Promotion and Management of Libraries, namely:
 - a) To promote and stimulate reading habits in order to help people, particularly youth and children, make the best use of their free time;
 - b) To promote and assist in the publication of books and documents, records, slides and other forms of recording, movies and videos of cultural interest;
 - c) To plan the setting up, in the medium term, of a quality library per district, at least;

- d) To propose the acquisition of books and other quality materials in order to adequately equip libraries;
- e) To identify and sensitise, in collaboration with the Department of Cultural Cooperation and Exchange, potential partners, notably international ones, with an interest in collaborating in the setting up of libraries and furnishing them with equipment;
- f) To promote, in collaboration with the Institute of Vocational and Ongoing Training, a course in archives and libraries;
- g) To ensure the management of libraries;
- h) To take part, as and when requested, in activities undertaken by DNC.

CHAPTER III ON PERSONNEL

Article 10 Staffing Table

The staffing table is approved by a ministerial statute of the Minister of Education and the Ministers responsible Finance, and State Administration, in accordance with article 24(2) of Decree-Law No. 2/2008, of 16 January.

Article 11 Table of leadership and managerial positions

Leadership and managerial positions are set forth in the schedule attached to this ministerial statute, which is an integral part hereof.

Article 12 Internships

1. DNC offers unremunerated internships to higher education students.
2. The DNC National Director determines, on a yearly basis, the number of vacancies for internships and the duration thereof.
3. The procedure for selecting interns is published through a public notice, which must include the pre-requisites for the submission of applications, as well as the selection criteria.

4. The internships provided for in this article envisage providing students with training in a working environment and introducing them to Public Administration procedures and practices.

CHAPTER IV TRANSITORY AND FINAL PROVISIONS

Article 13 Assignment of personnel

The assignment of the personnel necessary for the operations of DNC shall be effected by an internal order, pending the approval of the staffing table contemplated in article 10 of this ministerial statute.

Article 14 Entry into force

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

Approved by the Minister of Education on 8 May 2008.

The Minister of Education

João Cândia Freitas, Ph. D.

ANNEXE

(Schedule referred to in article 11)

Designation of leadership and managerial positions	Number of positions	Salary scale
National Director.....	1	6
Head of Department....	4	5