

Cabinet Decree No. (483) of 2013
organising the executive unit of the Ministry of Defence

The Cabinet

Upon review of:

- The Constitutional Declaration and the amendment thereof;
- Law No. (40) of 1974 on service in the Armed Forces, and the amendment thereof;
- Law No. (12) of 2010 issuing the law on labour relations, and the executive regulation thereof;
- Law No. (11) of 2012 adopting some provisions concerning the powers of command levels in the Libyan Army;
- General National Congress Resolution No. (10) of 2012 on granting the interim government the vote of confidence;
- Cabinet Decree No. (11) of 2011 on deputy Ministers and assistant deputy Ministers;
- Cabinet Decree No. (11) of 2012 on determining the competencies of deputy Ministers and assistant deputy Ministers;
- The proposal of the Minister of defence' office director in his Letter No. (4244) of 24 March 2013;
- The Cabinet decisions in its ordinary twenty-second meeting of 2013;

has decreed:

Article (1)

The executive unit of the Ministry of Defence shall be organised in accordance with the provisions of this decree.

Article (2)

The executive unit of the Ministry of Defence shall be composed of the following key functions and organisational divisions:

- I. The Minister of Defence
- II. The Chief of the General Staff
- III. The Inspector General
- IV. The offices:
 1. Minister's Office
 2. Legal Office
 3. Information Office
 4. Internal Review Office
 5. International Cooperation Office
 6. Human Rights Office
 7. Media and Documentation Office
 8. Follow-up Office
 9. Deputy Ministers' Office
- V. Departments:

1. Strategic Planning Department
2. Military Intelligence Department
3. Military Affairs Department
4. Administrative Affairs Department
5. Human Resource Development Department
6. Military Ceremonies Department
7. Military Medical Services Department
8. Financial Affairs Department
9. Military Accounts Department
10. Military Procurement Department
11. Production Affairs Department

VI. Affiliated entities:

The following entities shall be affiliated with the Ministry of Defence and they shall endeavour to achieve the goals for which they are established:

- a. General Authority for Military Justice
- b. Military Industry Authority
- c. Peace Centre for Strategic Studies

Article (3)

The Ministry shall have one or more deputies who shall exercise the functions prescribed for deputy Ministers by the legislation in force. Deputy Ministers shall work under the Minister's direct supervision. The Minister may distribute competences and duties among them and he may assign them to perform their duties within specific administrative limits or other limits, in coordination with them.

Article (4)

The Inspector General shall have the following competences:

1. Inspect the performance of the Ministry of Defence and its affiliated entities.
2. Inspect the Ministry of Defence' entities concerned with financial affairs.
3. Ensure the implementation of legislation pertaining to professional and leadership levels.
4. Follow up on the instructions of the Minister and the Chief of the General Staff, and on their execution.
5. Conduct periodic inspections on the vaults and warehouses of the Ministry and its affiliated entities.
6. Ensure the fulfilment of requirements by the Ministry's camps and administrative offices and their relevance for the performance of duties.
7. Inspect the military insignia and ensure compliance with related orders.
8. Inspect the Ministry's records and reports.
9. Prepare periodic and annual inspection reports and present to the same to the Minister.

Article (5)

The Minister's Office shall have the following competences:

1. Receive and register incoming correspondence addressed to the Minister, complete their related data and information, present the same to the Minister, and monitor the execution of the Minister's instructions in this respect.
2. Record the Minister's decisions and assign them serial numbers based on their date of issuance, and notify the same to the entities in charge of implementation.
3. Prepare for the meetings attended by the Minister, write the minutes of such meetings, and notify their outcomes to the concerned entities for implementation or notification purposes, depending on the case.
4. Schedule and organise the Minister's appointments.
5. Prepare, arrange, and send the Minister's confidential correspondence.
6. Provide public relations services, receive and provide accommodation for the Minister's guests in coordination with the Ministry's competent organisational divisions.
7. Provide any data, information, statistics, and files requested by the Minister.
8. Prepare periodic and annual reports on the Office's activities.
9. Perform any other similar duties entrusted thereto in accordance with the legislation in force.

Article (6)

The Legal Office shall have the following competences:

1. Provide legal opinion and consultancy in the issues referred thereto.
2. Prepare draft decisions and regulations that are issued by the Ministry.
3. Prepare explanatory bulletins of legal character to be circulated in the name of the Minister among the units of the Libyan Army.
4. Participate in the examination of draft laws pertaining to the Libyan Army and the Ministry of Defence and the amendments thereof, to be submitted to the competent entities for their adoption in coordination with the General Authority for Military Justice.
5. Prepare legal memoranda to be submitted to the competent entities with regard to issues of legal character.
6. Prepare legal memoranda on fatwa requests from the competent entities and take the necessary action in this respect.
7. Follow up on lawsuits brought by or against the Ministry before courts of all types and levels, and prepare memoranda thereon in cooperation with the State Lawsuits Authority and the General Authority for Military Justice.
8. Present a periodic summary of any legislation and laws issued with regards to the Libyan Army or to various aspects of life (political, economic, or other) to the Minister for his consideration.
9. Take part in reviewing procurement or contracting agreements concluded by the Ministry of Defence, and verify their compliance with the administrative contracts regulation and the legislation in force.
10. Collect and document the legislation pertaining to the work of the Ministry.
11. Examine the decisions of disciplinary boards, and prepare legal memoranda regarding any violating decisions.
12. Examine the decisions issued by the Libyan Army units and make reference of any violating decisions.

13. Participate in investigative committees established in the Ministry.
14. Participate in meetings and discussions with delegations in charge of negotiating contracts and agreements.
15. Prepare periodic reports on the Office's activities and refer the same to the Minister.
16. Perform any other duties entrusted thereto within its jurisdiction in accordance with the legislation in force.

Article (7)

The Information Office shall have the following competences:

1. Receive the general and private positions of the entities affiliated with the Ministry of Defence.
2. Handle daily follow-up with the operations rooms of security sectors in all the regions to inquire about the security situation, as well as immediate coordination in emergencies to transfer the information to the Minister.
3. Collect, sort out, analyse, assess, and document daily security information delivered by security sectors and other entities around the clock based on the level and quality of the report, follow up on events upon their occurrence, receive important reports, and transfer the same to the concerned entities after validating them.
4. Monitor, classify, and document security plans prepared by security sectors, and prepare general security plans based on the situation.
5. Ensure the efficiency of the Ministry of Defence around the clock in coordination with the remaining Ministry personnel.
6. Follow up on international security events and crises, and produce projections and assumptions and their internal implications.
7. Control the general position of the security situation across Libya, monitor and analyse negative indicators and present the same to the Minister along with the proposed solutions to this position in a daily report to facilitate the decision-making process.
8. Manage the crisis or security event if it exceeds the ability of the security services in the concerned region or extends to several regions.
9. Coordinate the efforts of security sectors in dealing with the incident in accordance with the security plans designed for each situation.
10. Coordinate with the concerned public and private departments and institutions to follow up on and address the events as they occur, subject to the established rules and procedures of coordination between security sectors.
11. Prepare reports and statistics on a daily, monthly, and annual basis and present the same to the Ministry.
12. Facilitate the flow of information to improve the Ministry's performance.

Article (8)

The Internal Review Office shall have the following competences:

1. Examine and review the financial transactions of the Ministry's bureau, and ensure the validity of procedures and the compliance with the relevant legislation in force.

2. Verify the assets and liabilities of the executive unit and document the same in the registers in accordance with the law on the financial system of the State and budget, accounts, and inventory regulation.
3. Examine and review revenue and expenditure statements.
4. Examine and review pay slips and forms in addition to benefits and the like, ensure their compliance with laws and regulations, and review the entry thereof in salary cards.
5. Examine and review all the financial procedures related to the main treasury and secondary treasuries in the Ministry of Defence, and conduct annual spot inventories.
6. Study the contracts concluded between the Ministry and the suppliers, and examine their financial terms to ensure compliance with the financial laws, rules, and regulations in force.
7. Review the procedures for obtaining letters of guarantee from the parties that contract with the Ministry.
8. Open a separate file for each contract, produce a summary of its main terms, and keep contracts in special lockers.
9. Examine and approve the payments to be disbursed for each contract, and deduct such payments from the contract's value upon completion of the pre-disbursement review measures stipulated by law.
10. Examine the observations and accountability issues presented by control entities, and prepare answers thereto in coordination with the concerned departments and offices.
11. Prepare periodic reports on the Office's activities and submit them to the Minister.
12. Perform any other duties entrusted thereto in conformity with its competences.

Article (9)

The International Cooperation Office shall have the following competences:

1. Coordinate the communication and cooperation between the Libyan Ministry of Defence, the Ministry of Foreign Affairs and International Cooperation, and foreign military attachés working in Libya.
2. Coordinate with the concerned entities to choose and nominate the persons requested to attend meetings.
3. Monitor the work of the committees on the ballistic missile techniques file, and monitor the tripartite agreements committee and the 5+5 Initiative file.
4. Follow up and communicate with Libyan military attachés and liaison officers working abroad, examine their work progress, identify the obstacles they face, prepare positions thereon and refer them to the competent ministry.
5. Communicate with Libyan students who are studying abroad at the expense of the Ministry of Defence and with their supervisors, inquire about their status and problems, and present a position in this regard to the Ministry.
6. Contribute to providing opinions regarding the appointment of military attachés, liaison officers and supervisors of students abroad in accordance with the requirements for choosing representatives of Libya in these missions.
7. Present information pertaining to military industries and techniques to the Minister of defence using any available information in its possession which was collected by

communicating with the office of foreign military attachés working in Libya as well as the offices of Libyan military personnel working abroad.

8. Examine and analyse the agreements concluded by international, Arab, and regional organisations, and ensure they are employed in the programs of the Ministry of Defence and benefitted from.
9. Contribute to the formulation of agreements concluded with the Libyan Army inside and outside Libya, and follow up on any development in their regard with the specialists on the Libyan side.
10. Participate with the competent entities in preparing and organising military and technical exhibitions conducted inside and outside the country.
11. Attend the meetings held inside and outside the country on military affairs with the specialists of other countries.
12. Make the necessary arrangements to receive delegations, experts, and specialists who are hosted through various cooperation agreements and programs in coordination with the concerned entities of the Ministry.
13. Prepare periodic reports on the Office's activities.
14. Perform any other duties entrusted thereto within its jurisdiction in accordance with the legislation in force.

Article (10)

The Human Rights Office shall have the following competences:

1. Receive complaints and notifications regarding any violation of human rights or of the international humanitarian law committed by or against the military and civil personnel of the Ministry of Defence, and monitor the humanitarian status of prisoners and detainees.
2. Determine the proper fact-finding mechanism regarding complaints and notifications, prepare positions thereon, and present the same with the Office's opinion to the Minister of Defence or the competent deputy Minister depending on the case.
3. Work with national, regional, and international human rights associations and civil society organisations, and coordinate with the Standing Committee on Human Rights in Libya and the National Commission for International Humanitarian Law in all humanitarian affairs pertaining to the Ministry of Defence.
4. Identify and follow up on international treaties and agreements on human rights and the international humanitarian law, and determine Libya's position thereon and its obligations in their regard.
5. Make proposals on integrating human rights and the international humanitarian law in military legislation, and submit the same to the competent entities and the relevant committees.
6. Spread the culture of human rights and international humanitarian law and introduce the members of the Libyan Army thereto through training courses, conferences, seminars, and workshops that introduce the laws and reinforce the understanding of their provisions.

7. Produce programs that integrate the topics pertaining to the international humanitarian law in curricula and training plans in all the institutions of military units, including integrating their provisions in tactical schemes.
8. Prepare periodic and annual reports on the Office's activities.
9. Perform any other similar duties entrusted thereto in accordance with the legislation in force.

Article (11)

The Media and Documentation Office shall have the following competences:

1. Implement the media plan to achieve the Ministry's objectives and improve its performance.
2. Provide news coverage of all the activities of the Ministry and its affiliated agencies and institutions.
3. Conduct news and press surveys and investigations in accordance with the approved plan of the Ministry.
4. Oversee the issuance and distribution of publications issued by the Ministry of Defence.
5. Follow up on the news disseminated by local and international media outlets, prepare a summary of their main points, and submit the same to the Minister.
6. Prepare responses and answers to questions within the limits of the Ministry's activity and to the extent that serves its goals.
7. Nominate the appropriate persons to assume official duties, cooperate with them, and provide them with all the information necessary to the success of their mission.
8. Document the decisions of the Commander-in-Chief, the Minister of defence, and the Chief of the General Staff of the Libyan Army.
9. Document the information pertaining to the Libyan Army.
10. Prepare periodic and annual reports on the Office's activities.
11. Perform any other similar duties in accordance with the legislation in force.

Article (12)

The Follow-up Office shall have the following competences:

1. Collect the data and information requested by the Ministry's agencies.
2. Collect, prepare, and analyse data and statistics to deduce indicators and identify their results in order to use them for future plans.
3. Monitor the execution of decisions and directives issued by the Minister and the Ministry's sectors and agencies.
4. Prepare a summary of the security matters referred by the competent entities and present them to the Minister on a daily basis.
5. Keep and document the documents of special character to be referred to when necessary.
6. Monitor the work sites at all the Ministry's entities and sectors, and ensure the implementation of the legislation issued in this respect.
7. Conduct an evaluation of ongoing projects to identify deviations and any necessary remedial actions in this regard, including proposing the amendment, postponement, or termination of the project.

8. Pinpoint performance weaknesses and failures for all the Ministry's entities and the agencies and institutions under its supervision.
9. Prepare periodic and annual follow-up reports based on the data, information, and statistics pertaining to the Ministry's activities.
10. Collect proofs of violations that are revealed and take necessary action in this regard.
11. Monitor the implementation of any procedures concerning the Ministry of Defence that are issued by the Cabinet.
12. Monitor and evaluate the performance of agencies and institutions affiliated with the Ministry, and prepare periodic reports thereon.
13. Monitor the work of administrative and technical committees that are established in the Ministry or its affiliated agencies and institutions, in cooperation with such entities.
14. Prepare periodic and annual reports on the Office's activities.
15. Perform any other duties entrusted thereto within its jurisdiction in accordance with the legislation in force.

Article (13)

The Deputy Minister's Office shall have the following competences:

1. Arrange the deputy Ministers' meetings and appointments.
2. Receive the deputy Minister's incoming mail, refer it thereto, and take necessary action.
3. Arrange the deputy Minister's calls.
4. Organise the deputy Minister's meetings.
5. Coordinate with the competent departments to meet the needs of the deputy Minister.

Article (14)

The Strategic Planning Department shall have the following competences:

1. Examine the projects adopted in the budget of the Ministry of Defence, and determine the initial financial estimates of intended projects.
2. Handle the strategic planning for the development of existing projects in compliance with the Libyan Army requirements.
3. Examine the difficulties that hinder the implementation of projects and find the proper solutions.
4. Propose the priorities of strategic projects to be conducted by the Ministry, based on the requirements of the Libyan Army.
5. Collect the data and information requested from the Ministry's affiliated entities.
6. Collect, prepare, and analyse data and statistics to deduce indicators and identify their results in order to use them for future plans.
7. Monitor the plans that are adopted and the projects that are being implemented.
8. Conduct studies on the development of military service so as to ensure the presence of highly qualified individuals in the military.
9. Conduct studies on training curricula and plans for the Ministry personnel.
10. Propose the experts and consultants needed by the Ministry, review their qualifications and experience, check their security backgrounds in cooperation with the competent entities, and provide what is needed to benefit from them.
11. Provide technical opinion and consultancy in defence affairs.

12. Present solutions, proposals, and studies in the matters referred thereto.
13. Conduct studies for the development of defence policies and programs.
14. Conduct research and studies that help to support decision-making in the Ministry.
15. Take part in technical committees.
16. Prepare periodic reports on the work progress of the Department.
17. Perform any other similar duties in accordance with the legislation in force.

Article (15)

The Military Intelligence Department shall have the following competences:

1. Protect the Libyan Army and counter any transgressions by the enemy.
2. Provide opinion and assistance in security affairs to the commanders of military zones.
3. Raise security awareness within the Libya Army units.
4. Monitor critical security measures to ensure the safety of camps and tactical operations, and the movement of the forces.
5. Monitor security decisions and bulletins, examine the instructions contained therein, and notify of any violation therein.
6. Provide opinion on the work of foreigners in the Libyan Army.
7. Create files for the members of the Libyan Army, including officers, cadets, rankers, and experts, and record any security and disciplinary information about them.
8. Open evidence-collection reports under the supervision of individuals who have the powers of judicial officers within the Libyan Army units.
9. Examine the military public opinion within the Libyan Army units, and refer the same to the Minister of defence and the Chief of the General Staff.
10. Monitor and scrutinise the procedures related to the distribution of weapons and ammunition to the members of Army units.
11. Establish the necessary measures to ensure the safety of Libyan Army units inside permanent and temporary camps, during training or relocation, and monitor the movement of lines from departure to arrival.
12. Videotape the military manoeuvres and projects of Libyan Army units.
13. Prepare reports on the completion of full-time staff of the units and their readiness for combat.
14. Oversee the procedures aimed to fight espionage and sabotage.
15. Establish measures and oversee the application of security procedures (documents – facilities – transportation – movement – weapons during operations)
16. Monitor combat operations and convey the real outcome of the battle and the combat morale during battles.
17. Prepare reports on the factors that lower the morale of the Libyan Army in times of peace and war.
18. Collect, sort out, process, and analyse intelligence information at the internal and external levels, to help political and military decision-makers take sound decisions that guarantee the interest of the nation in terms of precaution and treatment.
19. Prepare the necessary periodic reports and refer them to the head of state, the Minister of defence, and the Chief of the General Staff.

20. Conduct internal and external reconnaissance for the Libyan Army using all wireless and electronic means.
21. Protect the security of the country's combat forces during war, and work behind enemy lines during combat operations.
22. Provide special information regarding modern military equipment and prototypes of other countries.
23. Monitor any armed hostilities and monitor hot zones inside and outside the county.
24. Use the latest media technology innovations as well as wireless and satellite communication.
25. Detect in advance any attacks being planned, follow up on the developments that threaten the security of Libya, and notify the military leadership and Commander-in-Chief thereof.
26. Plan the proper measures for dealing with counterintelligence and monitor the implementation thereof.
27. Communicate with other intelligence services and cooperate with them to serve the interest of the nation.
28. Prepare periodic and annual reports on the work of the Department.
29. Perform any other similar duties entrusted thereto in accordance with the legislation in force.

Article (16)

The Military Affairs Department shall have the following competences:

1. Provide an opinion regarding the development of the organisational structures of the Libyan Army units.
2. Provide technical advice on the development of the Libyan Army in terms of camps, equipment, and ammunition, and improve competency.
3. Attend conferences and workshops to which it is delegated, and present the results thereof.
4. Provide information on the procedures pertaining to military sectors, and present the same to the Minister.
5. Contribute to the development of plans and programs that help build the national army to improve its military level.
6. Provide technical advice to the Minister with regards to improving the quality of the military institutions of the Libya Army.
7. Coordinate with civil bodies and other entities with regards to the work of the Ministry.
8. Handle all the matters related to public relations, which includes welcoming, guiding, and lodging guests, conducting the procedures relating thereto, booking flights for fellow employees of the Ministry who are assigned to work inside or outside the country, in addition to bidding them farewell, welcoming them, and completing their procedures.
9. Prepare periodic reports on the work progress of the Department.
10. Perform any other duties entrusted thereto within its jurisdiction in accordance with the legislation in force.

Article (17)

The Administrative Affairs Department shall have the following competences:

1. Enforce the laws, regulations, and rules pertaining to public function affairs.
2. Undertake the public function affairs of Ministry personnel, which includes determining the Ministry's requirements in terms of the staff necessary to perform the job in various specialisations, taking the necessary procedures to amend the full-time staff, organise and classify the positions annually, take procedures pertaining to appointment, promotion, transfer, secondment and reassignment and other professional matters, in accordance with the legislation governing professional affairs.
3. Keep attendance and departure logs for personnel, prepare daily shift schedules, oversee compliance therewith and follow up thereon, and take legal action in case of neglect or slackness.
4. Keep the personal files of the Ministry personnel as well as administrative files, and keep any documents pertaining thereto.
5. Prepare the meetings of the staff committee and the staff disciplinary board, handle its secretariat affairs, and take necessary action to implement their decisions.
6. Organise and control the Ministry's archiving affairs, including receiving incoming letters and memoranda, photocopying and reproducing outgoing correspondence and letters and recording the same in their designated register, and keeping documents in their designated files according to the Ministry's adopted administrative guide.
7. Organise and control the use of means of transportation, monitor their maintenance, and supply them with the necessary spare parts.
8. Conduct periodic and minor maintenance of the Ministry's facilities.
9. Conduct the personal affairs of Ministry personnel in accordance with the decisions issued in this regard.
10. Take the necessary measures to participate in religious and national ceremonies, instil a spirit of cooperation between employees, and help them whenever necessary.
11. Monitor the daily shifts of the Ministry's guard duties and report any negligence in this regard.
12. Organise social, cultural, and sports activities of the Ministry personnel, prepare their schedules and organise the personnel's participation therein.
13. Implement and produce advisory regulations in the Ministry and the rest of its affiliated entities.
14. Determined the requirements of the Ministry and its affiliated divisions in terms of stationary, devices, and office supplies.
15. Develop the necessary software for the other departments of the Ministry of Defence.
16. Cooperate with the Media Office regarding the website.
17. Create electronic archives for the Ministry.
18. Create a network that links between the departments and offices.
19. Prepare periodic reports on the work progress of the Department.
20. Perform any other duties entrusted thereto within its jurisdiction in accordance with the legislation in force.

Article (18)

The Human Resources Development Department shall have the following competences:

1. Prepare the internal and external annual training plan and follow up on its approval.
2. Prepare the budget of the pre-designed and pre-approved plan in coordination with the concerned entities.
3. Implement the regulatory decisions and regulations pertaining to delegation for the purpose of training and study abroad, and provide proposals to develop the performance of the Department.
4. Handle direct supervision of the Department's divisions and employees, evaluate their performance to determine the extent of success, quality, improvement, and progress of such performance, and help them to face and solve the problems that occur during the performance of their duties.
5. Take part in concluding training and study agreements, whether inside or outside the country, based on the needs and requirements of the Ministry and its affiliated organisational units.
6. Participate and contribute to conferences and symposia on human resources development, and stay up-to-date on the latest developments in this area.
7. Monitor the evaluation of trainers and students inside the country and abroad, produce periodic reports that indicate the degree of commitment to the training or study, find solutions to obstacles, and solve problems.
8. Present proposals that contribute to the growth and development of the Ministry's training programs and strategic studies.
9. Contact the Ministry's departments and affiliated entities with regard to any persons they deem fit for training or rehabilitation to fill out the form designed for this purpose and return it to the Department within a specific period of time, in accordance with the relevant plan.
10. Perform any other duties that fall under its jurisdiction in accordance with the legislation in force.

Article (19)

The Military Ceremonies Department shall have the following competences:

1. Demonstrate the strength and autonomy of the State and express its pride in its sovereignty and dignity.
2. Organise its own procedures by setting rules that do not allow for failure, disorder, or discrepancy in the application of such procedures.
3. Show respect and generosity toward others.
4. Avoid any harm, misbehaviour, or misunderstanding resulting from procedures that are not based on sound rules.
5. Express and preserve the values and traditions of the State, and highlight its humanitarian side.
6. Organise receptions and farewell ceremonies for VIPs during their visits and trips inside the country and abroad.
7. Oversee the scheduling of official meetings of VIPs.

8. Oversee and coordinate with the competent entities the organisation of conferences, ceremonies, exhibitions, holidays, and national occasions that are sponsored and attended by military VIPs.
9. Handle communication between the government official entities and the diplomatic and consular corps accredited by the State, in coordination with the Ministry of Foreign Affairs and International Cooperation.
10. Carry out the rituals related to mourning, funerals, and condolences.
11. Carry out the rituals related to picture-taking, media, and flowers.
12. Organise the rituals related to the national anthem and cannon salute with the concerned entities.
13. Present souvenirs and medals.
14. Make preparations to participate in public celebrations, organise all activities, and issue authorisations in this respect.
15. Prepare the ceremonies related to offering congratulations on religious or national occasions or any other urgent occasions where the conventional rules of courtesy are involved, and respond to the congratulations addressed to the chief on various occasions.
16. Make and arrange lists of VIPs in the country to facilitate communication with them in the exercise of the Department's duties.
17. Record the names of visitors in the protocol book (document information and keep it in the Ministry's archives).
18. Issue diplomatic permits (organize entry to the Ministry's departments via numbered guest cards).
19. Apply the rules pertaining to flag raising and lowering.
20. Coordinate with the Ministry of Foreign Affairs regarding the issuance of diplomatic passports and those pertaining to missions of military personnel in accordance with the established rules, and renew such passports.
21. Obtain visas for foreign diplomatic missions accredited in Libya.
22. Provide media coverage of the Ministry's official activities.
23. Supervise the VIP lobby in airports during the presence of any delegations therein.
24. Oversee the ceremonies related to banquets.
25. Take the necessary procedures to issue the orders related to hospitality and hotel booking.
26. Translate relevant documents and articles.
27. Organise training and qualification programs of the personnel of the Ceremonies Department.
28. Perform any other duties entrusted thereto within its jurisdiction.

Article (20)

The Military Medical Services Department shall have the following competences:

1. Appoint medical personnel and medical assistants to military medical facilities.
2. Supply military facilities with medicine and medical equipment.
3. Provide remedial and pre-emptive medical services to the members of the Libyan Army and their dependents in times of peace and war, and to civilian citizens in time of peace based on available capacities and in coordination with the Ministry of Health.

4. Provide medical treatment to all citizens during natural disasters, emergencies, and diseases that require rare medical specialties for their treatment.
5. Seek to improve the medical situation of the Libyan Army members by raising awareness and spreading the health culture among them to protect them from all diseases, epidemics, and addiction.
6. Provide military and civil cadres that are trained in all medical fields to work in military medical facilities.
7. Develop existing medical facilities and expand them by building medical facilities in all the military zones based on their actual needs and human density.
8. Propose a military medical insurance scheme for officers and members of the Libyan Army and their dependents as well as any other groups that are determined by special instructions such as wounded revolutionaries, individuals in command positions, or others. Other persons may benefit from this scheme for specific financial subscriptions.
9. Encourage medical personnel to actively participate in local and international health conferences.
10. Seek to establish medical laboratories, oversee the same and provide them with the necessary supplies.
11. Ensure subsistence to patients in hospitals.
12. Prepare periodic reports on the work of the Department.
13. Perform any other duties entrusted thereto within its jurisdiction.

Article (21)

The Financial Affairs Department shall have the following competences:

1. Contribute to preparing the estimates of the Ministry's annual budget and control its implementation in accordance with the approved items.
2. Prepare payrolls and other benefits for the Ministry's personnel and monitor any modifications based on the directives of the Ministry's affiliate entities.
3. Meet the Ministry's requirements in terms of work-related tools and equipment, and supply the warehouses with the necessary items within the limits of the budget appropriations.
4. Grant financial custody to personnel in accordance with established procedures, and monitor their settlement to guarantee the protection of public funds.
5. Participate in composing procurement committees, provide and purchase their material, and oversee their work.
6. Prepare settlement memoranda for the Ministry's accounts at operating banks.
7. Monitor the Ministry's financial procedures and ensure their conformity with the financial laws of the State.
8. Prepare the document cycle of warehouse turnover in accordance with the legislation in force.
9. Monitor receipts and payments, and review work progress in all the treasuries affiliated with the Ministry.
10. Prepare the final accounts of the Ministry, ensuring that all actual expenditures and revenues are recorded, and determine the budget's remaining balance.
11. Prepare periodic reports on receipts and payments.

12. Prepare periodic reports on the Department's work progress.
13. Perform any other duties entrusted thereto within its jurisdiction.

Article (22)

The Military Accounts Department shall have the following competences:

1. Issue financial instructions to units regarding the mode and terms of payment as well as any other financial directives to be followed by such units.
2. Prepare the budget and its estimates, and refer the same to the Chief of the General staff and the Ministry of Defence.
3. Prepare payroll.
4. Prepare a discussion timetable for its affiliated financial units.
5. Prepare periodical reports on the Department's work progress.
6. Perform any other similar duties.

Article (23)

The Military Procurement Department shall have the following competences:

1. Meet the Ministry's needs from local and foreign markets.
2. Receive all the final foreign procurement demands to meet the requirements of all the bodies, branches, and departments of the Libyan Army, collect the same after their offers are examined by the competent technical committees chaired by the Chief of the General Staff and the branches, decide on the best offer in terms of price and quality, draft their contracts, ensure that the available financial allocations suffice to cover them and that they are included on the consolidated budget of the Ministry of Defence and the Army, and present the same to the Minister of defence to be irrevocably approved.
3. Receive and compare all the offers related to procurement demands from local sources, and chose the most convenient offer in accordance with the relevant laws and regulations in force.
4. Prepare purchase orders for local markets.
5. Open documentary letters of credit for required foreign purchases at the competent banks in coordination with the concerned entities.
6. Monitor the second party's (beneficiary's) compliance with the terms of the documentary letter of credit, the agreement made therewith, and the procurement timetable.
7. Monitor all shipments on an ongoing basis, and notify the concerned entities with their arrival schedules to take the necessary actions to remove them from the customs bonded warehouse, examine them, and receive them in a definite matter.
8. Monitor the quality assurance of imported goods, and notify the second party of any defects or violations of quality requirements.
9. Refer a copy of contracts on foreign purchases to the Chief of the General Staff, its branches, and the other concerned entities, to enable them to monitor the delivery schedule, prepare the personnel to be trained on the new equipment in the event that the

- contracts provide for training clauses, and handle the procedures related to their travel and delegation abroad in coordination with the concerned entities.
10. Prepare periodical reports on the work progress of the Department.
 11. Perform any other duties entrusted thereto within its jurisdiction.

Article (24)

The Production Affairs Department shall have the following competences:

1. Oversee the work progress of production units or factories affiliated with the Ministry of Defence to achieve the targets of the production plan and quality.
2. Monitor the realisation and optimisation of annual production rates.
3. Create the necessary plans and programs to develop the technical capacities of the workers of production units or factories, improve their competence, and prepare technical and profession training and qualification programs for them.
4. Integrate modern production methods in its affiliated units and factories to increase productive efficiency.
5. Create the necessary plans and programs to improve productions levels.
6. Fulfill the needs of production units and factories in terms of machinery, devices, equipment, and raw materials that are necessary for production and quality control.
7. Prepare periodical reports on the work progress, workers, and production quality at its units and factories, and refer the same to the Ministry's competent entities.
8. Participate in periodical meetings, conferences, and seminars pertaining to production, improving productivity, and quality control.
9. Monitor the production quality at production units and factories, and produce the necessary reports for this purpose.
10. Choose the technical personnel that are necessary for the other factories and production units affiliated with the Ministry.
11. Prepare periodical reports on the work progress of the Department.
12. Perform any other duties entrusted thereto within its jurisdiction.

Article (25)

The internal regulation of the Ministry shall be determined by a decision issued by the Minister of defence.

Article (26)

This decree shall enter into force from its date of issuance. Any contrary provision shall be repealed. It shall be implemented by the concerned entities and it shall be published in the Official Gazette.

The Cabinet – Libya

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