

Secretariat of the non-Basic People's Congresses
Decree No. (2) of 1376 FDP (2008 AD)
on the internal re-organisation of the Secretariat of the General People's Congress

The Secretariat of the non-Basic People's Congresses:

Upon review of:

- Law No. (1) of 1375 FDP on the rules of procedure of the People's Congresses and the People's Committees and the implementing regulations thereof;
- The Law of the Financial System of the State;
- Law No. (55) of 1976 AD issuing the Civil Service Law and the implementing regulations thereof;
- Law No. (19) of 1428 FBP on providing administrative unit services to their affiliates and the implementing regulations thereof;
- General People's Congress Decision No. (2) of 1376 FDP on reconstituting the Secretariat of the General People's Congress;
- The regulations on the budget, accounts, stores, and administrative contracts;
- General Secretariat of the Basic People's Congresses Decree No. (3) of 1370 FDP issuing the financial regulations for the Secretariat of the General People's Congress;
- General Secretariat of the Basic People's Congresses Decree No. (2) of 1372 FDP on the internal reorganization of the Secretariat of the General People's Congress and amendments thereto;
- The approval of the Secretariat of the non-Basic People's Congresses;

has decreed:

Article (1)

The internal organization of the Secretariat of the General People's Congress shall be in accordance with the provisions attached to this Decree.

Article (2)

The aforementioned General Secretariat of the Basic People's Congresses Decree No. (2) of 1372 FDP shall be repealed, and all provisions that conflict with the provisions of this Decree shall be repealed.

Article (3)

This Decree shall enter into force on the date of its issue, and shall be published in the Legal Register.

The Secretariat of the non-Basic People's Congresses – Libya

Issued on 20 Shaaban

Corresponding to: 21 August 1376 FDP (2008 AD)

**Internal Organization of the Secretariat
of the General People's Congress
Chapter (1)
Organizational Units and Positions of the
Secretariat of the General People's Congress**

Article (1)

Undersecretary

The Undersecretary shall exercise the following competencies under the supervision of the Secretary of the General People's Congress:

1. Directly supervise the administrative and financial work flow at the Secretariat of the General People's Congress, ensure the proper performance of such work, and verify that the legislation in force is observed.
2. Propose the personnel draft in conformity with administrative and financial development at the Secretariat of the General People's Congress, in coordination with the related affairs [departments].
3. Conduct the meetings of the Employee Affairs Committee at the Secretariat of the General People's Congress.
4. Submit budget draft estimates for the Secretariat of the General People's Congress and Secretariats of the People's Congresses.
5. Any works assigned thereto by the Secretary of the General People's Congress.

The following departments and offices shall be affiliated to the Undersecretary:

First: The General Directorate for Administrative and Financial Affairs, which shall hold the following competencies:

1. Assume the administrative and financial duties of the Secretariat of the General People's Congress, and work to ensure proper administrative and financial performance.
2. Prepare the personnel draft in conformity with administrative and financial development at the Secretariat of the General People's Congress, in coordination with the related departments.
3. Prepare for the meetings of the Employee Affairs Committee at the Secretariat of the General People's Congress.
4. Prepare budget draft estimates for the Secretariat of the General People's Congress and Secretariats of the People's Congresses, in coordination with the related affairs.
5. Conduct the annual inventory of stores and assets of the Secretariat of the General People's Congress.
6. Any works assigned thereto by the Undersecretary.

The General Directorate for Administrative and Financial Affairs shall perform its competencies through the following departments:

- a. The Department of Administrative Affairs, which shall hold the following competencies:
 1. Monitor and ensure proper work flow in the divisions of the Department of Administrative Affairs, in accordance with the competencies thereof.
 2. Prepare the procedures related to employee affairs at the Secretariat of the General People's Congress in accordance with the legislation in force, specifically appointment, transfer, assignment, secondment, promotion, annual bonuses, retirement, resignation, educational and training delegations, and national service.

3. Provide the furniture, mechanisms, equipment, and other operational supplies needed by the Secretariat of the General People's Congress.
4. Any works assigned thereto by the director of the General Directorate for Administrative and Financial Affairs.

The following divisions shall be affiliated to the Department of Administrative Affairs:

– Employee Affairs Division, which shall hold the following competencies:

1. Keep records on personnel and seniority, record data therein, and monitor changes made thereto; identify vacant and occupied positions; prepare data, statistics, and reports on employee status as well as data on their professional lives; assume the secretariat of the Employee Affairs Committee and prepare the agenda and record the minutes thereof.
2. Supervise the arrival and departure of employees at the Secretariat of the General People's Congress, keep records and forms, and undertake the necessary measures in this regard.
3. Keep records on the organization of annual leaves and other prescribed procedures, stating the employees' entitlements and determining their balance thereof, and undertake measures to maintain such records for them in accordance with legislation in force.
4. Keep records on individuals sent to perform national service in the production and service fields at the Secretariat of the General People's Congress, and complete the related procedures.
5. Prepare the required data on employees transferred to retirement.
6. Any works assigned thereto by the director of the Department of Administrative Affairs.

– Archives Division, which shall hold the following competencies:

1. Perform works related to the archives and organization thereof to ensure proper circulation and preservation of files, documents, and correspondence in order to facilitate reference thereto.
2. Collect and index incoming mail, check it against the delivery files, record it in the incoming records, categorize it, then forward it to the concerned departments and offices at the Secretariat of the General People's Congress.
3. Collect outgoing correspondence, check it against the delivery files, record it in the outgoing records, send it to the intended entities, and keep copies thereof in the relevant files.
4. Receive and send telegrams, record them in the relevant register, and forward them to the concerned bodies.
5. Any works assigned thereto by the director of the Department of Administrative Affairs.

– Public Affairs Division, which shall hold the following competencies:

1. Perform printing, withdrawal, and photocopying activities – Regulate the use of machinery, monitor the operation thereof, and perform the necessary maintenance thereon.
2. Supervise the activities of cleaning, furnishing, and coordination of offices, undertake general maintenance operations.
3. Propose daily shifts and security for employees at the Secretariat of the General People's Congress and monitor the implementation thereof.

4. Supervise the means of transportation and communication at the Secretariat of the General People's Congress, keep records and documents thereon, and organise the use thereof.
5. Any works assigned thereto by the director of the Department of Administrative Affairs.

b. The Department of Financial Affairs, which shall hold the following competencies:

1. Monitor and ensure sound work flow in the divisions of the Department of Financial Affairs.
2. Confirm proper keeping of the required records and books and prepare the accounting entries, and undertake disbursement procedures within the bounds of the allocations entered into the budget.
3. Undertake procedures to open documentary credits required for purchasing operations.
4. Prepare financial reports on the implementation of the budget of the Secretariat of the General People's Congress.
5. Any works assigned thereto by the director of the General Directorate for Administrative and Financial Affairs.

The following divisions shall be affiliated to the Department of Financial Affairs:

- Accounts Division, which shall hold the following competencies:
 1. Keep the required records and books and prepare the accounting restrictions, undertake disbursement procedures within the bounds of the allocations entered into the budget.
 2. Prepare forms for salary disbursement and other financial dues owed to employees.
 3. Prepare documentation for the disbursal of allocated financial dues owed to entities, including employees' social security contributions, advances, and the like, and pay them on the set date.
 4. Any works assigned thereto by the director of the Department of Financial Affairs.
- Treasury Division, which shall hold the following competencies:
 1. Keep records on the treasury, record all data related to collection, deposits, and disbursement.
 2. Deposit funds due to the Secretariat of the General People's Congress into its bank accounts.
 3. Prepare checks in accordance with the documentation, satisfying the required procedures prior to disbursement and undertaking cash disbursement in the legally stipulated cases.
 4. Receive chequebooks in numerical order, and retrieve monthly statements from banks, collect and keep disbursement-related documentation.
 5. Keep records on financial custodianship and the settlement thereof on the due date pursuant to their supporting documentation, after approved by the director of the General Directorate for Administrative and Financial Affairs.
 6. Any works assigned thereto by the director of the Department of Financial Affairs.
- Stores Division, which shall hold the following competencies:
 1. Manage the stores and undertake the measures required to preserve the contents thereof.
 2. Receive the materials supplied to the stores, dispense them in accordance with the procedures in place, record such materials in the designated records, and submit periodic reports thereon.

3. Keep records and cards on purchases and stores and keep the documentation related thereto.
4. Tally the materials that have become unfit for use or that are being disposed of in order to take action thereon.
5. Any works assigned thereto by the director of the Department of Financial Affairs.

c. Public Relations Division, which shall hold the following competencies:

1. Undertake the necessary measures to receive members of the General People's Congress, secure their accommodations, provide the required transportation while General People's Congress is convened, and supervise the committees formed for this purpose.
2. Conduct the necessary communications with the Department of Protocol, Passports, and Nationality, transportation companies, and hotels to facilitate the travel and accommodation of delegates on official business and hosted foreign delegations.
3. Undertake measures related to customs clearance of materials imported for the Secretariat of the General People's Congress.
4. Any works assigned thereto by the director of the General Directorate for Administrative and Financial Affairs.

The following divisions shall be affiliated to the Department of Public Relations:

- Hospitality Division, which shall hold the following competencies:
 1. Facilitate procedures related to the issuance of entry and exit visas for delegations, visitors, experts, and guests, receive them, make reservations in hotels and residences, and secure their transportation in the Great Jamahiriya.
 2. Undertake procedures related to delegation, visitor, expert, and guest interviews and secure the related translation activities.
 3. Participate in protocol on receiving accreditation letters from ambassadors and heads of foreign delegations.
 4. Secure procedures for swearing a legal oath before the General People's Congress or the Secretariat thereof.
 5. Any works assigned thereto by the director of the Department of Public Relations.
- Public Services Division, which shall hold the following competencies:
 1. Complete administrative transactions for Secretariat employees at the related bodies, including personal affairs, and property registration procedures at the competent entities.
 2. Obtain and renew employees' official papers and documents.
 3. Undertake procedures on settlement of payment coupons and other financial obligations of employees at the Secretariat, such as electricity and water fees, telephone, and the like.
 4. Undertake registration procedures with the competent bodies for employees of the Secretariat of the General People's Congress who wish to perform the religious duty of the Hajj or Umrah, and complete their travel procedures for tourism or medical treatment.
 5. Assist Secretariat employees in receiving health services by agreement with a treatment institution.
 6. Provide services in the field of housing, whether through direct funding or employee participation or through cooperative services that lead to the provision of suitable

- housing for employees, whether by granting them building loans, building residences and selling them to them at suitable prices, or assisting them in obtaining plots of land.
7. Provide services in the fields of transportation from the place of residence to the workplace, free of charge or for a nominal fee.
 8. Contribute to providing welfare services, facilitate employee savings, and encourage employees to face life's dangers and misfortunes, especially those not included in the social insurance system.
 9. Provide sporting and recreational services to employees, their families, and children, and organise tourism trips for them.
 10. The competencies provided thereto under the legislation in force.
 11. Any works assigned thereto by the director of the Department of Public Relations.

Second: Honours and Medals Division, which shall hold the following competencies:

1. Open records and document the procedures on honours, medals, and the holders thereof.
2. Prepare files of candidates to be honoured.
3. Keep honours and medals.
4. Any works assigned thereto by the undersecretary.

Article (2)

General Directorate for Secretariat and Session Affairs

The General Directorate for Secretariat and Session Affairs shall exercise the following competencies under the supervision of the secretary of the General People's Congress:

1. Prepare for the various meetings in which the Secretariat of the General People's Congress is a party and receive the desired subjects to be presented, prepare agendas therefor, and send notifications on the dates and locations thereof.
2. Draft the meeting minutes in coordination with the party running the meeting, prepare the implementing letters therefor, and monitor the results thereof.
3. Prepare a draft of the decrees issued by the Secretariat of the non-Basic People's Congresses and the Secretariat of the General People's Congress, confirm their conformity with the contents of the meeting minutes, and have them signed by the party who ran the meeting.
4. Prepare a draft of the circulars issued by the Secretariat of the non-Basic People's Congresses and the Secretariat of the General People's Congress, confirm their conformity with the contents of the meeting minutes, and have them signed by the party who ran the meeting.
5. Categorise, keep, and monitor the contents of the minutes of the Secretariat of the non-Basic People's Congresses and the Secretariat of the General People's Congress.
6. Keep, categorize, and preserve documents of a special nature.
7. Study the legal issues assigned thereto by the Secretary of the General People's Congress and coordinate in this regard with the General Directorate for Legal Affairs at the Secretariat and provide an opinion thereon.
8. Any works assigned thereto by the Secretary of the General People's Congress.

The General Directorate for Secretariat and Session Affairs shall perform its competencies through the following departments and divisions:

- a. The Department of Session Affairs, which shall hold the following competencies:
 1. Prepare for the various meetings, receive the desired subjects to be presented, and prepare agendas therefor.

2. Draft meeting minutes in coordination with the party running the meeting, and prepare the implementing letters therefor.
 3. Document and number the minutes, and prepare an annual volume containing a summary thereof.
 4. Any works assigned thereto by the director of the General Directorate for Secretariat and Session Affairs.
- b. The Department of Secretariat Affairs, which shall hold the following competencies:
1. Prepare the implementing procedures for meetings of the Secretariat of the General People's Congress in coordination with the various departments, have them signed by the party who ran the session or substitute therefor, and monitor their circulation.
 2. Monitor implementation of Secretariat decrees, prepare a report on the execution of each meeting, and submit it in the first meeting of the Secretariat of the General People's Congress.
 3. Prepare an annual report on Secretariat operations through its minutes and in coordination with the other Secretariat departments, and submit it to the Secretary of the General People's Congress.
 4. Prepare forms for taking and documenting a legal oath for those selected from the General People's Congress.
 5. Any works assigned thereto by the director of the General Directorate for Secretariat and Session Affairs.

Article (4) [sic]

General Directorate for Media, Documentation, Information, and Training

The General Directorate for Media, Documentation, Information, and Training shall exercise the following competencies under the supervision of the Secretary of the General People's Congress:

1. Document, categorize, and sort the speeches, sayings, and directives of the leader of the Great 1 September Revolution.
2. Keep, document, sort, and categorise the decrees of the Basic People's Congresses formulated in the various meetings of the General People's Congress, and prepare the requested reports thereon.
3. Categorize and sort the information, data, statistics, decrees, reports, and minutes of the Secretariat and prepare and keep a guide thereon.
4. Collect, sort, and keep data, information, statistics, and documentation related to the operations of the General People's Congress and the Secretariat thereof.
5. Prepare materials related to the Authority of the People and the definition thereof, and disseminate it through the website of the Secretariat of the General People's Congress.
6. Monitor the content broadcast and published in the print, audio, and visual media domestically and abroad, and content published on the internet, prepare reports and proposals thereon and submit them to the Secretariat of the General People's Congress.
7. Issue a publication (newspaper, magazine, or brochure) on the General People's Congress.
8. Keep the regulatory circulars and decrees issued by the General People's Congress, the Secretariat thereof, and the Secretariat of the non-Basic People's Congresses.
9. Comply with preparation of data and information in accordance with the guide on inputs and outputs for the national information system and adhere to the standard form for such.

10. Exchange information and cooperate and coordinate with the National Authority for Information, Documentation, and Equipment and institutions holding similar competencies.

11. Any works assigned thereto by the Secretary of the General People's Congress.

The General Directorate for Media, Documentation, Information, and Training shall perform its competencies through the following departments:

a. The Department of Media Affairs, which shall hold the following competencies:

1. Monitor the content broadcast and published in the print, audio, and visual media domestically and abroad, and content published on the internet, and prepare reports and proposals thereon.
2. Receive, distribute, and document newspapers and magazines, and obtain subscriptions for the secretary and members of the Secretariat for various media publications.
3. Publish and distribute the media and cultural materials that it is assigned to publish or distribute.
4. Any works assigned thereto by the director of the General Directorate for Media, Documentation, Information, and Training.

b. The Department of Documentation Affairs, which shall hold the following competencies:

1. Document, categorize, and sort the speeches, sayings, and directives of the leader of the Great 1 September Revolution.
2. Keep, document, sort, and categorise the decrees of the Basic People's Congresses formulated in the various meetings of the General People's Congress, and prepare the requested reports thereon.
3. Keep the regulatory circulars and decrees issued by the General People's Congress, the Secretariat thereof, and the Secretariat of the non-Basic People's Congresses.
4. Categorize and sort the information, data, statistics, decrees, reports, and minutes of the Secretariat and prepare and keep a guide thereon.
5. Any works assigned thereto by the director of the General Directorate for Media, Documentation, Information, and Training.

c. The Department of Information and Training, which shall hold the following competencies:

1. Collect, sort, and keep data, information, statistics, and documentation related to the operations of the General People's Congress and the Secretariat thereof.
2. Comply with preparation of data and information in accordance with the guide on inputs and outputs for the national information system and adhere to the standard form for such.
3. Identify the training needs of employees of the Secretariat of the General People's Congress.
4. Elaborate plans and programs to train employees of the Secretariat of the General People's Congress, including the necessary financial estimates for inclusion in the budget of the Secretariat of the General People's Congress.
5. Undertake the measures required to implement the training plans and programs certified by the Secretariat and evaluate the results thereof.
6. Any works assigned thereto by the director of the General Directorate for Media, Documentation, Information, and Training.

d. The Department of Translation Affairs, which shall hold the following competencies:

1. Translate correspondence in non-Arab languages received by the Secretariat of the General People's Congress.
2. Perform simultaneous translation for foreign delegations hosted by the Secretariat of the General People's Congress.
3. Undertake translation during meetings of the General People's Congress.
4. Any works assigned thereto by the director of the General Directorate for Media, Documentation, Information, and Training.

Article (4)

Internal Audit Office

The Internal Audit Office shall work under the supervision of the Secretary of the General People's Congress, and hold the following competencies:

1. Perform documentary audits prior to disbursement and confirm adherence to the related financial decrees, regulations, and legislation.
2. Any works assigned thereto by the Secretary of the General People's Congress.

Chapter (2)

(1)

Organizational Units and Positions Affiliated to the Secretary and Members of the General People's Congress

Article (5)

The Secretary of the General People's Congress shall supervise the work flow of the Secretariat of the General People's Congress and the following offices shall be affiliated thereto:

First: Office of the Secretary of the General People's Congress, which shall hold the following competencies:

1. Receive the Secretary's mail, submit it thereto, and undertake the procedures with regard thereto in accordance with the Secretary's observations in this regard.
2. Prepare for the Secretary's meetings and interviews and coordinate with the related bodies, provide information and data on the subject of the meeting or interview in advance, and in light of such undertake the appropriate measures and notify the concerned entity thereof.
3. Record the directives in the green register and prepare a periodic summary monitoring the implementation thereof.
4. Record and number the secretary's decrees and memoranda and undertake the required measures in accordance with his observations in this regard.
5. Any works assigned thereto by the Secretary of the General People's Congress.

Second: The Office of Communications and Information, which shall hold the following competencies:

1. Communicate with the related bodies to provide the required data, information, and documentation.
2. Prepare the decrees and correspondence of the secretary of the General People's Congress, monitor the implementation thereof with the competent bodies, and submit the follow-up results to the secretary.
3. Handle the secretary's archives and prepare the required records for such.
4. Any works assigned thereto by the Secretary of the General People's Congress.

Article (6)

Secretary of People's Congress Affairs, with the following departments and offices affiliated thereto:

First: General Directorate for People's Congress Oversight, which shall hold the following competencies:

1. Monitor People's Congress affairs, preparatory procedures for the convening thereof, conduct of its sessions, and implementation of the preparatory procedures for convening the various meetings thereof, in coordination with the secretary of People's Congress Affairs.
2. Collect and document data and information on the People's Congresses in terms of geographical location and area, population, and constituents, and keep a certified map of each People's Congress.
3. Collect and document data and information on those popularly selected, and provide means of direct communication with the Secretariats of the People's Congresses.
4. Receive and summarize minutes of the meetings of the Secretariats of the People's Congresses, submit periodic reports thereon to the competent secretary, and monitor the implementation thereof with the related bodies.
5. Participate in collecting and categorizing Basic People's Congress agenda items.
6. Study the reports and observations received from the Secretariats of the People's Congresses, follow up thereon with the related bodies, and monitor the measures undertaken with regard thereto.
7. Monitor the conduct of People's Congress sessions, prepare reports thereon, and submit them to the competent secretary.
8. Prepare reports on public opinion and notices received from the Secretariats of People's Congresses and submit them to the competent secretary.
9. Propose political and cultural education programs for the secretariats of the People's Congresses, and submit suggestions thereon.
10. Any works assigned thereto by the Secretary of People's Congress Affairs.

The following departments shall be affiliated to the General Directorate for People's Congress Oversight:

- a. The Department of Membership Affairs, which shall hold the following competencies:
 1. Tally membership in People's Congresses, place it in a special system therefor, and monitor it with the Secretariats of the People's Congresses.
 2. Collect, sort, and keep information and data on those popularly selected.
 3. Propose the records, forms, and cards organizing the work of the People's Congresses.
 4. Collect information on the People's Congresses in terms of geographical location and area, population, membership, and constituents.
 5. Prepare the guide categorizing members of the General People's Congress, and record absences and attendance at the meetings thereof.
 6. Any works assigned thereto by the director of the General Directorate for People's Congress Oversight.
- b. Department of Coordination and Follow-up, which shall hold the following competencies:
 1. Secure communication with the People's Congresses, and identify and categorize the needs thereof.
 2. Collect minutes of the meetings of the People's Congresses and the secretariats thereof, and provide an opinion thereon.

3. Monitor the proceedings of the Secretariats of the People's Congresses, and propose suitable programs and plans to improve the operation thereof.
4. Monitor the daily completion of sessions of the People's Congresses.
5. Any works assigned thereto by the director of the General Directorate for People's Congress Oversight.

Second: Office of the Secretary of People's Congress Affairs, which shall hold the following competencies:

1. Receive the mail of the Secretary of People's Congress Affairs, submit it thereto, and undertake the measures with regard thereto in accordance with the Secretary's observations in this regard.
2. Organize the communications of the Secretary of People's Congress Affairs, prepare for his interviews and meetings, and arrange the dates thereof.
3. Categorize, keep, and monitor the implementation of the General People's Congress Secretariat meeting minutes received that relate to the competencies of the Secretary of People's Congress Affairs.
4. Record the directives in the green register and prepare a periodic summary monitoring the implementation thereof.
5. Record and number the decrees and memoranda of the Secretary of People's Congress Affairs and undertake the required measures with regard to the circulation thereof.
6. Any works assigned thereto by the Secretary of People's Congress Affairs.

Article (7)

The Secretary of People's Committee Affairs, to whom the following departments and offices shall be affiliated:

First: General Directorate for People's Committee Oversight, which shall hold the following competencies:

1. Monitor the affairs of the People's Committees and the extent to which they are performing their role, monitor and study the difficulties they face, and submit reports thereon to the competent secretary.
2. Collect and document data and information on the secretaries and members of the People's Committees, and secure means of direct communication with such committees.
3. Receive and summarize the minutes of People's Committee meetings, and submit periodic reports thereon to the competent secretary.
4. Participate in collecting and categorizing Basic People's Congress agenda items.
5. Monitor the reports and observations received on the performance of the People's Committees, and propose suitable measures in this regard.
6. Monitor the popular selection of People's Committees, and submit reports thereon to the competent secretary.
7. Prepare for joint and in-person meetings with the General People's Committees and the People's Committees for public companies, establishments, and institutions.
8. Any works assigned thereto by the Secretary of People's Committee Affairs.

The General Directorate for People's Committee Oversight shall perform its competencies through the following departments:

- a. Department of People's Committee Oversight, which shall hold the following competencies:

1. Coordinate with the competent bodies in preparing the reports related to the implementation of resolutions of the People's Congresses.
 2. Study the subjects referred thereto related to the work of the People's Committees.
 3. Keep the minutes of People's Committee meetings and submit reports thereon.
 4. Any works assigned thereto by the director of the General Directorate for People's Committee Oversight.
- b. Department of Public Agencies, Institutions, and Authorities Oversight, which shall hold the following competencies:
1. Prepare reports on work flow at public agencies, institutions, and authorities.
 2. Monitor the selection of the People's Committees of public agencies, institutions, and authorities, and prepare the forms, records, and guide on selection procedures.
 3. Any works assigned thereto by the director of the General Directorate for People's Committee Oversight.

Second: Office of the Secretary of People's Committee Affairs, which shall hold the following competencies:

1. Receive the mail of the Secretary of People's Committee Affairs, submit it thereto, and undertake the measures with regard thereto in accordance with his observations in this regard.
2. Organize the communications of the Secretary of People's Committee Affairs, prepare for his interviews and meetings, and arrange the dates thereof.
3. Categorize, keep, and monitor the implementation of the General People's Congress Secretariat meeting minutes received that relate to the competencies of the Secretary of People's Committee Affairs.
4. Record the directives in the green register and prepare a periodic summary monitoring the implementation thereof.
5. Record and number the decrees and memoranda of the Secretary of People's Committee Affairs and undertake the required measures with regard thereto.
6. Any works assigned thereto by the Secretary of People's Committee Affairs.

Article (8)

The Secretary of Federation, Syndicate, and Professional Association Affairs, to whom the following departments and offices shall be affiliated:

First: The General Directorate for Federation, Syndicate, and Professional Association Oversight, which shall hold the following competencies:

1. Monitor the affairs of federation, syndicate, and professional associations, monitor the preparation procedures for holding the congresses thereof, the conduct of their sessions, and circulate the decrees and proceedings related to their work.
2. Collect and document data and information on federations, syndicates, and professional associations and the secretariats thereof, secure means of communication with them, and keep copies of their statutes.
3. Receive, collect, and categorize federation, syndicate, and professional association proposals related to the agenda of the Basic People's Congresses, and submit them to the competent secretary.
4. Study syndicate-related reports and observations received from the secretariats of federations, syndicates, and professional associations, forward them to the competent bodies, and monitor the measures undertaken with regard thereto.

5. Prepare for meetings and joint meetings of the Secretariat of the General People's Congress and the secretariats of federations, syndicates, and professional associations.
6. Create proposals related to the development of syndicate work.
7. Monitor the results of the selection of the secretariats of federations, syndicates, and professional associations.
8. Any works assigned thereto by the Secretary of Federation, Syndicate, and Professional Association Affairs.

The General Directorate for Federation, Syndicate, and Professional Association Oversight shall exercise its competencies through the following departments:

a. The Department of Public Federation Oversight, which shall hold the following competencies:

1. Receive and summarize the minutes of meetings of public federations, and provide an opinion thereon.
2. Monitor the results of the selection of secretariats of public federations, and undertake any required preparations with regard thereto.
3. Make any necessary proposals to improve the work of public federations.
4. Any works assigned thereto by the director of the General Directorate for Federation, Syndicate, and Professional Association Oversight.

b. The Department of Syndicate and Professional Association Oversight, which shall hold the following competencies:

1. Receive and summarize the minutes of the meetings of syndicates and professional associations, and provide an opinion thereon.
2. Monitor and document the results of the selection of secretariats of syndicates and professional associations, and prepare any necessary measures in this regard.
3. Make any necessary proposals to improve syndicate work.
4. Any works assigned thereto by the director of the General Directorate for Federation, Syndicate, and Professional Association Oversight.

Second: The Office of the Secretary of Federation, Syndicate, and Professional Association Affairs, which shall hold the following competencies:

1. Receive the mail of the Secretary of Federation, Syndicate, and Professional Association Affairs, submit it thereto, and undertake the measures with regard thereto in accordance with his observations in this regard.
2. Organize the communications of the Secretary of Federation, Syndicate, and Professional Association Affairs, prepare for his interviews and meetings, and arrange the dates thereof.
3. Categorize, keep, and monitor the implementation of the General People's Congress Secretariat meeting minutes received that relate to the competencies of the Secretary of Federation, Syndicate, and Professional Association Affairs.
4. Record the directives in the green register and prepare a periodic summary monitoring the implementation thereof.
5. Record and number the decrees and memoranda of the Secretary of Federation, Syndicate, and Professional Association Affairs and undertake the required measures with regard to the circulation thereof.
6. Any works assigned thereto by the Secretary of Federation, Syndicate, and Professional Association Affairs.

Article (9)

Secretary of Women's Affairs, to whom the following departments and offices shall be affiliated:

First: General Directorate for Women's Affairs Oversight, which shall hold the following competencies:

1. Propose and monitor measures to motivate women to actively participate in sessions of the Basic People's Congresses.
2. Prepare for meetings of the Secretary of Women's Affairs with any women activists and secretaries of women's affairs in the People's Congresses, and prepare and summarize the minutes thereof.
3. Monitor and assess the extent to which women's associations implement their plans and programs.
4. Propose improvement of the systems in place at charitable institutions and associations concerned with women's affairs.
5. Receive and summarize the proposals and reports received from Secretaries of Women's Affairs at the People's Congresses and the secretariats of women's associations, and submit them to the Secretary of Women's Affairs.
6. Any works assigned thereto by the Secretary of Women's Affairs.

The General Directorate for Women's Affairs Oversight shall exercise its competencies through the following departments:

a. Department of Domestic Women's Affairs Oversight, which shall hold the following competencies:

1. Organize ways and means of monitoring women's affairs in the People's Congresses in the districts through the secretaries of women's affairs therein, and open files and prepare the records for such.
2. Submit initiatives and proposals to improve the performance level of monitoring operations and introduce automation to improve and modernize the work.
3. Submit the necessary reports on monitoring operations of women's activities in the People's Congresses of the districts, analyse the reports and data received by the Secretary of Women's Affairs at the Secretariat and make conclusions on the results thereof, submit them to the secretary, and implement his instructions in this regard.
4. Any works assigned thereto by the director of the General Directorate for Women's Affairs Oversight.

b. The Department of International Women's Organisations Oversight, which shall hold the following competencies:

1. Extend communications between the Secretary of Women's Affairs at the Secretariat and women organizers at regional and international associations, entities, and organisations concerned with women's affairs.
2. Coordinate with Libyan women located abroad for study or as representatives of the Great Jamahiriya, or accompanying their families for such duties, as a way to create activities related to women and activate their role within this framework.
3. Monitor content published abroad on women's activities in the social and political domains as well as in the domain of women's rights, and undertake the necessary measures in this regard.
4. Prepare and arrange for women's forums being held in the Great Jamahiriya concerned with women's affairs.

5. Any works assigned thereto by the director of the General Directorate for Women's Affairs Oversight.

Second: Office of the Secretary of Women's Affairs, which shall hold the following competencies:

1. Receive the mail of the Secretary of Women's Affairs, submit it thereto, and undertake the measures with regard thereto in accordance with his observations in this regard.
2. Organize the communications of the Secretary of Women's Affairs, prepare for his interviews and meetings, and arrange the dates thereof.
3. Categorize, keep, and monitor the implementation of the General People's Congress Secretariat meeting minutes received that relate to the competencies of the Secretary of Women's Affairs.
4. Record the directives in the green register and prepare a periodic summary monitoring the implementation thereof.
5. Record and number the decrees and memoranda of the Secretary of Women's Affairs and undertake the required measures with regard thereto.
6. Any works assigned thereto by the Secretary of Women's Affairs.

Article (10)

The Secretary of Foreign Affairs, to whom the following departments and offices shall be affiliated:

First: The General Directorate for International Relations, which shall hold the following competencies:

1. Monitor implementation of the decrees of the Basic People's Congresses in the domain of international cooperation.
2. Monitor the implementation of treaties and agreements entered into by the Great Jamahiriya with other countries.
3. Monitor the implementation of the general orientation of society related to cooperation with other countries.
4. Monitor the activities of international and regional organisations and entities in which the General People's Congress holds membership, prepare reports thereon, and submit them to the competent secretary.
5. Monitor the content broadcast and published in the various media on issues of bilateral and multilateral international cooperation, and submit the results of such monitoring to the competent secretary.
6. Prepare, submit, and keep data, information, and statistics related to the field of international cooperation.
7. Monitor the implementation of obligations incumbent upon the General People's Congress through its membership in regional and international organisations, councils, and associations.
8. Monitor the activities of parliamentary councils, political associations, and popular organisations.
9. Monitor the activities of brotherhood associations in Arab and African countries and friendship associations in other countries, monitor committees in solidarity with the Great Jamahiriya, and prepare and submit reports on the results of such monitoring to the competent secretary.
10. Receive requests for permission to publicise Arab and foreign community associations and organisations operating inside the Great Jamahiriya, brotherhood and friendship

associations between the Great Jamahiriya and other countries, as well as requests for approval of the by-laws thereof, and submit such to the competent secretary.

11. Prepare for meetings held with regional and international parliamentary councils, political associations, people's organisations, community organisations, bodies, and organisations in the Great Jamahiriya.
12. Collect and study the reports received from political organisations, people's organisations, community organisations, brotherhood and friendship associations, solidarity committees, and submit the results thereof to the competent secretary.
13. Prepare reports on the foreign activities of the Secretariat of the General People's Congress and submit them to the competent secretary.
14. Any works assigned thereto by the Secretary of Foreign Affairs.

The General Directorate for Foreign Affairs shall perform its competencies through the following departments:

a. The Department of Parliamentary Affairs, which shall hold the following competencies:

1. Monitor relations of the General People's Congress with regional and international parliamentary councils and parliamentary federations, and propose ways of improving such.
2. Prepare for visits of General People's Congress delegations and monitor the results thereof.
3. Prepare for parliamentary delegations visiting the Great Jamahiriya.
4. Prepare for the participation of General People's Congress delegations in bilateral and multilateral parliamentary meetings at the regional and international level.
5. Monitor the obligations incumbent upon the participation of the General People's Congress in all the various parliamentary meetings.
6. Monitor payment of the General People's Congress' contributions to the regional and international parliamentary entities and federations of which it is a member.
7. Provide regional and international parliamentary entities and federations with data, information, and statistics that highlight the development achieved by the Great Jamahiriya.
8. Propose programs to present Jamahiriyan theory and how the Authority of the People is exercised in the Great Jamahiriya by holding symposiums and forums at home and abroad.
9. Prepare reports on regional and international parliamentary councils, federations, and parliamentary entities, their structure and orientations.
10. Prepare an annual report on General People's Congress delegations' meetings and visits and parliamentary delegations visiting the Great Jamahiriya, and participate in monitoring the resulting recommendations and outcomes.
11. Participate in General People's Congress delegations to the various parliamentary meetings.
12. Any works assigned thereto by the director of the General Directorate for International Relations.

b. The Department of People's Organisations and Political Associations, which shall hold the following competencies:

1. Monitor the relations of the General People's Congress with people's organisations, associations, and political parties, and propose the appropriate policies for the improvement thereof.

2. Prepare for the meetings convened between the General People's Congress and people's organisations, associations, and political parties.
3. Work to link people's relations with people's organisations, associations, and political parties through opening channels of communication, and monitor the orientation thereof, in coordination with the Communications Office of the Revolutionary Committees.
4. Receive requests to announce brotherhood and friendship associations with peoples, and submit them to the Secretary of Foreign Affairs.
5. Keep a register recording the announcement of brotherhood and friendship organisations with peoples.
6. Monitor the activities of brotherhood and friendship associations and submit periodic reports thereon.
7. Any works assigned thereto by the director of the Department of People's Organisations and Political Associations.

Second: Office of the Secretary of Foreign Affairs, which shall hold the following competencies:

1. Receive the mail of the Secretary of Foreign Affairs, submit it thereto, and undertake the measures with regard thereto in accordance with his observations in this regard.
2. Organize the communications of the Secretary of Foreign Affairs, prepare for his interviews and meetings, and arrange the dates thereof.
3. Categorize, keep, and monitor the implementation of the General People's Congress Secretariat meeting minutes received that relate to the competencies of the Secretary of Foreign Affairs.
4. Record and number the decrees and memoranda of the Secretary of Foreign Affairs and undertake the required measures with regard thereto.
5. Any works assigned thereto by the Secretary of Foreign Affairs.

Article (11)

The Secretary of Legal Affairs and Human Rights, to whom the following departments and offices shall be affiliated:

First: The General Directorate for Legal Affairs, which shall hold the following competencies:

1. Supervise the preparation of the plans and programs required to implement the general policy of the General Directorate and the branch departments and offices affiliated thereto.
2. Explain and interpret laws, regulations, and decrees.
3. Coordinate work between the Directorate's departments and offices, monitor the work thereof, prepare periodic and technical reports on their activities, and provide advice and counsel thereto.
4. Monitor research, studies, and reports related to the work of the Directorate, and its departments and offices.
5. Determine the data and information needed from the departments and offices thereof, and study and analyse it.
6. Conduct the necessary communications with the various bodies related to the completion of its work and the work of the departments and offices thereof.
7. Any works assigned thereto by the Secretary of Legal Affairs and Human Rights.

The General Directorate for Legal Affairs shall perform its competencies through the following departments:

a. The Department of Legal Advice and Counsel, which shall hold the following competencies:

1. Prepare and review the draft laws, regulations, and decrees assigned thereto.
2. Review international treaties and agreements.
3. Technical review of draft laws and memoranda prior to their submission to the Basic People's Congresses.
4. Review and interpret the laws, regulations, and decrees issued [pursuant thereto] and provide an opinion thereon.
5. Provide and keep references, legal studies, and legislation in force.
6. Sort and keep the laws and regulations issued by the General People's Congress, the regulations issued by the Secretariat of the non-Basic People's Congresses, and participate in the preparation of explanatory memoranda on draft laws.
7. Research the legal issues referred thereto by the Secretariat of the General People's Congress and the agencies affiliated thereto, and provide counsel in this regard.
8. Prepare memoranda, provide counsel, and draft contracts for the Secretariat of the General People's Congress.
9. Communicate and coordinate with the legal departments and offices of the administrative and judicial authorities on matters related to the Secretariat of the General People's Congress.
10. Any works assigned thereto by the director of the General Directorate for Legal Affairs.

b. The Department of Judicial Affairs, which shall hold the following competencies:

1. Monitor judicial procedures, ensuring proper laws and legislation and the non-violation thereof.
2. Monitor the cases referred thereto by the Secretariat of the General People's Congress and make any necessary referrals to the courts for a ruling thereon.
3. Monitor the cases filed by or against the Secretariat of the General People's Congress before judicial bodies.
4. Any works assigned thereto by the director of the General Directorate for Legal Affairs.

c. The Department of Registers and Publishing, which shall hold the following competencies:

1. Collect the laws, regulations, decrees, and materials prepared for publication in the Legal Register or the Procedures Register and record them in a special record by date of receipt.
2. Supervise the printing of both Registers at the presses specified for this purpose.
3. Undertake distribution of Register volumes to bodies and individuals in accordance with the procedures in place in this regard.
4. Any works assigned thereto by the director of the General Directorate for Legal Affairs.

The Department of Registers and Publishing shall perform its competencies through the following offices:

a. Office of Registers and Publishing, which shall hold the following competencies:

1. Supervise the printing of both Registers at the presses specified for this purpose.

2. Collect the laws, regulations, decrees, and materials prepared for publication in the Legal Register or the Procedures Register and record them in a special record by date of receipt.
3. Any works assigned thereto by the director of the Department of Registers and Publishing.

b. The Distribution Office, which shall hold the following competencies:

1. Undertake distribution of Register volumes to bodies and individuals in accordance with the procedures in place in this regard.
2. Any works assigned thereto by the director of the Department of Registers and Publishing.

Second: The General Directorate for Human Rights, which shall hold the following competencies:

1. Supervise the preparation of the plans and programs required to implement the general policy of the General Directorate and the branch departments and offices affiliated thereto, coordinate work among them, and monitor and guide the activities thereof.
2. Monitor research, studies, and reports related to the work of the Directorate, and its departments and offices.
3. Monitor the work flow of the departments and offices through field visits and periodic reports received therefrom, and prepare the general reports thereon.
4. Determine the data and information needed from the departments and offices thereof, and study and analyse it.
5. Conduct the necessary communications with the various bodies related to the completion of its work and the work of the departments and offices thereof.
6. Provide advice and counsel to the departments and offices thereof.
7. Prepare periodic and technical reports on the Directorate's activities and forward them to the competent bodies.
8. Any works assigned thereto by the Secretary of Legal Affairs and Human Rights.

The General Directorate for Human Rights shall perform its competencies through the following departments and offices:

a. The Department of International and Regional Human Rights Organisations, which shall hold the following competencies:

1. Coordinate with the competent channels to communicate with international and humans rights organisations and coordinate with them on human rights.
2. Prepare and organize the holding of international and social conferences.
3. Propose laws related to human rights in implementation of international agreements entered into and ratified by the Great Jamahiriya.
4. Any works assigned thereto by the director of the General Directorate for Human Rights.

b. The Department of Human Rights, which shall hold the following competencies:

1. Monitor and assess the conduct of reform and rehabilitation institutions and submit periodic reports thereon.
2. Monitor the implementation of laws and regulations so as to guarantee equal rights and fair duties.
3. Monitor, observe, and stop transgressions and violations by members of the security forces, and hold those responsible therefor accountable by transferring them to the competent judicial bodies.
4. Present the Jamahiriyan concept of human rights though the various media.

5. Monitor responses to content published in the various media and on-line, and reports of international organisations on questions and inquiries on human rights in the Great Jamahiriya.
6. Supervise the preparation of periodic reports related to human rights in the Great Jamahiriya for submission to the concerned committees at international and social organisations.
7. Any works assigned thereto by the director of the General Directorate for Human Rights.

The Department of Human Rights shall have the following offices affiliated thereto:

a. Oversight Office, which shall hold the following competencies:

1. Monitor and assess the conduct of reform and rehabilitation institutions and submit periodic reports thereon.
2. Monitor the implementation of laws and regulations so as to guarantee equal rights and fair duties.
3. Monitor, observe, and check transgressions and violations of members of the security forces, and hold those responsible therefor accountable by transferring them to the competent judicial bodies.
4. Present the Jamahiriyan concept of human rights through the various media.
5. Monitor responses to content published in the various media and on-line, and reports of international organisations on questions and inquiries on human rights in the Great Jamahiriya.
6. Supervise the preparation of periodic reports related to human rights in the Great Jamahiriya for submission to the concerned committees at international and social organisations.
7. Hold and participate in local symposiums related to human rights.
8. Monitor human rights in the People's Congresses in the districts through the offices established for this purpose and assess the performance thereof.
9. Monitor the community organisations operating in the field of human rights.
10. Any works assigned thereto by the director of the Department of Human Rights.

b. Complaints and Grievances Office, which shall hold the following competencies:

1. Receive complaints and grievances of individuals and entities with regard to procedures harmful to their human rights and freedoms, and coordinate with the related entities to formulate appropriate solutions therefor.
2. Observe and stop transgressions and violations by members of the security forces, and hold those responsible therefor accountable by transferring them to the competent judicial bodies.
3. Supervise the preparation of periodic reports on human rights in the Great Jamahiriya and submit them to the secretary.
4. Hold and participate in local symposiums related to human rights.
5. Any works assigned thereto by the director of the Department of Human Rights.

1. Office of the Secretary of Legal Affairs and Human Rights, which shall hold the following competencies:

1. Receive the secretary's mail, submit it thereto, and undertake the necessary measures with regard thereto.
2. Organize the secretary's communications and interviews, and arrange the dates thereof.
3. Prepare and organize the secretary's meetings, prepare data and information related thereto, and set the dates thereof.

4. Record the directives in the green register and prepare a periodic summary monitoring the implementation thereof.
 5. Summarize the subjects submitted to the secretary, and undertake the required measures with regard to his observations thereon.
 6. Any works assigned thereto by the Secretary of Legal Affairs and Human Rights.
- 2. The Office of Coordination and Oversight, which shall hold the following competencies:**
1. Coordinate with the competent departments on employee affairs.
 2. Keep documentation, data, statistics, reports, and decrees and categorize and preserve them using modern technology.
 3. Categorize, keep, and monitor the implementation of the General People's Congress Secretariat meeting minutes received that relate to the secretary's competencies.
 4. Monitor content broadcast and published in the various print, audio, and visual media, domestically and abroad, that relates to legal affairs and human rights, and submit it to the secretary.
 5. Record and number the decrees and memoranda issued by the secretary and forward it to the related bodies.
 6. Any works assigned thereto by the Secretary of Legal Affairs and Human Rights.

Article (12)

The competent secretary shall issue the decrees required to define the branch divisions of the departments and offices thereof, without conflicting with the provisions of this Decree.

Secretariat of the Basic People's Congresses – Libya