

Cabinet
Decree No. (33) of 2012 AD
on approving the organisational structure and competencies
of the Ministry of Electricity and Renewable Energy
and organising its administrative unit

The Cabinet,

Upon review of:

- The Constitutional Declaration;
- The Law of the Financial System of the State, and the budget, accounts, and stores regulations and amendments thereto;
- Law No. (17) of 1984 AD on establishing the General Electricity Company;
- Law No. (12) of 2010 AD on issuing the Labour Relations Law and the implementing regulations thereof;
- Law No. (23) of 2010 AD on commercial activities;
- National Transitional Council Decree No. (174) of 2011 AD on determining the structure of the transitional government;
- National Transitional Council Decree No. (184) of 2011 AD on approving the transitional government;
- Cabinet Decree No. (1) of 2012 AD specifying the competencies of deputy and assistant deputy ministers;
- (Former) General People's Committee Decree No. (80) of 1993 AD on approving the by-laws of the General Electricity Company;
- (Former) General People's Committee Decree No. (112) of 1993 AD reorganising the General Electricity Company;
- (Former) Executive Office Decree No. (15) of 2011 AD on determining the affiliation of the state's public authorities, institutions and units;
- Based on the submission of the Minister of Electricity and Renewable Energy in Letter No. (162) dated 11/01/2012 AD;
- The decrees of the Cabinet in its fourth ordinary meeting of 2012 AD;

has decreed:

Article (1)

The organisational structure and competencies of the Ministry of Electricity and Renewable Energy shall be approved and its administrative apparatus organized in accordance with this Decree.

Article (2)

The Ministry of Electricity and Renewable Energy shall implement policies and plans and establish general strategies on electricity and renewable energy in accordance with a scientific approach that achieves society's goals. It shall monitor the implementation thereof to reach the desired objectives and outcomes, while enabling the Ministry to provide the necessary energy for sustainable comprehensive development at the lowest cost, highest

quality and optimal specifications possible by contributing to developing the relevant legislation and approving the technical specifications and methods required for planning development projects for these areas, in light of the State's plan for economic and social development and improving service to citizens. In doing such, it may undertake the following in particular:

1. Prepare policies and propose legislation that aims to develop and regulate electricity and renewable energy activity.
2. Establish programs to increase production capabilities and capacities in the areas of the Ministry's work, ensuring that the increasing need for such services is met.
3. Manage the energy system and improve the efficient use thereof to ensure optimal use of the various energy sources.
4. Propose plans related to the development, protection and rationalisation of resource development programs at companies and bodies affiliated to the Ministry.
5. Work to ensure the continued flow of electric power to the general network and monitor the activities related thereto, in accordance with the global systems and technologies in use in this field.
6. Adopt the measures necessary to implement Ministry-related projects approved in the transformation plans and budgets.
7. Prepare studies, methodology and plans on the assessment and improvement of the performance level of companies and bodies affiliated to the Ministry and the update of their systems, study and review their technical, financial and administrative conditions to achieve the objective of their activities and restructure them to ensure their implementation of the strategic plans.
8. Conduct studies and implement projects related to renewable energy and work with the related bodies to achieve the desired goals.
9. Take an interest in protecting and preserving the environment in accordance with the legislation and regulations regulating such in the field of the Ministry's activities, in coordination with the related bodies.
10. Prepare the Ministry's draft budget and monitor the implementation thereof, in accordance with the legislation in force.
11. Perform technical, economic and organisational studies and research and collect the necessary information in the areas of its competence.
12. Establish and approve the standards, designs, models and technical and standard specifications of electricity and renewable energy projects.
13. Approve the integrated studies of project work sites related to the Ministry's activities, in coordination with the related bodies.
14. Work to conduct a comprehensive inventory and mapping of renewable energy sources for all areas in Libya, and work to make optimal use thereof, in coordination with the related bodies.
15. Work to meet the challenges faced by the Ministry through the Crisis Department, namely the following points:
 - Provide the electrical energy required for all areas
 - Secure power plants from theft
 - Integrate the area networks one by one
 - Provide the areas with operation and control centres
 - Work to fully restore the national electricity network as soon as possible

- Prioritise the areas where the electricity distribution networks were damaged
16. Supervise and monitor technical support programs with regional and international organisations and bodies, in coordination with the related bodies.
17. Participate in international conferences and symposiums related to the Ministry's activities, in coordination with the related bodies.

Article (3)

The Ministry of Electricity and Renewable Energy shall be deemed one administrative unit for the purposes of employment and contracting affairs and the implementation of budgets, without prejudice to the regulations governing the work of companies affiliated thereto or subject to the supervision thereof.

Article (4)

The Minister of Electricity and Renewable Energy shall have the powers assigned thereto under the legislation in force. The Minister shall direct the Ministry's strategic works, manage its financial and administrative affairs, supervise the reports submitted to the Ministry, implement the decrees thereof, sign contracts on behalf of the Ministry and represent it in its relations with third parties and before the courts.

Article (5)

Public companies and bodies operating in the energy and renewable energy field shall be subject to the Ministry's general supervision. Such bodies shall continue to perform their works in accordance with their establishment decrees until they are reorganised.

The following bodies shall be affiliated to the Ministry of Electricity and Renewable Energy and subject to the supervision thereof, as the case may be:

- General Electricity Company
- Executive Unit for Renewable Energy
- The Public Electrical Works Company
- Global Electricity Services Company (GESCO)
- Electrical Industries Company
- Al-Nuthum Company for Electrical Works and Construction
- The Electrical Construction Company
- African Company of Electrical and Mechanical Projects
- Company for Mechanical and Electrical Engineering (COMEE)
- Arab Company for Engineering Services and Consulting Company
- Electrical Projects Company
- ALGEC Company for Gas Turbine Services

The Minister of Electricity and Renewable Energy shall specify the bodies mentioned in this Article and they shall be supervised and monitored by the Deputy Minister and Assistant Deputy Minister for Joint-Venture Companies.

Article (6)

In performing its duties, the Ministry may take all measures that achieve its objectives in a manner that does not violate the legislation in force and it may propose, establish, merge, repeal or amend the competencies of the companies and bodies affiliated thereto, in accordance with the legislation in force.

Article (7)

The Ministry of Electricity and Renewable Energy shall rehabilitate and reorganise the conditions of the bodies and companies affiliated thereto and participate in organising their affairs to enable their structures to offer their shares on the stock exchange for national and non-national investors, in accordance with the economic standards of the rules and controls in place in this regard.

Article (8)

The Ministry of Electricity and Renewable Energy shall have an administrative unit headed by a Deputy Minister performing the duties assigned to the Deputy Minister under the legislation in force and this Decree. The Minister shall be assisted in this by the following:

- a. Assistant Deputy Minister for Ministry Office Affairs
- b. Assistant Deputy Minister for Joint-Venture Company Affairs

They shall work under the direct supervision of the Minister of Electricity and Renewable Energy.

Article (9)

The administrative unit shall facilitate and manage Ministry affairs. In doing such it may undertake the following in particular:

1. Implement the Ministry's general policy, observing the State's general plan in the fields of electricity and renewable energy.
2. Propose and establish the regulations governing the financial, administrative and technical affairs of the Ministry and the bodies affiliated thereto and have them approved by the Office of the Prime Minister.
3. Prepare the draft budget and balance sheet for the Ministry and the bodies affiliated thereto.
4. Study the reports submitted on the Ministry and the bodies affiliated thereto and adopt the necessary procedures with regard thereto.
5. Prepare periodic reports on the Ministry and the bodies affiliated thereto and submit them to the related bodies.
6. Review the topics submitted thereto from the Cabinet on issues related to the Ministry's activities.

Article (10)

The administrative unit of the Ministry of Electricity and Renewable Energy shall consist of the following organisational divisions:

1. Office of the Minister
2. Strategy and Policy Office
3. Project Management and Monitoring Office
4. Internal Audit Office
5. The Deputy Minister shall perform his duties in accordance with the legislation in force and shall be assisted in such by the following:

- a. The Assistant Deputy Minister for Ministry Office Affairs, who shall perform his duties through:
 - Ministry Affairs Office
 - Advisory Affairs Office
 - Legal Affairs Office
 - Department of Relations, Cooperation and Media
- b. The Assistant Deputy Minister for Joint-Venture Company Affairs, who shall perform his duties through:
 - Office of the Assistant Deputy Minister for Joint-Venture Company Affairs
 - Department of Company Affairs

Article (11)

The Office of the Minister shall hold competence to perform the following:

1. Supervise all official correspondence sent and received by the Ministry.
2. Establish the draft agenda of the Ministry's meetings, under the supervision of the Minister.
3. Report the Minister's instructions, monitor the implementation thereof and prepare responses to his correspondence, in coordination with the competent organisational divisions, when required.
4. Prepare for the Ministry's ordinary and emergency meetings and categorise the topics to be presented.
5. Receive reports and memoranda related to the topics posed in the Ministry's meetings.
6. Monitor the flow of official transactions while they are transferred among the Ministry's departments and offices in order for final procedures to be taken with regard thereto.
7. Any other works required by the job, in accordance with the legislation in force.

Article (12)

The Deputy Minister's Office shall hold competence to perform the following:

Without prejudice to the competences set out in the legislation in force, the Deputy Minister may supervise the Ministry's activities and issue decrees and instructions regulating such activities. The Deputy Minister shall be entitled to communicate with all government bodies and request any information or data for the purposes of performing the duties assigned thereto. In doing such, the Deputy Minister may undertake the following in particular:

1. Directly supervise the Office of the Minister within the limits of the laws, decrees and directives issued in this regard.
2. Propose policies and plans in the area of the activities of the Ministry of Electricity and Renewable Energy to implement the Ministry's vision.
3. Coordinate among the companies and bodies affiliated to the Ministry or subject to the supervision thereof to implement the Ministry's goals and plans.
4. Monitor the performance of the divisions affiliated thereto and their compatibility with the Ministry's strategic plans.
5. Coordinate with local councils and other administrative elements in accordance with the structure approved in the framework of the laws and decrees in force, in particular in preparing and implementing social and economic development plans in the area of electricity and renewable energy.

6. Monitor the daily work flow of the administrative unit and the departments and offices of the administrative divisions, as the case may be, and exercise its competencies with regard thereto through the assistant deputy ministers, in accordance with the legislation in force.
7. Propose the formation of the Procurements Committee and approve the minutes thereof.
8. Chair the Employee Affairs Committee at the Ministry Office and other committees assigned thereto by the Minister and monitor the decisions issued thereby.
9. Issue decisions on the issuance of petty cash.
10. Propose granting incentive bonuses and remuneration for committees formed to study certain topics.
11. Monitor the activities of the committees formed inside the Ministry.
12. Sign the contracts entered into by the Ministry to provide services to the Ministry Office or assign advisory committees with the approval of the Minister.
13. Supervise the preparation of topics to be submitted to the Minister.
14. Monitor the implementation of the decrees issued by the Cabinet and prepare the necessary periodic reports with regard thereto.
15. Supervise the preparation of the draft general budget and prepare the balance sheet and annual report.
16. Propose the formation of technical and advisory committees to study various topics.
17. Prepare the annual report on the Ministry's activities and work flow.
18. Propose the general policies and guidelines for Department activities within the framework of the Ministry's general policy and supervise and monitor the establishment of the systems and regulations governing work and ways and means of simplifying procedures.
19. Any other duties set out in the laws or decrees in force or assigned thereto by the Minister.

Article (13)

The Assistant Deputy Minister for Joint-Venture Company Affairs shall hold competence to perform the duties assigned thereto. In particular, he may undertake the following:

1. Propose the general policies and guidelines for activities of the divisions affiliated thereto within the framework of the Ministry's general policy and supervise and monitor the establishment of the systems and regulations governing work and ways and means of simplifying procedures.
2. Propose the regulations governing the affairs of the companies affiliated to the Ministry, in step with the achievement of their goals, taking into consideration the competencies provided in the legislation in force for such companies.
3. Coordinate and supervise the companies affiliated to the Ministry.
4. Confirm implementation of legislation on the activities of the Ministry of Electricity and Renewable Energy, work to undertake procedures for the approval thereof and monitor the implementation thereof.
5. Monitor work flow at the companies affiliated to the Ministry and the periodic reports on the works completed by all different administrative units of such companies, and identify and establish programs to remedy weaknesses thereof.

6. Monitor and assess the performance of the companies and bodies affiliated to the Ministry, their compatibility with the Ministry's strategic plan and contribute to the improvement thereof.
7. Monitor the contracts entered into by the Ministry with joint-venture companies to provide services or task advisory committees.
8. Monitor the daily work flow of the administrative divisions of departments and offices, as the case may be, and exercise its competencies with regard thereto, in accordance with the legislation in force.
9. Supervise the preparation of topics to be submitted to the Deputy Minister.
10. Monitor the implementation of the decrees issued by the Ministry and prepare the necessary periodic reports with regard thereto.
11. Supervise the preparation of the draft general budget and prepare the balance sheet and annual report on joint-venture companies.
12. Propose the formation of technical and advisory committees to study various topics.
13. Prepare the annual report on the activities and work flow of his job.
14. Coordinate with the divisions under his supervision, assess performance level and submit his suggestions to improve performance to the Deputy Minister.
15. Establish performance indicators for all divisions affiliated to the Ministry and monitor and confirm adherence thereto.
16. Issue permits to engage in economic activities related to electricity and renewable energy.
17. Any other duties set out in the laws or decrees in force or assigned thereto by the Deputy Minister.

Article (14)

The Assistant Deputy Minister for Ministry Office Affairs shall hold competence to perform the duties assigned thereto. In particular, he may undertake the following:

1. Propose and amend the regulations organising the affairs of the Office of the Minister, in step with the achievement of its goals.
2. Propose the general policies and guidelines for activities of the divisions affiliated thereto within the framework of the Ministry's general policy and supervise and monitor the establishment of the systems and regulations governing work and ways and means of simplifying procedures.
3. Confirm implementation of legislation on the activities of the Ministry of Electricity and Renewable Energy and work to undertake procedures for the approval thereof and monitor the implementation thereof.
4. Monitor the performance of the divisions affiliated thereto and their compatibility with the Ministry's strategic plans.
5. Monitor the daily work flow of the administrative divisions of departments and offices, as the case may be, and exercise its competencies with regard thereto, in accordance with the legislation in force.
6. Establish performance indicators for all divisions affiliated to the Ministry and monitor and confirm adherence thereto.
7. Supervise the preparation of topics to be submitted to the Deputy Minister.
8. Monitor the implementation of the decrees issued by the Ministry and prepare the necessary periodic reports with regard thereto.

9. Supervise the preparation of the Ministry's draft general budget.
10. Coordinate with the divisions under his supervision, assess performance level and submit his suggestions to improve performance to the Deputy Minister.
11. Any other duties set out in the laws or decrees in force or assigned thereto by the Deputy Minister.

Article (15)

The Policy and Strategic Affairs Office shall hold competence to perform the following:
Propose general policies based on research, knowledge and expertise in accordance with statistics, questionnaires and the opinions of the related bodies according to a scientific method. In doing such, it may undertake the following in particular:

1. Propose policies and plans in the area of the Ministry's activity to implement the Ministry's views.
2. Prepare the Ministry's general policy and strategic plans, in line with its activities and the achievement of its goals.
3. Confirm implementation of legislation on the Ministry's activities and work to undertake procedures for the approval thereof and monitor the implementation thereof.
4. Review draft executive plans for decrees issued by the government or Cabinet related to Ministry affairs.
5. Establish plans and programs to create competition between the instruments affiliated to the Ministry or subject to its supervision.
6. Prepare first drafts of the Ministry's development plans in the framework of the decisions made by the Cabinet.
7. Identify project priorities based on the Ministry's strategic goals and available budgets.
8. Update and review plans of the companies and bodies affiliated to the Ministry in coordination with the related bodies.
9. Propose development of legislation to encourage the non-governmental sector to participate in investing in infrastructure and services.
10. Study the difficulties and obstacles that hinder the implementation of plans and programs and propose ways of addressing them.
11. Propose legislation that protects the rights of electricity consumers and monitor the issuance thereof.
12. Conduct economic feasibility studies for investment projects.
13. Establish performance indicators for all divisions affiliated to the Ministry and monitor and confirm adherence thereto.
14. Identify irregularities and analyse the causes of low performance and create plans and procedures to improve and address flaws.
15. Monitor electricity quality benchmarks.
16. Periodically review tariffs and prepare reports with the related bodies to compare them with the actual cost.
17. Participate in studies on electricity demand forecasts with the related bodies.
18. Participate in preparing the budgets of development programs and monitor the implementation thereof, work to resolve all initial problems preceding such.
19. Propose studies showing consumption, distribution and sale prices of electrical energy, in coordination with the related divisions and monitor the approval thereof by the competent bodies.

20. Submit study and research recommendations to the Minister and monitor the implementation of decrees related to such recommendations.

Article (16)

The Ministry Affairs Office shall hold competence to perform the following:

The Ministry Affairs Office shall be the link between the Ministry's departments and offices and between the Ministry and the sectors affiliated thereto and the related bodies in the public and private sectors. Administratively, the Ministry Affairs Office shall be tied to the Assistant Deputy Minister for Ministry Office Affairs and shall hold competence to perform the following:

1. Receive mail sent to the Minister and record it in special registers after submitting it thereto, take the necessary measures with regard to forwarding it to the competent bodies in accordance with the notations recorded thereon.
2. Keep the Ministry Office stamps and files on subjects it deems necessary.
3. Keep files and records on reports and memoranda related to the topics posed in the Ministry's meetings.
4. Categorise and index official correspondence in accordance with scientific standards.
5. Supervise the organisation of the Ministry's printing needs with regard to reports, studies and research and the automated documentation thereof.
6. Perform the necessary photocopying of official documents and reports as requested by the responsible body.
7. Complete procedures for sending and receiving express mail in coordination with the competent mail services bodies.
8. Distribute reports, notices and circulars related to the Ministry to the concerned bodies inside and outside the Ministry in order for them to undertake the necessary measures with regard thereto.
9. Keep sent and received correspondence and documents in dedicated files by topic, protecting the confidentiality of the information therein.
10. Keep the Ministry's petty cash and the documentation thereon and complete the procedures related thereto.
11. Prepare the monthly procedures for the salaries of Ministry employees in accordance with the attendance records and forward them to the competent bodies on the set dates.
12. Complete procedures on employees who have been referred to the retirement fund.
13. Contribute to preparing the Ministry's draft operating budget, including disbursements and items allocated thereto.
14. Contribute to preparing the balance sheet for the Ministry's operating budget in accordance with the legislation in force.
15. Study the work force needs of the Ministry and bodies affiliated thereto as required to fill vacant positions, and provide career development to anyone who might benefit from its services.
16. Undertake all organisational procedures related to employee affairs at the Ministry, keep files thereon, prepare and monitor procedures on employee leaves, allowances, promotions and other employee-related administrative procedures.
17. Prepare draft regulations and employee training and development plans organising training and the training needs of the Ministry and the bodies affiliated thereto.

18. Establish standards for the nomination of employees to be trained or developed in accordance with the competencies of their positions and job description.
19. Monitor the implementation of training plans and programs of the Ministry and the bodies affiliated thereto and prepare technical reports thereon.
20. Keep abreast of scientific development in the different modern technologies related to financial, administrative and information systems, select those appropriate to the Ministry's needs for the purpose of developing and modernising working methods and increasing efficient performance.
21. Supervise the completion of the necessary surveys of the different administrative units at the Ministry to monitor their human resources requirements in terms of specifications and number.
22. Propose the necessary improvements and amendments needed to increase efficiency and improve the use of comprehensive system capabilities, and participate in establishing the necessary plans and programs for such.
23. Establish the rules and standards required to allow for the assessment of the performance rates of the different employee sectors at the Ministry and find appropriate ways of improving these rates.
24. Any other required work activities assigned thereto under the legislation in force.

Article (17)

The Projects and Monitoring Office shall hold competence to perform the following:

Perform all activities requiring a high level of coordination and follow-up among the units and teams inside the Ministry and between the Ministry and other bodies, including the Ministry Office, approve the project management method as a working method achieving qualitative and quantitative goals taking into consideration the factors of time and cost, in addition to quality and risk management methods. In particular, it may undertake the following:

1. Coordinate among all divisions affiliated to the Ministry to ensure implementation of policies and directives drawn up by the bodies authorised by the Ministry to complete all works related to its activities in full.
2. Collect the decisions of related bodies concerning the Ministry and monitor the implementation thereof by the divisions affiliated thereto.
3. Prepare periodic and annual monitoring reports on the activities of companies and bodies affiliated to the Ministry or subject to the supervision thereof.
4. Monitor the Minister's instructions on complaints received from inside and outside the Ministry, and coordinate with the related bodies to address them.
5. Supervise the implementation of policies and compliance with guidelines, common standards and work methods in place in all information documentation systems, and circulate such within the Ministry and the bodies affiliated thereto, with the aim of coordination and integration and to standardise work patterns at all activity divisions.
6. Supervise the design and implementation of advanced information storage system projects at the Ministry with regard to keeping records, files and documentation and training users of such systems.
7. Supervise the establishment of a general framework to unify statistical tables and the reports required from all Ministry bodies, improve exchange methods, and spread statistical awareness among such bodies.

8. Monitor campaigns that seek to provide guidance on the rationalisation of power consumption.
9. Supervise the establishment and development of databases and sources at the Ministry and the bodies affiliated thereto using scientific methodology and methods to achieve the highest possible level of quality and precision and work to link them with the different administrative units affiliated to the Ministry, to be linked to the systems of the related bodies.

Article (18)

The Company Affairs Department shall hold competence to perform the following:

1. Confirm implementation of legislation on the Ministry's activities and work to undertake procedures for the approval thereof and monitor the implementation thereof.
2. Establish performance indicators for all divisions affiliated to the Ministry and monitor and confirm adherence thereto.
3. Monitor work flow at the companies affiliated to the Ministry and the periodic reports on the works completed by the different administrative units of the companies affiliated to the Ministry or subject thereto, and identify and establish programs to remedy weaknesses thereof.
4. Develop standards and codification of the Ministry's activities and confirm compliance therewith.
5. Monitor and assess the performance of the companies affiliated to the Ministry and participate in improving them and their compatibility with the Ministry's strategic plan.
6. Propose and amend regulations governing the affairs of companies affiliated to the Ministry, without prejudice to the competencies assigned to the companies under the legislation in force, in step with the development of electricity services.
7. Monitor and ensure the flow of information and data periodically between the affiliated companies and the Ministry.
8. Prepare periodic and annual monitoring reports on the activities of companies affiliated to the Ministry or subject to the supervision thereof.
9. Collect and review workforce needs in coordination with the companies affiliated to the Ministry and establish general plans for the appointment and employment thereof.
10. Establish policies and implement programs to recruit good staff suitable for the work requirements and in line with the Ministry's current and future needs and plans, ensuring that all human resources procedures, policies, methods and operations conform to the general policies and procedures on the Ministry's activities.
11. Recommend the approval of the annual budgets and balance sheets of the companies affiliated to the Ministry or subject to the supervision thereof.
12. Propose employee training and development plans and programs at the companies affiliated to the Ministry or subject to the supervision thereof.
13. Identify projects related to administrative development, human resources and technical and economic studies required by all bodies affiliated to the Ministry.
14. Establish the rules and standards required to assess the performance rates of the different employee sectors at the companies affiliated to the Ministry and find appropriate ways of improving these rates.
15. Address difficulties and problems that companies affiliated to the Ministry or subject to the supervision thereof might face and coordinate on such with the concerned bodies.

Article (19)

The Relations, Cooperation and Media Office shall hold competence to perform the following:

1. Monitor the implementation of bilateral cooperation agreements and accords between Libya and all countries in the area of electricity and renewable energy, in which the Ministry is a party or that is referred thereto by the competent bodies, and propose the best modern means of monitoring the implementation thereof.
2. Coordinate with the competent bodies on the meetings of joint committees held outside Libya as well as the preparatory meetings related thereto.
3. Prepare technical reports on the executive position of decrees and recommendations related to electricity and renewable energy activity, in joint committee meeting minutes and continually update them in coordination with the competent organisational divisions at the Ministry.
4. Identify international and regional organisations that may be of assistance when necessary.
5. Translate documents related to international and regional agreements and treaties related to the Ministry's work, provide simultaneous translation for foreign delegations participating in meetings, symposiums and conferences held in Libya and accompany such delegations during the field visits organised by the Ministry.
6. Coordinate with the competent bodies on the Ministry's participation in all meetings, conferences and forums organised by the concerned international and regional organisations, institutions and bodies in the fields of electricity and renewable energy and the technical committees arising therefrom, whether held inside Libya or abroad, to monitor the resolutions and recommendations issued related to the Ministry's activity.
7. Apply modern and advanced methods in documenting and keeping the minutes, resolutions and recommendations of the concerned international and regional organisations, in a manner that facilitates easy reference thereto when needed.
8. Perform all procedures necessary to receive and host Ministry guests, organise their visits and supervise reception ceremonies being prepared in their honour.
9. Prepare outreach broadcast programs and media publications that highlight the Ministry's work to achieve its goals and inform citizens about the Ministry's activities and the services it provides through the various media.
10. Undertake procedures to obtain entry and residence visas for foreigners and travel visas for Ministry employees.
11. Undertake procedures to reserve travel tickets, determine the dates thereof and inform the related bodies of such.
12. Organise the Ministry's relations with public and other sectors and bodies inside Libya.
13. Provide all services to Ministry employees.

Article (20)

The Consulting Affairs Office shall hold competence to perform the following:

1. Provide opinions on the reports, topics or technical or financial issues related to the Ministry's work that are referred thereto.
2. Provide technical and financial advice related to existing projects or those that the Ministry intends to implement, as requested by the related bodies.

3. Collect academic and applied research and studies and communicate with local and global scientific bodies and organisations that engage in similar activities, to benefit from their experience and expertise.
4. Participate with the competent departments at the Ministry to prepare the technical and economic studies necessary for the Ministry's activity.
5. Undertake all necessary measures to keep step with scientific, technical and modern developments, including facilitation of the Office's duties.
6. Prepare advisory reports, correspondence and memoranda related to the Ministry's work, and support such with documentation, statistical tables and charts, whenever available.
7. Participate in local and international scientific symposiums, conferences and forums related to the areas of the Ministry's activity.
8. Any other activities assigned to the Office requiring the provision of an opinion or advise thereon.

Article (21)

The Legal Affairs Office shall hold competence to perform the following:

1. Provide opinions and legal advice on the issues submitted thereto and prepare and review draft laws, regulations and decrees related to the Ministry's work.
2. Review draft contracts being entered into by the Ministry and agreements to which it is a party.
3. Monitor cases filed by or against the Ministry, in coordination with the State Lawsuits Department and the related bodies.
4. Prepare and draft decrees and record and number them prior to their transfer to the concerned bodies.
5. Perform the necessary investigations and study complaints related to the Ministry.
6. Keep the laws, decrees, decisions, agreements and contracts resulting from the Ministry's work in an organised manner facilitating easy reference thereto when needed.
7. Participate in drafting the memoranda the Minister decides to submit to the Cabinet and other bodies.
8. Periodic review of legislation related to the Ministry's work and propose the improvement and development thereof.
9. Prepare regular periodic reports on its activities.
10. Any other activities required by the nature of its job in accordance with the laws and regulations in force or assigned thereto by the Deputy Minister or the Assistant Deputy Minister for Ministry Office Affairs.

Article (22)

The Internal Audit Office shall hold competence to perform the following:

Verify implementation of the financial laws and regulations related to the Office's work flow in general. In particular, it may undertake the following:

1. Confirm compliance with the Ministry's policies and procedures and the laws in force to ensure work is conducted in accordance with such, implement policies related to auditing and formulate them as procedures to prepare a correct base suitable to the Ministry's work and apply the Ministry's goals and objectives in a manner consistent with the general strategy and plans.

2. Confirm that financial activities at all Ministry divisions are conducted in accordance with the document cycle in place.
3. Examine the Ministry's balance sheets, confirm sound accounting entry guidelines, audit reconciliation reports for the Ministry's accounts at banks and demand settlement of pending items (if any).
4. Audit all disbursement documentation referred from the Financial Affairs Unit at the Ministry Affairs Office prior to disbursement thereof, in accordance with the laws, regulations and decrees issued in this regard.
5. Propose or improve the procedures in place, inspect and audit documentary credits and confirm the soundness of the procedures followed when opening or closing such.
6. Coordinate with the external auditor in auditing the Ministry's budget and respond to observations related to audit activities.
7. Check local and foreign purchase documents to confirm their conformance with the established rules and provisions related thereto, in accordance with the legislation in force.
8. Confirm reconciliation of petty cash and advances, and reconcile all petty cash at the end of each fiscal year.
9. Examine and audit the administrative files of Ministry employees and confirm that appointment, promotion, advance and allowance procedures of any kind are in accordance with the laws and regulations.

Article (23)

The internal regulations of the Ministry of Electricity and Renewable Energy's administrative unit shall be issued in a decree from the Minister in coordination with the Ministry of Labour and Rehabilitation.

Article (24)

Any provision that conflicts with those of this Decree shall be repealed.

Article (25)

This Decree shall enter into force on the date of its issue. The concerned bodies shall implement this Decree and it shall be published in the Official Gazette.

The Cabinet – Libya

**Issued on 14 Rabi' al-Awwal 1433 AH
Corresponding to 06/02/2012 AD**