

Cabinet Decree No. (120) of 2012
adopting the organisational structure and
competences of the Ministry of Social Affairs
and organising its administrative unit

The Cabinet

Upon review of:

- The Constitutional Declaration;
- The law of the financial system of the state, and budget, accounts, and inventory regulations, and the amendments thereof;
- Law No. (43) of 1974 issuing the Military Personnel Retirement Law, and the amendments thereof;
- Law No. (13) of 1980 on social security, and the amendments thereof;
- Law No. (15) of 1984 on the rules for marrying non-Libyans;
- Law No. (5) of 1987 on disabled persons;
- Law No. (17) of 1992 regulating the affairs of minors and the like;
- Law No. (10) of 1994 on marriage, divorce, and their effects, and the amendments thereof;
- Law No. (5) of 1997 on the protection of children;
- Law No. (20) of 1998 on the Social Welfare Fund, and the amendments thereof;
- Law No. (12) of 2010 issuing the Labour Relations Law, and its executive regulations;
- National Transitional Council Resolution No. (174) of 2011 on determining the structure of the transitional government;
- National Transitional Council Resolution No. (184) of 2011 approving the transitional government;
- Cabinet Decree No. (11) of 2011 naming the deputy ministers and assistant deputy ministers of the ministries;
- Cabinet Decree No. (1) of 2012 determining the competences of the deputy ministers and their assistants;
- Cabinet Decree No. (119) of 2012 establishing the Marriage Support Fund;
- The proposal of the Minister of Social Affairs;
- The decision of the Cabinet in its fifth regular session of 2012;

has decreed:

Article (1)

The organisational structure and competences of the Ministry of Social Affairs shall be adopted, and its executive unit organised, in accordance with the provisions of this law.

Article (2)

The Ministry of Social Affairs shall set the plans and programs necessary to implement public policy in the area of social affairs and to ensure the stability of society and maintain its fabric. In particular, it may undertake the following:

1. Propose bills, regulations, policies, and development plans related to the functions of the Ministry, and follow-up and evaluate their implementation after they are approved.
2. Review legislation regulating or impacting its functions, and propose what is necessary to achieve the general aims of the state.
3. Issue decisions, publications, and instructions regarding the work of the Ministry and its affiliated entities.
4. Conduct informational support, archiving, and electronic documentation, and develop databases and informational systems related to the functions of the Ministry.
5. Implement the bilateral and international treaties and conventions to which Libya is a party, and participate in the international and regional conferences and organisations related to the functions of the Ministry.
6. Oversee the entities affiliated with the Ministry, follow up with them, and make necessary proposals with regards to them.
7. Prepare a draft for the organisational structure and internal organisation, and name officials to the leadership functions of the Ministry in accordance with the adopted criteria.
8. Determine training needs and establish draft plans to meet these needs in accordance with the criteria set by the relevant ministry.
9. Prepare a draft budget for the Ministry in accordance with the bases followed in this regard, and close the final account of the Ministry's expenditures at the designated times.
10. Provide forms of social, health, and psychological care to the disabled and elderly.
11. Take measures related to the education and guidance of young people.
12. Regulate the procedures for marriages between Libyans and non-Libyans.
13. Monitor the status of Libyan children living outside of Libya with non-Libyan mothers.
14. Care for and guide juvenile delinquents.
15. Organise welfare and rehabilitation programs for those with special needs.
16. Provide subsidies and lump-sum grants to eligible individuals in society.
17. Monitor and regulate the procedures related to sociological studies of phenomena that hinder society's movement toward desired social progress.
18. Oversee the provision of special services for those living in social institutions and centres for those with special needs, show concern for their cases, and establish bases to guarantee their care and rehabilitation.
19. Oversee and follow up on the operations of social welfare facilities, centres and institutes for the education and rehabilitation of those with special needs and daycare centres for children, and work to integrate these services.
20. Propose soft loans and special subsidies for those living in social welfare institutions, including orphans, the elderly, widows, low-income people, those whose livelihoods have been cut off, and large families.
21. Implement plans and projects related to social welfare for women, children, and families in accordance with the adopted policies.
22. Provide health care to women, children, and families, in coordination with the relevant entities.

23. Plan and implement development projects aiming to provide care for mothers and children, and work to develop the services that are provided to them, in cooperation with various state institutions.
24. Work to build the capacities of women and to develop their ability to contribute effectively to caring for their families and for society.
25. Take the necessary measures to ensure the availability of work opportunities appropriate to the nature of women.
26. Urge women to effectively participate in political, social, and economic actions, as well as in other fields.
27. Overcome the difficulties that women face within society.
28. Show concern for women's issues and include them in social development priorities, plans, and policies.
29. Encourage the establishment of institutions concerned with children, women, and families, and oversee the international programs to which Libya is a party.
30. Show concern for civil society institutions, in coordination with the relevant entities.
31. Work to strengthen the role of civil society organisations, in addition to supporting and developing them and maintaining their independence, in accordance with the legislation in force.
32. Coordinate with civil society organisations and search for areas for cooperation with them, as serves the issues of development and human rights.
33. Work with civil society organisations with the objective of creating a partnership in the area of activities and programs aimed at raising awareness about their important role in society.
34. Work to open up space for civil society organisations to play an important role in bringing about social peace and harmony.
35. Conclude bilateral treaties and agreements with friendly and sister nations in the area of social affairs, in accordance with the legislation in force.
36. Hold conferences, seminars, and forums related to social affairs, both within Libya and abroad.
37. Establish centres specialised in the field of social welfare.
38. Exercise the competences vested in the Ministry, as established by the legislation in force.

Article (3)

The Office of the Ministry shall have one or more Deputy Ministers who shall carry out the functions established for deputy ministers by the legislation in force. The Deputy Minister(s) shall work under the oversight of the Minister.

Article (4)

The following entities shall be work in affiliation with or under the supervision of the Ministry of Social Affairs, as applicable:

1. The Retirement Fund.
2. The General Authority of the Solidarity Fund.
3. The Marriage Support Fund.
4. The Information and Documentation Centre.

5. The Social Studies Centre.
6. The Benghazi Centre for the Rehabilitation of the Disabled.
7. The Janzur Centre for the Rehabilitation of the Disabled.
8. The Sawani Rehabilitation Centre for People with Disabilities.
9. The Wafaa Centre for the Care of the Disabled and the Elderly.
10. The Marg Complex for Social Welfare.
11. The High Committee for Children's Welfare.
12. The National Committee for the Care of the Elderly.
13. The National Committee for the Care of the Disabled.

Article (5)

The organisational structure of the Ministry of Social Affairs shall be comprised of the following organisational divisions:

1. The Planning, Studies, and Performance Evaluation Department.
2. The Administrative and Financial Affairs Department.
3. The Inspections and Follow-Up Department.
4. The Family Development Department.
5. The Humanitarian Affairs and Aid Department.
6. The Projects and Technical Affairs Department.
7. The Awareness, Education, and Media Department.
8. The Disabled Persons' Affairs Department.
9. The Internal Audit Office.
10. The Office of Advisors.
11. The Training Office.
12. The Legal Office.
13. The Technical Cooperation Office.
14. The Minister's Office.
15. The Deputy Minister's Office.

Article (6)

The Planning, Studies, and Performance Evaluation Department shall undertake the following:

1. Propose and plan social policies and programs, in coordination with the relevant entities.
2. Provide opinions on matters referred to it by the Minister or Deputy Minister.
3. Conduct the necessary studies, research, and statistics in the fields of the jurisdiction of the Ministry, in coordination with the Ministry's administrative units.
4. Collect data, information, and sociological studies from governmental and non-governmental institutions for cataloguing and classification.
5. Monitor the implementation of policy plans and social programs on a periodic basis, report the results to the Minister, and present appropriate recommendations in this regard.
6. Monitor and evaluate the work of training and social rehabilitation programs and work to develop them.

7. Establish and develop a work plan to monitor research and studies issued by the various departments in the Ministry and to analyze their results and report on them to the Minister.
8. Contribute to the preparation of plans related to the work of the departments and offices affiliated with the Ministry.
9. Commission centres specialised in the field of social research to study social and psychological phenomena.
10. Monitor the implementation of the studies that research centres are commissioned to undertake in order to verify their soundness and to verify that they are being implemented in accordance with the schedules set for them.
11. Hold lectures, seminars, conferences, and forums regarding addressing social issues and phenomena.
12. Monitor and evaluate the implementation of the strategic plan of the Ministry, and submit appropriate recommendations in this regard to the Minister.
13. Monitor and verify the quality of the services and activities assigned to the Ministry.
14. Evaluate the job performance rates of the Ministry's employees.
15. Set and define the required standards for measuring performance, and determine the degree of the quality of the Ministry's services.
16. Establish plans for studies and research related to improving the effectiveness of the professionals and employees in the Ministry, in coordination with the relevant entities.
17. Plan for research and studies related to the activities and fields of social security and solidarity.
18. Contribute to the development of social welfare and disabled care systems, prepare a periodic plan for the programs and activities of the Ministry, and propose priorities for implementation, in cooperation with the competent departments.
19. Define difficulties and obstacles for implementation, and participate in proposing appropriate solutions.
20. Monitor the adoption of investment plans for the sector and bodies affiliated with it.
21. Any other work assigned to the Department that is consistent with its competences.
22. Take the necessary measures to implement the regulations and rules related to personnel matters, and conduct all of their professional affairs in accordance with the legislation in force.

Article (7)

The Administrative and Financial Affairs Department shall undertake the following:

1. Undertake the tasks related to the archives; organise them so as to ensure the entry and circulation of files, documents, and communications, their preservation, and the ease of referencing them; oversee the work of printing, copying, and photocopying; and introduce mechanisation in these areas.
2. Prepare a draft budget for the Ministry, regulate oversight of the objects of expenditure, and take financial measures to implement it, in accordance with the legislation in force.
3. Provide for the needs of the Ministry's executive unit, and supply the warehouses with the necessary items, within the limits of the prescribed appropriations.

4. Implement the legislation and regulations related to the provision of services to Ministry workers and the administrative units affiliated with or subject to the oversight of the Ministry.
5. Disseminate the legislation, instructions, and pamphlets relevant to the Ministry's organisational divisions and other entities affiliated with it or subject to its oversight, according to the circumstances.
6. Preserve and maintain the Ministry's moveable and immovable assets, provide instruments and equipment, and conduct the necessary maintenance thereof.
7. Collect the Ministry's revenues and debts from others, prepare the salaries and entitlements of Ministry workers, and complete the tasks related to customs clearance for the equipment, machinery, and tools imported by the Ministry in order to perform its work.
8. Conduct public relations work related to the work of the Ministry, in a manner that helps it execute its functions.
9. Conduct the annual inventory processes.
10. Conduct the required servicing and cleaning of the buildings affiliated with the Ministry.
11. Organise the warehouses and provide the departments and offices with supplies as needed.
12. Report on expenditures and close the annual budgets of the Ministry.
13. Organise matters of movement and means of transportation for the Ministry.
14. Disburse payment for travel tickets and provide accommodation and reception for Ministry employees assigned to functions domestically and abroad.
15. Any other work assigned to the Department that is consistent with its competences.

Article (8)

The Inspections and Follow-Up Department shall undertake the following:

1. Follow international and regional social developments and study their effects on the social development plan within Libya.
2. Inspect the facilities and centres affiliated with the Ministry, verify their compliance with the legislation regulating their work, and monitor the level of the services they provide.
3. Study the annual reports issued by entities relevant to the activities of the Ministry.
4. Monitor the performance of the facilities and units affiliated with the Ministry, in coordination with the competent departments and offices within the Ministry.
5. Monitor and periodically evaluate the work of the entities affiliated with the Ministry, submit reports of the results, and provide appropriate recommendations.
6. Monitor and analyse the social indicators related to the Ministry's work.
7. Look into observations and complaints regarding the Ministry and the entities affiliated with it or subject to its oversight, according to the circumstances.
8. Inspect attendance records and verify the compliance of employees with the official times designated for work.
9. Inspect the implementation of projects related to the work of the Ministry, and verify their progress in accordance with the signed contracts and the schedule set for their implementation.

10. Inspect the assets and property of the Ministry, and verify that it is being maintained and preserved.
11. Monitor the implementation of laws, regulations, legislation, and decisions related to the work of the Ministry.
12. Prepare follow-up reports on the progress of the work of the Ministry and of the entities affiliated with it or subject to its oversight, according to the circumstances.
13. Investigate information published about the Ministry in the various media outlets.
14. Verify the conformity of information and data from various sources.
15. Investigate negative phenomena related to the work of the Ministry.
16. Investigate violations related to matters of personnel.
17. Any other work assigned to the Department that is consistent with its competences.

Article (9)

The Family Development Department shall undertake the following:

1. Propose the development of social legislation on women, in order to provide the necessary care for women.
2. Promote the rights of women, and cooperate with organisations working in this field.
3. Honour women pioneers in various fields, and encourage and nurture their talents.
4. Implement programs to educate and raise the awareness of the family, with the aim of strengthening the cohesion of the family unit and focusing on proper methods to raise children and understand their problems.
5. Propose legislation related to supporting women during pregnancy and childbirth, and provide in-kind and material support to women.
6. Encourage and assist families seeking productive work, and propose mechanisms for them.
7. Consider the affairs of families and women, provide forms of necessary welfare to them in all areas, and propose the development of related social legislation.
8. Regulate the procedures related to marriages between Libyans and non-Libyans.
9. Provide care for girls and women who are subjected to incidents of violence and assault, in order to integrate them in a manner that benefits both them and society.
10. Propose the development of social legislation to provide optimal care for women.
11. Promote the rights of women, and cooperate with organisations working in this field.
12. Propose legislation related to the care of women and family matters.
13. Follow up on the international treaties ratified by Libya in the area of the rights of and care for children, in coordination with the Technical Cooperation Office.
14. Establish the necessary plans and programs to assist children to continue their studies after they leave care facilities.
15. Activate the role of child welfare institutions so as to achieve their objectives.
16. Any other work assigned to the Department that is consistent with its competences.

Article (10)

The Humanitarian Affairs and Aid Department shall undertake the following:

1. Contribute to the provision of equipment related to humanitarian aid and its distribution among the Social Affairs branches in the regions, in coordination with the relevant entities.
2. Contribute to the organisation of rapid response procedures for cases of disasters and calamities, in coordination with the relevant entities.
3. Cooperate with the Ministry of Health to provide emergency aid to those affected and to provide receive the injured in hospitals.
4. Contribute to the study and identification of the causes that lead to disasters, and monitor these causes, in coordination with the relevant entities.
5. Estimate the value of compensation for individual disasters, in accordance with the regulations relied upon in this regard.
6. Monitor the speed of the disbursement procedures for the prescribed compensation via the Social Affairs branches in the regions.
7. Study the regulations and legislation related to compensation for individual disasters, and work to develop them in such a way as to achieve fair and beneficial compensation, as well as the regulations and legislation related to compensation for general disasters, in coordination with the relevant entities.
8. Organise the disbursement procedures for lump-sum grants and social assistance.
9. Participate in providing assistance in sheltering those affected by disasters until they return following the repair and maintenance of their damaged homes.
10. Survey and identify poor families, large families, and families in need.
11. Any other work assigned to the Department that is consistent with its competences.

Article (11)

The Projects and Technical Affairs Department shall undertake the following:

1. Follow up on the studies and specifications related to the processes of establishing and developing the facilities affiliated with the Ministry.
2. Provide opinions regarding the engineering designs of the Ministry's projects.
3. Follow the implementation of the work of the Ministry's projects, in coordination with the relevant entities.
4. Report periodically on the progress of the implementation of the Ministry's projects, eliminate bottlenecks, and overcome difficulties which obstruct implementation.
5. Provide maintenance for the facilities affiliated with the Ministry.
6. Monitor the documentation of the Ministry's property in the Real Estate Registry.
7. Participate in preparing a transitional plan for the Ministry.
8. Oversee the electricity, telephone, and water systems of the facilities affiliated with the Ministry.
9. Coordinate with the Tender Committee to announce the implementation of the projects affiliated with the Ministry.
10. Prepare final reports regarding the implementation of projects, and monitor their initial and final receipt.
11. Any other work assigned to the Department that is consistent with its competences.

Article (12)

The Awareness, Education, and Media Department shall undertake the following:

1. Raise the awareness of citizens and assist them to liberate themselves from the phenomena of social backwardness and to adopt progressive methods in matters related to their lives and livelihoods.
2. Establish the necessary plans and programs for raising awareness and social education, and work to implement them.
3. Prepare social awareness programs to protect society from destructive phenomena, crime, and delinquency, provide care for young people, and educate and instruct women so as to guarantee their protection from the factors of crime and delinquency.
4. Promote the various social welfare programs and services to those with special needs, and explain how to benefit from them.
5. Promote the methods and ways by which social services are provided.
6. Promote the executive regulations issued for the Disabled Persons Law, particularly the regulation to facilitate their access to public places, and monitor the compliance of the entities concerned with implementing them.
7. Prepare fliers, brochures, and documentary films related to raising the awareness of citizens, in cooperation with the relevant entities.
8. Prepare for and participate in exhibitions related to the activities of the Ministry.
9. Oversee and organise educational and media programs related to the activities of the Ministry.
10. Document the activities related to the work of the Ministry.
11. Monitor developments of interest to the Ministry in the various media outlets.
12. Provide the newspapers, journals, and references related to the work of the Ministry and distribute them to the departments and offices.
13. Prepare an integrated library and supply it with brochures, publications, and references related to the work of the Ministry.
14. Provide the instruments and equipment necessary to perform the media work of the Ministry.
15. Any other supplementary work that may be assigned to the Department that is consistent with its competences.

Article (13)

The Disabled Persons' Affairs Department shall undertake the following:

1. Organise and follow up on the procedures for medical examinations to prove disability, and organise the procedures for issuing identification cards for those with disabilities.
2. Organise the provision of benefits, and follow the procedures for finding work for those with disabilities who are eligible, and follow up with them.
3. Contribute to solving the problems that block the integration of disabled persons into society, and oversee the provision of medical services to them, in coordination and cooperation with the competent entities.
4. Follow up with the entities concerned with implementing the regulations to facilitate access for disabled persons to public places.

5. Establish rehabilitation programs for disabled persons within the competent institutions and centres, and prepare the necessary approaches to educate and rehabilitate those with special needs, in cooperation with the competent entities.
6. Establish the bases for accepting disabled persons in rehabilitation centres, propose the necessary programs to implement them, and study how to identify the needs of rehabilitation centres in terms of technical elements, in cooperation with the competent entities.
7. Provide for the needs of the centres in terms of the installations, equipment, and tools necessary to rehabilitate those with disabilities, and coordinate between the various centres and institutes.
8. Study the needs of disabled persons in terms of prosthetic devices, equipment, and personal items for disabled persons, in cooperation with the relevant entities; and identify the needs of the institutions and centres working with disabled persons in terms of the instruments, equipment, and supplies necessary to carry out their work.
9. Study the legislation, laws, regulations, and decisions related to issues of disabled persons, and work to develop them.
10. Prepare rules and regulations related to the work of centres for those with disabilities.
11. Monitor the provision of housing for those with disabilities, along with the competent authorities.
12. Draw up the necessary plans and programs to develop the work of centres and schools for disabled persons.
13. Monitor the incorporation of disabled persons into society through centres and institutions for them.
14. Propose scientific plans and programs to limit disabilities through early intervention centres.
15. Distribute instruments, equipment, and supplies to the Social Affairs branches.
16. Coordinate with the Ministry of Education to open classes for the education of those with disabilities in the regions where there are no schools, institutes, or centres for disabled persons.
17. Hold forums, scientific symposiums, and conferences regarding issues of those with special needs, and participate in such events that are held on the Arab, African, and international levels.
18. Any other work assigned to the Department that is consistent with its competences.

Article (14)

The Internal Audit Office shall undertake the following:

1. Conduct the internal audit in accordance with the bases, rules, and standards recognised legally, financially, and administratively, in order to verify the extent of the compliance of all organisational units with the application of the financial and administrative rules and regulations established within the Ministry.
2. Submit a comprehensive report to the Minister regarding the results of the audit, and submit appropriate suggestions and recommendations.

3. Monitor the financial documents, including receipt vouchers, payment vouchers, journal vouchers, and other documents following expenditure.
4. Receive salary, wage, and remuneration forms and the like, in order to examine them and verify their conformity with the laws and regulations and to review their entry in payroll cards.
5. Check the total expenditure statements.
6. Complete and review the procedures for obtaining letters of guarantee submitted by those who have concluded contracts with the Ministry.
7. Verify the preparation of authorization forms for bank payments and that the credit to the beneficiary has been made in his account at the bank.
8. Oversee the maintenance of detailed records regarding the allocations of the administrative budget and transitional projects.
9. Verify that the spending of the transitional budget is in compliance with the legal rules and regulations and with the provisions specific to the administration of the transitional account, and follow up on any financial violations or breaches of these rules and regulations that may occur.
10. Conduct spot inspections of treasuries and depositories, and participate in preparing the annual inventory.
11. Review the financial instructions, propose needed amendments to them, and monitor their implementation.
12. Verify the integrity of funds, petty cash, furnishings, tools, buildings, and other assets owned by the Ministry or by entities affiliated with it or subject to its oversight.
13. Any other work assigned to the Office that is consistent with its competences.

Article (15)

The Office of Advisors shall undertake the following:

Provide consultation on matters presented to it by the Minister or the Deputy Minister, and submit proposals regarding them. The Office shall be composed of a group of experts and advisors who have qualifications and experience in the work and various activities of the Ministry.

Article (16)

The Training Office shall undertake the following:

1. Prepare training plans and programs aimed at boosting the effectiveness of workers in the Ministry, in coordination with the relevant entities.
2. Coordinate with the entities which implement the training programs to ensure proper implementation of the courses and programs related to the training of workers.
3. Monitor the trainees among the workers in the Ministry domestically and abroad, and prepare the necessary reports regarding them.
4. Participate in the design and preparation of training and educational programs for Ministry workers, in coordination with the competent entities.
5. Hold seminars, lectures, and forums related to the work of the Ministry.

6. Propose training courses to raise the level of workers in social institutions, follow up with associations working in the field of social activity, and encourage individuals within society to participate in charitable volunteer work.
7. Any work assigned to the Office that is consistent with its competences.

Article (17)

The Legal Office shall undertake the following:

1. Research, study, and follow up on legal matters related to the activities of the Ministry, in coordination with the concerned administrative units.
2. Prepare draft legislative instruments for the Ministry, and provide opinions regarding bills referred to it.
3. Provide legal opinions on matters referred to the Ministry.
4. Prepare draft contracts, agreements, and memoranda of understanding related to the competences of the Ministry, in coordination with the concerned administrative units.
5. Investigate incidents and violations attributed to employees of the Ministry, and prepare the necessary memoranda regarding the results of the investigation, including a legal opinion and recommendations, present them to the competent authorities, and follow up on the implementation of decisions taken in their regard.
6. Follow up on the disputes and cases to which the Ministry is a party, in coordination with the competent entities.
7. Prepare and review laws related to social affairs in the Ministry.
8. Review contracts before they are concluded by the Ministry.
9. Prepare and draft the decisions of the Ministry or the Minister, and record them and refer them to the competent entities.
10. Draft the memoranda that the Minister sees fit to present to the Cabinet.
11. Provide opinions and legal counsel on matters presented to the Minister.
12. Any other work assigned to the Office that is consistent with its competences.

Article (18)

The Minister's Office shall undertake the following:

1. Receive and record communications and reports in the name of the Minister, and gather the necessary data from them, and present it to the Minister.
2. Prepare draft agendas for meetings to be headed by the Minister, record their minutes, record their decisions, and inform the entities obligated to implement them.
3. Organise the Minister's meetings and his communications with various entities.
4. Record the communications and decisions issued by the Minister, and refer them to the competent entities.
5. Provide the information and data requested by His Excellency the Minister, in coordination with the competent entities and departments.
6. Any other work assigned to the Office that is consistent with its competences.

Article (19)

The Technical Cooperation Office shall undertake the following:

1. Prepare working papers related to local, regional, and international conferences, seminars, and meetings related to the activities of the Ministry, in coordination with the concerned entities.
2. Make preparations to attend conferences and meetings convened by regional and international organisations and bodies specialised in the issues of social affairs, in which the state holds membership.
3. Prepare reports and responses requested by regional and international organisations and bodies as relates to the activities of the Ministry, in coordination with the competent departments.
4. Study and follow up on the implementation of the recommendations of regional and international organisations and bodies, in coordination with the competent entities.
5. Prepare the necessary reports regarding the contributions of regional and international organisations and bodies to the development and support of the various activities in the fields in which the Ministry works, in coordination with the competent entities.
6. Follow up on the payment of the state's financial contributions to the organisations concerned with the fields of the Ministry's work and in which the state is a member, in coordination with the competent entities.
7. Study ways to ensure the activation of the role of the state in the area of social affairs, with Arab, regional, and international organisations.
8. Collect information and research related to social affairs issued locally, regionally, and internationally by organisations and bodies, and publish it for the purpose of benefiting from it.
9. Follow up on international cooperation treaties in the field of social affairs with friendly and sister countries and with international institutions, in coordination with the competent departments within the Ministry and within the Foreign Ministry and the Ministry of International Cooperation.
10. Organise communications with the Arab, regional, and international entities and organisations as relates to the Ministry, in coordination with the competent entities.
11. Prepare reports regarding the high commissions as relates to the Ministry of Social Affairs, and coordinate the times of their meetings.
12. Any other work assigned to the Office that is consistent with its competences.

Article (20)

The Deputy Minister's Office shall undertake the following:

1. Provide information requested by the Deputy Minister, and prepare for and follow up on all of his meetings and visits.
2. Organise the official communications and correspondences with the various entities.
3. Carry out the various secretarial tasks, and secure the preparation and printing of the correspondences and reports of the Deputy Minister.
4. Prepare for and oversee the meetings to be held by the Deputy Minister.
5. Any other work assigned to the Office that is consistent with its competences.

Article (21)

Social Affairs branches in the regions shall be established according to actual needs. The assets, funds and personnel of social affairs bodies shall be devolved to them. They shall undertake the implementation of the policies and strategies of the Ministry in the area of social affairs in the various cities and regions. A decision shall be issued by the Minister of Social Affairs designating these branches, as well as a statement of the functions and qualitative competences of these branches and the mechanism for implementing the provisions of this article, as is consistent with the legislation in force in this regard.

Article (22)

All of the organisational divisions of which the Ministry is comprised shall work in coordination and cooperation with each other to implement the competences assigned to them. The Ministry of Social Affairs shall be considered a single administrative unit for the purposes of professional affairs, contracts, and the implementation of budgets.

Article (23)

A decision from the Minister of Social Affairs shall be issued with the internal regulations for the Ministry of Social Affairs, as does not violate the provisions of this decree.

Article (24)

One or more committees shall be formed by decisions issued by the Minister of Social Affairs to implement the provisions of this law.

Article (25)

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

The Cabinet - Libya

Issued on 26 Rabi' al-Akher 1433 AH

Corresponding to 19/03/2012 AD