

THE REPUBLIC OF SOMALILAND
HOUSE OF REPRESENTATIVES



House of Representatives
Organizational Chart of the Secretariat

December 2014

Table of Contents

The Secretary General	3
The deputy of the Secretary General	4
Admin and Finance department	5
Human Resource Department	6
Hansard, Plenary and committees Department	7
Planning Department	8
Information Technologies Department.....	9
Protocol and Security Department	10
Archives, Library Department.....	11
Communication and Public Relations Department	12
Organogram.....	13

SECRETARY GENERAL OFFICE

The Secretary General

The secretariat of the House of Representatives means the staff of the House led by the secretary general¹. According to article 23 of the rules of procedures. The House shall have Secretariat who shall assist the Speaker in administrative matters of the office, financial issues and management of meetings.

1. The Secretariat consists of the Secretary General, his/her deputies, directors of departments as deemed necessary and the other staff members of the House.
2. Fully abiding by article 52 of the constitution, the Secretary General shall propose the promotion, demotion, reshuffle and dismissal of the staff of the House, and the Speaker shall make decisions on any appeal related to those matters. Complaints of the staff shall be submitted to the Standing Committee who is authorized to review them.
3. The Secretariat shall operate and follow the directives and orders of the Chairman and his deputies.
4. A member or members of the Secretariat are obliged to attend meetings held by the House of Representatives in order to record the debates, questions, resolutions and the minutes. Each agenda item debated over shall be recorded in writing or audio-visual and be saved in the archives of the House. The members of the House shall receive the minutes containing the names of the parliamentarians who took part in the debate. The closed meetings of the House may not have written minutes.
5. The Secretariat of the House shall be responsible for protecting the property, documents and writings of the House. At the same time, the Secretariat shall be responsible for protecting any matter recognized as secret by the Speaker (Chair Organ) and anyone who makes it public shall be prosecuted.
6. In order to ensure inter-independence of government departments, the rights and duties of the Secretariat and other staff members of the House shall be governed by Law of Civil Servants of the House of Representatives.

The Responsibilities of the Secretary General

Article 24 of the rules of procedures underlines the following responsibilities of the Secretary General:

¹ Article 1 of the rules of procedures

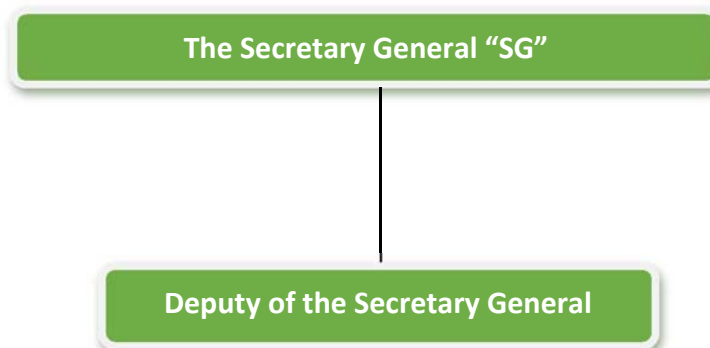
1. He shall notify in writing the members the time of the House sessions after it has been accepted by the Speaker.
2. Register the members who would like to speak.
3. Check the number of votes casted, and other resolution of the House.
4. After acceptance by the Speaker, read the proposed writings such as attendance of the members and ensure that there are no changes in the minutes.
5. Ensure that the resolutions of the House are correctly recorded, and the Speaker of the House signs them.
6. The Secretariat shall be responsible for any other matter assigned to them by the Speaker of the House.
7. When the Secretary General is absent, then his deputy shall replace him.

DEPUTY SECRETARY GENERAL OFFICE

The Deputy of the Secretary General

The deputy secretary General helps the Secretary General in accomplishing his responsibilities and replaces him when he is absent.

He is also directly in charge of the coordination between the departments and organize weekly coordination meetings with all the heads of the departments. The report is submitted to the Secretary General.



ADMIN AND FINANCE DEPARTMENT

Admin and Finance Department

The Finance and Administration Department is responsible for providing the necessary financial management planning and oversight in the areas of budget, finance, procurement and general services. The Department provides accurate and detailed information on its area of responsibility to the secretary general of the HoR.

The responsibilities of the department include:

a) Admin and Account Unit

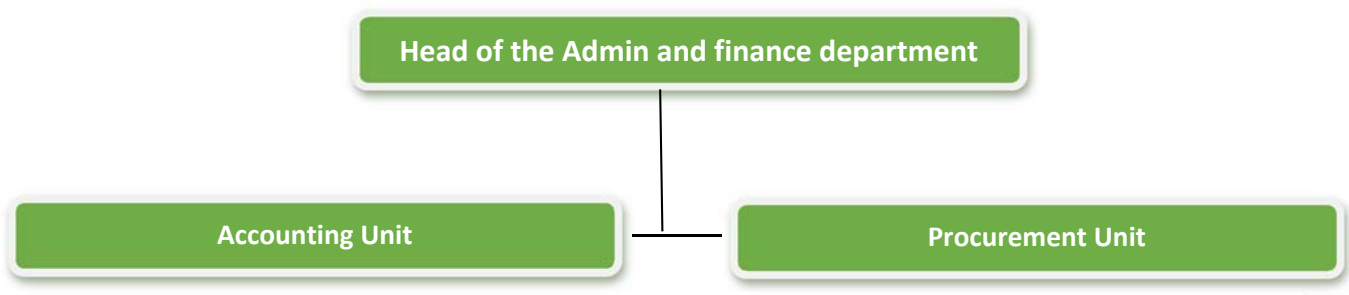
1. Issue the administrative procedures of the secretariat
2. Communicate the procedures to all departments
3. Produce an administrative manual
4. Follow up and evaluation of the procedures
5. Communicates and responds to issues raised by other departments within established timelines
6. Administrating vehicles movements of the parliament
7. Establishes the accounting standards and procedures
8. Prepare the draft budget of the Parliament based on the proposals of each department and submit it to the secretary general
9. Creates and maintains financial policies that ensure the transparency of the budget of the parliament
10. Communicates all major financial procedures and processes to the staff and ensures implementation and monitoring of related internal controls
11. Prepare for the annual external financial review including the audited financial statements
12. Is responsible for all external financial reporting
13. Processes payments for staff and elected members and all transactions according to the procedures and within established timelines and the available budget

B) Procurement officer

The duties of the Procurement Officer shall be:

- (a) To serve as Ex-Officio Secretary of the Procurement Committee;
- (b) To keep the records and all confidential documents of the Procurement Committee;
- (c) To provide technical advice to the Procurement Committee on procurement procedures;

- (d) To conduct a credible and transparent supplier search and selection from a list of approved suppliers;
- (e) On the instructions of the Chairman of the Procurement Committee, to invite in writing for a minimum of three quotations from an approved list of reputable suppliers;
- (f) To prepare technical supporting documents on procurement procedures for tender documents to be considered by the Procurement Committee;



HUMAN RESOURCE DEPARTMENT

Human Resource Department

The human resources department is responsible for creating, implementing and/or overseeing policies governing employee as well as sourcing and hiring, skills development and tracking, benefits administration and compliance with the HoR, needs, regulations and policies.

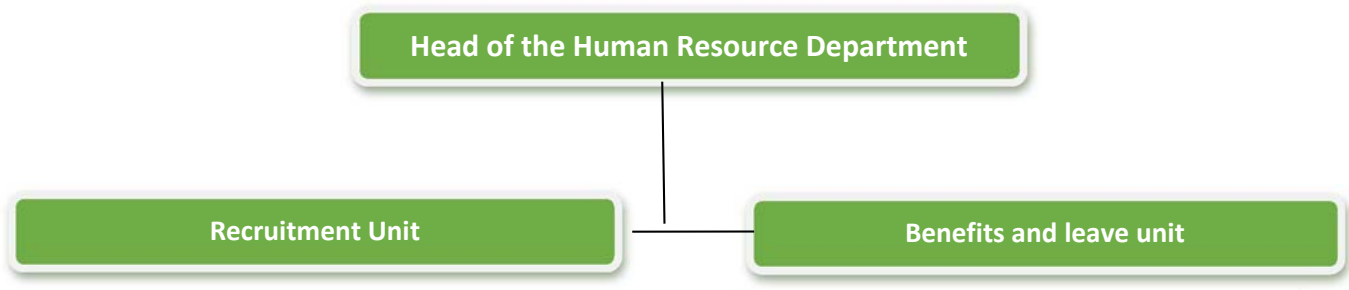
The department is responsible:

a) Recruitment Unit

- 1- Develop/revise and implement HR policies/procedures and, in an effort to ensure compliance,
- 2- Supervise the recruitment of the HoR' staff
- 3- Create the job description of all stall including the creation of the level/code of each position
- 4- Manage the evaluation of the staff
- 5- Manage the staff records and files
- 6- Ensure appropriate communication/training occurs, and issues are resolved appropriately and timely

b) Benefits and leave unit

- 7- Administer health and welfare benefits, and coordinate retirement and disability claim processing according to the policy of the Parliament
- 8- Follow up the presence and absence of the staff
- 9- Ensure full coordination with the Admin and Finance department and submit the monthly required documents in timely manner
- 10- Administer staff leave, benefits, health care and retirement



HANSARD, PLENARY AND COMMITTEES DEPARTMENT

Hansard, Plenary and Committees Department the department provides impartial procedural and secretariat support services to Members of the HoR during plenary proceedings and in Committees.

The responsibilities of the department are:

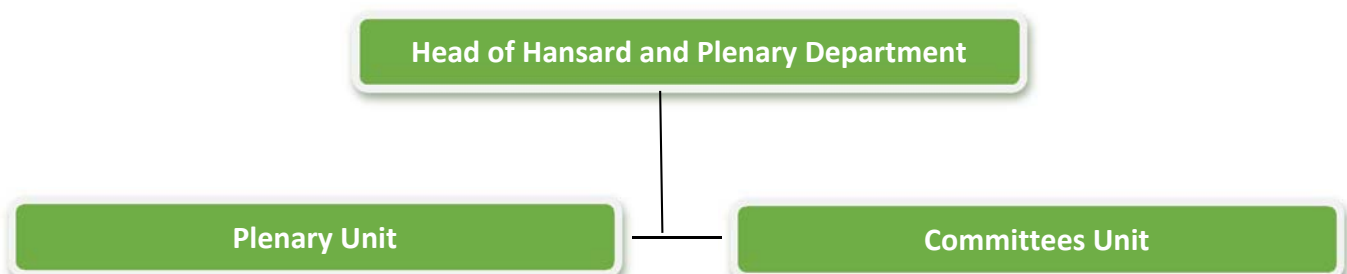
a) Plenary Unit

- 1. Provide the draft work plan of the plenary sessions
- 2. Ensure timely and verbatim reports of the minutes of the proceedings of the House and ensure their publication and distribution
- 3. Preparation and distribution of all the documents related to the plenary sessions in close coordination with the legal advisors
- 4. Provide instant interpretation of the rules of procedure of Parliament and provide legal advice during Plenary and Committee meetings when needed

5. Produce sessional reports and yearly report
6. Ensure the publication of the law gazette and ensure the transmission to all the stakeholders
7. Ensure safe custody of all papers laid before Parliament
8. Compiled a sitting calendar of plenary session of the HoR showing the house leadership as approved.

b) **Committees**

9. Provide the committees with the secretariat staff
10. Organize the induction of the chairpersons immediately after appointment to committees.
11. Produce minutes and summery reports, when so instructed of all committees meetings, deliberations public hearings and conferences/seminars of the house of representatives within timeframes set by secretary general in consultation with the chairman of the committees.
12. Organize and support the meetings of the Committees and ensure timely production of Committees minutes and reports
13. Provide technical support to the committees during the drafting process
14. Support the committees in holding consultations on the draft laws
15. Organize capacity building training and conference for committees or members of the house of representatives
16. Provide analysis of evidence and relevant documents to facilitate the work of committees during the drafting of reports process; and consultations with relevant stakeholders for committees when considering draft laws.



Planning Department ensures the strategic planning and the development of the Parliament. The department designs the strategic plan and oversee the implementation. The Department develops and recommends policies and procedures that improve the quality of the work of the departments and the Parliament in general. In addition, the department communicate with the donors and international organizations and lead the coordination.

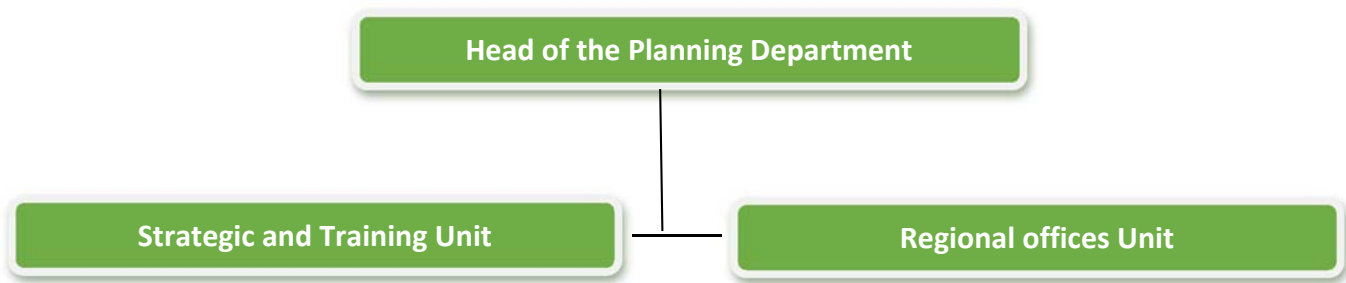
The responsibilities of the department are:

a) Strategic and training Unit

1. Design the strategic plan including the annual action plans of the Parliament
2. Discuss the agreements with the international organizations and finalization in coordination with the legal advisors
3. Coordinate the support provided to the parliament by the donors and the international organizations
4. Develop the international relations of the Parliament
5. Organize trainings and conferences for the staff and the elected members
6. Review the needs of each department in terms of trainings and development
7. Design and implement the annual work plan of trainings
8. Produce an annual report on the developments and the actions achieved
9. Prepare annual and quarterly budgets and annual or terms

b) Regional offices Unit

10. Supervise the activities of the regional offices
11. Design and ensure implementation of the work plans of the regional offices
12. Ensure coordination and communication of the regional offices with the main office
13. Ensure trainings to the regional staff



INFORMATION, TECHNOLOGIES AND RESEARCH DEPARTMENT

Information Technologies and Research Department (IT&R) the information Technology and Research department leads, directs and oversees the Information Technology function within the HoR and ensures continuous operation and cost-efficiency of the IT system, network, database architecture and data security, as well

The responsibilities of the IT department:

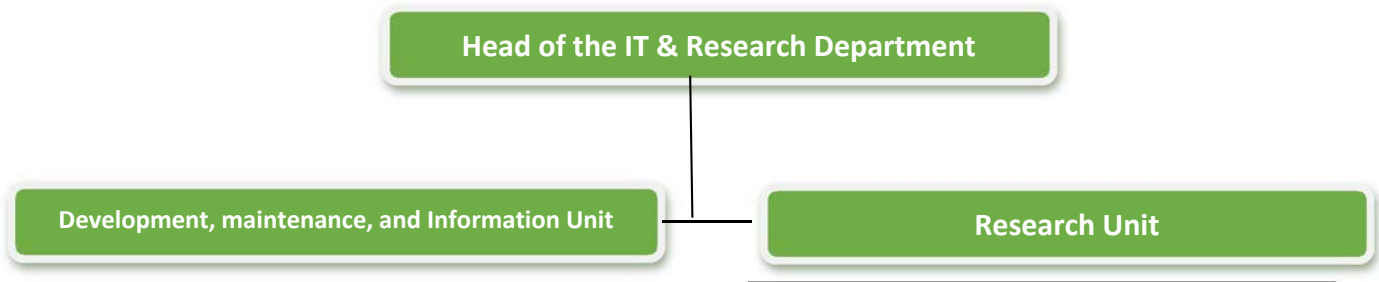
a) Development, maintenance and Information Unit

1. Manage and maintain the IT system and equipment
2. Provide IT support to the elected and the staff members
3. Install and maintain the software
4. Provide methods, tools and procedures for data security
5. Prepare strategic and operational plans for the department to ensure that all necessary ICT tools, processes and systems are in place to meet
6. Modernize and ensure the IT use in all the departments
7. Ensure follow up of the HoR local offices in terms of IT use
8. Oversee the implementation and maintenance of technology infrastructure in line with the Parliament's growth plans
9. Maintain, update and develop the web site of the Parliament as well as the extra net.
10. Ensure audio and video recording to the sessions
11. Manage and maintain the sound and the transcription system of the plenary sessions
12. Provide all staff and elected members with emails addresses
13. Train elected and staff members in IT use in coordination with the planning department
14. Modernize the video and audio recording system
15. Send information to staff and elected members via email or SMS when needed

c) Research Unit

1. Providing MPs and Staff a research on the laws and other parliament tasks,
2. Making research and analyses on the draft laws and othe essential parliament issues;
3. Provide to the MPs and staff a data collections and information's;
4. Provide to staff and elected members with research services.
5. Summarize the reports and publications on Somaliland and make it available.

6. Produce the procedures for the search requests and library use and communicate them to the elected members and the staff



PROTOCOL AND SECURITY DEPARTMENT

Protocol and Security Department facilitates the visits and the meetings of the Speaker and members of the HoR in and outside the country.

The responsibilities of the department:

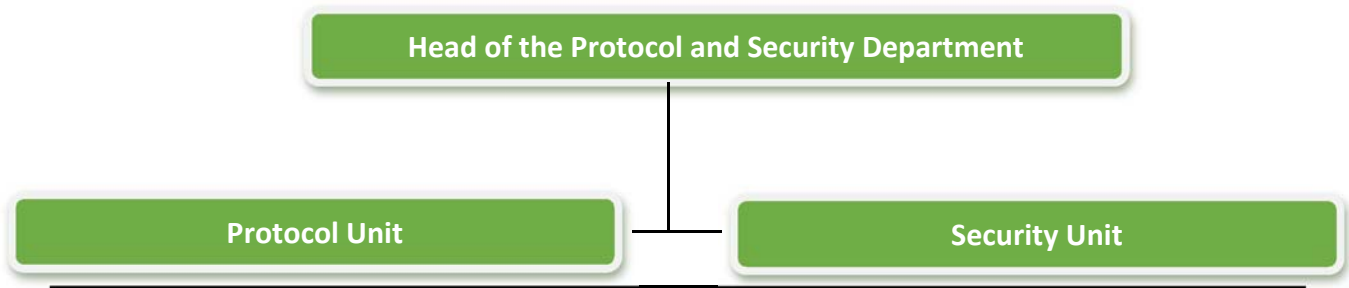
a) Protocol Unit

1. Preparation and organization of visits and meetings of the HoR' Speaker
2. Preparation and organization of visits and meetings of Parliamentary delegations
3. Provide high quality hospitality service for official events hosted by the HoR
4. Facilitates the missions of the elected members and senior staff outside the country
5. Manages outsiders access to the Parliament
6. Manage outsiders visits to the Parliament
7. Provide high quality hospitality services for official events hosted by the House of Representatives.
8. Make flights accommodations and other logistical requirement for missions of members and senior staff of the house of representative outside the country.

b) Security Unit

9. Advise the Secretary General in terms security
10. Conduct a security assessment of the Parliament's building
11. Develop and ensure the security of the Parliament
12. Develop and design the safety and security procedures

13. Develop and design the procedures of the access to the parliament
14. Ensure the availability of the safety equipment within the parliament
15. Implement the agreed security measures in the Parliament during normal working hours and in respect of all visits to or other special events in the Parliament which may have particular security implications.



ARCHIVES, REGISTER AND LIBRARY DEPARTMENT

Archives and library Department focuses on the documentation, publications, capture, and purchase of information from internal and external sources and makes that information available to Members, staff and the general public through the HoR's Internet and intranet sites and internal information databases and sources

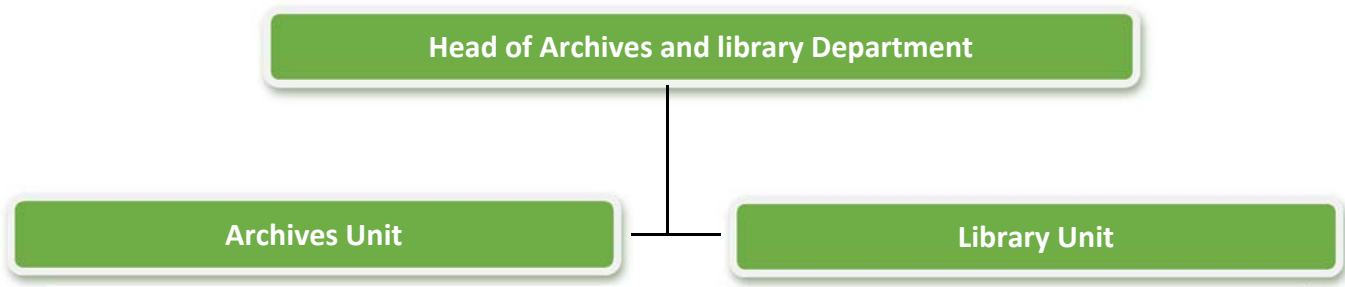
The responsibilities of the department:

a) Archives and Register Unit

1. Maintain records of and process all incoming and outgoing official correspondence of the House of Representatives; ☐
2. Collects mail addressed to the House of Representatives from the post office; ☐
3. Receive, classify and create references for all incoming correspondence; ☐
4. File and direct all incoming official correspondence to the Secretary General for his consideration and processing; Record and track the movement of files during their processing within the House of Representatives Secretariat; ☐
5. Provide typing services for correspondence, reports and documents for the Secretariat, Members and committees of the House of Representatives; ☐
6. Record and send all official outgoing correspondence of the House of Representatives; ☐
7. Distribute internal mail, circulars and other documents; ☐
8. Attend to incoming and outgoing telephone calls for the House ☐of Representatives.
☐

b) Library Unit

1. Manage and develop the library collection of both current and historical books, publications/journals accessible to all Members, staff of the House of Representatives and other approved users; ☐
2. Select, acquire and produce a systematic catalogue of all library collections for easy use by Members and staff of the House of Representatives; ☐
3. Provide information on the available books, serial publications/journals and pamphlets;
4. Provide a link between graduate students and the library of the House of Representatives; ☐
5. Carry out periodic shelving and send reminders for overdue or missing library materials borrowed by users; ☐
6. Summarize and make available reports and publications on Somaliland; ☐
7. Produce the procedures for search requests and library use and communicate them to Members and staff of the House of Representatives. ☐



COMMUNICATION AND PUBLIC RELATIONS DEPARTMENT

Communication and Public Relations Department inform the public and the media about the work of the parliament. The department produce newsletters, brochures and various publications on the HoR and support the media work within the Parliament. The department offers tours and educational programs to students and other categories. The department follows up also on public inquiry and coordinates the contacts with parliamentary associations/visiting dignitaries, parliamentary events and conferences. The department manages also online presence of the HoR and help to promote positive image of the HoR.

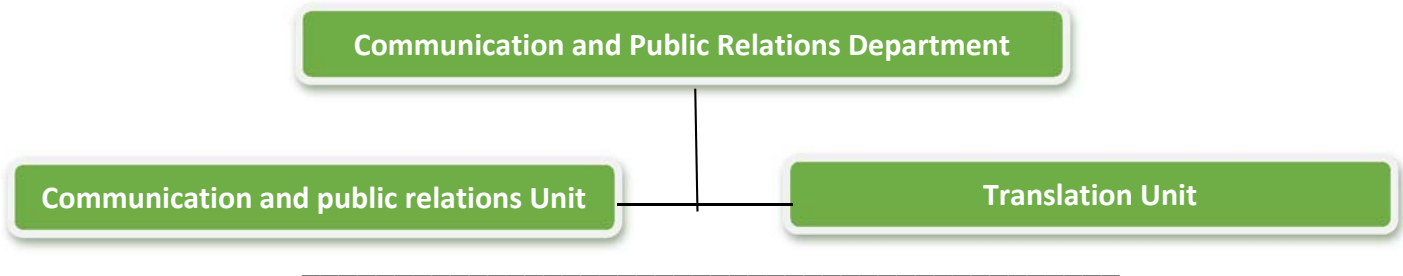
The responsibilities of the department:

a) Communication and Public Relations Unit

1. Develop and implement the communication strategy of the Parliament
2. Produce the newsletter of the HoR
3. Draft/Produce brochures for various targets and categories and make them available to the public and to the HoR offices at the local level
4. Update Parliament's web site in terms of news and information
5. Coordinate with the IT department for the daily update of the web site and the design
6. Organize the media work within the parliament and enact a guidelines for journalists access and work within the HoR
7. Organize and manage press conferences and media interviews
8. Maintain the media room and design the procedures for the media room use
9. Manages relations, and builds relationships with the media
10. Organize educational programs for students, youth, civil society organizations and other categories within the Parliament
11. Manages inquiries from the citizens and the civil society organizations and follow up with the concerned committees/elected members

b) Translation Unit

12. Ensure translation English-Somali-English to all the documents of the HoR including proofread, edit, and revise translated materials
13. Compile and check parliamentary terminology in Somali and information to be used in translations, including technical terms such as those for used in the legislative work of the HoR
14. Determine the translation requirements and services needed



HoR Secretariat /Staff

ORGANOGRAMME/STRUCTURE

