

**FINANCE**  
**Order No 60/2019**

13 February

The implementing decree of 29 February has defined the mission, responsibilities and the internal organization type of the Directorate General for Administration and Public Employment. Taking into consideration the definition of the new strategy, the new challenges and the dynamics that is envisaged to inject into this Directorate General, on the basis of strategic pillars of priority intervention as defined by the Government, namely the working conditions improvement of workers in public functions and the innovation in public management, it is important to strengthen its competences by adapting its core structure in order to achieve this goal.

Accordingly, the number of core organic units shall be maintained, and their reformulation shall be undertaken in a strong commitment to their business and transversal intervention areas to the whole Public Administration. In addition to competences of the core organic units the maximum limit of flexible organic units shall be also set.

Thus:

Pursuant to paragraphs 4 and 5 of article 21 of Law No 4/2004, of 15 January, The Government by the Minister of Finance shall decree as follows:

Article 1

**Directorate General for Administration and Public Employment Core Structure**

1 - The Directorate General for Administration and Public Employment (DGAPE) shall be structured in the following core organic units:

- a) Department for Development of Organizational Models;
- b) Department for Employment Legal Regimes;

- c) Department for State Organization Information and Public Employment;
- d) Department for Collective Labour Relations;
- e) Department for Cooperation Management and Communication;
- f) Department for Internal Resources Management.

2 - The organic units referred to in the preceding paragraph shall be run by heads of department, middle management positions of grade 1.

Article 2

**Department for Development of Organizational Models**

The Department for Development of Organizational Models, in short referred to as DDOM, shall be responsible for:

- a) Developing research projects and applied studies in the public policies area within the scope of both public administration and management;
- b) Maintaining a systematic organizational analysis instrument of the State central administration that ensures an overview of structures and management procedures and the respective legal regimes;
- c) Giving an opinion on proposals relating to the legal regime of setting up, merger, restructuring, and closure of public services;
- d) Identifying, actively, rationalization opportunities of organic structures, eliminating structural competitions;
- e) Encouraging the definition of organizational models with adaptive capacity;
- f) Supporting the development of new instruments and working and management methods that promote efficiency, workers' valuation and good working conditions in public services and boosting their application;

- g) Implementing, in conjunction with the Directorate General for Workers Qualification in Public Functions, action plans for the Public Administration organizational development, stimulating innovation and the implementation of reference management practices;
- h) Fostering the use of tools and management methods and management assessment of public services, namely the Common Assessment Framework of Public Administration (CAF);
- i) Promoting the use of assessment methods and organizational development, as well as the external recognition, namely the Effective CAF User;
- j) Promoting the co-creation and implementation of value-added sustainable processes focused on customer and citizen;
- k) Stimulating the identification and the recognition of good practices through the dissemination and follow-up and applications for national and international awards, within the scope of public management;
- l) Collaborating with other national public organizations, or, in conjunction with the Department for Cooperation Management and Communication, foreign organizations, through the carrying out of studies and provision of technical assistance especially adapted to needs stemming from the implementation of Public Administration reforms;
- m) Carrying out consultancy works for the improvement of organizations and services provided in the Public Administration.

### Article 3

#### **Department for Employment Legal Regimes**

The Department for Employment Legal Regimes, in short referred to as DELR, shall be responsible for:

- a) Supporting the definition of human resources policies in Public Administration, namely in relation to employment and working regimes, career and compensation statute regimes and social protection regimes of workers, regardless of the respective labour employment relationship;
- b) Assessing, matters concerning employment relationships, careers, and compensations, development of the working legal regime in the Public Administration, identifying needs for corrective intervention that safeguard consistency and fairness, taking into consideration provisions set out in subparagraphs c) and d);
- c) Carrying out comparative law studies on the public employment legal framework development in other public administrations, namely of European Union Member States and Organization for Economic Cooperation and Development Member Countries;
- d) Producing, in collaboration with the Department for State Organization and Public Employment Information and, where required, with the Directorate General for Workers Qualification in Public Functions, public employment assessment studies in Portugal taking into consideration the Information System of State Organization (ISSO) empirical data and the comparative law studies, to support modern, rational and fair human resources management policies, including recruitment planning;
- e) Promoting uniformity, consistency, and equity in the application of the performance assessment system of Public Administration, in conjunction with the Planning, Strategy, Evaluation and International Relations Office of

the Ministry of Finance with a view to improving its legal regime;

- f) Participating, within the European Union institutional framework and in conjunction with the Department for Cooperation and Communication Management, in the discussion and in the creation of solutions that may contribute to improving effectiveness and efficiency in public services operation, namely in the areas associated with ethical dimension in the fulfilment of public functions, promotion of social dialogue and mobility implementation;
- g) Ensuring the carrying out of studies and provision of advice on legal regimes related to workers' mobility in public functions;
- h) Promoting the technical coordination of the civil service social protection system, in conjunction with public services responsible, by virtue of the matter, for the implementation of the right to the respective protection;
- i) Participating, pursuant to the law and, where required, in the negotiation procedure of the collective labour negotiation.

#### Article 4

##### **Department for State Organization Information and Public Employment**

The Department for State Organization Information and Public Employment, in short referred to as DSOIPE shall be responsible for:

- a) Creating a monitoring, evaluation, and forward-looking public employment instrument, to support, permanently, human resources management policies, namely the recruitment needs assessment and the Public Administration workforce multi-annual projections;
- b) Promoting, coordinating and consolidating studies, strategic

indicators and other works of a specialized nature for public policy formulation, follow-up, and assessment, ensuring consistency and actuality, as well as the articulation with priorities and Government's strategic and political objectives;

- c) Ensuring the ISSO database management, organization, and development, taking into consideration the increasing information needs for evidence-based policies;
- d) Defining, managing and ensuring data collection within ISSO's scope;
- e) Integrating ISSO information and that which stems from other relevant sources for the production of statistical indicators on organization and public employment;
- f) Analysing information bases for the production of statistics and propose reformulation measures or possible establishment of new information sources;
- g) Undertaking, periodically and in conjunction with DELR, the public policy evolution characterization developed in the Public Administration human resources area that enables to support the policy maker in its consistency evaluation;
- h) Articulating with other entities, namely the Statistics Portugal P.I. and the Bank of Portugal, the relevant information exchange on public employment;
- i) Carrying out, in conjunction with DELR, comparative analysis studies, taking into account the public employment evolution with regard to employment in general, as well as evolution trends observed within the European Union Member States public administrations;
- j) Preparing publications contents and other dissemination supports for statistical information relevant for public employment knowledge.

## Article 5

### **Department for Collective Labour Relations**

The Department for Collective Labour Relations, in short referred to as DCLR, shall be responsible for:

- a) Ensuring and following-up the implementation of policies related to collective labour relations in Public Administration;
- b) Carrying out the filing and promoting the publication of collective labour agreements, respective repeal, adhesion agreements, arbitration decisions and of joint committees' decisions;
- c) Publishing notices on the termination date of collective labour agreements validity;
- d) Providing the parties with the necessary information available, when so required, in the preparation of collective agreement proposals and respective answer, and the arbitrators within the scope of collective conflict resolution procedures and minimum services arbitration;
- e) Providing assistance to arbitrators, within the scope of the respective collective labour conflict resolution procedures;
- f) Providing technical and administrative support to arbitration operation, as per the law;
- g) Taking the steps and preparing acts that within the scope of the strike, are delegated to DGAPE by the Government member in charge of finance and public administration area;
- h) Drawing up and publicizing arbitrators lists for collective labour conflict resolution and minimum services arbitration and carrying out the respective draw lots;
- i) Practicing acts relating to workers commission, assigned by law to the

ministry in charge of public administration area;

- j) Maintaining follow-up and control mechanisms updated of the credit hours system legally assigned to members of the trade union associations boards;
- k) Following-up the collective labour regulation and the workers representative organizations, namely, organizing and maintaining databases in these matters and producing, in collaboration with DELR, studies that analyse the articulation between the social dialogue and the equity, consistency and sustainability principles of the organization and public administration operation.

## Article 6

### **Department for Cooperation Management and Communication**

The Department for Cooperation Management and Communication, in short referred to as DCMC, shall be responsible for:

- a) Coordinating and supporting activities of bilateral and multilateral scope to be developed by DGAPE, namely within the European Union framework;
- b) Promoting and supporting initiatives in matters pertaining to cooperation with Portuguese Speaking Countries;
- c) Promoting dialogue and the scientific cooperation with higher education institutions, through participation in joint research projects, co-organization of national and international events of common interest and curricular internships;
- d) Promoting and ensuring, in conjunction with other DGAPE's departments, the drawing up of reports and technical studies, as well as responding to requests for information presented by European Union institutions, by member states or other international bodies;

- e) Ensuring and supporting, where required, and in complementarity with other departments, DGAPE's representation in international meetings;
- f) Stimulating collaborative networks promoted by DGAPE, ensuring acting planning as well as logistic and technical support in conjunction with other DGAPE's departments and relevant services by virtue of the public administration's subject;
- g) Fostering the publication of scientific works within DGAPE's intervention areas and promoting dissemination of national and foreign scientific and technical information, concerning public administration's subjects;
- h) Carrying out technical coordination of the documentation centre, ensuring the documentation processing and dissemination of interest for DGAPE's activities;
- i) Promoting dissemination of DGAPE's activities, issues, and publications;
- j) Managing means of digital communication, namely DGAPE's webpage and other means of communication with public services, in conjunction with the Department for Internal Resources Management;
- k) Ensuring the DGAPE's public relations service.
- c) Promoting measures in matters pertaining to safety and health at work that may contribute to improving conditions and work environment of DGAPE's workers;
- d) Promoting and boosting measures that facilitate the conciliation of professional activity with the personal and family life of DGAPE's workers;
- e) Drawing up management instruments and indicators, including the activity plan and report, as well as the DGAPE's performance assessment report;
- f) Ensuring the articulation with the Planning, Strategy, Evaluation and International Relations Office of the Ministry of Finance in matters pertaining to planning and evaluation, in accordance with paragraph 1 of article 10 of Decree-Law No 117/2011, of 15 December;
- g) Ensuring budget management, drawing up budget projects, proposing changes, which prove to be necessary and controlling the respective implementation;
- h) Preparing management accounts, as well as the necessary particulars for drafting financial implementation reports;
- i) Ensuring management and material resources operability allocated to DGAPE's activity, including the appropriate procedures related to public procurement, supply, assets and facilities, documentary heritage, graphic park, and car fleet;
- j) Managing and maintaining in operation the entire communication infrastructure, computer equipment, and DGAPE's software;
- k) Assessing technological means needs, proposing and following-up the procurement and the computer solutions development and implementation to support

#### Article 7

#### **Department for Internal Resources Management**

The Department for Internal Resources Management, in short referred to as DIRM, shall be responsible for:

- a) Ensuring DGAPE's human resources management;
- b) Drawing up the DGAPE's training needs diagnosis and the respective annual plan;

departments' operation and management;

- l) Developing and administering existing databases within DGAPE's scope, assessing quality standards and ensuring the information security, confidentiality, and integrity, as well as the compliance with Data Protection General Regulation.

#### Article 8

##### **Flexible organic units**

1 - The maximum number of DGAPE's flexible organic units shall be set at seven.

2 - Flexible organic units shall be run by heads of division, middle management positions of grade 2.

#### Article 9

##### **Repealing rule**

Order No 111/2012 of 27 April shall be repealed.

#### Article 10

##### **Entry into force**

The present order shall enter into force on the following day of its publication.

The Minister of Finance, Mário José Gomes de Freitas Centeno, on 7<sup>th</sup> February 2019.