



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Ministry of Home Affairs

No.: 661/MOHA
Vientiane Capital, date 24 December 2018

Decision
On the Implementation and Activity
of the Department of Administration Development

- Pursuant to the Decree on the Implementation and Activity of the Ministry of Home Affairs, issue no. 97/PM, dated 9 June 201.
- Pursuant to the Decision on updated its allocation of some Department of the State Management Development Department Amended Version, issue no. 340/NA, dated 09 July 2018.
- Pursuant to the proposal of the Implementation and Employee Department, issue no. 561/IED, dated: 26 November 2018.

The Minister issued the decision:

Chapter 1
General Provisions

Article 1: Purpose

This decision defined location, roles, duties, scope of rights, organization framework, principles, and work method plan to be legal reference to organization and activity of the Department of Administration Development which aim to implement the activities on the Department of Administration Development in the area throughout the country and legal activities of the Ministry of Home Affairs for high effective.

Article 2 Location and Roles

The Department of Administration Development, the abbreviation is "DPAD" is one mechanism of the Ministry of Home Affairs, having the role as the chief of the ministry in managing the activities on administration development such as: the development of the organization mechanism, determination of work position, state management regulation, seals management and management of the social organization in the area throughout the country and legal activities of the Ministry of Home Affairs.

Chapter 2

Duties and Scope of Rights

Article 3 Duties

The Department of Administration Development have duties as follows:

1. Applicable law, other legislation of upper level and legislation of ministry
2. Research, connect the party and the government policies direction on the activities on the state management development and legislation activities of the Ministry of Home Affairs.
3. Draft the strategy plan and policies on the activities of the state management development and legal activities of the Ministry of Home Affairs within from time to time to propose to the Prime Minister to consider adopt; create work plan, plan and project associated with the state management development and legal activities of the Ministry of Home Affairs to propose to the Prime Minister approval as well as implementation to be effective and efficient.
4. Research and present to upper level to consider on: system determination and organization mechanism standard, creation of draft of anatomy and draft of the proposal in updating (establish, gathering, separate or cancel) structure of the government's mechanism, cancellation of the ministry's organization mechanism, state organization equivalent to ministries, supreme organization, sub-ministries, organization equivalent sub-ministries that failed to establish properly according to procedures and regulations; constituted of feedback toward the organization mechanism update and draft of legislation on the organization and activities of the ministries, state organization equivalent ministries, central organization, sub-ministries, state organization equivalent ministries and assistant mechanism, update of the organization mechanism of the provincial authority, capital (the provincial department), district management organization, municipals, Vientiane (Office at district level), establish and update regulations, manual on analysis and develop the organization and allocation of position; monitoring and adopt on now to determine position, and adopt on the position allocation of sectors that have been proposed previously;
5. Act as host in promoting, guide, follow up and evaluate the ministry structure mechanism improvement, state organization equivalent ministry and organization that under the government;
6. Promote, guide, follow up, monitoring on position determination of those ministries, state organization equivalent ministry, the central state organization and local authorities;
7. Study to create, improve legislation that associated with the regulations of the state management and governance and utilizing of seals as well as promote, guide, monitoring and evaluate the implementation of such activities of those ministries, state organization equivalent ministry, the central state organization and local authorities regularly; study and propose to the minister to present relevant organization that eligible to suspend or cancel the regulations of those ministries, state organization equivalent ministry, the central state organization set out that conflict with the law and regulations set out;
8. Act as the Ministry of Home Affairs's legislation office, managing the activities of the government bulletin notice and evaluate the effect of the draft of legislation of the Ministry of Home Affairs; study, monitoring and giving feedback to the draft of legislations of those departments, office, institution and center prior presenting to the minister consideration as well as propose to the minister providing order to suspend or terminate the implementation

of legislation of the interior division which deem inconsistency or conflict with the law and defined regulations base on the information of the evaluation of legislation from time to time; study and provide feedback to the draft of legislations according to the proposal of those state management organization; study to create manual file on establishment and improve legislation as to be the instrument and reference in creating and improving legislation of the interior division to be systematic and fairness base on the consistency to the law on establishing legislation and other relevant laws;

9. Study and propose to the minister for consideration the approval, create, adoption of collecting, separation, termination, abolition of the foundation that active in the area throughout the country and social welfare and social improvement or association that covering from two division or more as well as follow up, monitoring and evaluate the activities of the association, foundation; propose to the minister considering register and extending the social welfare registration and develop society or the association that actively covering from two divisions or more, business association and career association, technique and invention; study and propose to the minister to issue compliment the association and foundation that have outstanding performance; guide, warn or propose to the minister issue the order to the association and foundation that the Ministry of Home Affairs approved to cease activities in case deem to violate the regulations, prohibitions or activities that conflict to the law and regulations of the government set out; publish, guide the ministry, state organization equivalent to ministry, central organization and local authorities in creating and manage the activities of the association and foundation;
10. Summary statistic the organization mechanism and human resource of the ministry, state organization equivalent to ministry, central organization and local authorities; statistic of the association, foundation and the statistic of legislation of the interior divisions to report to upper level;
11. Study and propose to the minister to assign, relocate, compliment, promoted and perform disciplinary to the employee-state personnel of the department according to the law and regulations set out;
12. Host a seminar meeting, discuss to exchange feedback on the state management development activities and legislation activities of the Ministry of Home Affairs according to the assignment of the minister
13. Contact, cooperate with foreign countries, the international organization associated with the state management development activities and legislation activities of the Ministry of Home Affairs according to the assignment of the minister;
14. Summary a report on the work performance of the department to the minister and deputy minister to acknowledge and giving directions;
15. Perform other duties according to the assignment of the minister, deputy minister of the director or according to the law and regulations set out.

Article 4 Scope of Rights

The Department of Administration Development have rights as follows:

1. Promote those department, office, institution and center in implementing the establishment plan and improve of legislation of the ministries of interior that under the responsible of themselves. Study, monitoring the legislation's consistency, evaluation of the effect of legislation and provide feedback to the draft of legislation of those department, office,

- institution and central to provide according to principles and procedure of the establishment of legislation prior proposing to upper level for consideration;
2. Meet up with the ministry committee, coordinate with those department, office, institution and central to consult with activities that deem necessary and urgent;
 3. Propose to the lead ministry committee in improving the mechanism of its organization to be appropriate with actual event from time to time;
 4. Utilizing budget, vehicle and useful equipment into specific activities of the department effectively according to the law and regulations defined;
 5. Complicated, circulate employee-state personnel within the department
 6. Participant in the meeting and providing feedback to the activities plan of the ministry and contact with other relevant division according to assignment;
 7. Perform other rights according to assignment of the minister, deputy minister of the director or according to the law and regulations set out.

Chapter 3

Organization Structure

Article 5 Mechanism Structure

The mechanism structure of the Department of Administration Development consists of:

1. The Organization Development Division;
2. The Management and Development of Legislation Division;
3. The social organization governance department.

Article 6 Human Resource Structure

The human resource structure of the Department of Administration Development consists of:

1. 1 department head, responsible to the minister and deputy minister who give direction on the success and concern issue in organization and the activities of the department.
In case of busy, the head shall be assigned to anyone of deputy minister to act as the substitution.
2. The deputy head of department assist the head of department in advising of any works area according to work allocation and assignment; responsible to the head of department with success result and things that need improvement of its supervised scope of works.
Deputy head of department or the proxy shall report work that have implemented during the proxy period to the head of department after his/she returned.
3. The head of department, deputy head of department and state personnel according to the determination of the position.
For recruitment, allocate, assign, remove or dismissal shall be performed according to the law and regulations set out.

Chapter 4

Duties of Each Department

Article 7 Duties of the Organization Development Division

The organization development division have duties as follows:

1. Create draft of strategy, work plan, plan and project on the development of organization and the analysis work activities and determination of position during period of time to suit, appropriate and effective;
2. Study to define system and mechanism standard of the organization in the state mechanism system to present to upper level for consideration as well as following up to promote sectors in the implementation;
3. Draft the anatomy and draft of proposal on establishment, collection, separation or abolition ministry, state organization equivalent to ministry;
4. Study, monitoring and providing feedback to the anatomy and draft of proposal to establish ministry, state organization equivalent to ministry, central organization, sub-ministry, state organization equivalent sub-ministry and work assistant mechanism;
5. Study and provide feedback to the proposal for organization mechanism update of the provincial department, district office;
6. Study to create draft and update legislation on determination of procedures, define location, roles, duties, scope of rights and organization mechanism structure of ministry, state organization equivalent ministry and work assistant mechanism;
7. Promote, guide, follow up and evaluate the organization mechanism improvement of the government, ministry, state organization equivalent ministry and central organization;
8. Study to provide feedback to the proposal for create and improve legislation related to the organization and activities of the ministry, state organization equivalent ministry, central state organization, sub-ministry, state organization equivalent to sub-ministry, department, state organization equivalent department;
9. Study to create manual documents on the organization mechanism improvement, analysis and develop organization as well as conduct guideline, training to relevant sectors effectively;
10. Study to create and update regulations, manual on the work analysis and determine position as well as conduct guide and publish to relevant sectors effectively;
11. Guide, follow up, monitoring the work analysis and determine position of those ministries, organization equivalent ministry and central state organization;
12. Study, analysis, diagnosis, check and suggest on the work analysis and determine position of those ministries, state organization equivalent to ministry, central state organization and local authorities to propose to upper level to consider for adoption;
13. Collecting summary of statistic of the organization mechanism and personnel of the ministry, state organization equivalent ministry, central organization and local authorities; summary of the mechanism structure of the government of the country in region and global as the information for study, improve organization improvement work;
14. Host the meeting to publish, strengthening and seminar on technical related to the organization development according to the approval of the minister;
15. Exchange less, cooperate with foreign country and organization on the organization development activities according to the department project and the approval;

16. Report work activities of the department to the department committee to acknowledge regularly;
17. Perform other duties according to the assignment of the department committee.

Article 8 Duties of the Management and Development of Legislation Division

The Management and Development of Legislation Division has duties as follows:

1. Create draft of strategy, work plan, plan of the project related to the state management regulation development activities, seals management regulation and legislation activities of the interior division from time to time;
2. Study to create and update the state management to be convenience in providing services to society as well as follow up, promote and evaluate the such organization activities regularly;
3. Study to propose to the department committee on the improvement of regulations and procedure of sectors management in the interior division that inconsistency to propose to upper level for consideration;
4. Study and propose to the department committee to propose to relevant organization that have rights to order suspended or remove regulations of the central organization set out which conflict to the law and regulation set out;
5. Study draft of policy, relevant regulation on management and utilizing of seals of the Lao PDR to propose to the department committee to propose to upper level for consideration;
6. Coordinate with the ministry of public security to follow up and monitoring the management and utilizing the seals of those organization and service position;
7. Study and propose to the department committee to propose to upper level to propose to relevant organization that have rights to perform disciplinary or proceeding to the offender of regulations on seals management;
8. Act as the government bulletin notice office and evaluate the effect of the draft of legislation of the Ministry of Home Affairs as well as process those legislations of the interior division that received consideration to approve for promulgated;
9. Coordinate with relevant sectors in studying draft of law, provisions of the president, decree of the government or the prime minister, order, decision, guideline, government bulletin and other regulations on the state management activities under the responsibility of the department as well as follow up to promote such activities regularly;
10. Study to create the manual documents on the creation and update of legislation as the instrument and as reference in creating and update the legislation of the interior division to be systematic and fairness base on consistency to the law on creating legislation and other relevant laws;
11. Study, monitoring consistency-technique and providing feedback to the draft of legislations as well as the treaties, international agreement and contracts of those department, office, institution and central prior the proposal to the minister to consider;
12. Study and propose to the department committee to propose to upper level for consideration on issuing order to suspend or termination of the organization to perform legislation of the interior division which deem inconsistency or conflict with the law and regulations set out base on the evaluation of legislation from time to time; study to propose to the department committee to propose to upper level for consideration on articles to sectors and the offender of the law and regulations of the interior division;

13. Follow up, promote those coordinators of the legislation activities of sectors that under the interior ministry to bring its draft of legislation or adopted legislation to the legislation office of the Ministry of Home Affairs to post on the government bulletin board;
14. Advertise, guide the implementation of those procedures and regulations of the state management and seal management properly and consistency; advertise the training of legislation, promote the legislation principles and guide, follow up promotion of the implementation of those policies and legislations;
15. Study to provide feedback to the draft of legislations according to the proposal of those ministry, state organization equivalent to ministry, central organization and local authorities according to the assignment of upper level;
16. Assist the department committee in managing the activities of staff organizing, documentation, management, statistic, work plan of the department and summary, report on the work performance of the department as monthly, six months, annually and five years report to report to upper level to acknowledge and provide direction;
17. The seminar, technical consultancy and publishing, guide on the state management regulation development activities, management regulations and utilizing of seals and activities on study to create and update legislation of the interior division according to the approval;
18. Summary on status in creating or updating those regulation of the sate management, seals management and legislation of the interior division from time to time to report to upper level or relevant sectors according to the assignment;
19. Exchange lesson, cooperate with foreign countries and organizations to update regulation of the state management, seals management, create and update legislations at central level according to the project of the department and according to the approval;
20. Report the activities of works of the department to the department committee to acknowledge regularly;
21. Perform other duties according to the assignment of the department committee.

Article 9 Duties of the Manage the Social Organization Division

The Manage the Social Organization Division has duties as follows:

1. Create the draft of strategy, work plan, plan and project related to the management activities of the social organization from time to time;
2. Study draft of policies, laws, regulations related to the management of the social organization in the area throughout the country;
3. Study and propose to the department committee to propose to establish, adopt of the collection, separation, abolition of the foundation that active in the area throughout the country and social welfare and social development or the association that active covering from two divisions or more;
4. Study and propose to the department committee to propose to upper level for consideration on the registration and extension the registration of social welfare and social development or the association that active covering from two divisions or more, economic association and career association, technical and invention;
5. Follow up, monitoring and evaluate the activities of the foundation that actively in the area throughout the country and social welfare association and social development or the association that active covering from two division or more;

6. Guide, warn or propose to the department committee to propose to upper level in issuing order to the association and foundation which the Ministry of Home Affairs approved to cease the activities in case deem that they have violate the regulation, prohibitions or actively that conflict to the law and regulations of the government set out;
7. Publish, guide the ministry, state organization equivalent to ministry, central organization and local authorities in establish and manage the activities of the association and foundation in the area throughout the country;
8. Study and report to the department committee to propose to upper level for consideration of giving compliment, disciplinary, resolve the complaint and proposals of the social organization according to its scope of rights;
9. Collect, summary of information, statistic and activities of the social organization in the area throughout the country;
10. Create and update information to manage the social organization in the area throughout the country;
11. Assist the department to publish, guide and promote the implementation of policies, laws and regulations on the management of social organization to relevant sectors;
12. Host a seminar on technical on the management of social organization according to the approval;
13. Exchange lesson, cooperate with foreign country and organizations to update the management of social organization according to project of the department and according to the approval;
14. Report of activities of the department to the department committee to acknowledge regularly;
15. Perform other duties according to the assignment of the department committee.

Chapter 5

Principles and Work Method Patterns

Article 10 Principles

The Department of Administration Development actively according to the following principles:

1. Perform the centralize principles, divide works to individual responsible and enhance the creativity of all employee-state personnel level;
2. Perform single head regime, divide works to individual responsible and enhance the creativity of all employee-state personnel level;
3. All work activities are base on the law, regulations, collecting principles of the party-government, bringing the party-government policy direction and bring the annual plan, 5 years plan of the ministry to implement and enhance to get a good result.

Article 11 Work Method Patterns

The Department of Administration Development has work method pattern as follows:

1. Work with plan, work plan and details project, resolve work with the focus and target from time to time, coordinate strongly with relevant sectors to ensure the role having well implementation;

2. Work with monitoring, follow up promotion, summary to exchange lesson, evaluate the disadvantage;
3. Perform meeting regime monthly, 3 months, 6 months or annually and perform reporting regime to upper level and the government regularly.

Chapter 6

Final Provisions

Article 12 Budget and Seals

The Department of Administration Development has budget and seals to serve the official activities.

Article 13 Implementation

The Department of Administration Development, those departments, office, institution and central shall be acknowledged and comply this decision strictly.

Article 14 Effectiveness

This decision is effective from the date of signature and replace the decision on the implementation and activities of the Department of Administration Development, issue no. 360/MOHA, dated 30 March 2017.

Minister

[Department sealed and signed by Khammun Souvilert]