

**Law governing the Organisation and Modus Operandi of  
the Departments and Services of the *Assembleia da  
República* (LOFAR)<sup>1</sup>**

**Law no. 77/88 of 1 July 1988 (Declaration of Rectification of 16 August 1988),  
as amended by  
Resolution of the *Assembleia da República* no. 24/92 of 6 August 1992,  
Law no. 53/93 of 30 July 1993, Law no. 59/93 of 17 August 1993,  
Law no. 72/93 of 30 November 1993,  
Resolution of the *Assembleia da República* no. 39/96 of 27 November 1996,  
Resolution of the *Assembleia da República* no. 8/98 of 18 March 1998,  
(Declaration of Rectification no. 11/98 of 26 June 1998),  
Resolution of the *Assembleia da República* no. 59/2003 of 28 July 2003,  
Law no. 28/2003 of 30 July 2003<sup>2</sup>, (Declaration of Rectification no. 11/2003 of 22 August 2003),  
Law no. 13/2010 of 19 July 2010, Law no. 55/2010 of 24 December 2010<sup>3</sup>,  
and Law no. 24/2021 of 10 May 2021 (Declaration of Rectification no. 17/2021 of 4 June 2021)**

In accordance with Articles 164(d) and 169(2) of the Constitution, the *Assembleia da República* hereby decrees the following:

**CHAPTER I**

**Scope**

**Article 1**

**Object**

1 – The object of this Law is to define and regulate the administrative and financial management and technical support instruments that enable the *Assembleia da República* to undertake its specific activities.

2 – The *Assembleia da República* shall have a private financial regime and possess legal personality, administrative and financial autonomy and its own assets, in accordance with this Law.

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<sup>1</sup> Text established by Law no. 28/2003 of 30 July 2003. Original title: *Organic Law governing the Assembleia da República*.

<sup>2</sup> Article 5 of Law no. 28/2003 of 30 July 2003 states that: *the full, consolidated text of the Law governing the Organisation and Modus Operandi of the Departments and Services of the Assembleia da República is hereby republished*. The Law made a number of amendments of a formal nature that were not highlighted in notes.

<sup>3</sup> Article 3(2) of Law no. 55/2010 of 24 December 2010 states that: *the references that the Law governing the Organisation and Modus Operandi of the Departments and Services of the Assembleia da República, as republished by Law no. 28/2003 of 30 July 2003 and amended by Law no. 13/2010 of 19 July 2010, makes to the 'national minimum salary' are hereby deemed to refer to the 'social support index value', which is referred to in abridged form as 'IAS' and was created by Law no. 53-B/2006 of 29 December 2006 as a reference value for the respective public subsidy*.

3 – For the purposes provided for in paragraph (1), the *Assembleia da República* shall have hierarchically organised departments and services, to be known as departments and services of the *Assembleia da República* and to be dependent solely on the *Assembleia da República*.

## **CHAPTER II**

### **Seat and premises**

#### **Article 2**

##### **Seat**

1 – The seat of the *Assembleia da República* is in Lisbon at private premises that include the heritage asset known as São Bento Palace and the respective annexes and contents, without prejudice to the current general regime governing national heritage matters.

2 – Real estate property that is acquired or built by the *Assembleia da República* shall belong to the *Assembleia da República*, as shall premises that are allocated to it as laid down by law.

3 – The President of the *Assembleia da República* may order that the seat of the *Assembleia da República* be changed, subject to a favourable vote by the Conference of the Parliamentary Group Representatives, to be ratified by the Plenary.

#### **Article 3**

##### **Premises**

1 – The *Assembleia da República* may acquire, requisition from the competent state department or rent the premises that prove necessary to its operation or to that of the autonomous bodies that depend on it financially.

2 – When necessary, and as laid down by law, real estate property and real estate rights pertaining to private persons may be expropriated.

## **CHAPTER III**

### **Plenary**

#### **Article 4**

##### **Competence**

As supreme body of the *Assembleia da República*, the Plenary has the competence to consider, discuss and put to the vote:

- a) The annual budget for the revenue and expenses of the *Assembleia da República*, and supplementary budgets;
- b) The management report and account, accompanied by the Court of Auditors' report.

## **CHAPTER IV**

### **Administration of the *Assembleia da República***

#### **SECTION I**

##### **Administrative entities**

#### **Article 5**

##### **Entities**

The following are administrative entities of the *Assembleia da República*:

- a) The President of the *Assembleia da República*;
- b) The Board of Administration.

**SECTION II**  
**President and Bureau of the *Assembleia da República***

**Article 6**  
**Competence**

1 – The competences of the President of the *Assembleia da República* are those attributed to him/her by the Constitution, the law and the Rules of Procedure.

2 – The President of the *Assembleia da República* oversees the administration of the *Assembleia da República*.

**Article 7**  
**Delegation of Competences**

The President of the *Assembleia da República* may delegate the powers which this Law grants him/her to the Vice-Presidents.

**Article 8**  
**President's Cabinet**

1 – The President of the *Assembleia da República* shall have a Cabinet, to be made up of staff whom he/she shall choose and appoint freely.

2 – The President of the *Assembleia da República's* Cabinet shall be made up of a chief of staff, who shall coordinate it, a principal advisor and three advisors, three assistants, four secretaries, two auxiliary secretaries and one driver.

3 – The Cabinet may also receive its administrative and auxiliary support from staff of the departments and services of the *Assembleia da República* who have been assigned to that end by order of the President.

**Article 9**  
**Termination of functions of Cabinet members**

The functions of Cabinet staff terminate at the end of the President of the *Assembleia da República's* term of office, or whenever the President so decides.

**Article 10**  
**Regime applicable to Cabinet members**

1 – Without prejudice to the provisions of Article 37(5) and Article 38, members of the President of the *Assembleia da República's* Cabinet shall be subject to the current provisions governing the Prime Minister's Cabinet.

2 – Subject to the current limits applicable to the Prime Minister's Cabinet, the head of the President of the *Assembleia da República's* Cabinet may be attributed a permanent or occasional allowance for representation expenses, to be set by the President after first consulting the Board of Administration.

3 – The staff of the President of the *Assembleia da República*'s Cabinet shall maintain their previous social security regime, but if they are not already covered by any other, shall obligatorily be registered under the general social security regime.

#### **Article 11**

##### **Support for the Vice-Presidents**

1 – The Vice-Presidents shall each be supported by a secretary and a driver, whom they shall freely appoint and discharge from those functions, which shall automatically terminate at the end of the Vice-President's term of office.

2 – Article 10(3) of this Law and the current regime governing ministerial cabinets shall be applicable to the staff referred to in the previous paragraph.

#### **Article 12**

##### **Support for the Secretaries of the Bureau**

1 – The Cabinet of the Secretaries of the Bureau shall be made up of members of the staff roster of the *Assembleia da República*, to number at most four persons.

2 – The staff referred to in the previous paragraph shall be appointed by the President of the *Assembleia da República*, upon a proposal from the Secretaries of the Bureau.

#### **Article 13**

##### **Former Presidents of the *Assembleia da República***

1 – Former Presidents of the *Assembleia da República* who continue to exercise the mandate of Member of the *Assembleia da República* shall each be allocated their own office at the premises of the *Assembleia da República*.

2 – Former Presidents of the *Assembleia da República* may each be supported by a member of staff, whom they shall choose freely and shall be placed on assignment by order of the President of the *Assembleia da República*.

### **SECTION III**

#### **Board of Administration**

#### **Article 14**

##### **Definition and Composition**

1 – The Board of Administration is a consultation and management body made up of a maximum of seven Members of the *Assembleia da República* or their substitutes, representing each of the seven largest parliamentary groups, together with the Secretary-General of the *Assembleia da República* and a representative of the parliamentary staff or the latter's substitute.

2 – The parliamentary groups have the competence to name their representatives and substitutes on the Board of Administration, for election by the Plenary.

3 – When there are more than seven parliamentary groups and there is a tie for the appointment of the seventh representative, the Plenary shall elect the latter from among the candidates submitted by the respective parliamentary groups.

4 – When there are less than seven parliamentary groups, the number of Members of the *Assembleia da República* on the Board of Administration shall be equal to the number of parliamentary groups.

5 – In the event that a Member of the *Assembleia da República* loses his/her seat or is suspended as Member, the resulting vacancy on the Board of Administration shall be filled in accordance with the preceding paragraphs.

6 – The representative of the parliamentary staff and his/her substitute shall be elected for the period of the legislature by direct secret ballot, at a plenary of the permanent staff of the *Assembleia da República* called explicitly for that purpose.

## **Article 15** **Competences**

1 – The Board of Administration has the competences:

- a) To pronounce itself on the general administration policy and the means needed to execute it;
- b) To draw up the *Assembleia da República's* annual and multiannual activity plans;
- c) To draw up the *Assembleia da República's* draft budgets;
- d) To draw up the *Assembleia da República's* report and accounts;
- e) To draw up the draft resolutions regarding the organisational structure of the departments and services of the *Assembleia da República*, its staff roster and the statute governing parliamentary staff;
- f) Without prejudice to the provisions of Article 54, to exercise the financial management of the *Assembleia da República*;
- g) To pronounce itself on the departments and services' internal regulations and those of their operating conditions that regard the management of their various functional areas;
- h) Upon a proposal made by the Secretary-General of the *Assembleia da República*, to pronounce itself regarding initiating competitive staff recruitment procedures;
- i) To take stock in advance of proposals regarding staff appointments;
- j) To pronounce itself on awards of contracts for construction work, the conduct of studies and the lease or acquisition of goods and services whose costs exceed EUR 12,500.00;
- l) To pronounce itself on administrative acts regarding the *Assembleia da República's* assets, including the acquisition, donation, disposal, expropriation, exchange, assignment, rental and lease of any items or rights inherent therein;
- m) To issue a binding opinion in the cases provided for by law.

2 – In specific cases, at the beginning of each legislative session, the Board of Administration may set an amount above that provided for in point (j) above or, when necessary, particularly during periods in which parliamentary work is adjourned, consent to the practice of urgent management acts and to the authorisation of the applicable expenses before it considers them, whose acts shall be subject to subsequent ratification.

3 – The amounts set in accordance with paragraph (1)(j) or paragraph (2) shall automatically be amended where, and to the extent that, the amounts laid down in the legislative acts regarding the regime governing public works contracts and the regime governing the incurrence of public expenditure with regard to the leasing and acquisition of goods and services are themselves amended.

## **Article 16** **Modus operandi**

1 – The Board of Administration is chaired by the Member of the *Assembleia da República* representing the largest parliamentary group, or by his substitute.

2 – The Board of Administration shall meet ordinarily at least once a month, and extraordinarily when convened by its chairperson, on his/her own initiative or at the request of one third of its members, with prior notice of at least twenty-four hours; in the latter case, the notification shall include the order of business.

3 – The Board of Administration may form an executive committee from among its members, to possess the powers that the Board delegates to it and to be subject to the rules governing the *modus operandi* of the Board itself, *mutatis mutandis*.

4 – The executive committee shall necessarily include the representatives of each of the four largest parliamentary groups and the Secretary-General of the *Assembleia da República*.

#### **Article 17**

##### **Voting**

1 – The Board of Administration’s decisions are taken by majority, where each Member of the *Assembleia da República* has the same number of votes as his/her parliamentary group and the chairperson has a casting vote in the case of a tie.

2 – The Board of Administration’s decisions are valid on condition that at least three of the Members of the *Assembleia da República* in full exercise of their office are present.

3 – In the event that members of the Board of Administration do not attend in the number required in the previous paragraph, a new meeting shall be convened, whereupon in urgent cases the Board of Administration may take decisions on condition that an absolute majority of Members of the *Assembleia da República* in full exercise of their office is represented.

#### **Article 18**

##### **Regulations**

The Board of Administration shall draw up its own rules of procedure.

#### **Article 19**

##### **Termination of functions**

1 – At the end of the legislature, or in cases in which the *Assembleia da República* is dissolved, the members of the Board of Administration shall remain in office until the first meeting of the *Assembleia da República* pertaining to the new legislature.

2 – From that date until a new election of the Board of Administration, current management shall be undertaken by the Secretary-General.

### **CHAPTER V**

#### **Departments and services of the *Assembleia da República***

##### **SECTION I**

##### **General provisions**

#### **Article 20**

##### **Departments and services of the *Assembleia da República***

The purpose of the departments and services is to provide administrative and technical advice and assistance to the entities and Members of the *Assembleia da República*, and they must particularly arrange:

a) The technical and administrative support related to secretarial and direct support

- activities for the Plenary, the committees, and the bodies that operate under the aegis of the *Assembleia da República* or are dependent thereon;
- b) The drawing up of specialised technical studies needed for the activities of the *Assembleia da República*;
  - c) A correct management of the available financial, material and human resources;
  - d) The performance of the other tasks needed for the activities undertaken by the *Assembleia da República*.

#### **Article 21**

##### **Internal organisation of departments and services**

The internal organisation and operational conditions of the departments and services shall be defined in specific regulations, to be approved by order of the President of the *Assembleia da República*, upon a proposal from the Secretary-General of the *Assembleia da República* and after obtaining a favourable prior opinion from the Board of Administration.

#### **SECTION II**

##### **Entities, departments and services that depend directly on the President of the *Assembleia da República***

#### **SUBSECTION I**

##### **Secretary-General of the *Assembleia da República***

#### **Article 22**

##### **Responsibilities and competences**

The Secretary-General of the *Assembleia da República* oversees and coordinates all the departments and services of the *Assembleia da República*. When a decision does not fall within the scope of the Secretary-General's areas of competence, he/she shall refer it to the President of the *Assembleia da República* for the issue of an order.

#### **Article 23**

##### **Statute**

1 – After first obtaining a favourable opinion from the Board of Administration, the President of the *Assembleia da República* shall appoint the Secretary-General of the *Assembleia da República* under a service commission for the period of the legislature, to remain in office until a new Secretary-General is appointed.

2 – After first obtaining a favourable opinion from the Board of Administration, the President of the *Assembleia da República* may discharge the Secretary-General of the *Assembleia da República* at any time.

3 – The Secretary-General of the *Assembleia da República* may not exercise private professional activities or perform other public functions, save those that result from a situation which is inherent in the post or from activities which are of recognised public interest and whose exercise has been authorised by order of the President of the *Assembleia da República*.

4 – When the Secretary-General is absent or unable to perform his/her functions, he/she shall be substituted by an assistant to the Secretary-General, to be designated by the President of the *Assembleia da República* upon a proposal from the Secretary-General.

5 – The remuneration of the Secretary-General of the *Assembleia da República* shall be equal to that of the base salary for the office of director-general, plus the difference between the latter's salary and that of sub-director-general, with entitlement to the other allowances attributed to

the office of director-general, particularly representation expenses.

6 – The Secretary-General's representation expenses may not be accumulated with those of any other office.

7 – When the appointee is a judge or member of staff of the Administration, no vacancy shall be deemed to occur in the staff roster from which he/she is taken, but the respective office may be filled on a provisional basis.

#### **Article 24** **Specific competences**

1 – The Secretary-General has the competences:

- a) To coordinate the drawing up of draft activity plans, the draft budget and the draft management report and accounts;
- b) To propose changes to the organisational structure of the departments and services and to the staff roster, as well as the regulations needed for the internal organisation and operation of the departments and services;
- c) To submit the question of whether to initiate competitive staff recruitment or promotion procedures to the Board of Administration for consideration;
- d) To propose the appointment of the assistants to the Secretary-General and the heads of the departments and services of the *Assembleia da República*, to the President of the *Assembleia da República*;
- e) To authorise the works projects and the lease or acquisition of goods and services that fall within the scope of his/her financial competences;
- f) Without prejudice to the provisions of Article 15(1)(f), to undertake the current management of the *Assembleia da República's* human, financial and asset-related resources;
- g) With the adaptations derived from this Law, to exercise the inherent competences which the law attributes to the office of director-general;
- h) To propose requisitions of staff from the central, regional and local administration to serve at the *Assembleia da República*, and to propose entering into fee or task-based contracts, to the President of the *Assembleia da República*.

2 – The Secretary-General of the *Assembleia da República* also has the competences:

- a) To propose the regime governing, and the amount of, the supplementary remuneration to be attributed to the staff in the service of the *Assembleia da República* when it is in full session;
- b) To propose the regime governing the meal and transport allowance to be attributed to the staff in the service of the *Assembleia da República* who are indispensable for it to function under exceptional circumstances;
- c) To order the exercise of functions in situations where persons are paid the salary for their original functions when it is not the latter that are being exercised, as laid down by law, and to authorise the processing thereof;
- d) To authorise or order the movement and placement of staff within the *Assembleia da República's* organisational structure;
- e) To rule on staff requests for retirement or for appearance before an ordinary or exceptional medical board, as well as on requests for discharge;
- f) To grant staff leaves of absence without pay.

3 – The Secretary-General of the *Assembleia da República* may delegate his/her own competences or sub-delegate those which the President of the *Assembleia da República* has delegated to him, in accordance with the general law.

4 – Decisions made by the Secretary-General may be appealed to higher authority in the person of the President of the *Assembleia da República*.

#### **Article 25**

##### **The Secretary-General's assistants and secretariat**

1 – The Secretary-General of the *Assembleia da República* shall have his/her own support service and shall be assisted in the exercise of his functions by two assistants to the Secretary-General and by a secretariat made up of three secretaries.

2 – The appointment of the assistants to the Secretary-General and of the members of his/her Cabinet shall be respectively subject to the provisions of Article 23(1), (2) and (3) and the current regime governing ministerial cabinets, taken in articulation with Article 10(3) of this Law.

3 – The assistants to the Secretary-General shall exercise the functions derived from the competences which the Secretary-General delegates or sub-delegates to them, their remuneration is equal to 85% of that of the Secretary-General, plus the representation expenses applicable to the office of sub-director-general, and they are subject to the provisions of Article 37(5) of this Law.

4 – The two offices of director-general provided for in the staff roster of the *Assembleia da República* are hereby abolished, and two offices of assistant to the Secretary-General are added thereto.

#### **SUBSECTION II**

##### **Legal Auditor**

#### **Article 26**

##### **Functional scope and appointment**

1 – The Legal Auditor exercises his functions in the field of legal consultation and administrative disputes.

2 – In consultative matters, the Legal Auditor has the competence to issue legal opinions on the subjects that are submitted to him/her by the President of the *Assembleia da República*.

3 – In matters regarding administrative disputes the Legal Auditor has the competences:

- a) To prepare draft responses to the judicial appeals in which the President of the *Assembleia da República* is served, supervise the respective legal proceedings and arrange any steps that need to be taken therein;
- b) To do the preparatory work for investigations, inquiries or disciplinary proceedings, whenever it becomes appropriate to appoint a person with legal training for that purpose;
- c) To supervise and arrange the steps that need to be taken in any other proceedings in which the *Assembleia da República* possesses an interest.

4 – The office of Legal Auditor shall be exercised by a vice-prosecutor general, who shall be appointed and discharged or removed from office in accordance with the Statute governing the Public Prosecution Service, following consultation of the President of the *Assembleia da República*.

#### **SECTION III**

##### **Other departments and services**

**Article 27**  
**Organisational units**

1 – The *Assembleia da República* shall also include the organisational units that are necessary and adequate for it to function.

2 – Organisational units shall be created, abolished and named and their competences and structure shall be defined by a resolution of the *Assembleia da República*, upon a proposal from the Board of Administration.

**Article 27-A**  
**Technical Budget Support Unit**

1 – The Technical Budget Support Unit (UTAO) is a specialised unit that operates under the guidance of the standing parliamentary committee with competence in budgetary and financial matters, to which it provides support by drawing up technical working studies and documents on budgetary management and public finance.

2 – In the exercise of its competences, the UTAO must act with strict impartiality and objectivity, in compliance with technical criteria that shall be duly set out in detail.

3 – In the exercise of its competences and with the consent of the standing parliamentary committee under whose aegis it operates, the UTAO may ask the competent departments, services and bodies of the Ministry of Finance and Public Administration (MFAP) for all the items of information it is lacking, including those regarding the state's business sector, and the departments, services and bodies mentioned are under a duty to provide them in a timely manner.

**SECTION IV**  
**Security Service**

**Article 28**  
**Responsibilities**

1 – The Security Service is the organisational structure that is especially charged with the prevention, control, surveillance, protection and defence of the *Assembleia da República's* premises and property, its departments and services and the people who exercise their functions or are present there.

2 – In the exercise of their surveillance functions and without prejudice to their organisational position within their departments and services, auxiliary staff shall collaborate with the Security Service.

**Article 29**  
**Conditions regarding presence**

1 – Security shall be provided on a permanent basis by a detachment from the National Republican Guard and another from the Public Security Police.

2 – The conditions under which the National Republican Guard and the Public Security Police are present and act shall be defined in regulations to be approved by the President of the *Assembleia da República*, upon a proposal from the Secretary-General of the *Assembleia da República* and following consultation of the respective General Commands.

**CHAPTER VI**

## **Staff of the departments and services of the *Assembleia da República***

### **SECTION I General provisions**

#### **Article 30**

##### **Statute governing the Staff of the *Assembleia da República***

1 – The staff of the *Assembleia da República* shall be governed by their own statute, in accordance with this Law and the resolutions and regulations of the *Assembleia da República*, to be made upon a proposal from the Board of Administration.

2 – The legislation regarding the staff of the state's central administration is subsidiarily applicable to the staff of the *Assembleia da República*.

#### **Article 31**

##### **Staff roster**

The *Assembleia da República* shall have the staff set out in the rosters that are approved by a resolution of the *Assembleia da República*, upon a proposal from the Board of Administration.

#### **Article 32**

##### **Staff recruitment and selection**

Staff of the *Assembleia da República* other than senior officials shall be recruited and selected by means of public competitive procedures.

#### **Article 33**

##### **Admissions and appointments**

1 – Appointments of staff other than senior officials shall be made by an order of the Secretary-General of the *Assembleia da República*.

2 – The functional contents of, and the norms governing, staff admissions and appointments shall be those set out in this Law and its annexes, to include the applicable rules, criteria and observations that form an integral part thereof.

3 – The norms governing staff admissions and appointments and the functional contents set out in the annexes to this Law may be amended by a resolution of the *Assembleia da República*, upon a proposal from the Board of Administration.

4 – The functional contents of, and the norms governing, staff admissions and appointments set out in this Law and its annexes and in the resolutions provided for in the previous paragraph may be the object of regulations to be homologated by the President of the *Assembleia da República*, upon a proposal from the Secretary-General and following a decision by the Board of Administration.

5 – The regulations referred to in the previous paragraph shall be published in the *Journal of the Assembleia da República* and the *Diário da República*.

#### **Article 34**

##### **Functions of general staff**

The *Assembleia da República*'s staff whose functions are not specifically determined in this Law shall perform the functions that result from a resolution passed by the *Assembleia da República* upon a proposal from the Board of Administration, as well as those determined by the heads of their departments or services, on condition that they are of comparable complexity and

responsibility.

**Article 35**  
**Duty of secrecy**

1 – The staff and agents of the *Assembleia da República* shall exclusively serve the public interest, as defined in the Constitution, the law and the Rules of Procedure, and are under a duty of secrecy regarding the facts and documents of which they have knowledge in the exercise of their functions.

2 – The duty of secrecy ceases when what is at stake is self-defence in disciplinary or legal proceedings and in matters related thereto.

**Article 36**  
**Accumulation and incompatibilities**

1 – Senior officials covered by this Law may not accumulate other public functions or offices, save those which result from inherent unremunerated situations, missions and studies of a transitory nature, or participation in committees and working groups that result directly from the exercise of their senior functions.

2 – The provisions of the previous paragraph do not encompass activities of recognised public interest, particularly teaching activities, the exercise of which must be authorised by an order of the President of the *Assembleia da República*.

3 – The exercise of private activities by senior officials, even via an intermediary, requires authorisation by the President of the *Assembleia da República*, who shall first consult the Board of Administration. Authorisation shall be denied or cancelled whenever the activity in question is liable to compromise or interfere with the lack of bias required for the exercise of the office concerned.

4 – Senior officials are subject to the disqualifications derived from the principles of the lack of bias in, and the impartiality of, the actions of the Public Administration.

5 – Staff and agents are not permitted to exercise private activities when that exercise proves incompatible with the fulfilment of the duties laid down in the law or is capable of compromising the lack of bias required by the exercise of their functions.

6 – Any member of staff or agent who, due to the exercise of his/her functions, must pronounce himself/herself on a subject or matter in which he/she possesses a personal interest that might compromise his/her independence must provide this information or ask to be excused.

**Article 37**  
**Special labour regime**

1 – Permanent staff of the *Assembleia da República* are subject to a special labour regime derived from the specific nature and operating conditions of the *Assembleia da República*.

2 – This regime shall be established by the President of the *Assembleia da República* upon a proposal from the Board of Administration, and may in particular include special working hours, an overtime regime, shift work and supplementary remuneration, always subject to the safeguarding of the fundamental workers' rights enshrined in the Constitution and the general law.

3 – The supplementary remuneration referred to in the previous paragraph shall be calculated

on the basis of the salary, be paid in twelfths, form an integral part of the salary and count for all purposes, particularly those of retirement, but may not be accumulated with any other accessory remunerations or allowances.

4 – When departments or services of the *Assembleia da República* operate in exceptional situations, the respective staff may be awarded a meal and travel allowance.

5 – The President of the *Assembleia da República* has the competence to apply the labour regime provided for in the preceding paragraphs to the staff of the Cabinets of the President of the *Assembleia da República*, the Vice-Presidents and the Secretary-General.

6 – Staff holidays must be taken when the *Assembleia da República* is not in full session, save for duly justified reasons.

### **Article 38**

#### ***Assembleia da República* and cabinet staff remuneration regime**

Upon a proposal from the Board of Administration, the President of the *Assembleia da República* shall determine the remuneration regime governing the staff of the *Assembleia da República* and the staff of the Cabinets of the President of the *Assembleia da República*, the Vice-Presidents and the Secretary-General.

### **Article 39**

#### **Study grants**

1 – Study grants or a status equivalent to that of a grant holder may be awarded to *Assembleia da República* staff for the purpose of improving their skills by attending courses or internships at Portuguese institutions or international bodies.

2 – The President of the *Assembleia da República* has the competence to award study grants or a status equivalent to that of a grant holder upon a duly justified proposal from the Secretary-General of the *Assembleia da República* and subject to a favourable opinion from the Board of Administration.

3 – The terms and conditions, rights and obligations pertaining to grant holders shall be set out in regulations to be established by the President of the *Assembleia da República* upon a proposal from the Secretary-General of the *Assembleia da República* and after first obtaining a favourable opinion from the Board of Administration.

### **Article 40**

#### **Internships**

1 – The President of the *Assembleia da República* may authorise entry into non-renewable contracts with a duration of no more than six months with recent graduates who wish to serve internships at the *Assembleia da República*.

2 – After first obtaining a favourable opinion from the Board of Administration, the President of the *Assembleia da República* shall approve the regulations governing internships and the grant amount the interns will receive.

3 – Serving an internship does not create any legal bond with the *Assembleia da República*.

4 – Parliamentary groups may admit interns under such terms and conditions as they themselves establish.

**SECTION II**  
**Senior officials**

**Article 41**  
**Appointment**

1 – After first obtaining a favourable opinion from the Board of Administration, the President of the *Assembleia da República* shall appoint the department and service directors and heads of division, in compliance with the legal requirements that are appropriate to the performance of their functions, to be chosen preferably from among staff who already belong to the *Assembleia da República*'s staff roster, hold an initial university degree and are recognised to possess the skills to hold the office.

2 – Exceptionally, holders of the offices of department or service director and head of division may also be recruited from among staff who do not hold an initial university degree, but are recognised to possess the skills to hold the office and belong to the *Assembleia da República*'s staff roster.

3 – Senior officials and equivalent staff are appointed under a service commission for a period of three years.

4 – Service commissions are deemed terminated or renewed in accordance with the general law.

5 – The preference set out in the final part of paragraph (1) shall be implemented by setting a minimum quota of offices of department or service director and head of division of the *Assembleia da República*, to be determined by a decision of the Board of Administration, to be preceded by a favourable opinion from the organisation that represents parliamentary staff.

**Article 42**  
**Department and service directors**

1 – Department and service directors have the competence to oversee, provide guidance to and coordinate the services of the respective directorates, as well as to make every effort to ensure the assiduity and discipline of the staff who are allocated to them.

2 – Department and service directors especially have the competences:

- a) To assist the Secretary-General in the performance of his/her functions, making him/her immediately aware of everything that might influence the operation of the departments and services, to give him/her their full cooperation and to suggest the taking of the steps they deem appropriate;
- b) To oversee their directorates' departments and services and promote their normal operation, the resolution of any doubts presented to them by their subordinates and the execution of the Secretary-General's orders;
- c) To adopt the measures needed to improve the organisation of the departments and services and simplify and standardise working methods;
- d) To arrange the bringing of disciplinary proceedings and propose commendations with regard to their subordinate staff;
- e) To issue an opinion in cases that must be submitted to the Secretary-General for consideration, even when their subordinate staff have already provided information for the case file;
- f) To undertake any other acts that have been delegated to them by the Secretary-General;

g) To execute everything else with which they are charged by the Secretary-General within the scope of the responsibilities of their directorate.

3 – When they are absent or unable to perform their functions, department and service directors shall be substituted by the heads of division whom they themselves have designated.

4 – Department and service directors may be supported by a member of staff from their department or service whom they have designated to perform secretarial functions.

#### **Article 43**

##### **Heads of division**

1 – Heads of division especially have the competences:

- a) To arrange the internal organisation of their departments and services;
- b) To coordinate the specific work of their departments and services and ensure that it is implemented and controlled;
- c) To assist the department and service directors in ensuring compliance with the rules governing assiduity and discipline by the staff of their divisions.

2 – When they are absent or unable to perform their functions, heads of division shall be substituted by the member of staff of the rank immediately below their own whom they themselves have designated.

### **SECTION III**

#### **Requisitions, provision of services and staff who do not belong to the staff roster**

#### **Article 44**

##### **Requisitions**

1 – Upon a proposal from the Secretary-General and after first obtaining a favourable opinion from the Board of Administration, the President of the *Assembleia da República* may authorise the requisitioning of staff from the central, regional or local administration in order to serve at the *Assembleia da República*. The limits on duration laid down in the general law do not apply to these requisitions.

2 – After first obtaining a favourable opinion from the Board of Administration, the President of the *Assembleia da República* may also authorise the requisitioning of technical staff from public or private enterprises or from other bodies for the period he/she deems necessary, on the following terms and conditions:

- a) Requisitioned staff always maintain their acquired rights and benefits, particularly those arising from collective labour regulation instruments;
- b) Requisitioned staff earn the full remunerations that are inherent in the offices they used to exercise, plus the compensation for expenses derived from the requisition that is set by an order of the President of the *Assembleia da República* following consultation of the Board of Administration;
- c) These requisitions may only be made with the agreement of the requisitioned persons and their departments or services.

3 – Requisitions may be made for periods up to that of the legislature, the end of which shall determine their expiry.

4 – Once a requisition has reached its term or has expired in accordance with the previous paragraph, and subject to a favourable opinion from the Board of Administration, the President of the *Assembleia da República* may again authorise the staff requisition referred to in

paragraphs (1) and (2).

5 – Requisitioned staff must possess the academic and professional qualifications which the staff who belong to the *Assembleia da República*'s staff roster are required to possess for the same categories or functions.

#### **Article 45**

##### **Labour and service contracts**

1 – After first obtaining a favourable opinion from the Board of Administration, the President of the *Assembleia da República* may:

- a) Order studies and services;
- b) Invite Portuguese and foreign entities to carry out studies, surveys or works of a one-off nature;
- c) Enter into fixed-term labour contracts with a duration of up to one year.

2 – Upon a proposal from the Secretary-General of the *Assembleia da República* and after first consulting the Board of Administration, the President of the *Assembleia da República* shall establish the formats in which services are to be provided and the general terms and conditions under which they are to be undertaken.

3 – Staff shall only be contracted for a fixed term on an exceptional basis, in order to perform tasks that cannot be undertaken by permanent staff. A new contract with the same nature and purpose and with the same worker may not be entered into until one year after the last contract terminates.

4 – Expenses incurred in accordance with the present Article shall be drawn from an overall sum to be included for this purpose in the budget of the *Assembleia da República*.

### **CHAPTER VII**

#### **Support for parties, parliamentary groups and parliamentary committees**

#### **Article 46**

##### **Parliamentary group cabinets**

1 – Parliamentary groups shall have cabinets made up of staff whom they shall choose and appoint freely, under the following terms:

- a) With up to two Members of the *Assembleia da República*, inclusive: at least one assistant, one secretary and one auxiliary secretary and also other staff in accordance with the provisions of paragraphs (2) and (4);
- b) With more than two and up to eight Members of the *Assembleia da República*, inclusive: one head of cabinet and at least one assistant, one secretary and two auxiliary secretaries and also other staff in accordance with the provisions of paragraphs (2) and (4);
- c) With more than eight and up to 20 Members of the *Assembleia da República*, inclusive: one head of cabinet and at least two assistants, two secretaries and three auxiliary secretaries and also other staff in accordance with the provisions of paragraphs (2) and (4);
- d) With more than 20 and up to 30 Members of the *Assembleia da República*, inclusive: one head of cabinet and at least three assistants, three secretaries and three auxiliary secretaries and also other staff in accordance with the provisions of paragraphs (2) and (4);
- e) With more than 30 Members of the *Assembleia da República*: one head of cabinet and at least three assistants, three secretaries and three auxiliary secretaries, together

with at least one more assistant, one more secretary and one more auxiliary secretary for each additional 25 Members or remainder greater than ten Members, and also other staff in accordance with the provisions of paragraphs (2) and (4).

2 – At the beginning of each legislature, parliamentary groups shall inform the departments and services of the *Assembleia da República* of their support staff roster, including staff categories and salaries.

3 – At the beginning of each month, parliamentary group cabinets shall inform the departments and services of the *Assembleia da República* of the overtime that is to be processed with regard to parliamentary group staff.

4 – In any one year, the remuneration expenses provided for in this Article may not exceed the amounts resulting from the following table:

- a) Parliamentary group with two Members – 24 x 14 national minimum salaries (NMSs) + 6 x 14 NMSs per Member;
- b) Parliamentary group with three to 15 Members – 45 x 14 NMSs + 6 x 14 NMSs per Member;
- c) Parliamentary group with more than 15 Members – 60 x 14 NMSs plus:
  - 6 x 14 NMSs per Member, for 15 Members;
  - 3 x 14 NMSs per Member, for the number of Members over and above 15, up to a maximum of 40;
  - 2.25 x 14 NMSs per Member, over 40 and up to 80 Members;
  - 1.8 x 14 NMSs per Member, over 80 Members.

5 – Parliamentary groups may change the composition of the support staff roster provided for in paragraph (2), on condition that this does not result in an increase in the respective overall expenditure. They may also define the support staff's manner and place of work, including the performance of duties in a remote working system.

6 – The leadership of the respective parliamentary group shall be responsible for the appointment and discharge of the staff referred to in the preceding paragraphs, and the current regime governing ministerial cabinets shall apply.

7 – Parliamentary group staff who are not legally bound to the public service shall obligatorily be registered under the general social security regime.

8 – The social security contributions of support staff in parliamentary cabinets shall be borne by the *Assembleia da República*, in particular contributions to the Caixa Geral de Aposentações, to the social security scheme, or those inherent in the social protection scheme of the originating institution, the meal allowance and the insurance against accidents at work, as well as social assistance and study allowances which, as determined by the President of the *Assembleia da República*, are granted by the *Assembleia da República* to all those working therein on a full-time basis.

9 – The provisions of this Article shall apply, *mutatis mutandis*, to Members of the *Assembleia da República* who are a political party's sole representative and to independent Members who

are not attached to a parliamentary group, in such a way as not to exceed the following amounts in any one year:

- a) Each Member who is a political party's sole representative – 14 x 14 NMSs;
- b) Each independent Member – 5 x 14 NMSs.

10 – Staff serving in the parliamentary groups on the date on which this Law enters into force may be paid a supplement in the sum equal to the difference between the overall remuneration they earn on that date and the remuneration that is set in accordance with paragraph (2), where it is lower, which shall form an integral part of their salary and shall count for all purposes, particularly those of retirement.

#### **Article 47**

##### **Subsidy for parties and parliamentary groups**

*Repealed.*

#### **Article 48**

##### **Support for parliamentary committees**

1 – Specialised standing committees shall be supported by senior technical staff, technical staff and secretarial staff, to be designated by the Secretary-General following consultation of the committee chairperson.

2 – Committee chairs may also propose to the President of the *Assembleia da República* that technical staff be requisitioned from the public and private sectors in order to carry out technical advisory and assistance work, in which case the provisions of Article 44 apply.

3 – Upon a proposal from the respective chairs and after first obtaining a favourable opinion from the Board of Administration, the President of the *Assembleia da República* may also authorise that studies and reports be carried out by specialists of recognised merit in the matter in question, in accordance with Article 45.

4 – The staff referred to in the preceding paragraphs shall exercise their functions under the direct guidance of the chairperson of the committee to which they are assigned, without prejudice to the general duties to which parliamentary staff are subject and their organisational position within their departments and services.

5 – Upon a duly justified proposal from the chairperson of the respective committee, which shall be copied to the Board of Administration, the President of the *Assembleia da República* may at any time deem requisitions made in accordance with paragraph (2) terminated.

6 – The provisions of the preceding paragraphs apply to ad hoc committees, *mutatis mutandis*.

### **CHAPTER VIII**

#### **Budget**

##### **SECTION I**

##### **Budget procedure**

#### **Article 49**

##### **Drawing up the budget**

1 – Each year, at least 15 days before the draft State Budget Law is presented to the *Assembleia da República*, the draft budget shall be drawn up by the competent departments and services,

under the coordination of the Secretary-General of the *Assembleia da República* and in accordance with guidelines and objectives set in advance by the Board of Administration.

2 – The Plenary shall pass the budget of the *Assembleia da República* before it passes the State Budget.

#### **Article 50**

##### **Supplemental budgets**

1 – Amendments to the budget of the *Assembleia da República* shall be made by means of a maximum of three supplemental budgets, which shall be drawn up in accordance with the previous article, *mutatis mutandis*.

2 – Transfers of funds shall be made in accordance with the current legislation governing autonomous bodies, *mutatis mutandis*.

#### **Article 51**

##### **Revenue**

1 – The following constitute revenues of the *Assembleia da República*:

- a) The appropriations set out in the State Budget;
- b) Balances from previous years;
- c) The product of publications;
- d) Royalties;
- e) The results of the investment of funds;
- f) Other revenues that are attributed to it by law, resolution of the *Assembleia da República*, contract, inheritance or donation.

2 – Any credit balances that are determined at the end of each financial year shall automatically be transferred to the management of the following year, and the Board of Administration shall distribute them between the account headings that display a need for additional funds.

#### **Article 52**

##### **Reserved proprietary rights**

1 – Without prejudice to copyrights pertaining to Members of the *Assembleia da República*, the *Assembleia da República* is the sole proprietor of all the material produced as a result of its operations.

2 – Public Administration entities, public-sector or nationalised enterprises and private entities are prohibited from publishing or commercialising the products referred to in the previous paragraph without the prior consent of the President of the *Assembleia da República*, to be manifested as laid down by law or by contract.

#### **Article 53**

##### **Legal deposit**

All the departments, services and bodies of the central, regional and local administration, public institutes, public-sector enterprises and higher-level cooperative organisations are obliged to send one copy of all official or ex officio publications that are not produced merely for internal circulation, to the Library of the *Assembleia da República* under the regime governing legal deposits.

#### **Article 54**

##### **Authorising expenditure**

1 – The President of the *Assembleia da República* has the competence to authorise expenses

above the limit provided for in the following paragraph and up to the limit which the law sets for the Council of Ministers, after first obtaining a favourable opinion from the Board of Administration.

2 – After first consulting the Board of Administration, the President of the *Assembleia da República* may authorise expenditure up to the limit which the law sets for the Prime-Minister.

3 – The Secretary-General may authorise expenditure up to the limit which the law sets for the senior entities of bodies that possess administrative and financial autonomy.

4 – The incurrance of expenditure that gives rise to budget costs in more than one financial year or in a year in which the expenditure does not take place is obligatorily dependent on a favourable opinion from the Board of Administration, and shall be authorised in accordance with the preceding paragraphs.

## **SECTION II**

### **Budget execution**

#### **Article 55**

##### **Execution**

The budget of the *Assembleia da República* shall be executed via the departments and services, in accordance with the provisions of this Law.

#### **Article 56**

##### **Requisitioning funds**

1 – The departments and services of the *Assembleia da República* shall requisition funds from the competent departments and services of the Ministry of Finance.

2 – Transfers of funds from the State Budget to the budget of the *Assembleia da República* may not be withheld.

#### **Article 57**

##### **Duodecimal system**

The President of the *Assembleia da República* has the competence to authorise total or partial dispensation of any of the *Assembleia da República's* budget appropriations from the duodecimal system, after first obtaining a favourable opinion from the Board of Administration.

#### **Article 58**

##### **Permanent fund**

The Board of Administration may authorise the constitution of permanent funds, which shall be under the authority of the persons responsible for departments and services or activities and shall serve to directly pay minor expenses. The Board must lay down the rules governing the control of such funds.

## **SECTION III**

### **Budget oversight**

#### **Article 59**

##### **Management accounts**

1 – The Board of Administration shall draw up the management report and accounts by 31 March of the year following that to which they refer, to which end they shall be organised by the competent departments and services under the direct coordination of the Secretary-General

of the *Assembleia da República*.

2 – The Plenary shall approve the *Assembleia da República's* management report and accounts following presentation to the *Assembleia da República* of the applicable opinion of the Court of Auditors.

3 – When there is a change of legislature, the accounts shall be provided in relation to each management, and the time period which corresponds to that provided for in Article 19(2) shall be included in the accounts for the period that runs from the beginning of the new legislature to the end of that financial year.

4 – The management accounts shall be published in the *Diário da República*.

## CHAPTER IX

### Final and transitional provisions

#### Article 60

##### Enterprise premises

CTT - Correios de Portugal, S.A. shall have its own premises at São Bento Palace. The same prerogative may be granted to other institutions, particularly banks, or to enterprises seeking to provide services that fall within the scope of the specific activities of the *Assembleia da República*, to be so granted by an order of the President of the *Assembleia da República*, who shall first consult the Board of Administration.

#### Article 61

##### Allowance for the National Republican Guard and Public Security Police detachments

The National Republican Guard and Public Security Police personnel who are assigned to the security of the *Assembleia da República* shall be attributed the allowance that is provided for that of the other entities that exercise sovereignty, and the cost thereof shall be borne by the budget of the *Assembleia da República*.

#### Article 62

##### Applicable legislation

1 – The departments and services of the *Assembleia da República* are governed by the provisions of this Law and its regulations.

2 – The regime set out in Decree-Law no. 155/92 of 28 July 1992 is not applicable to the *Assembleia da República*.

3 – The subsidiary law applicable to the integration of oversights in this Law and its regulations is the legislation applicable to the state's central administration.

#### Article 63

##### Budget execution

The Board of Administration is authorised to promote the budget amendments that prove indispensable to the execution of this Law.

#### Article 64

##### Right to integration of the staff of parliamentary group cabinets

1 – Staff serving in parliamentary group cabinets who must be dismissed due to a reduction in the number of Members of the *Assembleia da República* and the ensuing reduction in the

support service for the respective parliamentary group are acknowledged the right to be integrated as supernumerary staff of the *Assembleia da República*, if they meet the following requirements:

- a) They have continuously belonged to the respective cabinets since at least the first legislative session of the Sixth Legislature;
- b) They hold no public or private office or employment of a permanent nature;
- c) They possess the academic qualifications required for the aforementioned category.

2 – The interested party must ask the President of the *Assembleia da República* for integration, within a time limit of 30 days counting from the date on which the presuppositions therefore are fulfilled.

3 – The request referred to in the previous paragraph shall be accompanied by a declaration by the respective parliamentary group or the corresponding party, stating its acquiescence.

4 – Integration shall be into the post at the beginning of the career, in accordance with the functions that the person has performed and his/her qualifications, without prejudice to the right to access the respective career under the terms and conditions applicable to persons on the *Assembleia da República's* staff roster.

5 – In the event that the conditions referred to in point (1)(c) are not met, the person may be integrated into the entry-level category of the career for which he/she possesses academic qualifications.

#### **Article 65**

##### **Interpretative norm**

1 – The provisions of Article 37(3) shall apply to the supplementary remuneration provided for in Article 21(2) of Law no. 32/77 of 25 May 1977.

2 – *Assembleia da República* staff who have retired and have made contributions based on the supplementary remuneration referred to in the previous paragraph may, within a time limit of 90 days following publication of this Law, ask the Caixa Geral de Aposentações to revise their pensions with retroactive effect from 31 December 1986.

**Note:** Organogram and Annexes I to IV of Law no. 77/88 of 1 July 1988 available for consultation in Series I of *Diário da República* no. 150 of 1 July 1988 and in Declaration of Rectification of 16 August 1988 in Series I of *Diário da República* no. 188.

#### **Note I**

**Articles of Law no. 77/88 of 1 July 1988 repealed by Article 21 of Law no. 59/93 of 17 August 1993**

#### **SUBSECTION III Legal Department**

#### **Article 25**

##### **Functional scope**

1 – *The responsibilities of the Legal Department are technical support and legal consultancy.*

2 – *The Legal Department has the competences:*

- a) *To verify the technical/legal rigueur of the texts of the legislative and normative procedures that are submitted to it for consideration and propose the amendments that prove necessary;*
- b) *To verify the final wording of the Assembleia da República's texts, in accordance with its entities and bodies' decisions, and arrange for the drawing up of the respective written versions for publication;*
- c) *To provide opinions and information notes and conduct legal studies on any matters that are submitted to it by the President of the Assembleia da República.*

3 – *The Legal Department shall be coordinated by one of its legal advisors, to be designated by the President of the Assembleia da República, who, after first consulting the Board of Administration, shall attribute and set him an allowance that shall be incorporated into the supplementary remuneration provided for in Article 52(3).*

#### **SUBSECTION IV** **Parliamentary Studies Office**

##### **Article 26** **Functional scope and structure**

1 – *The Parliamentary Studies Office is a service whose function is to conduct studies and specialised consultancy.*

2 – *The Parliamentary Studies Office has the competence to conduct the studies and research and information work with which the President of the Assembleia da República charges it after first consulting the chairs of the parliamentary committees, either as a whole or only those with competence for the matter in question.*

3 – *The Parliamentary Studies Office shall be structured by area, by decision of the President of the Assembleia da República, who shall first consult the Board of Administration.*

4 – *The functions attributed to the Studies Office shall be performed by persons who possess at least a university degree and recognised competency, and the President of the Assembleia da República shall be responsible for designating one of them to be the coordinator, who shall receive an allowance in accordance with Article 25(3).*

##### **Article 29** **Competences**

*The Directorate-General of Parliamentary Support particularly has the competences:*

- a) *To support the Bureau of the Assembleia da República;*
- b) *To organise the procedures regarding legislative and supervisory and monitoring activities and other acts derived from the functioning of the Assembleia da República;*
- c) *To arrange technical support for the Plenary and the parliamentary committees;*
- d) *To support the Members and entities, departments and services of the Assembleia da República in matters regarding documentation and information;*
- e) *To arrange administrative and secretarial support for the Plenary and the parliamentary committees;*
- f) *To arrange the drawing up and publication of the Journal of the Assembleia da República and other parliamentary acts;*
- g) *To plan, draft, publish and disseminate the publications of the Assembleia da República;*

- h) *To collect and treat the information disseminated by the media that is of interest to the activities derived from the functioning of the Assembleia da República;*
- i) *To constitute, organise, conserve and take stock of documentary heritage assets;*
- j) *To take stock of, treat and conserve the special documentary and bibliographic items regarding the history of Portuguese political institutions and particularly constitutionalism.*

#### **Article 30**

##### **Structure**

*The Directorate-General of Parliamentary Support comprises:*

- a) *The Directorate of Technical Support and Secretarial Services;*
- b) *The Directorate of Documentation and Information Services.*

### **SUBSECTION III**

#### **Directorate-General of Administration and IT**

#### **Article 34**

##### **Responsibilities**

*The Directorate-General of Administration and IT is the organisational unit that is especially charged with the management of human, financial and asset-related resources and the administrative and IT functions.*

#### **Article 35**

##### **Competences**

*The Directorate-General of Administration and IT has the competences:*

- a) *To manage human resources, undertaking the actions related to staff recruitment, election, evaluation, promotion and training;*
- b) *To draw up the budget and accounts and conduct administrative and financial management;*
- c) *To manage asset-related resources;*
- d) *To conduct organisational analyses and the automatic treatment of information.*

#### **Article 36**

##### **Structure**

*The Directorate-General of Administration and IT comprises:*

- a) *The Directorate of Administrative and Financial Services;*
- b) *The IT Centre.*

#### **Article 40**

##### **Competences**

*The Directorate of Public and International Relations Services has the competences:*

- a) *To promote the dissemination of the Assembleia da República's activities in Portugal and abroad;*
- b) *To provide support to parliamentary delegations at international organisations and on official missions abroad;*
- c) *To support media entities in their parliamentary information activities;*
- d) *To plan and collaborate in the holding of formal occasions, commemorations and visits to the Assembleia da República and arrange the respective protocol;*
- e) *To arrange the reception service.*

#### **Article 41**

##### **Structure**

*The Directorate of Public and International Relations Services comprises:*

- a) The Public Relations Division;*
- b) The International and Interparliamentary Relations Division.*

#### **Article 56**

##### **Directors-General**

*1 – Directors-general have the competences to direct and provide hierarchical guidance to all the departments and services in the respective directorate-general and directly issue orders with regard to all the matters which fall within the scope of the responsibilities of that directorate-general and whose nature or a legal provision means that they are not obligatorily subject to superior decision.*

*2 – Directors-general also have the competences:*

- a) To adopt the measures needed to improve the organisation of the departments and services and to simplify and standardise working methods;*
- b) To authorise expenditure, subject to the terms and limits laid down by law, and to manage the permanent funds that are allocated to the directorate-general;*
- c) To propose commendations that staff earn for distinguished service;*
- d) To arrange disciplinary actions;*
- e) To place and distribute staff in and among the different departments and services of the respective directorate-general.*

*3 – Directors-general may delegate the exercise of some of their competences to the department or service directors who are directly subordinate to them, and may subdelegate that of those that have been delegated to them with express authorisation to subdelegate.*

*4 – When they are absent or unable to perform their functions, directors-general shall be substituted by the department or service directors whom they themselves designate.*

#### **Article 61**

##### **Non-roster staff**

*1 – After first obtaining a favourable opinion from the Board of Administration, the President of the Assembleia da República may exceptionally authorise the contracting of non-roster staff in order to perform tasks that cannot be fulfilled by permanent staff.*

*2 – Subject to a favourable decision by the committee in question and the submission by its chairperson of a proposal to the President of the Assembleia da República, parliamentary committees may also have the use of contracted non-roster technical staff.*

*3 – The number of technical staff contracted under the terms of the previous paragraph may not exceed twelve, and the President of the Assembleia da República has the competence to define the priorities for their assignment after first consulting the committee chairs.*

*4 – The technical staff who are assigned to the committees shall be selected by means of a competitive procedure that shall be open to all applicants who possess qualifications which the committee deems appropriate to the exercise of the respective functions.*

*5 – The maximum duration of the contracts referred to in paragraph (2) is two years, without prejudice to their renewal by means of a decision taken by a two-thirds majority of the Members of the Assembleia da República in full exercise of their office.*

*6 – The original post and length of service for all professional purposes of the staff who are*

contracted under the terms of the previous paragraph and who are legally bound to the public service or belong to any public body shall be guaranteed.

#### **Article 77**

##### ***Bringing situations of accumulation and incompatibility into line with the law***

Staff who do not fulfil the provisions of Article 51 must bring their situation into line with the law within 60 days counting from the entry into force of this Law.

#### **Article 78**

##### ***Transitional exercise of responsibilities***

1 – Until the Board of Administration provided for in Article 12 is installed, the competence to exercise its responsibilities pertains to the current Administrative Board.

2 – The provisions of Articles 14 and 15 are applicable to the decisions taken by the Administrative Board, *mutatis mutandis*.

#### **Note II**

**Articles of Law no. 77/88 of 1 July 1988  
repealed by Article 2(1) of Law no. 28/2003 of 30 July 2003**

#### **SUBSECTION II**

##### ***Directorate-General of Parliamentary Support***

#### **Article 28**

##### ***Responsibilities***

The Directorate-General of Parliamentary Support is the organisational unit that is especially charged with secretarial, drafting, technical support, documentation and information activities.

#### **Article 31**

##### ***Directorate of Technical Support and Secretarial Services***

1 – The Directorate of Technical Support and Secretarial Services has the competence to arrange:

- a) The administrative support for the Plenary;
- b) The execution of the services that are inherent in administrative and secretarial support for the committees;
- c) The specialised technical support for the Plenary and the committees;
- d) The support in audiovisual resources for the Plenary and the committees;
- e) The drawing up of the Journal of the Assembleia da República and the preparation of other parliamentary texts with a view to their publication;
- f) The support regarding the Statute governing Members of the Assembleia da República.

2 – The Directorate of Technical Support and Secretarial Services comprises:

- a) The Plenary Support Division;
- b) The Committee Secretariat Division;
- c) The Drafting Division;
- d) The Technical Support Unit;
- e) The Division for Support for the Members of the Assembleia da República.

3 – The Technical Support Office shall be managed by a senior technical official, who shall work in articulation with the parliamentary committee chairs, and shall be equivalent to a head of division for salary purposes.

#### **Article 32**

### **Directorate of Documentation and Information Services**

1 – *The Directorate of Documentation and Information Services has the competences:*

- a) *To arrange the documentary and bibliographic support for the work of the Assembleia da República, particularly organising the collections of legislation, works and other documents that exist either in storage or at other institutions to which it is able to resort, for consultation purposes;*
- b) *To organise a documentation centre whose function is to collect bibliographical works, documentation, texts, legislation, normative and administrative acts and other technical and scientific information related to the activities undertaken by the Assembleia da República, and to keep the centre updated;*
- c) *To create and constantly update dossiers on major national and international topics;*
- d) *To collect, process and disseminate the information resulting from the acts of the Assembleia da República, and that derived from the activities of foreign parliaments and international organisations;*
- e) *To collect, analyse, process, file and arrange for the dissemination of Portuguese and foreign legislation, and of all legislative information that is of interest to the Assembleia da República;*
- f) *To analyse and treat foreign parliamentary documents, newspapers, journals and magazines, bulletins and other international information, with a view to the organisation of dossiers, notes and files regarding subjects that are current and of interest to the pursuit of the work of the Assembleia da República;*
- g) *To organise and disseminate a weekly information sheet summarising the foreign documentation that has been received, with the ability to classify, analyse and produce a summary translation of the said documentation when the current interest of the topics makes it advisable to do so;*
- h) *To manage the Library;*
- i) *To collect, analyse, process, file and disseminate information produced by media entities;*
- j) *To manage the Historical-Parliamentary Archives and arrange for the conservation and preservation of their assets;*
- k) *To plan and promote the publication of works that are of interest to the Assembleia da República and to the general public;*
- l) *To construct and manage the respective databases;*
- m) *To cooperate with Portuguese, foreign and international institutions in matters regarding documentation and information.*

2 – *The Directorate of Documentation and Information Services comprises:*

- a) *The Legislative and Parliamentary Information Division;*
- b) *The Publications Division;*
- c) *The Library;*
- d) *The Historical-Parliamentary Archives.*

### **Article 37**

#### **Directorate of Administrative and Financial Services**

1 – *The Directorate of Administrative and Financial Services has the competences:*

- a) *To manage human resources;*
- b) *To implement a system for the application of norms governing hygiene, health and safety at work;*
- c) *To draw up draft budgets and draft reports and accounts;*
- d) *To execute the budget;*
- e) *To process remunerations and other allowances;*
- f) *To administer the social security and complementary social action schemes;*
- g) *To arrange the management and maintenance of the premises, the facilities and*

- equipment and the fleet of vehicles;*  
h) *To arrange the procurement of goods and the acquisition of services;*  
i) *To ensure the provision of common administrative support;*  
j) *To ensure the provision of reprographic, microfilm and offset services.*

2 – *The Directorate of Administrative and Financial Services comprises:*

- a) *The Staff Administration Division;*  
b) *The Financial Management Division;*  
c) *The Procurement and Property Division;*  
d) *The General Administration Division.*

#### **Article 38**

##### **IT Centre**

1 – *The IT Centre has the competences:*

- a) *To implement the Assembleia da República's computerisation plan;*  
b) *To manage the IT system.*

2 – *The IT Centre shall be managed by a senior technical official, who shall be equivalent to a department or service director for salary purposes.*

#### **SUBSECTION IV**

##### **Directorate of Public Relations and International Services**

#### **Article 39**

##### **Responsibilities**

*The Directorate of Public Relations and International Services is the organisational unit that is especially charged with supporting and promoting the Assembleia da República's external relations.*

#### **Article 42**

##### **Museum**

1 – *The Museum of the Assembleia da República is composed of all the works of art and special documental and bibliographic items regarding the history of Portuguese parliamentarianism.*

2 – *No work of art or special documental and bibliographic item may leave the Museum without prior authorisation by the President of the Assembleia da República, who shall first consult the Board of Administration after the conservator has issued an opinion.*

3 – *The conservator of the Palace and Museum is charged with making every effort to ensure the conservation of both São Bento Palace, its artistic and historic heritage and architectural value, and the Museum of the Assembleia da República.*

#### **Note III**

**Articles of Law no. 59/93 of 17 August 1993 that amended the text of Law no. 77/88 of 1 July 1988 and have since been repealed**

#### **Article 28**

##### **Centre for Parliamentary Studies**

1 – *The Centre for Parliamentary Studies is a service whose function is to conduct studies and specialised consultancy.*

2 – *The Centre for Parliamentary Studies has the competence to conduct the study, research and information work with which it is charged by the President of the Assembleia da República or is requested by the parliamentary committee chairs.*

3 – *The Centre for Parliamentary Studies particularly has the following competences:*

- a) *To verify the technical/legal rigour of the texts of the legislative and normative procedures that are submitted to it for consideration and propose the amendments that prove necessary;*
- b) *To verify the final wording of the Assembleia da República's texts, in accordance with its entities and bodies' decisions, and arrange for the drawing up of the respective written versions for publication;*
- c) *To provide opinions and information notes and conduct legal studies on any matters that are submitted to it;*
- d) *To provide support to the committees in accordance with Article 61.*

4 – *The Centre for Parliamentary Studies shall be structured by areas, to be decided by the President of the Assembleia da República, who shall first consult the committee chairs.*

5 – *The functions attributed to the Centre for Parliamentary Studies shall be performed by persons who possess at least a university degree and recognised competency, and the President of the Assembleia da República shall be responsible for appointing one of them to be the coordinator, who shall receive an allowance to be incorporated into the supplementary remuneration provided for in Article 52(3).*

#### **Article 31**

##### **Directorate of Support and Secretarial Services**

1 – *The Directorate of Support and Secretarial Services has the competences to arrange:*

- a) *The provision of administrative and secretarial support for the Plenary;*
- b) ...
- c) *The technical support for the Plenary and the Bureau;*
- d) ...
- e) ...
- f)...

2 – *The Directorate of Support and Secretarial Services comprises:*

- a) *The Plenary Support Division;*
- b) *The Committee Secretarial Division;*
- c) *The Editorial and Audiovisual Support Division.*

#### **Article 37**

##### **Directorate of Administrative and Financial Services**

1 – *The Directorate of Administrative and Financial Services has the competences:*

- a)...
- b) *To implement a system for the application of norms governing hygiene, health and safety at work;*
- c)...
- d) ...
- e) ...
- f)...
- g)...
- h) ...

- i)...
- j) *To ensure the provision of reprographic services.*

2 – *The Directorate of Administrative and Financial Services comprises:*

- a) *The Human Resources and Administration Division;*
- b) *The Financial Management Division;*
- c) *The Procurement and Property Division.*

#### **Article 39**

##### **Public and International Relations Office**

1 – *The Public and International Relations Office is the organisational unit that is especially charged with supporting and promoting the Assembleia da República's external relations.*

2 – *The Public and International Relations Office has the competences:*

- a) *To promote the dissemination of the Assembleia da República's activities in Portugal and abroad;*
- b) *To provide support to parliamentary delegations at international organisations and on official missions abroad;*
- c) *To support media entities in their parliamentary information activities;*
- d) *To plan and collaborate in the holding of formal occasions, commemorations and visits to the Assembleia da República and arrange the respective protocol;*
- e) *To arrange the reception service.*

3 – *The Public and International Relations Office shall be directed by a department or service director.*

#### **Article 6**

*Article 42-A is hereby appended to Section III of Chapter V, to read as follows:*

##### **Article 42-A**

##### **Medical and Nursing Unit**

*The Medical and Nursing Unit has the competences:*

- a) *To provide medical appointments and medical and nursing care;*
- b) *To perform periodic medical examinations for the staff in the service of the Assembleia da República;*
- c) *To monitor cases of work-related illness and accidents;*
- d) *To participate in the supervision of the environment and hygiene and health and safety conditions at work;*
- e) *With regard to vaccinations.*

#### **Note IV**

**Remaining Articles of Law no. 59/93 of 17 August 1993**

#### **CHAPTER II**

##### **Transitional provisions**

##### **Article 14**

##### **Supernumerary staff**

*The supernumerary staff who exist on the date on which this Law comes into force are hereby integrated into the staff roster of the Assembleia da República, which shall be automatically*

increased, in the career and category they already hold, without any formalities, and their length of service in the former situation shall count for all purposes.

#### **Article 15**

##### **Non-roster staff**

1 – The contract staff whose terms and conditions include being subject to discipline and hierarchy and full working hours and who, on 1 June 1993, were in exercise of their functions at the *Assembleia da República* and had effectively served in any capacity for more than three years in the last five, are hereby integrated into the staff roster of the *Assembleia da República*, which shall be automatically increased, in the career and category that were the object of their contract, and are dispensed from the academic qualifications required for the corresponding careers and categories.

2 – The staff referred to in the previous paragraph may only progress in the respective career when they possess the necessary corresponding qualifications.

3 – The staff who are subject to a requisition regime and exercise functions in the *Assembleia da República's* organisational units or the secretariat of the Information Services oversight board on the date on which this Law comes into force and whose work corresponds to permanent, effective needs of the *Assembleia da República* shall be integrated into the staff roster of the *Assembleia da República*, which shall be automatically increased by the number of places needed, in the corresponding category and career, without any formalities, and their length of service in the former situation shall count for all purposes.

4 – The provisions of the previous paragraph do not apply to requisitioned staff who are exercising functions as senior officials or are assigned to the Cabinets of the President of the *Assembleia da República*, the Vice-Presidents of the *Assembleia da República* or the Secretary-General of the *Assembleia da República*.

#### **Article 16**

##### **Internal competitive conditioned-access appointment procedures**

Staff on the *Assembleia da República's* roster who possess academic qualifications that qualify them for appointment to a higher-level career may take part in internal competitive conditioned-access appointment procedures for entry into those careers.

#### **Article 17**

##### **Extraordinary retirement**

1 – Staff of the *Assembleia da República* may apply for retirement without the need to submit the request to a medical board, on condition that they are in one of the following situations:

- a) They are more than 60 years of age and have more than 20 years of service;
- b) They have at least 30 years of service, regardless of age.

2 – Staff who retire in accordance with the previous paragraph shall be attributed a pension that corresponds to the number of years of service they have provided, plus 20% of its basic amount, up to the limit of the amount of the pension that corresponds to 36 years of service, to be calculated in accordance with the salary to which the member of staff is entitled.

3 – The extraordinary retirement referred to in this Article shall only be granted on condition that there is no prejudice to the operation of the *Assembleia da República* and application is made within the six months following the entry into force of this Law.

4 – The President of the *Assembleia da República* has the competence to grant the extraordinary

retirement provided for in this Article.

**Article 18**  
**Staff Statute**

1 – Within a time limit of six months following the entry into force of this Law, the *Assembleia da República* shall pass the Statute governing the Staff of the *Assembleia da República* in the form of a resolution, to particularly include the existing careers, the respective functional contents, the norms governing admission and promotion and the staff roster.

2 – The resolution provided for in the previous paragraph shall particularly cover:

- a) The abolition of the technical auxiliary careers, with their ensuing integration into the technical assistant careers;
- b) The abolition of the chamber auxiliary staff, administrative auxiliary staff and head porter careers, and the creation of a new auxiliary staff career, into which the former shall consequently be integrated;
- c) The creation of the post of custodian, to be performed by a member of staff on assignment from the auxiliary staff career.

3 – The resolution provided for in this Article must safeguard both the existing balance and an equitable revaluation within the various careers.

**Article 19**  
**Regulations governing departments and services**

1 – The regulations governing the departments and services shall be passed within a time limit of six months following the entry into force of this Law, in accordance with Article 19 of Law no. 77/88 of 1 July 1988.

2 – The regulations provided for in the previous paragraph shall include the modus operandi of the Medical and Nursing Unit and the respective terms and conditions for access to healthcare.

**Article 20**  
**Organogram**

The organogram attached in annexe to Law no. 77/88 of 1 July 1988 and provided for in the latter's Article 1(2) is hereby replaced by the organogram attached in annexe to this Law.

**Article 21**  
**Eliminated Articles**

Articles 25, 26, 29, 30, 34, 35, 36, 40, 41, 56, 61, 77 and 78 of Law no. 77/88 of 1 July 1988 are hereby eliminated.

**Article 22**  
**Entry into force**

1 – Article 62 of Law no. 77/88 of 1 July 1988, as amended by Article 11 of this Law, shall enter into force on the first day of the month following that of the latter's publication.

2 – The provisions of Article 17 of this Law shall enter into force on the eighth day following that of its publication.

3 – The remaining provisions of this Law shall enter into force on the 15th day following that of its publication.

**Note V**  
**Remaining Articles of Law no. 28/2003 of 30 July 2003**

**Article 2**

**Repeal and systematic reinsertion**

1 – Without prejudice to the provisions of the following Article, Articles 28, 31, 32, 37, 38, 39, 42 and 42-A of Law no. 77/88 of 1 July 1988, as amended by Law no. 59/93 of 17 August 1993, together with the staff roster approved by Law no. 77/88 of 1 July 1988, as amended by Law no. 59/93 of 17 August 1993, and by Resolutions of the *Assembleia da República* nos. 39/96 of 27 November 1996 and 8/98 of 18 March 1998, are hereby repealed.

2 – Article 33 is hereby renumbered and reinserted as Article 53.

**Article 3**

**Regulations**

1 – The resolution provided for in Article 27(2) and the resolution regarding the new staff roster of the *Assembleia da República* shall be passed within a time limit of 180 days.

2 – The current provisions regarding organisational units and the current staff roster shall remain in force until the resolutions referred to in the previous paragraph enter into force.

**Article 4**

**Entry into force and transitional rules**

1 – This Law shall enter into force on the day following its publication.

2 – Article 1(2), Article 68(3) and (4) and Article 76(3) of Law no. 77/88 of 1 July 1988, as amended by Law no. 59/93 of 17 August 1993, as amended by Article 1 of this Law, possess an interpretative nature.

3 – With regard to appointment, Article 23(2) does not apply to the assistants to the Secretary-General who are so appointed on the present date.

4 – Staff who are not legally bound to the public service regime and are registered with the Caixa Geral de Aposentações on the date on which this Law is published may request that their registration be transferred to the general social security regime, whereupon the time for which they have been registered with the Caixa Geral de Aposentações shall count for guarantee purposes.

5 – The regime derived from Annexe III to Law no. 77/88 of 1 July 1988, as amended by Resolutions of the *Assembleia da República* nos. 39/96 of 27 November 1996 and 8/98 of 18 March 1998, and the applicable part of Annexe IV of the same Law remain in force.

**Article 5**

**Consolidation of the text of the new Law governing the Organisation and Modus Operandi of the Departments and Services of the *Assembleia da República***

The full, consolidated text of the Law governing the Organisation and Modus Operandi of the Departments and Services of the *Assembleia da República* is republished in annexe to this Law and forms an integral part thereof.

**Note VI**  
**Annexe to Law no. 77/88 of 1 July 1988<sup>4</sup>**

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<sup>4</sup> Extract from the publication *Lei de Organização e Funcionamento dos Serviços da Assembleia da República e Regulamentação Complementar*, Maria da Luz Dias, Assembleia da República – Divisão de Edições, 2005, pp. 38 to 73.

Annexe III<sup>4</sup> to Law no. 77/88<sup>5</sup> of 1 July 1988, as amended by Law no. 59/93 of 17 August 1993 – Forms of entry into and access to careers and selection methods to be used<sup>6</sup>

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Legal advisor, economic, financial and managerial affairs, social affairs, cultural affairs, international parliamentary relations, and BADI <sup>8</sup> .	Advisor <sup>7</sup> .....	Entry and access: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	1) Curriculum evaluation (phase 1). 2) Competitive public tests, to consist of the consideration and discussion of the applicant's professional curriculum or of work submitted by the applicant for the purpose (phase 2).	Competitive curriculum evaluation, to consider the following factors: a) Professional experience in the corresponding functional areas; b) Complementary vocational training; c) Level of academic qualifications; d) Studies and work done.
	Senior technical official 2nd class.	Entry: 1) Career: legal advisor: Initial degree in Law; Computer skills as a user; In-depth knowledge of the English and French or German languages;  2) Career: economist, finance and management: Initial degree in Economics, Finance or Management; Computer skills as a user; In-depth knowledge of the English and French or German languages;  3) Career: social affairs, cultural affairs and international parliamentary relations: Initial degree in Economics, Management, Law, or Social and Human Sciences; Computer skills as a user; In-depth knowledge of the English and French or German languages;	1) Competitive curriculum evaluation (phase 1), to consider the following factors: a) Professional experience in the corresponding functional areas; b) Complementary vocational training; c) Level of academic qualifications; d) Studies and work done. 2) Interview (phase 2). 3) Tests (phase 3).	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience in the corresponding functional areas; c) Complementary vocational training; d) Level of academic qualifications; e) Studies and work done.

4 This Annexe must be interpreted correctly in the light of the provisions of Resolutions of the *Assembleia da República* nos. 39/96 of 27 November 1996, 8/98 of 18 March 1998 and 59/2003 of 28 July 2003, which, in particular, lay down new requirements for entry into some careers.

A number of careers that were abolished as a result of various resolutions which amended the staff roster of the *Assembleia da República* have also been left out of the Annexe.

5 Published in Series I of *Diário da República* no. 150, Supplement, of 1 July 1988.

6 Access to the careers of senior parliamentary technical official, parliamentary technical staff, parliamentary programmer, parliamentary systems operator,

parliamentary advisor and parliamentary secretary is subject to the provisions of the chart attached in annexe to Resolution of the *Assembleia da República* no. 82/2004 of 27 December 2004.

7 The requirements for access to this category and that of principal advisor are set out in the chart attached in annexe to Resolution of the *Assembleia da República* no. 82/2004 of 27 December 2004.

8 Entry to the senior technical career is subject to the provisions of Resolution of the *Assembleia da República* no. 8/98 of 18 March 1998 and of the Regulations governing Internships attached in annexe to Order no. 19,471, published in Series II of *Diário da República* no. 219 of 16 September 2004. The requirements for access to this career are set out in the chart attached in annexe to Resolution of the *Assembleia da República* no. 82/2004 of 27 December 2004.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Legal advisor, economic, financial and managerial affairs, social affairs, cultural affairs, international parliamentary relations, and BADI (Library, Archives, Documentation and Information) <sup>9</sup> .	Senior technical official 2nd class.	4) Career: BADI: Initial degree in Management, Economics, Law or Social and Human Sciences; Complementary specialisation in documentation techniques; Computer skills as a user; Mastery of the English and French or German languages; Access: Three years of service in the previous category with a classification of <i>Good</i> , or two years with one of <i>Very good</i> .	1) Competitive curriculum evaluation (phase 1), to consider the following factors: a) Professional experience in the corresponding functional areas; b) Complementary vocational training; c) Level of academic qualifications; d) Studies and work done. 2) Interview (phase 2). 3) Tests (phase 3).	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience in the corresponding functional areas; c) Complementary vocational training; d) Level of academic qualifications; e) Studies and work done.
Conservator of the Palace and Museum, conservator of the Historical-Parliamentary Archive, and librarian <sup>10</sup> .	Advisor .....	Entry and access: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	1) Curriculum evaluation (phase 1). 2) Competitive public tests, to consist of the consideration and discussion of the applicant's professional curriculum or of work submitted by the applicant for that purpose (phase 2).	Competitive curriculum evaluation, to consider the following factors: a) Professional experience in the corresponding functional areas; b) Complementary vocational training; c) Level of academic qualifications; d) Studies and work done.
	Senior technical official 2nd class.	Entry: An appropriate initial degree plus a museum conservator or librarian specialisation, depending on the area of the appointment; Computer skills as a user; Mastery of the English and French or German languages; Access: Two years of service in the previous category with a classification of <i>Very good</i> , or three years with one of <i>Good</i> .	1) Competitive curriculum evaluation (phase 1), to consider the following factors: a) Professional experience in the corresponding functional areas; b) Complementary vocational training; c) Level of academic qualifications; d) Studies and work done. 2) Interview (phase 2). 3) Tests on specific knowledge (phase 3).	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience in the corresponding functional areas; c) Complementary vocational training; d) Level of academic qualifications; e) Studies and work done.
Senior technical official – IT <sup>11</sup> .	Advisor .....	Entry and access: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	1) Curriculum evaluation (phase 1). 2) Competitive public tests, to consist of the consideration and discussion of the applicant's professional curriculum or of work submitted by the applicant for the purpose (phase 2).	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience in the corresponding functional areas; c) Complementary vocational training; d) Level of academic qualifications; e) Studies and work done.

<sup>9</sup> *idem*.

<sup>10</sup> *idem*.

<sup>11</sup> *idem*.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Senior technical official – IT <sup>12</sup> .	Senior technical official 2nd class.	<p>Entry:</p> <p>1) Holders of the category of senior technical official – IT 2nd class shall be recruited from among persons who possess:</p> <p>a) An initial degree in Computer Engineering, Computer Systems Engineering, Electronic and Computing Engineering or Applied Mathematics and Computers;</p> <p>b) Mastery of the English and French or German languages;</p> <p>2) Appointment to the category of senior technical official 2nd class shall be subject to the successful completion of a one-year internship, which shall include basic training appropriate to the actual exercise of the functions.</p> <p>Access:</p> <p>Two years of service in the previous category with a classification of <i>Very good</i>, or three years with one of at least <i>Good</i>.</p>	<p>1) The selection methods to be used in the competitive procedures for appointment to the entry-level categories of the IT careers are:</p> <p>a) A knowledge test (phase 1);</p> <p>b) A psychological test (phase 2);</p> <p>2) The knowledge test shall take the form of a test on specific knowledge within the scope of the respective functional contents.</p> <p>3) The final ranking of the applicants shall result from the simple arithmetic average of the classifications obtained in the two phases.</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Professional experience in the corresponding functional areas;</p> <p>b) Complementary vocational training;</p> <p>c) Level of academic qualifications;</p> <p>d) Studies and work done.</p>
Draftsman <sup>13</sup> .....	Specialist draftsman .....	<p>Entry and access:</p> <p>Three years of service in the previous category with a classification of <i>Very good</i>, or five years with one of at least <i>Good</i>.</p> <p>The qualifications the law requires for entry to the career of draftsman.</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date;</p> <p>b) Professional experience in the corresponding functional areas;</p> <p>c) Complementary vocational training;</p> <p>d) Level of academic qualifications.</p>	-
	Draftsman 2nd class.	<p>Entry:</p> <p>Initial degree in Law, Economics, Finance or Social and Political Sciences, or holder of the superior course in Journalism;</p> <p>Computer skills as a user;</p> <p>Mastery of the English and French or German languages;</p> <p>Access:</p> <p>Two years of service in the previous category with a classification of <i>Very good</i>, or three years with one of at least <i>Good</i>.</p>	<p>1) Competitive practical and theoretical tests (phase 1);</p> <p>2) Interview (phase 2).</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date;</p> <p>b) Professional experience in the corresponding functional areas;</p> <p>c) Complementary vocational training;</p>

<sup>12</sup> *idem*.

<sup>13</sup> In accordance with Article 3(1) of Resolution of the *Assembleia da República* no. 8/98 of 18 March 1998, the career of draftsman is currently integrated into the senior parliamentary technical official roster. Entry into the senior technical official career is subject to the provisions of that Resolution and of the Regulations governing Internships attached in annexe to Order no. 19,471/2004. The requirements for access are defined in the chart attached in annexe to Resolution of the *Assembleia da República* no. 82/2004 of 27 December 2004.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Treasurer .....	Treasurer .....	Must be a professional technical specialist in administrative management and accounting with recognised merit and a classification of <i>Very good</i> in the last three years.	1) Competitive tests (phase 1): A test on specific knowledge in the accounting and legislation fields that is deemed appropriate to the exercise of the function; 2) A psychological test (phase 2).	-
Assistant technical staff – BADI (Library, Archives, Documentation and Information) <sup>14</sup> .	Assistant technical staff – BADI.	Entry: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience in the corresponding functional areas; c) Complementary vocational training.	-

<sup>14</sup> Access to this career is subject to the provisions of the chart attached in annexe to Resolution of the *Assembleia da República* no. 82/2004 of 27 December 2004.

*Continued*

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Assistant technical staff – BADI (Library, Archives, Documentation and Information) <sup>15</sup> .	Assistant technical staff – BADI 1st class.	<p>Entry:</p> <p>1) Closed competitive appointment procedure: limited to principal technical auxiliary staff from the roster for the same functional area who have more than three years of service in the category, have a report of at least <i>Good</i> and fulfil the special requirements for entry into the respective technical auxiliary career;</p> <p>2) Exceptionally, principal technical auxiliary staff from the same functional area who were originally recruited by 1 June 1984 and fulfil all the following requirements may be admitted to the appointment procedure provided for in the previous paragraph:</p> <p>a) They have at least five years of service in the category;</p> <p>b) The classifications they have obtained to date are not below <i>Good</i>;</p> <p>c) They have completed a training course with a duration of not less than 180 hours to be organised by the <i>Assembleia da República</i>, and have passed the corresponding selection tests;</p> <p>Access:</p> <p>Two years of service in the previous category with a classification of <i>Very good</i>, or three years with one of at least <i>Good</i>.</p>	<p>1) Competitive tests (phase 1):</p> <p>A foreign language test;</p> <p>A test on specific knowledge regarding:</p> <p>Records, dactylographic cataloguing, file and archive organisation and management, creation of bibliographies and bibliographic lists, and responding to public consultation requests and requisitions.</p> <p>2) Interview and/or psychological test (phase 2).</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date;</p> <p>b) Professional experience acquired in the corresponding functional area;</p> <p>c) Complementary vocational training.</p>
Assistant technical staff – public relations <sup>16</sup>	Assistant technical staff – public relations.	<p>Entry:</p> <p>Three years of service in the previous category with a classification of <i>Very good</i>, or five years with one of at least <i>Good</i>.</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date;</p> <p>b) Professional experience acquired in the corresponding functional area;</p> <p>c) Complementary vocational training.</p>	-

<sup>15</sup> *idem*.

<sup>16</sup> *idem*.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Assistant technical staff – public relations <sup>17</sup>	Assistant technical staff – public relations 1st class.	<p>Entry:</p> <ol style="list-style-type: none"> <li>1) Closed competitive appointment procedure: limited to principal technical auxiliary staff from the roster for the same functional area who have more than three years of service in the category, have a report of at least <i>Good</i> and fulfil the special requirements for entry into the respective technical auxiliary career;</li> <li>2) Exceptionally, principal technical auxiliary staff from the same functional area who were originally recruited by 1 June 1984 and fulfil all the following requirements may be admitted to the appointment procedure provided for in the previous paragraph: <ol style="list-style-type: none"> <li>a) They have at least five years of service in the category;</li> <li>b) The classifications they have obtained to date are not below <i>Good</i>;</li> <li>c) They have completed a training course with a duration of not less than 180 hours to be organised by the <i>Assembleia da República</i>, and have passed the corresponding selection tests;</li> </ol> </li> <li>3) Competitive external public appointment procedure: in the absence of staff who qualified in an earlier closed competitive appointment procedure, recruitment shall be for the existing unfilled places at the base of the technical auxiliary career for the same functional area, with persons who fulfil the qualification requirements laid down for entry to that career admitted to the competitive procedure.</li> </ol> <p>Access:</p> <p>Two years of service in the previous category with a classification of <i>Very good</i>, or three years with one of at least <i>Good</i>.</p>	<ol style="list-style-type: none"> <li>1) Competitive tests (phase 1): <ul style="list-style-type: none"> <li>A foreign language test;</li> <li>A test on specific knowledge:</li> </ul> <p>The foreign language test shall comprise a written format and an oral format: the former shall include the translation of texts to and from foreign languages, and the latter a conversation exercise lasting at least fifteen minutes.</p> </li> <li>2) Interview and/or psychological test (phase 2).</li> </ol>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <ol style="list-style-type: none"> <li>a) Classifications obtained to date;</li> <li>b) Professional experience acquired in the corresponding functional area;</li> <li>c) Complementary vocational training.</li> </ol>

<sup>17</sup> *idem*.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Assistant technical staff – management <sup>18</sup>	Assistant technical staff – management.	Entry: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.	-
	Assistant technical staff – management 1st class.	Entry: 1) Closed competitive appointment procedure: limited to principal technical auxiliary staff from the roster for the same functional area who have more than three years of service in the category, have a report of at least <i>Good</i> and fulfil the special requirements for entry into the respective technical auxiliary career; 2) Exceptionally, principal technical auxiliary staff from the same functional area who were originally recruited by 1 June 1984 and fulfil all the following requirements may be admitted to the appointment procedure provided for in the previous paragraph: a) They have at least five years of service in the category; b) The classifications they have obtained to date are not below <i>Good</i> ; c) They have completed a training course with a duration of not less than 180 hours to be organised by the <i>Assembleia da República</i> , and have passed the corresponding selection tests; 3) Competitive external public appointment procedure: in the absence of staff who qualified in an earlier closed competitive appointment procedure, recruitment shall be for the existing unfilled places at the base of the technical auxiliary career for the same functional area, with persons who fulfil the qualification requirements laid down for entry to that career admitted to the competitive procedure. Access: Two years of service in the previous category with a classification of <i>Very good</i> , or three years with one of at least <i>Good</i> .	1) Competitive tests on specific knowledge (phase 1): The staff statute (written); Public accounting (written); Practice in the use of IT equipment in the text processing, spread sheet and file area; The organisation of the <i>Assembleia da República</i> (oral); The Constitution of the Republic (oral). 2) Interview and/or psychological test (phase 2).	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.

17 *idem*.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Assistant technical staff – secretariat <sup>19</sup>	Assistant technical staff – specialised secretariat.	Entry: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.	-
	Assistant technical staff – secretariat 1st class.	Entry: 1) Closed competitive appointment procedure: limited to principal technical auxiliary staff from the roster for the same functional area who have more than three years of service in the category, have a report of at least <i>Good</i> and fulfil the special requirements for entry into the respective technical auxiliary career; 2) Exceptionally, principal technical auxiliary staff from the same functional area who were originally recruited by 1 June 1984 and fulfil all the following requirements may be admitted to the appointment procedure provided for in the previous paragraph: a) They have at least five years of service in the category; b) The classifications they have obtained to date are not below <i>Good</i> ; c) They have completed a training course with a duration of not less than 180 hours to be organised by the <i>Assembleia da República</i> , and have passed the corresponding selection tests; 3) Competitive external public appointment procedure: in the absence of staff who qualified in an earlier closed competitive appointment procedure, recruitment shall be for the existing unfilled places at the base of the technical auxiliary career for the same functional area, with persons who fulfil the qualification requirements laid down for entry to that career admitted to the competitive procedure. Access: Two years of service in the previous category with a classification of <i>Very good</i> , or three years with one of at least <i>Good</i> .	1) Competitive curriculum evaluation (phase 1): 2) Competitive tests (phase 2): A foreign language test; A test on specific knowledge: The staff statute, the organisation of the <i>Assembleia da República</i> , the Constitution of the Republic and the Rules of Procedure of the <i>Assembleia da República</i> . 3) Interview and/or psychological test (phase 3).	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.

<sup>19</sup> *idem*.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Assistant technical staff – parliamentary support <sup>20</sup>	Assistant technical staff – specialised parliamentary support.	Entry: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.	-
	Assistant technical staff – parliamentary support 1st class.	Entry: 1) Closed competitive appointment procedure: limited to principal technical auxiliary staff from the roster for the same functional area who have more than three years of service in the category, have a report of at least <i>Good</i> and fulfil the special requirements for entry into the respective technical auxiliary career; 2) Exceptionally, principal technical auxiliary staff from the same functional area who were originally recruited by 1 June 1984 and fulfil all the following requirements may be admitted to the appointment procedure provided for in the previous paragraph: a) They have at least five years of service in the category; b) The classifications they have obtained to date are not below <i>Good</i> ; c) They have completed a training course with a duration of not less than 180 hours to be organised by the <i>Assembleia da República</i> , and have passed the corresponding selection tests; 3) Competitive external public appointment procedure: in the absence of staff who qualified in an earlier closed competitive appointment procedure, recruitment shall be for the existing unfilled places at the base of the technical auxiliary career for the same functional area, with persons who fulfil the qualification requirements laid down for entry to that career admitted to the competitive procedure. Access: Two years of service in the previous category with a classification of <i>Very good</i> , or three years with one of at least <i>Good</i> .	1) Competitive tests (phase 1): A foreign language test; A test on specific knowledge:  The foreign language test shall comprise a written format and an oral format: the former shall include the translation of texts to and from foreign languages, and the latter a conversation exercise lasting at least fifteen minutes. The test on specific knowledge shall address the staff statute, the organisation of the <i>Assembleia da República</i> , the Constitution of the Republic and the Rules of Procedure of the <i>Assembleia da República</i> . 2) Interview and/or psychological test (phase 2).	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.

<sup>20</sup> *idem*.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Assistant technical staff – international secretariat <sup>21</sup> .	Assistant technical staff – international secretariat.	Entry: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.	-
	Assistant technical staff – international secretariat 2nd class.	Entry: The 11th grade; A secretarial, public relations, translation/interpreting or other course deemed appropriate, with a duration of at least three years; Practice typing and using a telex, and practice using IT equipment in the text processing and file areas. Access: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	1) Competitive tests (phase 1): A foreign language test; A test on specific knowledge:  The foreign language test shall comprise a written format and an oral format: the former shall include the translation of a text to and from foreign languages, and the latter a conversation exercise lasting at least fifteen minutes.  2) Interview and/or psychological test (phase 2).	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.
Systems operator <sup>22</sup>	Specialist systems operator.	Entry and access: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.
	Systems operator 2nd class.	Entry: 1) Recruitment to the category of systems operator 2nd class shall be by selection tests, from among persons who fulfil all the following requirements: a) The 11th grade; b) An IT or Management IT course with a duration of at least three years;	1) The selection methods to be used in the competitive appointment procedure are: a) A knowledge test (phase 1); b) A curriculum evaluation (phase 2); c) A psychological test (phase 3). 2) The knowledge test shall be on specific knowledge; 3) The final ranking of the applicants shall result from the simple arithmetic average of the classifications obtained in the three phases.	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.

<sup>21</sup> *idem*.

<sup>22</sup> Entry to the systems operator career must comply with the provisions of Resolution of the *Assembleia da República* no. 8/98 of 18 March 1998 and the Regulations governing Internships attached in annexe to Order no. 19,471/2004. The requirements for access to the career are set out in the chart attached in annexe to Resolution of the *Assembleia da República* no. 82/2004 of 27 December 2004.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Systems operator <sup>23</sup> .	Systems operator 2nd class.	<p>2) Definitive appointment to the systems operator 2nd class category shall be subject to the successful completion of a one-year internship, to obligatorily include training in the type-B and type-C IT domain, in accordance with chart IV attached in annexe<sup>24</sup>;</p> <p>3) Exceptionally, the first appointment shall be by a closed competitive appointment procedure open to persons on the <i>Assembleia da República's</i> staff roster who possess the complementary secondary education course or equivalent and complementary IT training.</p> <p>Access: Three years of service in the previous category with a classification of <i>Very good</i>, or five years with one of at least <i>Good</i>.</p>	<p>1) The selection methods to be used in the competitive appointment procedures are:</p> <p>a) A knowledge test (phase 1); b) A curriculum evaluation (phase 2); c) A psychological test (phase 3).</p> <p>2) The knowledge test shall be on specific knowledge;</p> <p>3) The final ranking of the applicants shall result from the simple arithmetic average of the classifications obtained in the three phases.</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.</p>
Programmer <sup>25</sup>	Specialist programmer.	<p>Entry and access: Three years of service in the previous category with a classification of <i>Very good</i>, or five years with one of at least <i>Good</i>.</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.</p>
	Programmer 2nd class.	<p>Entry:</p> <p>1) Recruitment to the category of programmer 2nd class shall be by selection tests, from among persons who fulfil all the following requirements:</p> <p>a) The 11th grade; b) An IT or Management IT course with a duration of at least three years;</p> <p>2) Definitive appointment to the programmer 2nd class category shall be subject to the successful completion of a one-year internship, to obligatorily include training in the type-F IT domain, in accordance with chart IV attached in annexe<sup>26</sup>;</p>	<p>1) The selection methods to be used in the competitive appointment procedures are:</p> <p>a) A knowledge test (phase 1); b) A curriculum evaluation (phase 2); c) A psychological test (phase 3).</p> <p>2) The knowledge test shall be on specific knowledge;</p> <p>3) The final ranking of the applicants shall result from the simple arithmetic average of the classifications obtained in the three phases.</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.</p>

<sup>23</sup> *Idem*.

<sup>24</sup> This annexe has been withdrawn from this publication because it is out of date. See note 22.

<sup>25</sup> Entry into the programmer career must comply with the provisions of Resolution of the *Assembleia da República* no. 8/98 of 18 March 1998 and the Regulations governing Internships attached in annexe to Order no. 19,471/2004. The requirements for access to the career are set out in the chart attached in annexe to Resolution of the *Assembleia da República* no. 82/2004 of 27 December 2004.

<sup>26</sup> This annexe has been withdrawn from this publication because it is out of date.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Programmer <sup>27</sup> .....	Programmer 2nd class.	<p>3) Exceptionally, the first appointment shall be by a closed competitive appointment procedure open to persons on the <i>Assembleia da República's</i> staff roster who possess the complementary secondary education course or equivalent and complementary IT training.</p> <p>Access: Three years of service in the previous category with a classification of <i>Very good</i>, or five years with one of at least <i>Good</i>.</p>	<p>1) The selection methods to be used in the competitive appointment procedures are: a) A knowledge test (phase 1); b) A curriculum evaluation (phase 2); c) A psychological test (phase 3).</p> <p>2) The knowledge test shall be on specific knowledge;</p> <p>3) The final ranking of the applicants shall result from the simple arithmetic average of the classifications obtained in the three phases.</p>	<p>Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.</p>
Technical auxiliary – audiovisual resources.	Audiovisual resource operator.	<p>Entry: The 11th grade; An appropriate vocational training course with a duration of at least three years;</p> <p>Access: Two years of service in the previous category with a classification of <i>Very good</i>, or three years with one of <i>Good</i>.</p>	<p>1) The selection methods to be used in the competitive appointment procedures are: a) A knowledge test (phase 1); b) A curriculum evaluation (phase 2); c) A psychological test (phase 3).</p> <p>2) The knowledge test shall be on specific knowledge;</p> <p>3) The final ranking of the applicants shall result from the simple arithmetic average of the classifications obtained in the three phases.</p>	<p>Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.</p>
Technical auxiliary – management.	Technical auxiliary 2nd class.	<p>Entry: The 11th grade; An IT or Management IT course with a duration of at least three years; IT practice.</p> <p>Access: Two years of service in the previous category with a classification of <i>Very good</i>, or three years with one of <i>Good</i>.</p>	<p>1) Competitive tests (phase 1): Test on specific knowledge:  The staff statute (written); Public accounting (written); Notions of secretarial service (oral); Typing.</p> <p>2) Interview or psychological test (phase 2).</p>	<p>Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training; d) Level of academic qualifications.</p>
Technical auxiliary – parliamentary support.	Technical auxiliary 2nd class.	<p>Entry: The 11th grade; A secretarial, translation and interpreting or public relations course with a duration of at least three years; Knowledge of at least two foreign languages (French, English, German);</p>	<p>1) Competitive tests (phase 1): A foreign language test (written); A general knowledge test; A test on administrative organisation and archives; The organisation of political power (oral).</p>	<p>Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training; d) Level of academic qualifications.</p>

<sup>27</sup> Entry into the programmer career must comply with the provisions of Resolution of the *Assembleia da República* no. 8/98 of 18 March 1998 and the Regulations governing Internships attached in annexe to Order no. 19,471/2004. The requirements for access to the career are set out in the chart attached in annexe to Resolution of the *Assembleia da República* no. 82/2004 of 27 December 2004.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Technical auxiliary – parliamentary support.	Technical auxiliary – parliamentary support 2nd class.	Practice in the use of IT equipment in the text processing, spread sheet and file areas; Typing practice. Access: Two years of service in the previous category with a classification of <i>Very good</i> , or three years with one of <i>Good</i> .	2) Interview or psychological test (phase 2).	Curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training; d) Level of academic qualifications.
Technical auxiliary – public relations.	Technical auxiliary – public relations 2nd class.	Entry: The 11th grade; A public relations, translation/interpreting or secretarial course with a duration of at least three years; Knowledge of at least two foreign languages (French, English, German). Access: Two years of service in the previous category with a classification of <i>Very good</i> , or three years with one of at least <i>Good</i> .	1) Competitive tests (phase 1): A foreign language test (written); A typing test; The organisation of political power (oral); A general knowledge test (oral). 2) Interview.	Curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training; d) Level of academic qualifications.
Technical auxiliary – documentation, secretariat and information	Technical auxiliary – documentation, secretariat and information 2nd class.	Entry: The 11th grade; A secretarial, translation/interpreting or documentation and information course with a duration of at least three years; Practice in the use of IT equipment in the text processing, spread sheet and file areas; Access: Two years of service in the previous category with a classification of <i>Very good</i> , or three years with one of at least <i>Good</i> .	1) Competitive tests (phase 1): A foreign language test; A test on specific knowledge:  Records, dactylographic cataloguing, file and archive organisation and management, creation of bibliographies and bibliographic lists, and responding to public consultation requests and requisitions. 2) Interview (phase 2).	Curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training; d) Level of academic qualifications.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Parliamentary secretary <sup>28</sup> .	Parliamentary secretary 2nd class.	<p>Entry:</p> <p>The 9th grade; Knowledge of at least one foreign language (French, English, German); Typing course.</p> <p>Access:</p> <p>Two years of service in the previous category with a classification of <i>Very good</i>, or three years with one of <i>Good</i>.</p>	<p>1) Competitive practical tests (phase 1):</p> <p>a) A foreign language test; b) A typing test; c) A general knowledge test.</p> <p>2) Interview (phase 2).</p>	<p>Curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date; b) Professional experience in the corresponding functional area; c) Complementary vocational training; d) Level of academic qualifications.</p>

<sup>28</sup> Access to this career must comply with the provisions of the chart attached in annexe to Resolution of the *Assembleia da República* no. 82/2004 of 27 December 2004.

*Continued...*

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Warehouseman.....	Warehouseman 2nd class.	<p>Entry: Compulsory education; Applicants must be auxiliary staff on the roster with experience and training appropriate to the function; Knowledge of procurement and stocktaking.</p> <p>Access: Five years of service in the previous category with a classification of at least <i>Good</i>.</p>	<p>Competitive tests (phase 1): A test on specific knowledge regarding archive documentation, procurement and stocktaking techniques. Interview (phase 2).</p>	—
Library auxiliary	Library auxiliary 3rd class.	<p>Entry: By competitive tests open to <i>Assembleia da República</i> staff belonging to the auxiliary, administrative or manual worker careers; Appropriate vocational training, particularly in the form of a course given by the Portuguese Association of Librarians, Archivists and Documentalists (APBAD).</p> <p>Access: Five years of service in the previous category with a classification of at least <i>Good</i>.</p>	<p>Competitive tests (phase 1): A test on specific knowledge regarding elementary document archiving, cataloguing and reproduction techniques. Typing test (phase 2). Psychological test (phase 3).</p>	—

Continued...

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Offset operator.....	Offset operator 3rd class.	<p>General: those required for normal appointment to public functions.</p> <p>Special:</p> <p>Entry: Compulsory education in accordance with the applicant's age, and experience as an offset operator.</p> <p>Access: Three years of service in the previous category with a classification of <i>Good</i>, or two years with one of <i>Very good</i>.</p>	<p>Competitive practical tests:</p> <p>a) Test no. 1: operate the equipment; b) Test no. 2: necessary knowledge regarding the equipment (practical); c) Test no. 3: the statute governing parliamentary staff (oral).</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date; b) Professional experience in the corresponding functional area; c) Complementary vocational training.</p>
Reprographic operator.	Reprographic operator 3rd class.	<p>General: those required for normal appointment to public functions.</p> <p>Special:</p> <p>Entry: Competitive appointment procedure open to administrative auxiliary staff and night watchmen on the <i>Assembleia da República's</i> staff roster.</p> <p>Access: Three years of service in the previous category with a classification of <i>Good</i>, or two years with one of <i>Very good</i>.</p>	<p>Competitive practical tests:</p> <p>a) Test no. 1: operate the equipment; b) Test no. 2: necessary knowledge regarding the equipment (practical); c) Test no. 3: the statute governing parliamentary staff (oral).</p>	<p>Competitive curriculum evaluation, to consider the following factors:</p> <p>a) Classifications obtained to date; b) Professional experience in the corresponding functional area; c) Complementary vocational training.</p>

Continued...

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Electrician .....	Electrician 3rd class.	General: those required for normal appointment to public functions. Special: Entry: Compulsory education; Appropriate specialisation demonstrated by professional record. Access: Three years of service in the previous category with a classification of <i>Good</i> , or two years with one of <i>Very good</i> .	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.	Competitive curriculum evaluation, to consider the following factors: a) Classifications obtained to date; b) Professional experience acquired in the corresponding functional area; c) Complementary vocational training.
Carpenter .....	Carpenter 3rd class.	Entry: Compulsory education and appropriate specialisation demonstrated by professional record. Access: Two years of service in the previous category with a classification of <i>Very good</i> , or three years with one of <i>Good</i> .	Competitive practical tests (phase 1). Interview (phase 2).	Curriculum evaluation. Knowledge test. Technical training course.
Gardener .....	Gardener 3rd class.	Entry: Compulsory education and appropriate specialisation demonstrated by professional record. Access: Two years of service in the previous category with a classification of <i>Very good</i> , or three years with one of <i>Good</i> .	Competitive practical tests (phase 1). Interview (phase 2).	Curriculum evaluation. Knowledge test. Training course.
Driver <sup>29</sup> .....	Principal driver .....	Entry: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	Competitive curriculum evaluation.	-
	Driver 3rd class.	Entry: Compulsory education and professional driving licence; Age at least twenty-one and at most thirty years. Access: Five years of service in the previous category with a classification of at least <i>Good</i> .	Competitive practical tests (phase 1). Interview (phase 2).	Curriculum evaluation.

<sup>29</sup> For the requirements for entry into this career, see Article 14(9) of Resolution of the *Assembleia da República* no. 8/98 of 18 March 1998.

Career	Category	General and special entry and access requirements	Selection methods	
			Entry	Access
Administrative auxiliary .....	Principal administrative auxiliary.	Entry: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	Competitive curriculum evaluation.	-
	Administrative auxiliary 3rd class.	Entry: Compulsory education. Access: Five years of service in the previous category with a classification of at least <i>Good</i> .	Competitive tests (phase 1). Interview (phase 2).	-
Night watchman .....	Principal watchman. .....	Entry: Three years of service in the previous category with a classification of <i>Very good</i> , or five years with one of at least <i>Good</i> .	Competitive curriculum evaluation.	-
	Watchman 3rd class .....	Entry: Compulsory education. Access: Five years of service in the previous category with a classification of at least <i>Good</i> .	Competitive tests (phase 1). Interview (phase 2).	-