



DAWLADDA DEEGAANKA SOOMAALIDA
DHOOL GAZETA
የሶማሌ ክልላዊ መንግሥት
Somali Regional State

<p>Qimaha የንዱ ዋጋ Unit Price 17.00</p>	<p>Dhool Gazeta Waxaa soo Saara Baarlamaanka Dawaldda Deegaanka Soomaalida</p>	<p>✉ 205</p>
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<p>Xeer --- nidaameed Tirsi 3/1999 Xeer-Nidaameedka Loo Dajiyey Asaaska Golayaashq Kaabineet-Xigayaasha Gudiyada Iyo maareeynta xafiisyada Fulinta</p>	<p>ደንብ ቁጥር ፫/፲፱፻፺፱ የሚኒ- ካቢኔ ም/ቤቶችና የአስፈፃሚ መ/ቤቶች የማኔጅመንት ኮሚቴዎች ማቋቋሚያ ደንብ</p>	<p>Regulation No. 3/1999 Establishment proclamation of Establishment Regulation of the Councils of Mini-Cabinets & Management Comittees</p>
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<p>Xeer --- nidaameed Tirsi 3/1999 <u>XEER-NIDAAMEED LOO</u> <u>DAJIYEV</u> <u>ASAASIDA KAABINEET-</u> <u>XIGAYAASHA</u> <u>IYO XUBNAHA GUDDIGA</u> <u>MAAREYNTA EE XAFIISYADA</u> <u>SOOMAALIDG</u> <u>FULINTA EE DEEGAANKA</u></p> <p>Maadaama ay lagama maarmaan noqotay in la aasaaso Gole ay xafiisyada xidhiidhinta iyo kuwa hoos yimaada ay kaga wada hadlaan hawlaha xafiisyadooda ka hor intaan la nordhigin kaabineetka.</p> <p>Maadaama ay lagama maarmaan tahay in la helo nidaam ay xafiisyada cidhiidhintu ku dabagalaan waxqabadka xafiisyada hoos yimaad.</p> <p>Maadaama ay lagama maar-maan tahay in xafiisyada dawlada deegaanka laga sameeyo guddiyo maareyn. Kaas oo ka shira hawlaha xafiisyadooda, kana soo saara go'aan sharciga waafaqsan.</p> <p>Haddaba, iyadoo laga dulayo bayaan irsi 18/1994 (28) (1) ee lagu dhisay iay'adda hawl-fulinta Dawlada Deegaanka Soomaalida, ayaa waxa la soo saaray Xeerkan:-</p>	<p>ደንብ ቁጥር ፫/፲፱፻፺፱ በሱማሌ ክልላዊ መንግሥት የሚኒ-ካቢኔ ም/ቤቶችና የአስፈፃሚ መ/ቤቶች የማኔጅመንት ኮሚቴዎች ማቋቋሚያ የወጣ ደንብ</p> <p>የማስተባበሪያና ሌሎች ተጠሪ መ/ቤቶች ጉዳዩን ለካቢኔው ከማቅረቡ በፊት የሚያወያይበት ም/ቤት ማቋቋም አስፈላጊ ሆኖ በማግኘቱ ፤</p> <p>አስተባባሪ መ/ቤቶች በስሩ የሚተዳደሩ መሥሪያ ቤቶች ስለሥራ አፈፃፀማቸው የሚቆጣጠሩበት ሥርዓት መዘር ጋት በማስፈለጉ ፤</p> <p>የክልሉ መንግሥት የአስፈፃሚ መ/ቤቶች ውስጥ የእያንዳንዱ አካል የሚመለከቱ ጉዳዮች የሚመራና ተገቢው ህጋዊ ውሳኔ የሚሰጥ የአመራር ኮሚቴዎች ለመመሥረት በማስፈለጉ ፤</p> <p>የአስፈፃሚ አካላት ሥልጣንና ተግባራት መወሰኛ አዋጅ ቁጥር ፲፰/፲፱፻፺፱ አንቀፅ ፳፰(፩) መሠረት የሚከተለውን ደንብ አውጥቷል፡፡</p>	<p>Regulation no 3/1999 The Regulation to establish the councils of mini-cabinet and management committees of Regional State</p> <p>Whereas it is found necessary to establish a council in which the coordinating bureaus and those accountable to it, shall discuss and deliberate on their affairs before submitting to the cabinet .</p> <p>Whereas, it is found necessary to design a procedure [system] in which the coordinating bureaus supervises and follow up the performance of the institution accountable to it .</p> <p>Whereas, it is high paramount necessary to establish a management committee in the institutions of the Regional Government which shall deal with the affairs of their institutions respectively and pass decisions in accordance with the Law.</p> <p>Now, therefore, the cabinet of the Somali regional state in accordance with Art 28(1) of proclamation no 18/1994, the proclamation to define the powers and duties of Executive organs of the state. It is hereby issued this Regulation.</p>
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Qaybta Koobaad
Oodobo Guud

1^{aad}- Cinwaan Gaaban

r-nidaameedkan waxaa loogu lhi karaa xeer-nidaameedka lagu asay Goleyaasha kaabineet-enka iyo guddiyada Maareynta ee isyada dawlada deegaanka' xeer-amiye Tirsi 3/1999.

2^{aad}- Oeexid

ldii aan eraygu micne kale aynaynin xeer-nidaameedkan dhex-a waxaa loo macnaynayaa:-

“Kaabineet-xigeen” Waxa loola jee-da Golaha ay yeelanayaan xafiisyada xidhiidhinta iyo xafiisyada hoos yimaada oo hadda kadib loogu yeedhi doono Golaha.

“Guddiga maareynta” Waxaa ioola jeeda Guddiyada ay yeelanayaan xafiisyada dawlada deegaanka soomaalidu.

“Dastuur” Waxaa loloo jeeda Dastuurka dib loo habbeeyey ee dawlada deegaanka Soomaalida.

“Bayaan” Waxa loola jeeda Bayaanka lagu aasaasay Golaha fulinta deegaanka ee tirsigiisu yahay 18/1994.

“Madaxweyne” Waxa loola jeeda Madaxweynaha Dawlada Deegaa-nka Soomaalida.

“Xafiiska xidhiidhinta” Xafiisyada xidhiidhinta ee lagu ee aasaasay bayaan tirsi: 18/1994.

“Madax xafiiseed” Waxaa jeeda Madaxda xafiisyada kala duwan ee dawlada deegaanka.

3^{aad}- Aasaasid:-

Waxaa xeer-nidaamiyahan lagu aasaasay Golaha kaabineet-xigeenada yo guddiyada Maareynta ee xafiisyada dawlada deegaanka.

4^{aad}- Ujeedooyinka Golaha iyo iddiyada Maareynta.

Inuu Goluhu suuro-geliyo sidii ay xafiisyada fulinta deegaanku hawl-ahooda horumarinta, kobcinta awooda iyo maamulka suuban u noqon lahaayeen kuwo cadcadaan iyo ka qayb-gelin leh, isla markaana ku salaysan bartilmaameedka la xisaabtanka.

In adeegyada dawladeed ee loo fidinayo bulshada ay noqdaan kuwo firfircoon oo midho dhal ah.

In la helo guddiyo maareyn oo ay ka go'an tahay inay xafiisyada fulinta deegaanku ay ka midho dhaliyaan ujeedooyinka loo aasaasay iyo kaalinta kaga aadan sidii wax looga beddeli lahaa hab-noloeedka bulshada deegaanka.

hafa hnda
mtalal

፩. hTC C0H

ይህ ደንብ የሱማሌ ክልላዊ መንግሥት የሚኒ-ካቢኔ ም/ቤቶችና የአስፈፃሚ መ/ቤቶች ማኔጅመንት ኮሚቴዎች ለማቋቋም የወጣ ደንብ ቁጥር ፫/፲፱፻፺፱ ተብሎ ሊጠቀስ ይችላል።

፪. ትርጓሜ

የቃሉ አገባብ ሌላ ትርጉም የሚያሰጠው ካልሆነ በስተቀር በዚህ ደንብ ውስጥ:-

፩. «ሚኒ ካቢኔ» ማለት ከዚህ በኋላ ም/ቤት እየተባለ የሚጠራ የማስተባበሪያና ተጠሪ መ/ቤቶች የሚኖራቸው ም/ቤት ነው።

፪. «ማኔጅመንት ኮሚቴ» ማለት የሱማሌ ክልላዊ መንግሥት መ/ቤቶች የሚኖራቸው ኮሚቴዎች ነው።

፫. «ሀገ-መንግሥት» ማለት የተሻሻለው የሱማሌ ክልላዊ መንግሥት ሀገ-መንግሥት ነው።

፬. «አዋጅ» ማለት የክልሉ መስተዳድር ምክር ቤት አባላት መወሰኛ አዋጅ ቁጥር ፲፰/፲፱፻፺፬ ነው።

፭. «ርዕሰ መስተዳድር» ማለት የሱማሌ ክልል መስተዳድር ም/ቤት የበላይ ኃላፊ ነው።

፮. «ማስተባበሪያ ቢሮ» ማለት በአዋጅ ቁጥር ፲፰/፲፱፻፺፬ መሠረት የተቋቋመው ማስተባበሪያ ቢሮዎች ነው።

፯. «ቢሮ ኃላፊ» ማለት የእያንዳንዱ የክልሉ መንግሥት መ/ቤቶች የበላይ ኃላፊዎች ነው።

፫. ስለ ማቋቋም

የሚኒ - ካቢኔዎች ም/ቤቶችና የክልሉ መንግሥት መ/ቤቶች የማኔጅመንት ኮሚቴዎች ህጋዊ ሰውነት ያላቸው አካላት ሆኖ በዚህ ደንብ ተቋቋመዋል።

፬. የም/ቤቱና የማኔጅመንት ኮሚቴዎች አላማዎች

፩. የክልሉ መንግሥት የአስፈፃሚ መ/ቤቶች የልማት፣ የአቅም ግንባታና የመልካም መስተዳደር ሥራዎች ግልጽነትና የተጠያቂነት መርህ የተከተለ አሳታፊ እንዲሆን ለማስቻል ነው።

፪. ለሀዘብ የሚሰጠው መንግሥታዊ አገልግሎቶች ቀልጣፋና ውቤታማ ለማድረግ።

፫. የክልሉ አስፈፃሚ መ/ቤቶች የተቋቋመበት ተቋማዊ አላማ ውጤታማ በሆነ መንገድ ለመተግበር እዝ የሚያደርግ ቁርጠኛ ውሳኔ ሰጪ አካልና እንዲሁም የክልሉ ህብረተሰብ የኑሮ ሁኔታ ለመለወጥ የበኩላቸውን አስተዋጽኦ የሚያደርግ የማኔጅመንት ኮሚቴ እንዲኖር ለማድረግ ነው።

Part one
General

Art 1. Short Title

This Regulation may be cited as “The Regulation to provide the establishment of the council of mini cabinet and management committees of the executive institution of Somali State” Regulation No:3/1999

Art 2 Definitions

Unless the context requires otherwise in this regulation .

1. “**Mini-cabinet** “ means an organ herein after referred to as a council of coordinating bureau and institution accountable to the coordination bureaus
2. “**Management committee**” means the management committees of Somali regional state.
3. “**Constitution** “ means the revised constitution of Somali regional state .
4. “**Proclamation**” means the proclamation to provide the establishment of the cabinet of the region , proclamation no:-18/1994.
5. “**President**” means the chief administrator of the Somali regional state .
6. “**Coordination bureaus**” means the co-ordination bureaus defined under proclamation no 18/1994.
7. “ **Bureau head**” means officials that leads the various institution of the regional state.

Art.3. Establishment

The council of min-cabinet and the management committees of executive organs of the regional state is hereby established having legal personality .

Art 4 Objectives of the council and management committees

1. The council shall cause the development, capacity building and good governance activities of the executive bureau of the region to be associated with the principle of transparent & participatory which achievable the goal of accountability .
2. To make the public service worthy and efficiency.
3. To build a management comm- ittee talented to ensure the objective of the executive bureaus of the region worthily and that take part its role for bringing a changing the livelihood of the communities of the region .

ገጽ 5^{ጠፋ} - O/dhismeedka Golaha iyo Guddiyada Maareynta.

.Qaab-dhismeedka kaabineed-xigeenadu wuxuu noqonayaa mid ka hirgala dhammaan xafiisyada hoos yimaada xafiisyada xidhiidhinta ee deegaanka oo uu shir-guddoon ka yahay Madaxa xafiiska xidhiidhinta, xubnana ay ka yihiin madaxda xafisiyada hoos yimaada xafiiska xidhiidhinta.

.Xafiisyada, komishinada iyo laamaha dawladda waxay yeelayaan guddiyo maareyn oo ay xubno ka yihiin:-

- b) Madaxa xafiiska..... Shir-gudoon
- t) Ku xigeenka M/xafiiska ...Ku xiggen
- j) Aggaasimeyaasha xafiiska...Xubin
- x) Madaxda AdeegyadaXubin

ገጽ 6^{ጠፋ} - U tirsanaanta Golaha iyo Guddiyada Maareynta.

Golaha kaabineet-xigeenku wuxuu u tirsanaanayaa golaha hawl-fulinta iyo M/weynaha deegaanka.

Guddiyada Maareynta xafiisyadu waxay u tirsanaanayaan Golaha Kaabineet-xigeenka.

Xafiisyada si toosah u hoos yimaada xafiiska M/weynaha guddiyada Maareynta ee ay yeelanaan waxay u tirsanaanayaan xafiiska M/weynaha Deegaanka.

ገጽ 7^{ጠፋ} - Xilka iyo Waajibaadka Kaabineet-Xigayaasha.

Iyadoo ay sideeda ahaanayaan xilka iyo waajibaadyada Golaha fulinta iyo M/weynaha deegaanka lagu siiyey Dastuurka iyo bayaanka ayuu Goluhu yeelanaya xilkan iyo waajibaadyadan:-

- b) Waxay isku dubaridaan, lana socdaan inay xafiisyada hoos yimaadaa gutaan ujeeddoo-yinkii loo aasaasay.
- t) Inay hoggaamiyaan, isla markaana dhiiri-geliyaan sidii ay xafiisyada hoos yimaadaa u soo curin lahaayeen siyaasado gacansiinaya wax ka beddelka nolosha bulshada. Dood iyo falanqayn kadibna u gudbiyaan Golaha fulinta deegaanka, marka la ansixiyana dhaqan-geliyaan.
- j) Inay dardargeliyaan sidii ay xafiisyada xidhiidhinta iyo xafiisyada hoos yimaadaa u yeelan lahaayeen qorshe-sannadeed faah-faahsan, iyagoo ka duulaya istratijiyaada guud iyo inay ku shqeeyaan nidaam waafaqsan qorshahaas.

፩. የምክር ቤቱና የማኔጅመንት ኮሚቴዎች አቋም

፩. የሚኒ-ካቢኔው አቋም በሁሉም የክልሉ ማስተባበሪያና ተጠሪ መ/ቤቶች ውስጥ የሚደራጅ ሆኖ የማስተባበሪያ ቢሮ ኃላፊ በሊቀመንበርነት የሚመራ ሆኖ ተጠሪ ቢሮዎች የም/ቤቱ አባላት ይሆናሉ።

፪. ቢሮዎች ኮሚሽኖችና ሌሎች መንግሥታዊ ተቋማት የሚከተሉት አባላት የሚያቅፍ የማኔጅመንት ኮሚቴዎች ይኖራቸዋል።

- ሀ) የቢሮው ኃላፊ.....ሰብሳቢ
- ለ) ምክትል ቢሮ ኃላፊ..... ም/ሰብሳቢ
- ሐ) የቢሮው መምሪያ ኃላፊዎች.....አባላት
- መ) የአገልግሎት ክፍል ኃላፊዎች.....አባላት

፫. የምክር ቤቱና የማኔጅመንት ኮሚቴዎች ተጠሪነት

፩. የሚኒ- ካቢኔ ምክር ቤቶች ለክልሉ ካቢኔና ለርዕሰ መስተዳድሩ ተጠሪ ይሆናሉ።

፪. የቢሮዎች የማኔጅመንት ኮሚቴዎች ለሚኒ - ካቢኔው ም/ቤት ተጠሪ ይሆናሉ።

፫. ለክልሉ ርዕሰ መስተዳድር ቀጥታ ተጠሪ የሆኑት ቢሮዎች የሚኖራቸው የማኔጅመንት ኮሚቴዎች ለርዕሰ መስተዳድሩ ጽ/ቤት ተጠሪ ይሆናሉ።

፬. የሚኒ-ካቢኔዎች ሥልጣንና ተግባራት

፩. በሀገ-መንግሥቱና በአዋጁ ለርዕሰ መስተዳድሩና ለካቢኔው የተሠጡትን ሥልጣንና ተግባራት እንደተጠበቀ ሆኖ ም/ቤቱ የሚከተለው ሥልጣንና ተግባር አለው፡

- ሀ) ለእያንዳንዱ ምክር ቤት ተጠሪ የሆኑት መ/ቤቶች ያስተባብራል የተቋማዊ አላማም በአግባቡ መፈፀማቸውን ይከታተላል።
- ለ) የክልሉ ህዝብ የአኗኗር ሁኔታ ለመለወጥ የሚረዱ ፖሊሲዎች በእያንዳንዱ ተጠሪ መ/ቤቶች እንዲገደፉ ማበረታታትና በመምራት እንዲሁም በቂ ውይይት በማድረግ ለክልሉ ካቢኔ ም/ቤት ያቀርባል። ከወደቀ በኋላም በሥራ ላይ እንዲውል ያደርጋል።
- ሐ) ማስተባበሪያ ቢሮዎችና ተጠሪ ቢሮዎች ዝርዝር የዕቅድ አፈፃፀም እንዲኖራቸው ያደርጋል። እንዲሁም አጠቅላይ ስትራቴጂን መሰረት በማድረግ በዕቅዱ መሠረት እንዲሰሩ የሚያስችል ሥርዓት መፍጠር።

Art: 5. The Structure of Council and Management committees.

1. Their shall be a structure of the mini cabinet that comprised of all bureaus accountable to a coordination bureaus of the region which shall be chaired by heads of the coordination bureaus concerned while bureaus under the coordination shall be as a members of the council.

2. Bureaus, commissions and other organs of government shall have a management committees, which composed the following members:-

- a) head of the bureau---chair person
- b) deputy bureau head-----deput
- c) directors of the bureau----- member
- d) heads of services----- member

Art 6. Accountability of Mini-cabinet and Management Committees.

1. The council of mini-cabinet shall be accountable to the cabinet and president of the region.

2. The Management committees of each bureau shall be accountable to the council of mini-cabinet which the organ is a member of.

3. The management committees of Bureaus directly accountable to the office of the president, shall be accountable to the office of the president of the region.

Art 7. Powers and duties of mini-cabinets

1. Notwithstanding to the powers and duties vested to the executive council and the president of the region pursuant to the constitution and the proclamation, the council shall have the powers and duties to:-

- a) shall coordinate and ensure the proper performance of the bureaus accountable to it
- b) lead and encourage bureaus accountable to it so as to initiate policies that may enhance for the improvement of social live hood and summit to the executive council of the region after its discussion and deliberation. Implement upon its approval.
- c) facilitates the coordination and subordinate bureaus in order to have detailed action plan which is in accordance with the general strategic plan and ensure whether they operate in accordance with the action plan.

-) Inay suurto-geliyaan sidii xafiisyada miisaaniyada horumarineed leh ay u diyaarsan lahaayeen qorshaha daraasaadka mashaariicda. Sidoo kalena, marka adeeg ahaan loo beddelo qorshahaas natiijada laga filayo iyo inay xafiisyada caadiga ah, iyadoo lagu dabagalayo lana qiimeynayo habka fulintooda.
- Kh) Inay go'aamada ku habboon ka soo saaraan hawlaha ay xafiisyada hoos yimaadaa uga baahdaan awaamiir dheeraad ah oo waafaqsan awoodooda sharci, Isla markaana ay ku dabagalaan fulintooda.
- d) Inay ka wada hadlaan arrimaha u baahan go'aanka golaha fulinta deegaanka ka hor inta aan la hordhigin golaha fulinta, marka la ansixiyana ku dabagalaan habka loo fulinayo.
- r) Inay isku dubaridaan cudduda shaqaale, qalabka iyo Miisaaniyada xafiisyada hoos yimaada, isla markaana suuro-geliyaan shaqooyin natiijo la taaban karo leh.
- s) Inay dabagalaan in xafiisyada xidhiidhinta iyo xafiisyada hoos yimaada uu ka hirgalay nidaamka guddiyada Maareyneed iyo ka qayb-galka shaqaalaha iyo.
- Sh) Inay fuliyaan awaamiirta kale ee ay faraan Golaha fulinta iyo Madaxweynaha Deegaanku.

- መ) ባለ ካፒታል ፕሮጀክት መ/ቤቶች የፕሮጀክት ጥናት ዕቅድ እንዲያዘጋጁ የመቻቻል እንዲሁም ዕቅዱ በተግባር ሲተገብር የሚጠበቅበት ውጤት በማመላከት ስለ መ/ቤቶቹ አፈፃፀም በመከታተልና፣ በመገምገም ያደርጋል።
- ሠ) በተጠሪ መ/ቤቶች ህጋዊ ሥልጣን መሠረት ተጨማሪ መመሪያ እንዲሰጥ በት የሚያቀርቡት ጉዳዮች ላይ ተገቢው ውሳኔ ያሳልፋል፣ አፈፃፀሙንም ይከታተላል።
- ረ) ለክልሉ ካቢኔ እንዲቀርቡ የሚያስፈልጉት ጉዳዮች ከመቅረባቸው በፊት ይወያይ ይበታል ሲፀድቅም አፈፃፀማቸውንም ይከታተላል።
- ሰ) በሥሩ የሚተዳደሩ መ/ቤቶች ውስጥ ያሉት የሰው ኃይል፣ የማቴሪያልና በጀት በማደራጀት ውጤታማ ሥራዎች እንዲያከናውኑ ያመቻቻል።
- ሰ) በማስተባበሪያና በሥሩ የሚተዳደሩ መ/ቤቶች የማኔጅመንት ኮሚቴና ሠራተኞችን የሚያሳትፍ ሥርዓት ተግባራዊ መሆኑን ይከታተላል።
- ቀ) ሌሎች በካቢኔውና በርዕሰ መስተዳደሩ የሚሰጡት ተግባራት ያከናውናል።

- d) cause, the bureaus with capital budget to undertake plan of study on project study as well as undertake the impact assessment of the plan upon execution, and follow up their implementation through evaluation.
- e) to issue appropriate directives which are within their power of jurisdiction requested by bureaus accountable to it and supervise their implementation.
- f) shall discuss issues which requires the determination of the executive organ of the region before referring to the it and follow up its implementation upon approval.
- g) shall coordinate and organize the manpower , material and budget of its subordinate bureaus, as well as cause the undertaking of constructive and effective work.
- h) Ensure whether the working procedure of management committees and staff participation is enforced within the coordination and subordinate bureaus.
- i) Ensure the undertaking of other directive that may be assigned by the cabinet or the president.

፩.8^{aad} Waajibaadyada Guddiyada Maareynta

ka iyo waajibaadka guddiyada areyntu waxay noqonayaan sidan as ku qoran:
 Inay si habboon u hoggaamiyaan, una qiimeeyaan inuu xafiisku sidii loo baahnaa u gutay waajibaadkiisa shaqo ee sharciga lagu siiyey.
 Inuu xafiisku qaybta kaga aadan nolosha bulshada isbedel habboon ugu sameyn lahaa iyo sidii uu u fidin laha adeegyo fir-fircoonba waa in loo soo saaro siyaasado, la dejiyo barnamijyo, mashaariic loo qoondeeyo, marka loo ansixiyana ay dhaqan-geliyaan.
 Iyada oo laga duulayo qorshaha isteraatiijiga ah ee xafiiska waa in la diyaariyo qorshe-sannadeed, rubuc-sannadeed iyo qorshe hawl-qabad bileed ah.

፩. የማኔጅመንት ኮሚቴ ተግባራት

የማኔጅመንት ኮሚቴዎች የሚከተሉት ሥልጣንና ተግባራት ይኖራቸዋል።

- ፩. መ/ቤቱ የተጣለበት ኃላፊነት በአግባቡ ማከናወኑን ለማስቻል በተገቢው ይመራል። ይገመግማል።
- ፪. የክልሉ ሕዝብ ኑሮ እንዲሻሻል ቢሮው የበኩሉን አስተዋጽኦ እንዲያበረክት ቀልጣፋ አገልግሎት እንዲሰጥ የሚያስችል ፖሊሲዎች በመንደፍ፣ ፕሮጀክቶች በመመደብ፣ ሲጸድቅም ተግባራዊ ያደርጋል።
- ፫. የመ/ቤቱ አስተራቴጂካዊ ዕቅድ በማንሳት ዓመታዊ ዕቅድ የሩብ ዓመት ዕቅድና ወርሃዊ ዕቅድ እንዲዘጋጅ ያደርጋል።

Art 8. Responsibilities of Management committee

The duties and responsibilities of management committee shall be:-

- 1. to lead appropriately and evaluate that the bureau performed it's legally assigned tasks accordingly.
- 2. to implement the approved policies, programees relating the bureau of it's participation in improving the social life and rendering active service.
- 3. to prepare annual, quarter and monthly task plan in accordance with the strategic plan of the bureau.

- 4. In la dejiyo tabo faah-faahsan oo lagu fuliyo qorshaha xafiiska, tabahaasna hawl kasta waa in loo diyaariyo qaab-muujinaya;-
 - b) Cidda fulinaysa
 - t) Xilliga lagu fulinayo
 - j) Miisaaniyada lagu fulinayo
 - x) Waxa dhibaatooyin la soo dersi kara iyo xalkooda
 - kh) Waa in geedi-socodka hawla haas loo kala qeexo, cutubka diyaarinta, cutubka hirgeliinta cutubka qiimeynta iyo dabagalka, cutubka warbixinta, qaabkaasna loo habeeyo, loo hoggaamiyo, loona dabagalo.
- 5. Inay ku dabagalaan, qiimeyna ku sameeyaan sidii ay gaar ahaan xafiisyada iyagu leh miisaaniyada mashaariicda horumarineed u diyaarsan lahaayeen dukumentiyoo muujinaya diyaarinta daraasadka mashaariicda. Qaab-socodka qorshe-hawleedka (*physical*) iyo qorshaha miisaaniyaadeed (*financial*) iwm. Sidoo kale, inay diyaarsadaan dukumentii muujinaya marka hawlahaas adeeg ahaan loo beddelo waxa ay keenayaan, diyaarinta miisaaniyada caadiga ah (Recurrent) iyo qaab-socodka fulintooda.
- 6. Xafiisyadu iyagoo bar-tilmaameed ka dhiganaya habka fulinta qorshaha, waa inay diyaarsadaan nidaam cad oo muujinaya xidhiidhka shaqo ee ay la yeelan karaan hay'addaha iyo kuwa la siman. Sidoo kalena, waa inay suuro-geliyaan sidii shaqo qaybsiga ka jira xafiiska gudahiisa iyo waaxyihiisuba u noqon lahaayeen kuwo dardargasha shaqada oo u fuliya qaab natiijo keena.
- 7. Dhinaca ilaalinta saacadaha shaqo ee Madaxa xafiiska iyo dhammaan shaqaalaha, kartidooda shaqo, Isxilqaankooda iyo weliba tayada anshaxooda, waa in iyada la diyaarinayo xaashiyo loogu talo galay iyo nidaam toosan si buuxda loo dhaqan geliyo, dabagal lagu sameeyo habka ay u fulinayaan, lagu qiimeeyo, tallaabada ku habboona lagaga qaado.
- 8. Waxaa kale oo ay fulinayaan awamiirta kale ee M/weynaha ama dareenka isxilqaankooduba faro ee iyagu shaqada xafiiska dar-dar gelin kara, kana dhigi kara mid midhadhal ah.

- ፬. የመ/ቤቱ ዕቅድ ዝርዝር ማስፈጸሚያ ዕቅድ ያዘጋጃል፤ በፖሊሲ ውስጥ በእያንዳንዱ ሥራ ውስጥ ከዚህ በታች በተገለጸው አካሄድ በሚያመለክት መንገድ ማዘጋጀት አለበት።
 - ሀ) አስፈጻሚው ክፍል
 - ለ) የሚፈጸምበት ጊዜ
 - ሐ) ማስፈጸሚያ በጀት
 - መ) ሊያጋጥሙ የሚችሉት ችግሮችና መፍትሔዎች
 - ሠ) በዚህ ሂደት ውስጥ የዝግጅት ክፍል ፣ የአፈጻጸም ክፍል የግምገማና ክትትልና የሪፖርት ማቅረቢያ ክፍል ተብሎ ተለይቶ በማደራጀት መምራትና መስታተል ይሆናል።
- ፭. የባለ ካፒታል ፕሮጀክቶች መ/ቤቶች የፕሮጀክቶች ጥናት ሰነድ ዝግጅት የሚያመለክት ዶክመንቶች መዘጋጀት በማከታተልና መገምገም፣ እንዲሁም የፊዚካል ዕቅድና የፋይናንስ ዕቅድ ሂደት መካተት ይኖሩበታል፤ በተጨማሪ የጥናት ዕቅድ በሥራ ላይ ሲውል የሚሰጠው አገልግሎት ሊያመጣ የሚችለው ውጤት ስለመደበኛ በጀት ዝግጅትና የአፈጻጸም ሂደት በዝርዝር ውስጥ መግባታቸውን ያረጋግጣል።
- ፮. መ/ቤቶቹ የማስፈጸሚያ አቅጣጫ በመስተል ከሌሎች አካላትና የዕቅዱ ተመሳሳይ መ/ቤቶች ጋር ስለሚኖረው የሥራ ግንኙነት የሚገልጽ ግልጽ ሥርዓት ማዘጋጀት እንዲሁም አፈጻጸሙ ውጤታማ ሥራ እንዲሆን በመ/ቤቱ ውስጥ የሥራ ክፍል እንዲኖር ሁኔታዎችን ያመቻቻል።
- ፯. የመ/ቤቶቹ የበላይ ኃላፊዎችና ሠራተኞች የሥራ ሰዓት ስለማክበርን የሥራ ብቃታቸውን የሥራ ተነሳሽነታቸው እንዲሁም የዳበረ የሥነ ምግባራቸው ስለአፈጻጸማቸው የሚከታተልበት ፎርም በማዘጋጀት ይቆጣጠራል ይገመግማል እንዲሁም አስፈላጊው የማስተካከያ እርምጃ ይወስዳል።
- ፰. ሌሎች በርዕሰ መስተዳድሩ የሚሰጡት መመሪያዎችና በራሳቸው ተነሳሽነት ስለሲ.ሮ.ው ሥራ የሚያበረታታበትና ውጤታማ ለማድረግ የሚያስችል ተግባራት ሊያከናውኑ ይችላሉ።

- 4. to design clear methods for the implementation of the bureau's plan. These methods have be included:-
 - a) The implementing organ
 - b) time to be performed
 - c) allocated fund.
 - d) Future obstacles and their solutions.
 - e) Clear schedule of time table for preparation, implemen-tation, evaluation and supervision periods.
- 5. to inspect and evaluate that particular bureaus with capital budget prepares assessment documents of planed projects, physical and financial action plan. Similarly, to prepare defined documents of expected outcome if this plans are converted into practice service and preparation of current budget and it's planned implementation.
- 6. to prepare clear methods defin-ing cooperation with other government bodies in line with bureaus plan implementation. Similarly, to make possible that there is a internal task-sharing among bureaus servants which encouraging to bring good results.
- 7. to prepare time table and break-times of work, capability, com-mitment and discipline proce-dures in accordance with gov-ernment rules and regulations, Supervise and take disciplinary measures after evaluation.
- 8. to perform other duties given by the president for the purpose of increasing efforts of perfor-mance.

ግጠና Xilliga Shirka

Goluhu

Iyaga oo shir isugu imanaya toddobaadkii hal maalin ah, ka hor inta aanu qabsoomin shirka weyn ee kaabineega, ayey muddo hal-saac aan ka badnayn xog buuxda iska siinayaan arrimaha ay hordhigayaan shirka kaabineega.

Goluhu wuxuu toddobaadkiiba hal mar qiimeyn, isla markaana go'aano ka soo saarayaa waxqabadkii laga sugayey xafiisyada uu ka kooban yahay.

Iyada oo la suuro-gelinayo sidii uu xubin kasta oo ka tirsan Goluhu bil kasta hal mar/kadib dhamaadka bisha toddobaadka ugu horeeya u soo dhigi lahaa warbixin ay si balaadhan u soo qiimeeyeen guddiga maareynta ee xafiisyada golahan xubnaha ka ah. Waa in warbixintaas lagu qiimeeyo inay waafaqsan tahay jihadii loogu taalagalay iyo inkale, lagana gaadho go'aan.

Rubuc-sannadeedkiina hal mar ayey xafiisyada xubnaha ka ah golahan dood ka wada yeelanayaan habkii fulinta shaqo ee rubucsannadeedka dhammaaday, Marka uu rubuc-sannadeedku dhammaado/toddobaadka ugu soo horeeyana ay warbixintaasi ka doodaan, qiimeyn ku sameeyaan, isla markaana go'aan ka gaadhaan.

Guddiyada Maareynta

Guddiyada maareynta ee xafiis waliba, in toddobaadkii hal mar hadba sida ay ugu suuru-gasho isugu imanayaan shir ayuu muddo aan ka badnayn hal saac xog is waraysi kooban yeelanayaan.

Guddigu toddobaadkiiba hal mar ayuu qiimeyn, isla markaana go'aano ka soo saarayaa waajibaadyadii ugu waaweynaa ee hawl-galka loo siiyey guddiga maareynta.

Iyada oo xubnaha guddiyada Maareynta ee ay xafiisyadu yeelanayaan. Madax-kooxeedyada qaybaha xafiiska (team leaders) iyo xirfadleyaasha xafiiskuba shir isugu imanayaan bil kasta dhamaadkeeda (laga bilaabo 28-30) ayey qiimeyn ku samaynaayan qorshe-bileedkii xafiiska, hawlihii la qabtay iyo wixii dhibaatooyin ka hor yimid, waxayna ka diyaarinayaan warbixin-bileed.

፱. ስለ ም/ቤቱ ስብሰባ ጊዜ

፩. ምክር ቤቱ

ሀ) በየሳምንቱ አንድ ቀን ስብሰባ የሚያደርግ ሆኖ፡- ከዋናው የካቢኔ ስብሰባ ከመጀመሩ በፊት ለአንድ ሰዓት የማይበልጥ ለካቢኔው መቅረብ ይገባል ብሎ በሚያምኑት ጉዳዮች ላይ የሃሳብ ልውውጥና አስተያየት ይለዋወጣሉ።

ለ) የምክር ቤቱ አባል መ/ቤቶች ስለሥራ አፈጻጸማቸውና ስለሚጠበቅባቸው ግቦች ላይ በየሳምንት አንድ ጊዜ ግምገማ ያካሂዳል ተገቢው ውሳኔም ያሳልፋል።

ሐ) በያንዳንዱ የምክር ቤቱ አባል መ/ቤቶች ስለዕቅድ አፈጻጸማቸው በተመለከተ የመ/ቤቱ ማኔጅመንት ኮሚቴ የተገመገመ ሪፖርት ለምክር ቤቱ በየወሩ መጨረሻ ሳምንት እንዲያቀርቡት ያመቻቻል። ምክር ቤቱም ሪፖርቱን ካዳመጠ በኋላ ሪፖርቱ የዕቅዱ የአፈጻጸም አቅጣጫን የተከተለ መሆኑንና አለመሆኑንም በማረጋገጥ ተገቢውን ውሳኔ ያሳልፋል።

መ) ስለምክር ቤቱ አባል መ/ቤቶች ስለሩብ ዓመት የአፈጻጸም ሪፖርት የሚወያዩበት መድረክ ይከፍታል። የሩብ ዓመቱ እንዲጠናቀቅ የመጀመሪያው ሳምንት ስለሩብ ዓመቱ አፈጻጸም ይወያያል፤ ይገመገማል እንዲሁም ተገቢውን ውሳኔ ያቀርባል (ያሳልፋል) ።

፪. ስለማኔጅመንት ኮሚቴዎች

ሀ) እያንዳንዱ መ/ቤት ማኔጅመንት ኮሚቴዎች በየሳምንቱ አንድ ጊዜ በመሰብሰብ ለአንድ ሰዓት ያህል የሀሳብ ልውውጥ ያደርጋል።

ለ) ኮሚቴው በየሳምንቱ አንድ ጊዜ በመሰብሰብ ከተሰጣቸው ኃላፊነቶች የዋና ዋናዎቹ አፈጻጸም ይገመገማል፤ ውሳኔም ያሳልፋል።

ሐ) በእያንዳንዱ መ/ቤት የተመሠረቱ የኮሚቴዎቹ አባላት፣ የቢሮው የቡድን መሪዎችንና ባለሙያዎች በየወሩ መጨረሻ (ከጳጅ-፴ ቀን) በመሰብሰብ የወርሃዊ እቅድ አፈጻጸም ግምገማ በማድረግ ስለተከናወኑ ሥራዎችና ስለአጋጠሙ ችግሮች በማሳየት፣ ወርሃዊ ሪፖርት ያዘጋጃል።

Art. 9. Meeting schedule.

1. The Council.

a) the council shall have weekly meeting which will be any working day of the week discussing upon agendas to be submitted to the regional executive council.

b) the council shall evaluate and take measures of work-performance of it's member bureaus

c) The mini-cabinet shall make possible every month that every member presents detailed reports of his /her bureau's which has been evaluated by the management committee of the concerned bureau, this report shall be determined in/ in with the strategies and plans of the bureau .

d) The min-cabinet shall have quarterly discussion over the performance member of bureau which held at first week of the beginning quarter . this debate shall be evaluated and decided upon it

2. Management committee

a) the management committee of every bureau shall conduct weekly meeting as appropriate this meeting shall be information sharing which may not exceed one hour time

b) the committee shall have weekly evaluation and take discussions relating to its assigned duties and responsibilities

c) the committee shall conduct monthly meeting by the team-leaders , section heads and professionals of the bureau and evaluate monthly plan of the concerned bureau , the performed tasks and obstacles . this meeting shall be held from 28-30 of the month and prepare monthly report

- x) Iyaga oo shir isugu imanaya rubuc-sannadeedkii hal mar dhamaadka rubuc-sannadeedka bisha u dambaysa 28-30 keeda ayey qiimeyn ku samaynayaan waxqabadkii rubuc-sannadeedka la soo dhaafay, kanan diyaarinayaan warbixin 3 biloodle ah.
- kh) Sannadka dhammaadkiisana shirka guud ee xafiiska ayaa si balaadhan loogu qiimenayaa hab fulintii qorshe-sannadeedka, lagana diyaarinayaa warbixinata waxqabadkii qorshe-sannadeedka.

3. Shirka Guud Ee Shaqaalaha

- b) Iyaga oo dhamaan shaqaalaha uu xafiis waliba leeyahay shir loo qabanayo saddexdii biloodba hal mar (28-30ka bisha ugu dambaysa rubuc-sannadeedka) ayey fagaare loo dhan yahay ku qiimeynayaan habkii fulineed ee qorshihii rubuc-sannadeedka la soo dhaafay.
- t) Iyada oo fagaaraha qiimeynta wadajirka ah ee lala samaynayo shaqaalaha xafiiska ayuu guddiga maareyntu si kooban u soo dhigayaan qiimeynihii gaagaabnaa ee hadda ka hor la soo sameeyey, ayaa iyada oo laga duulayo qiimaynaahas wixii dhaliilo ah ee jiray shaqaaluhu ku saxayaan fikirkooda
- j) Isla fagaarahan waxaa si balaadhan loogaga wada hadlayaa hawlaha iyo shaqooyinka la qaban doono rubuc-sannadeedka soo socda, gebo-gabo loo dhan yahayna la isla gaadhayaa.

Qod. 10^{aad} Kooramka Shirka iyo Habka wax go'aaminta.

1. Shirka fadhiga Goluhu haddii ay ka soo qayb-galaan xubno ka badan kala badh xubnaha xafiisyada hoos yimaada xafiiska xidhiidhintu, kooramka shirka fadhigu wuu buuxaa, wuuna u qabsoomayaa shirkoodu.
2. Shirka xubnaha Guddiga maareyntana la isla qaato inay shirka joogaan ugu yaraan intii ay arrinta laga shirayaa khusaysay, shirkoodu wuu qabsoomayaa.
3. Dhammaan shirarka oo dhan go'aamada ka soo baxayana iyada oo la filayo inay noqdaan kuwo ku salaysnaada isfahan iyo is-afgarad loo dhan yahay (Concurrences) ayaa haddana haddii ay lagama maarmaan noqoto lagu go'aan gaadhayaa cod hal dheeri ah. Haddii ay codadka figradaha loo coddeeyey noqdaan tiro is le'eg, waxa go'aankooda la qaadanayaa dhinaca uu u codeeyo shirguddoonku.

- መ) በየሩብ ዓመቱ መጨረሻ (ከጳጅ-ሀ) በመሰብሰብ ስለሩብ ዓመቱ የሥራ ክንውን አፈጻጸም በመገመገም የሦስት ወር ሪፖርት ያዘጋጃል።
- ሠ) የቢሮው ዓመታዊ የዕቅድ አፈጻጸም በዓመቱ መጨረሻ የሥራ ክንውን ሰፊ ግምገማ በማካሄድ ስለዓመታዊ የሥራ ክንውን እንቅስቃሴ የሚያደርስ ሪፖርት ያዘጋጃል።

፫. ስለ ሠራተኞች ጠቅላላ ስብሰባ

- ሀ) በየሩብ ዓመቱ መጨረሻ ማለት (ከጳጅ-ሀ) ሁሉም ሠራተኛ ያሳተፈ መድረክ በመክፈት ስለሩብ ዓመቱ ዕቅድ አፈጻጸም ሁኔታ ግምገማ ያደርጋል።
- ለ) የቢሮው ሰራተኛ ያሳተፈ የጋራ የግምገማ መድረክ ላይ የማኔጅመንት ኮሚቴ ከዚህ በፊት ስለተደረጉ ግምገማዎች አጭር መግለጫ ካቀረቡ በኋላ በግምገማው መሠረት ሠራተኛ ስለታዩት ድክመቶች የማስተካከያ ሃሳብ ያቀርባሉ።
- ሐ) በዚህ የጋራ መድረክ ላይ ስለመጪው ሩብ ዓመት የዕቅድ ክንውን ላይ በመወያየት የማጠቃለያ ውሳኔ ያሳልፋል።

፬. ስለስብሰባ ምልዐተ ጉባኤና ስለውሳኔ አሰጣጥ

- ፩. የማስተባበሪያው ተጠሪ አባል መ/ቤቶች ከግማሽ በላይ በስብሰባው ከተገኙ ስብሰባው ምልዐተ ጉባኤ ይሆናል ፤ ስብሰባውም ይካሄዳል።
- ፪. በማኔጅመንት ኮሚቴ ስብሰባዎች የማካገገሪያ አጀንዳው የሚመለከቱ አባላት በስብሰባው ውስጥ መኖራቸው ከተረጋገጠ ስብሰባው ምልዐተ ጉባኤ ይሆናል።
- ፫. በማንኛውም ስብሰባ የሚደረሰው የውሳኔ ሃሳቦች በጋራ መግባባትና መቻቻል ላይ የተመሠረተ ይሆናል፤ ነገር ግን ሁኔታው አላስፈላጊ ሆኖ ከተገኙ በድምጽ ብልጫ የሚወሰን ይሆናል ሆኖም ድምጽ አኩል በሚሆንበት ጊዜ ስብሰባው ወሳኝ ድምጽ ይኖረዋል።

- d) the committee shall cond quarterly meeting held at end of every quarter from 30 of the last month evaluation on performance of that quarter and prepare quarterly report
- e) the committee shall cond quarterly meeting held at end of the year evaluated yearly performance and prepare yearly performance report

3. General meeting of civil servants

- a) All civil servants of every bureau shall have general quarterly meeting held at 1 month from 28-30 of 1 month . this meeting shall evaluate quarterly performance of the planned activities
- b) The management committee shall present to the general meeting the previous semi evaluations . the general meeting shall present constructive ideas to exist to existing defects in accordance previous evaluations
- c) The general meeting shall proudly discuss and determine the coming quarter activities of the bureau.

Art 10 Quorums and decisions

1. The presence of more than half of member bureau those under the coordination bureau in the meeting shall constitute quorum and the shall commence.
2. Meeting of management committees shall constitute quorum upon the presence at least those are concerned with the agendas.
3. All meetings are expected pass decisions on bases common understandings and conciseness, however, when it is found necessary decisions shall be passed by simple majority vote, in case of ties the chair-person shall have casting vote.

Qod. 11th. AJENDAHA

11.1. Kaabineed-xigeenada

1. Waxaa la suuro-gelinayaa in ajendaha shirka kaabineed-xigeenada la diyaariyo iyada oo lagala tashanayo xoghayaha;
2. Waxa la suuro-gelinayaa in xafiiska xidhiidhintu, laba maalmood ka hor la socodsiiyo xubnaha kaabineed-xigeenada ajendaha shirka, una qaybiyo;
3. Xubin kasta oo ka mid ah xubnaha kaabineed-xigeenada wuxuu xaq u leeyahay inuu ajendaha shirka la qabsado inta aan la bilaabin shirka;
4. Xubin kasta oo ka mid ah xubnaha kaabineed-xigeenada isaga oo si habboon ugu soo diyaar garoobaya ajendaha hore loo siiyey, ayaa looga baahan yahay inuu xilliga shirka muujiyo ka qaybqaadasho fiican;
5. Ka hor inta aan shirku bilaabmin, ayaa waxa la awoodi karaa in ajendayaasha shirka ay si balaadhan ugu doodaan xubnaha kabineed-xigeenada, isla markaasna ansixiyaan.
6. Bill kasta shirarka la qabanayo, waa inay ugu yaraan noqdaan kuwo lagu lafa-gurayo lagagana wada hadlo hawlihii ugu waaweynaa ee qorshaha xafiiska, hawlihii la qabtay, dhibaatooyinkii ka hor yimid iyo kuwa u baahan xalka hoggaaminta sare; iyada oo qoddobadaas mudnaanta la siinayana la dejiyo ajendayaasha jihada mustaqbalka, lana go'aamiyo.

11.2. Guddiyada Maareyn

1. Maadaama oo guddiyada maareyntu ay yihiin masuuliyiinta qaybaha shaqo ee xafiiska, waxay awoodi karaan habka qabashada ajendaha inay wada jir uga doodaan xilliga iyo taxanaha wakhtiga ee kala hormarintoodana go'aamiyaan, amase isla fadhiga shirkoodaba inta lagu dejiyo loo qaybiyo xubanaha. Waxaana loo baahan in ugu yaraan inta aan shirka la gelin xubnuhu si cad u gartaan ajendaha ay ka shirayaan.

፲፩. ስለ አጀንዳዎች

፩) ስለሚኒ - ካብኔዎች

- ሀ) ከፀሐፊው ጋራ እየተማከረ የሚኒ-ካብኔዎች አጀንዳዎች እንዲዘጋጁ ይደረጋል።
- ለ) በማስተባበሪያ ቢሮው አማካይነት ከስብሰባው ዕለት ሁለት ቀን አስቀድሞ ስብሰባው ለእያንዳንዱ የም/ቤቱ አባላት በማሳወቅ አጀንዳው እንዲዳረስ ያደርጋል።
- ሐ) ስብሰባው ከመጀመሩ በፊት እያንዳንዱ የምክር ቤቱ አባላት ስለአጀንዳው እንዲረዱ ገለጻ ያደርጋል።
- መ) ማንኛውም የምክር ቤቱ አባል በተሰጠው አጀንዳ ተገቢው ቅድመ - ዝግጅት በማድረግ በስብሰባው ላይ አስፈላጊው ተሳትፎ ማድረግ ይጠበቅበታል።
- ሠ) ስብሰባው ከመጀመሩ ስለ አጀንዳው እንዲወያዩበትና እንዲያፀድቁ ሊያደርግ ይችላል ። በፊት የምክር ቤቱ አባላት
- ረ) በየወሩ የምክር ቤቱ አባላት ስብሰባዎች ዋና ዋናዎቹ የተቋማቱ ዕቅዶች ስለተከናወነበት ሥራዎችና ያጋጠሙት ችግሮች እንዲሁም የበላይ አመራር መፍትሔ የማያስፈልጉት ነጥቦች ቅድሚያ በመስጠት የወደፊቱ አቅጣጫ በአጀንዳው መወሰን።

፪) ስለማኔጅመንት ኮሚቴዎች

- ሀ) የማኔጅመንት ኮሚቴዎች አባላት የእያንዳንዱ መ/ቤት የሥራ ክፍሎች ኃላፊዎች በመሆናቸው ስለ አጀንዳው አያያዝና ቅደም ተከተል እንዲሁም ስለስብሰባው ጊዜ በጋራ በመወያየት የመወሰን ሥልጣን ሲኖረው ወይም በዚያው ስብሰባ ውስጥ በመቀየስ ለአባላቱ ማዳረስ፤ በአጠቃላይ አባላቱ ወደ ስብሰባው ከመግባቱ በፊት ስለሚሰበሰቡበት የሚወያይ አጀንዳ እንዲያውቁት ያደርጋል

Art 11. Agendas

11.1. mini-cabinets:-

1. It shall be caused possible designed the agendas of mini-cabinets in d consultation with t secretariat.
2. The coordination bureau sh cause the agendas of mini-cabinets be inform and served to the membe before two days ahead of t meeting.
3. Any member of the council mini-cabinets have the rig to know the agendas before may commenced.
4. Any member of the coun being served with t agendas, shall be expected be self-prepared and w active participation.
5. Before the session commenced, it may del erate on the agendas amo members of council of t mini-cabinet and th approve it.
6. Every monthly sessions sh be at least raised a deliberated the major plans the each bureaus, activit undertaken, proble encountered and th requires the solution of t senior officials as well shall design and appr agendas and future directi of plans.

11.2. Management committees

1. As members of managem committees are heads d/divisions and section of t bureau shall collective deci and determine the agend the time and mode sequer or may at time sessi determine and disseminated to the memb However it shall be necess: to cause that members kn agendas before meeting commenced.

- 2. Waa inay shirarkooda todob-aadla ah isku weydaarsadaan warbixinaha waxyaabihii hore la isula soo qaaday iyo halka ay xaaladoodu marayso, heerka fulinta hawlihii ugu muhiimsanaa ee qorshe bileedka ahaa, dhibaatooyinkii ka hor yimid iyo xalkooda, isla markaana wixii go'aano ah ee looga baahan yahay ka qaataan, taasna muhiimada siiyaan;
- 3. Sidoo kala, shirka saddexdii biloodba hal mar xafiisku u qabanayo shaqaalihiiisa oo dhan waa in lagaga wada hadlo habka fulinta qorshaha, is-xilqaanka shaqo iyo dhibaatooyinka dhinaca anshaxa shaqo ee sida ba'an uga soo muuqday dhinaca hoggaaaminta iyo shaqaalaha xafiiska. Bar-tilmaameedka ajendahooduna waa inuu noqdo qododdobadaas.

Qad. 12^{aad}. Nidaamka Hadal-qoraalka iyo warbixinta

12.1. Kaabineed-xigeenada

- 1. Xoghayaha kaabineed-xigeenadu waxa uu qabanayaa hadal-qoraalka shir kasta oo ay isugu yimaadaan xubnaha goluhu.
- 2. Ka hor inta aanu shirka xubnuhu qabsoomin, ayuu hadal-qoraalka shirkii hore oo uu ajendihiiina ku lifaaqan yahay siinayaa dhammaan xubnaha;
- 3. Ka hor inta aysan xubnuhu bilaabin doodaha iyo falanqaynta ajendaha shirkooda ay u fadhiyaan, ayuu xoghayuhu suuro-gelinayaa inay dhammaan xubnuhu saxeexooda ku ansixiyaan hadal-qoraalka shirkii hore;
- 4. Hadal-qoraalka shirka waa inay ku xusan yihiin qoddobada kala ah:-
 - b) Summadaha taxanaha ah ee hadal-qoraalka;
 - t) Goobta shirka;
 - j) Maalinta iyo saacada shirka
 - x) Magaca xubnaha kaabineed xigeenada ee shirka yimid iyo kuwa aan iman;
 - kh) Ajendaha maalintaas;
 - d) Wixii fikir la is waydaarsaday, wixii la islaqaatay iyo go'aanka laga gaadhey;
 - r) Haddii go'aanku uu ahaa mid lagu ansixiyey cod hal dheeri ah, tirada xubnaha codka ugu badan ee go'aan-ka lagu ansixiyey, inta diiday iyo inta ka aamustay.

- ለ) በየሁለት ሳምንት ስለሚያደርጋቸው ስብሰባዎች ከዚህ በፊት ስለተወያዩበት ጉዳዮችና ምን ላይ እንደሚገኝ የሀሳብ ልውውጥ በማድረግ ስለዋና ዋናዎቹ ወርሐዊ ዕቅዶች የአፈፃፀም ደረጃና ያጋጠሙ ችግሮች እንዲሁም መፍትሔዎቻቸው በማነጋገር አስፈላጊው ውሳኔ ይሰጣል።
- ሐ) እንዲሁም በየሦስት ወር የሚደረግ የቢሮው ሠራተኞች ስብሰባዎች ስለቢሮው ዕቅድ አፈፃፀም ስለሠራተኛው የሥራ ተነሳሽነት በሥነምግባር በኩል ያለው ድክመቶች (ችግሮች) እንዲሁም ስለ ሠራተኛውና ስለአመራር የታየው ግንኙነት ክፍተትና በመሳሰሉት ጉዳዮች ላይ የአጀንዳ ትኩረት በመስጠት እንዲወያይበት ይደረጋል።

፲፪. ስለ ቃል - ጉባኤ አያያዝና ሪፖርት

ስለሚኒ - ካብኔው

- ፩) በምክር ቤቱ ፀሐፊ አማካይነት በየጊዜው ስለሚደረጉ ስብሰባዎች ቃል ጉባኤ ይይዛል።
- ፪) የቀኑ ስብሰባ ከመጀመሩ በፊት ስለአለፈው ስብሰባ ቃል - ጉባኤ ከአጀንዳው አያያዝ ለቤቱ አባላት ይሰጣል።
- ፫) የቀኑ ስብሰባ ከመጀመሩ በፊት ያለፈው ስብሰባ ቃል ጉባኤ በስብሰባ ተሳታፊ አባላት በፊርማቸው እንዲያፀድቁት ይደረጋል።
- ፬) ቃል ጉባኤው የሚከተሉት አንቀጾች መጠቀስ አለበት
 - ሀ) የቃል ጉባኤ ቁጥር ተከታታይ ያለው፤
 - ለ) የስብሰባው ቦታ፤
 - ሐ) የተካሄደበት ቀንና ሰዓት
 - መ) የሚኒ - ካብኔ አባላት በስብሰባው ላይ የተገኙትና ያልተገኙት አባላት፤
 - ሠ) ስለቀኑ አጀንዳ፤
 - ረ) የሀሳብ ልዩነት በታዩት አንቀጾች መግባባት በማይደረስባቸው ነጥቦችና የተወሰነው ውሳኔ፤
 - ሰ) ውሳኔው በድምፅ ብልጫ የተወሰነ እንደሆነ ውሳኔው በፀደቀው አባላት ድምፅ ብዛት የተቃወሙት አባላት ቁጥርና ድምፅ ያልሰጠ ተብሎ በመለየት የሚገለፅ መሆን አለበት።

- 2. Shall during the weekly meeting hear the reports on the plans and its status, degree of implementation of major activities under monthly plan, problems encountered and its solution as well as any action required from higher official of state
- 3. Meanwhile on the quarterly meetings of the staff of the bureau is high paramount to be discussed on modes plan execution, dedication of work and disciplinary breaches by the leadership and employees of the bureau and their agenda will targeted on this issues.

Art 12. Mint taking and reporting system

- 12.1. mini-cabinets:-
 - 1. the secretariat of the council mini-cabinet shall take the minutes of every meeting conducted by the members of the council .
 - 2. before opening the session there shall be serve to the members, the minutes associated with agendas of the meeting.
 - 3. the secretariat shall cause the approval of the minutes of the meeting by duly attesting the signature of every member before they discussing and deliberating on the agendas presented to it.
 - 4. the minutes shall indicate the following provisions:-
 - a) Serial number of the minutes
 - b) Place of the meeting.
 - c) Date and time meeting
 - d) Names of members of mini-cabinets attend and those absent.
 - e) Agendas of the session
 - f) Views interchanged, and consensus reached decisions passed.
 - g) If the decision is passed with simple majority vote, number of those voted for, those voted against and the number of abstainers.

5. Xoghayuhu, waa inuu dhamman hadal-qoraalada shirarka la qabtay si habboon u xafido, isugu dubarido, una habbeeyo, isla markaana ka dhigo qaar xilliga loo baahdo si habboon loo adeegsan karo;
6. Bishiiba halmar ayaa M/weynaha loo gudbinayaa warbixin koobaysa dhammaan hadalqoraaladii shirkii xubnaha Kaabineed-xigeenada.
7. Saddexdii biloodba hal mar ayuu qiimeyn ku samayn-ayaa warbixinaha habka fulinta hawlaha shaqo ee ay u soo gudbiyeen xafiisyada hoos yimaada xafiiska xidhiidhinta , isla markaana isagoo xaqiijinaya inay warbixinahaasi ku salaysan yihiin qaab waafaqsan nidaamka loo dejiyey iyo inay shaqaalaha xafiisyadasi soo saxar tireen, ayuu madaxweynaha warbixin hufan u gudbinayaa.

12.2. Guddiyada Maareynta

1. Maadaama oo sida uu dhigayo nidaamka guddiyada maareynteed cidda shaqada fulinaysaa ay tahay mid laga hoggaaminayo xafiiska xidhiidhinta, waxaa la samayn karaa in cidda qabanaysa hadal qoraalka shirkaas si joogto ah ama si meerto ahba loogu magacaabo hal xubin oo ka mid ah xubnaha ka qayb-galeyaasha shirka.
2. Iyada oo xoghayaha guddiga maareynta ee xafiisyada mashaariicda leh uu noqonayo madaxa ama xirfad-yaqaanka waaxda qorshaynta barnaamijyada ee xafiiska, ayaa xafiisyada aan iyagu mashaariicda lahayna xoghayaha guddiga maareyntu noqonayaa madaxa maamulka iyo lacagta oo guddigaas xubin ka ah.
3. Iyada oo la isku dubaridayo, loona habaynayo qaab wanaagsan loona soo dhigayo qaab muujinaya arrimaha ugu waaweynaa ee dhamman hadal-qoraaladii shirka guddiga ayaa bil kasta dhammaadkeeda masuulka sare loogu gudbinayaa qaab ku habboon hab warbixineedka.

- ሠ) ፀሐፊ የምክር ቤቱ ቃለ ጉባኤዎች በማቀነባበርና በማደራጀት በፈለገው ጊዜ እንዲገኝ በሚያስችል አካሄድ ይይዛል።
- ረ) በየወሩ አንድ ጊዜ ስለሚኒ-ካብኔው ቃለ-ጉባኤ የሚያጠቃልል ሪፖርት ለርዕሰ መስተዳድሩ ያቀርባል።
- ሰ) ለማስተባበሪያ ተጠሪ መ/ቤቶች የሚያቀርቡት ሪፖርቶች ላይ ስለአፈፃፀማቸው በየሦስት ወራት ይገመገማል፤ እንዲሁም ሪፖርቱ በዕቅድ መሠረት መሆኑንና በአያንዳንዱ መ/ቤት ሠራተኞች የተወያዩበት መሆኑን በማረጋገጥ ለርዕሰ መስተዳድሩ የተወያየበት ሪፖርት ያቀርባል።

፪. ስለማኔጅመንት ኮሚቴዎች

- ሀ) በሥርዓቱ መሠረት የማኔጅመንት ኮሚቴዎች የሥራ አፈፃፀም የሚያካሂዱት በመሆናቸው እንዲሁም አስፈፃሚው በማስተባበሪያው በኩል የሚመራ በመሆናቸው በሰብሰባው ስለአፈፃፀሙ የሚከታተል አንድ አባል በቋሚነት ወይም በተዘዋዋሪ ከተሳታፊዎች ሊሰየም ይችላል።
- ለ) የባለ ፕሮጀክት መ/ቤቶች የማኔጅመንት ኮሚቴዎች ፀሐፊ አንድ ባለሙያ ወይም የፕላንና ፕሮግራም ኃላፊ ሲሆን የካርል ፕሮጀክቶች የሚያካሂዱት መ/ቤቶች የማኔጅመንት ኮሚቴ ፀሐፊ የፋይናንስና አስተዳደር ኃላፊ ይሆናል።
- ሐ) በአግባብ ባለውና በተገቢው በማቀነባበርና በማደራጀት እንዲሁም የወሩ ጠቅላላ ስብሰባዎች ቃለ-ጉባኤው በማያንፀባርቅ ሥርዓት የሚዘጋጅና ዋና ዋና ጉዳዮች የሚካተት ሆኖ በወሩ መጨረሻ ለበላይ ኃላፊ በተገቢው ፎርማት ሪፖርት ያቀርባል።

5. The secretariat shall all mints of the meetings undertaken keep, organize and consolidate in appropriately and shall maintain in a manner accessible easily.
6. one every months a consolidate reports of the mints of the meetings conducted by the mini-cabinets shall be presented to the president.
7. the coordination shall conduct quarterly performance evaluation on the reports submitted by his subordinate bureaus meanwhile shall ensure whether the report comply with its format and checked by the staffs of the organs, then shall submit a consolidated report to the president.

12.2. Management Committee

1. Though Management Committee procedures specifies that the implementing body is guided by coordinator bureau, It can be assigned temporary or permanent member among the participant to take the minutes of the meeting.
2. Bureaus with capital projects the heed of the planning department will be the secretary of the management committee. However, other bureaus, the head of Administration and financial service, who is member of the committee, will be the secretary of the committee.
3. Having designed and prepared with good manner has submit the meeting minutes to the management committee to the head of the bureau the end of the month, showing the important points with good reporting system.

4. Dhammaan xafiisyadu waxay golaha kaabineed-xigeenada iyo xafiiska xidhiidhinta maaliyada iyo horumarinta dhaqaalaha muddo 3 maalmood ah oo laga bilaabo maalinta muddada qorshuhu ay dhammaatay ugu soo gudbinayaan warbixin muujinaysa qorsheyaashoodii waxqabad bileedka, laba biloodka, rubuc sannadeedka iyo sannadeedka ee u yaalay wixii u qabsoomay, habkii fulinta, dhibaatooyinkii la soo darsay iyo xalkoodii iyo hawlaha awooda masuuliyada sare ama go'aank-edaba u baahan waxqabadkooda ay fuliyeen ee dhinaca taakule-nta iyo xoojinta degmooyinka iyaga oo raacaya nidaamka xaashida warbixinaha ee ay u soo direen xafiiska xidhiidhintu.

5. Xafiiska xidhiidhinta maaliyada iyo horumarinta dhaqaaluhuna, isaga oo isku dubaridaya, iskuna habaynaya warbixinaha ay bil kasta u soo gudbiyaan xafiisyada kala duwan ee dawladeed, isla markaana isaga oo isu eegaya warbixinta iyo qorshihii u yaalay si cad u kala soocaya warbixinta iyo waxqabadka. Una habaynaya qaab leh muuqaal heer deegaaneed ah ayuu soo saarayaa heerka darajo siinta ee habka fulinta qorshaha xafiisyada. Go'aankana u gudbinayaa golaha fulinta deegaanka.

13. Qad. 13^{aad} Anshaxa shirka iyo la xisaabtanka:-

1. Xubnaha kaabineed xigeyaa-sha iyo kuwa maareyntuba sinaba ugama baaqan karaan shirkooda haddaysan jirin sabab macquul ah.
2. Xubin kasta oo ka mid ah golaha amaba guddiga maareynta haddii ay jirto sabab macquul ah oo uu ku baaqan karo waa in maalin ka hor uu la soo socodsiiyo shir-guddoonkiisa.
3. Xubnaha golaha iyo guddida maareyntuba wuxuu wajibaad ka saaran yahay ilaalinta maalmaha iyo saacadaha shirarka.
4. Xubin kasta oo ka mid ah golaha isagoo ku sugan xarunta, isla markaana helay ajendayaasha shirka ugana baaqday laba shir sabab la'aan waxa loo soo jeedinayaa inuu iska saxo dhaliishiisa.

መ) ማንኛውም መ/ቤት ለሚኒ-ካቢኔውና ለፋይናንስና ኢኮኖሚ ልማት ማስተባበሪያ ቢሮ የሥራ እቅድ ከተጠናቀቀበት ጀምሮ በሦስት ቀናት ውስጥ ስለ ወርሃዊ ፣ የሁለት ወር ፣ የሩብ አመትና የአመት አቅድና ከእቅድ ስለተከናወኑ ሥራዎች የአፈፃፀም ስልት ያጋጠሙት ችግሮችና መፍትሔዎቹ እንዲሁም ስለአፈፃፀሙ በተመለከተ የበላይ አካላት ውሳኔ በተለይም በድጋፍ በኩል ወይም ስለወረዳዎች እገዛ በሚመለከት አኳኋን ሆኖ በማስተባበሪያ ቢሮዎች በኩል በሚደርሳቸው የሪፖርት አቀራረብ ቅፅ መሠረት ይቀርባል።

ሠ) የፋይናንስና ኢኮኖሚ ልማት ማስተባበሪያ ቢሮ በየወሩ በመንግሥታዊ መ/ቤቶች በሚቀርቡት ሪፖርቶች በማደራጀትና በማቀነባበር የሥራ አፈፃፀሙን ከሥራ እቅድ ጋር እያዛመደ ክልላዊ ገፅታ በማጠቃለል ሥርዓት በማደራጀት ስለ ቢሮዎች አፈፃፀም ደረጃ እየሰጠ ለካብኔው የውሳኔ ሀሳብ ይቀርባል።

፲፫. ስለስብሰባ ሥነ ምግባርና ተጠያቂነት

- ፩. ከአቅም በላይ በሆነ ምክንያት ካልሆነ በስተቀር የሚኒ-ካብኔውና የኮሚቴዎች አባላት በምንም ሁኔታ ከስብሰባው መቅረት የለበትም።
- ፪. ማንኛውም የም/ቤቱ ሆነ የኮሚቴው አባል ከስብሰባው ሊያስቀር በሚችል በቂ አጋጣሚ ምክንያት ሲኖር ከስብሰባው ቀን ከአንድ ቀን አስቀድሞ ለስብሰባው ማሳወቅ አለበት።
- ፫. የምክር ቤቱ ሆነ የኮሚቴው አባላት የስብሰባውን ሥነ ሥርዓትና ሰዓት የማክበር ግዴታ አለበት
- ፬. ማንኛውም የምክር ቤቱ አባል ያለበቁ ምክንያት በዋና ከተማ እያለ በሁለት ስብሰባዎች ከቀረ ከድክመቱ በራሱ እንዲታረም ይደረጋል።

1. All bureaus have to submit their monthly action-plan to the mini-cabinet and co-ordination bureau of finance and economic development, within three days from the last day of the plan. Similarly, two months report, quarter and annual plan with performed activities, mode of implementation, obstacles with their solutions and activities need higher official decisions in order to support and strength districts in accordance with report paper methods.
2. Coordination bureau of finance and economic development having designed and classified reports submitted to it, has to prepare a report of regional level and give grades of implementation of bureau plans and submit decisions to the regional executive council.

Art 13 Ethics of the Meeting and Accountability

1. without good cause neither the members of the mini-cabinet nor the management committee shall be absent from an meeting of it
2. any member of either the mini-cabinet or the committees whenever there is good cause that may prevent him from attending the meeting he/she should inform the matter to the chair person day ahead of meeting
3. Any member of the mini-cabinet or the management committee is under obligation to observe the date and time of meeting.
4. Any member who while he is around the place of the venue after having received the agendas of the meeting however absent for two times shall be warned to self correct.

5. Xubinkii saddex shir ka maqnaada sabab la'aan shirka wuxuu goluhu siin digniin-qoraal ah una gudbin fikirka ay ka qaataan golaha fulinta iyo madaxweynaha deegaanka.
6. Xubin kasta oo ka mid ah guddiyada maareynta haddii uu sababa la'aan hal maalin ah kaga baaqdo shirka guddigiisa shir-guddoonka ayaa siinaya digniin Af ah.
7. Haddii uu bilaa sabab laba maalmood shirka kaga baaqdana waxa uu shir-guddoonku siinayaa digniin qoraal ah.
8. Hadduu xubinku saddex jeer u shirka uga maqnaado sabab la'aan waxaa shir-guddoonku siinayaa digniin kama dambays ah oo qoraal ah.
9. Xubinku haddii afar shir sabab la'aan uu u maqnaado waxa shir-guddoonku ka joojin shaqada, isla markaana waxa baadhiso lagu samayn sababaha kalifay maqnaanshihiisa. Waxaana loo gudbin golaha si looga gaadho go'aan kama dambays ah.
10. Shir-guddoonka goluhu iyo midka guddiguba waxa uu xil masuuliyadeed ka saaran yahay inuu suggo nidamka qaab socodka shirka iyo inuu si xilkasnimo leh u hoggaamiyo shirka, bil kasta dhammaad-keedana waxa uu masuulkiisa sare u soo gudbinayaa warbixin si cad u muujinaysa inay xubnuhu qaab socodka shirka iyo nidaamkiisaba u hoggaansanaayeen, isla markaana sidii loo baahnaa u guteen waajibaadyadooda.
11. Masuulka sare isaga oo dabagal ku samaynaya xubnaha hoggaaminta golaha iyo kuwa guddiyada ee lagu soo xusay qodobka sare ayuu si haboon u fulin waajibaadkaas, isla markaana xogta rasmiga ah ee uu helo ku go'aan qaadanayaa.

Qod. 14.1. Xilka Iyo Waajibaadka Shir-Guddoonada Golaha:-

1. Shir-guddoonka goluhu isagoo la kaashanaya xoghayaha ayuu suuro-gelinayaa sidii loo diyaarin lahaa ajandaha shirka fadhiga soo socda.

፩. ማንኛውም የምክር ቤቱ አባል ያለበቂ ምክንያት ሦስት ስብሰባዎችን የቀረ እንደሆነ የጽሁፍ ማስጠንቀቂያ በመስጠት በምክር ቤቱ አማካይነት ለካቢኔውና ለርዕሰ መስተዳደሩ የሥነ ምግባር እርምጃ ሀሳብ ያቀርባል።

፪. ማንኛውም የኮሚቴዎች አባል አንድ ቀን ያለበቂ ምክንያት ከስብሰባው ከቀረ በስብሰባው የቃል ማስጠንቀቂያ ይሰጣል።

፫. ማንኛውም አባል ለሁለት ቀን ያለበቂ ምክንያት ከስብሰባው ከቀረ በስብሰባው አማካይነት የጽሁፍ ማስጠንቀቂያ ይሰጣል።

፬. አባሉ በሦስት ስብሰባዎች ያለበቂ ምክንያት የቀረ እንደሆነ በስብሰባው አማካይነት የመጨረሻ የፅሁፍ ማስጠንቀቂያ ይሰጣል።

፭. አንድ የኮሚቴው አባል በአራት ስብሰባዎች ያለበቂ ምክንያት ሲቀር በስብሰባው የሥራ እገዳ በማድረግ የቀረ በትን ምክንያት በማጥራት ለምክርቤቱ እርምጃ እንዲወሰድበት የውሳኔ ሀሳብ ያቀርባል።

፮. የምክር ቤቱ ሆነ የኮሚቴዎቹ ስብሰባዎች የስብሰባዎቹን ሥነ ሥርዓት የማስከበርና በተገቢው የመምራት ኃላፊነት አለበት፤ በተጨማሪም በየወሩ መጨረሻ ለበላይ ኃላፊ ስለ አባላቱ የስብሰባ ሥነ ሥርዓት አከባቢና ተገዥነታቸውን የሚጠቅሙትን (ማከናወናቸውን) ሪፖርት ያቀርባል።

፯. የበላይ ኃላፊው በዚህ አንቀፅ ንዑስ አንቀፅ ፮ የተገለፁት የምክር ቤቱና የኮሚቴዎች አመራር የሥራ ሁኔታ ክትትል በማድረግና ስለጉዳዩ ትክክለኛነት በተገቢው በማጣራት ተገቢውን እርምጃ ይወስዳል።

፲፬. የምክር ቤቱ ስብሰባዎች ሥልጣንና ተግባራት

፩. ስብሰባው ከፀሐፊው ጋር በመተባበር የቀጣዩ ስብሰባ አጀንዳ እንዲዘጋጅ ያመቻቻል።

5. whoever is absent from meeting for three tin written warning sha given and the case sh informed to the ca and the president to disciplinary measure

6. A member of manage committee who is wi good cause absent meeting of the comm for a day he/she sha given warning by chairperson of committee.

7. A member who is a for two days from meetings, shall be gi written warning by chair-person.

8. A member who is a for three days the c person will give a w last warning.

9. A member who is a for four days of mé without sufficient gr shall be suspended the duty and the r shall be investigated, the case will be subm to the council for determination.

10. The chair-person of council as well as committee is u obligation to er meeting rules and leac session appropriately, report to his superior a end of each m indicating conditions members owing to procedures and decis of the meeting and hov they discharged i duties properly.

11. The superior while follow-up leaders of council and commit referred in sub-article hereof, shall prop implement this duty decide on the off information gained.

Art 14.1 Powers and duties of ch persons of the council

1. The chair-person in cons ation with the secretariat s determine agendas of the coming meeting.

- 2. Waxa uu hoggaamiyaa shirka golaha
- 3. Haddii loo baahdo in la qabto shirar deg-deg ah, waxa uu suuro-gelinayaa sidii la isugu yeedhi lahaa.
- 4. Wuxuu saxeexaa qoraalada ka baxaya golaha .
- 5. Waxa uu dabagal ku sameeyaa sida ay go'aamada goluhu uga hirgalaan xafiisyada hoos yimaada.
- 6. Arrimaha u baahda inay go'aan sare helaan ayaa isagoo madax-weynaha la kaashanaya uu soo hordhigayaa golaha fulinta ee deegaanka.
- 7. Haddii ay u suuro-geli waydo inuu ka soo qayb-galo shirka golaha isagoo la socodsiinaya M/weynaha ayuu u wakiilanayaa xilkiisa xubin ka tirsan golaha.

14.1. Xilka iyo Waajibaadka Xogh-yaha Golaha

- 1. Isagoo kala tashanaya Shir-gudoonka wuxuu diyaariya ajandaha shirka, isla markaana gaadhsiiyaa xubnaha golaha.
- 2. Wuxuu qabtaa hadal-qoraaleedka shirarka, hadal qoraaleedka saxeexa xubnaha lagu ansixiyeyna waxa uu si adag oo taxadir leh ugu xafidaa galka loogu talo-galay.
- 3. Wuxuu suuro-geliyaa sidii xilliga ku habboon shir-gudoonka loo hordhigi lahaa qoraalada loo diyaariyo xubnaha golaha.
- 4. Waxa uu suuro geliyaa sidii go'aanada hadal-qoraaladooda loo wada gaadhsiin lahaa ciddii ay khusayso iyadoo lagu lifaaqayo warqad masuulka sare saxeexo.
- 5. Wuxuu suuro-geliyaa sidii diiwanada golaha loo suggi lahaa xafidaadooda loona habbayn lahaa.
- 6. Wuxuu dabagal ku sameeyaa in ciddii loo baahnaa iyo xilligii ku habboona wixii qoraal ah loo diray meelihii ay khusaysay.
- 7. Waxa uu xaqiijinayaa in goobta shirka lagu qabanayo tahay mid ku habboon xubnaha golaha.

14.3. Xilka iyo waajibaadka shir gu doonka gudiyada maareynta.

- 1. Waxa uu diyarinayaa qorshaha guddiyadiisa, iskuna dubaridaa, hoggaaminayaa, isla markaana dabagal -ku samaynayaa dhaqangalkooda.

- ፪. የምክር ቤቱን ሰብሳባ ይመራል።
- ፫. አስቸኳይ ስብሰባ ማካሄድ አስፈላጊ ሆኖ ሲገኝ አበላቱን ይጠራል።
- ፬. የምክር ቤቱ የውሳኔ ጽሑፎች ይፈርማል።
- ፭. የምክር ቤቱ ውሳኔዎች በተጠሪ መ/ቤቶች ማስፈፀማቸውን ይከታተላል።
- ፮. የበላይ አካል ውሳኔ የሚያስፈልጉት ጉዳዮች ከርዕሰ መስተዳድሩ ጋር በመተባበር ለክልሉ ካብኔ ምክር ቤት ያቀርባል።
- ፯. የምክር ቤቱ ሰብሳቢዎች ሊሳተፉ በማይችሉበት ጊዜ ለርዕሰ መስተዳድሩ በማሳወቅ አንድ የምክር ቤቱ አባል ስብሰባውን እንዲመራ ውክልና ይሰጣል።

፲፬.፪. የምክር ቤቱ ጸሐፊ ሥልጣንና ተግባር

- ፩) ከርዕሰ መስተዳድሩ ጋር በመመካከር የም/ቤቱ አጀንዳዎችን ያዘጋጃል፤ ለአበላቱም ያሳውቃል።
- ፪) የምክር ቤቱን ቃለ ጉባኤ ይይዛል፤ በምክር ቤቱ አባላት ፊርማ የሚፀድቁት ቃላ ጉባኤዎችን በተገቢው አኳኋን ይይዛል።
- ፫) ለስብሰባው የሚቀርቡትን የጽሑፍ ሰነዶች በተገቢው ጊዜ ለስብሰባው እንዲቀርብ ያመቻቻል።
- ፬) በበላይ ኃላፊ ፊርማ የሰብሰባዎች ቃለ ጉባኤዎች ውሳኔዎች ለማመልከተው አካላት እንዲደርስ ያመቻቻል።
- ፭) የምክር ቤቱ መዝገቦች እንዲይዙና እንዲደራጁ ያደርጋል።
- ፮) የምክር ቤቱ መግለጫዎች ለሚመለከተው አካላት በተፈላጊው ጊዜ ውስጥ መላካቸውን ይከታተላል።
- ፯) የስብሰባው ቦታ ለአባላቱ ተስማሚ መሆኑን ያረጋግጣል።

፲፬.፫. የማኔጅመንት ኮሚቴዎች ሰብሳቢ ሥልጣንና ተግባር

- ሀ) የኮሚቴዎች ዕቅድ በማዘጋጀት ያስተባብራል፤ ይመራል፤ እንዲሁም ተግባራዊነታቸውን ከትትል ያደርጋል።

- 2. Chairs the meetings of the mini-cabinet (council).
- 3. When it is necessary to conduct an extraordinary meeting shall cause to be informed to the members.
- 4. shall sign letters of the council.
- 5. shall ensure the enforcement of the decisions of the council by the subordinate bureaus.
- 6. shall present to the cabinet issues which requires the determination of higher in consultation with the president
- 7. when the chair-person may not be able to attend the meetings of the council by informing to the president, shall delegate his power to a member of the council.

14.2. Powers and duties of the secretariat

- 1. Shall after having consulted with the Chair-person design the agendas and shall inform to the members of the council.
- 2. shall take minutes of the council and shall maintain in confidence and appropriate place the minutes after duly signed by the members.
- 3. shall cause the appropriate for referring documents designed for the members of mini-cabinet.
- 4. shall cause to deliver decisions of it to all concerned parties attached with supporting letter signed by the presidium.
- 5. shall cause the maintains and consolidation of documents of the council.
- 6. ensure whether documents of the council are duly served to the concerned parties.
- 7. ensure whether the venue of meeting is an appropriate to the members of council.

14.3. powers and duties of chair-person of management committees

- 1. shall design plans of the committee, co-ordinate, lead and supervise their implementation.

- 2. Waxa uu noqonayaa masuulka u sareeya ee dhammaan awoodaha iyo waajibaadyada sharcigu siiyey guddigan.
- 3. Waxa uu u xilsaarayaa hirgelinta qorsheyaasha xafiiska iyo dardargelintoodaba qaybo cayiman oo awooda meel marintooda isagoo la xisaabtan ku samaynaya xubnaha guddigiisa.

Qod. 15^{aad}. Wax ka beddelka xeerka

Wax ka beddelka ama dib u habayn kasta oo la soo jeediyo in lagu sameeyo waxa uu dhaqan-galayaa marka uu taageero cod dheeri ah ka helo xubnaha golaha ama guddiyada maareynta, Isla markaana ay ku ansixiyaan soo jeedintaas 2/3 (Saddex meelood laba) golaha fulinta ee Deegaanku.

Qod. 16^{aad}. Dhaqan-gelinta xeerkan

- 1. Iyadoo loo marayo hab waafaqsan qaab-dhismeedka ayaa dhammaan xafiisyada deegaanku si buuxda u fulinayaan xeerkan.
- 2. Masuuliyiinta xafiisyada iyo dhammaan shaqaalaha aan xeerkan qaabka loo fulinayo u hoggaansamin ama caqabad ku noqda fulintiisa si buuxda ayaa loogala xisaabtami.

Qod. 17^{aad}. Ansixinta iyo dhaqangalka xeerkan.

- 1. Xeerkan wuxuu ansax noqonayaa marka golaha fulinta deegaanku ansixiyo.
- 2. Xeerkan wuxuu dhaqan-galayaa laga bilaabo maalinta lagu soo daabaco Dhool Gazeta.

Mudane C/IIaahi Xasan Maxamed
Madaxweynaha D.D. Soomaalida.
Hidhare/1999
Jijiga

- ለ) በሀገር መሠረት ለከሚቴዎቹ የተሰጡት ሥልጣንና ተግባራት የበላይ አስፈጻሚ ይሆናል።
- ሐ) የቢሮው ዕቅዶች በቅልጥፍና ለማስፈጸም ከሥልጣኑ በከፊል እየተከታተለ ለከሚቴው አበላት ሊሰጥ ይችላል።

፲፩. ስለደንቡ ማሻሻል

ይህ ደንብ ሊሻር ወይም ሊሻሻል የሚችለው የማሻሻያ ሀሳብ ቀርቦ በምክር ቤቱ ወይም በከሚቴዎች በኩል ሲደገፍና ሀሳቡን በ፪/፫ ድምፅ የክልሉ ካቢኔ ምክርቤት ሲያፀድቅ ነው።

፲፪. ስለደንቡ ተግባራዊነት

፩. መንግሥታዊ የአስተዳደር እርከን እየተከተለ እያንዳንዱ የክልሉ ተቋማት መ/ቤት ሁሉ ደንቡን ያስፈፅማሉ።

፪. የመንግሥት መ/ቤቶች ኃላፊዎች ሆነ ሠራተኞች ስለደንቡ አፈጻጸም ማንኛውም እንቅፋት በመሆን ወይም ተገዥ ባለመሆን ለድርጊቱ ተጠያቂ ይሆናሉ።

፲፫. ደንቡ ስለሚፀናበት ተግባራዊነት

፩. ይህ ደንብ በክልሉ አስፈጻሚ ምክርቤት ሲፀድቅ የሚፀና ይሆናል።

፪. ይህ ደንብ ተግባራዊ የሚሆነው በዶል ጋዜጣ ታትሞ ከወጣበት ቀን ጀምሮ ይሆናል።

አብድላሂ ሀሰን መሀመድ
የሱማሌ ክልል ርዕሰ መስተዳድር
ገዳር/፲፱፻፺፱
ጅጅጋ

- 2. shall be the superior officer over the legal mandates of the committee.
- 3. shall delegate the plans of the bureau to a particular figure among the members of the committee and supervise its enforcements.

Art 15. Improvement of the regulation

Any improvement or revision proposed for shall be effective upon the support of simple majority vote of members of the council or management committees and approved by two- third (2/3) vote of the cabinet of the region.

Art 16. Implementation of the regulation

- 1. Subject: to the administrative hierarchy of all executive organs the bureaus of the region shall fully implement this regulation.
- 2. All government officials and staff who may be an obstacle to or non-comply with its implementation shall be accountable for the action.

Art 17. Approval and Effectiveness of the regulation

- 1. This regulation shall be effective upon its approval by the executive council of the region.
- 2. This regulation shall be enforced upon its publication on Dhool Gazette.

Abdulahi Hassan Mohammed
Chief Administrator of Somali
Regional State
2007
Jijiga