Law governing the Organisation and Modus Operandi of the Departments and Services of the Assembly of the Republic (LOFAR)\(^1\)


In accordance with Articles 164(d) and 169(2) of the Constitution the Assembly of the Republic hereby decrees the following:

**CHAPTER I Scope**

**Article 1**

**Object**

1 - The object of the present Law is to define and regulate the administrative and financial management and technical support instruments that enable the Assembly of the Republic to undertake its specific activities.

2 - The Assembly of the Republic shall have a private financial regime and possess legal personality, administrative and financial autonomy and its own assets, in accordance with the present Law.

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\(^1\) Text established by Law no. 28/2003 of 30 July 2003. Original title: *Organic Law governing the Assembly of the Republic*.

\(^2\) Article 5 of Law no. 28/2003 of 30 July 2003 says that: *the full, consolidated text of the Law governing the Organisation and Modus Operandi of the Departments and Services of the Assembly of the Republic is hereby republished*. The Law made a number of amendments of a formal nature that were not highlighted in notes.

\(^3\) Article 3(2) of Law no. 55/2010 of 24 December 2010 says that: *the references that the Law governing the Organisation and Modus Operandi of the Departments and Services of the Assembly of the Republic, 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 Assembly of the Republic shall have hierarchically organised departments and services, to be known as departments and services of the Assembly of the Republic and to be dependent solely on the Assembly.

CHAPTER II
Seat and premises

Article 2
Seat
1 - The seat of the Assembly of the Republic 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 Assembly of the Republic shall belong to the Assembly, as shall premises that are allocated to it as laid down by law.

3 - The President of the Assembly of the Republic may order that the seat of the Assembly 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 Assembly of the Republic may acquire, requisition from the competent state department or rent the premises that prove necessary to its operation or to that of the autonomous organs 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 organ of the Assembly of the Republic, the Plenary has the competence to consider, discuss and put to the vote:

a) The annual budget for the revenue and expenses of the Assembly of the Republic, and supplementary budgets;

b) The management report and account, accompanied by the Court of Auditors’ report.

CHAPTER IV
Administration of the Assembly of the Republic

SECTION I
Administrative entities

Article 5
Entities
The following are administrative entities of the Assembly of the Republic:
a) The President of the Assembly of the Republic;
b) The Board of Administration.

SECTION II
President and Bureau of the Assembly of the Republic

Article 6
Competence
1 - The competences of the President of the Assembly of the Republic are those attributed to him by the Constitution, the law and the Rules of Procedure.

2 - The President of the Assembly of the Republic oversees the administration of the Assembly of the Republic.

Article 7
Delegation of Competences
The President of the Assembly of the Republic may delegate the powers which the present Law grants him to the Vice-Presidents.

Article 8
President’s Cabinet
1 - The President of the Assembly of the Republic shall have a Cabinet, to be made up of staff whom he shall choose and appoint freely.

2 - The President of the Assembly of the Republic’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 Assembly’s departments and services 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 Assembly of the Republic’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 Assembly of the Republic’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 Assembly of the Republic’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 Assembly of the Republic’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 the present 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 Assembly of the Republic, to number at most four persons.

2 - The staff referred to in the previous paragraph shall be appointed by the President of the Assembly of the Republic, upon a proposal from the Secretaries of the Bureau.

**Article 13**
**Former Presidents of the Assembly of the Republic**
1 - Former Presidents of the Assembly of the Republic who continue to exercise the mandate of Member of the Assembly of the Republic shall each be allocated their own office at the premises of the Assembly of the Republic.

2 - Former Presidents of the Assembly of the Republic 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 Assembly of the Republic.

**SECTION III**
**Board of Administration**

**Article 14**
**Definition and Composition**
1 - The Board of Administration is a consultation and management organ made up of a maximum of seven Members of the Assembly of the Republic or their substitutes, representing each of the seven largest parliamentary groups, together with the Secretary-General of the Assembly of the Republic 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 Assembly of the Republic on the Board of Administration shall be equal to the number of parliamentary groups.
5 - In the event that a Member of the Assembly of the Republic loses his seat or is suspended as Member, the resulting vacancy on the Board of Administration shall be filled in accordance with the previous paragraphs.

6 - The representative of the parliamentary staff and his substitute shall be elected for the period of the legislature by direct secret ballot, at a plenary of the permanent staff of the Assembly of the Republic called expressly for the 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 Assembly of the Republic’s annual and multiannual activity plans;

c) To draw up the Assembly of the Republic’s draft budgets;

d) To draw up the Assembly of the Republic’s report and accounts;

e) To draw up the draft resolutions regarding the organisational structure of the departments and services of the Assembly of the Republic, 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 Assembly of the Republic;

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 Assembly of the Republic, to pronounce itself regarding initiating competitive staff recruitment processes;

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 twelve thousand five hundred euros;

k) To pronounce itself on administrative acts regarding the Assembly of the Republic’s assets, including the acquisition, donation, disposal, expropriation, exchange, assignment, rental and lease of any items or rights inherent therein;

l) 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 subparagraph (j) above or, when necessary, particularly during periods in which parliamentary work is adjourned, consent to the practise of urgent management acts and to the authorization of the applicable expenses before it considers them, which acts shall be subject to subsequent ratification.

3 - The amounts set in accordance with paragraph (1)(j) or paragraph (2) shall automatically be amended when, 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 incurring 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 Assembly of the Republic...
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 chairman, on his 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 Assembly of the Republic.

Article 17
Voting
1 - The Board of Administration’s decisions are taken by majority, where each Member of the Assembly of the Republic has the same number of votes as his parliamentary group and the chairman 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 Assembly of the Republic 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 Assembly of the Republic in full exercise of their office is represented.

Article 18
Regulations
The Board of Administration shall draw up its own internal regulations.

Article 19
Termination of functions
1 - At the end of the legislature, or in cases in which the Assembly of the Republic is dissolved, the members of the Board of Administration shall remain in office until the first meeting of the Assembly of the Republic 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 Assembly of the Republic

SECTION I
General provisions

Article 20
Departments and services of the Assembly of the Republic
The purpose of the departments and services is to provide administrative and technical advice and assistance to the entities and Members of the Assembly of the Republic, 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 organs that operate under the aegis of the Assembly of the Republic or are dependent on it;
b) The drawing up of specialised technical studies needed for the activities of the Assembly of the Republic;
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 Assembly of the Republic.

**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 Assembly of the Republic, upon a proposal from the Secretary-General of the Assembly of the Republic 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 Assembly of the Republic

**SUBSECTION I**

Secretary-General of the Assembly of the Republic

**Article 22**

**Responsibilities and competences**

The Secretary-General of the Assembly of the Republic oversees and coordinates all the departments and services of the Assembly of the Republic. When a decision does not fall within the scope of the Secretary-General’s areas of competence, he shall refer it to the President of the Assembly of the Republic 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 Assembly of the Republic shall appoint the Secretary-General of the Assembly of the Republic 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 Assembly of the Republic may discharge the Secretary-General of the Assembly of the Republic at any time.

3 - The Secretary-General of the Assembly of the Republic 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 authorized by order of the President of the Assembly of the Republic.

4 - When the Secretary-General is absent or unable to perform his functions, he shall be substituted by an assistant to the Secretary-General, to be designated by the President of the Assembly of the Republic upon a proposal from the Secretary-General.

5 - The remuneration of the Secretary-General of the Assembly of the Republic is 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 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 processes to the Board of Administration for consideration;
   d) To propose the appointment of the assistants to the Secretary-General and the heads
of the Assembly’s departments and services, to the President of the Assembly of the
Republic;
   e) To authorise the works projects and the lease or acquisition of goods and services that
fall within the scope of his financial competences;
   f) Without prejudice to the provisions of Article 15(1)(f), to undertake the current
management of the Assembly of the Republic’s human, financial and asset-related
resources;
   g) With the adaptations derived from the present 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 Assembly of the Republic, and to propose entering into fee or task-based
contracts, to the President of the Assembly of the Republic.

2- The Secretary-General of the Assembly of the Republic 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 Assembly of the Republic 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 Assembly of the Republic who are indispensable for it to
function under exceptional conditions;
   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 Assembly of the
Republic’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 Assembly of the Republic may delegate his own competences
or sub-delegate those which the President of the Assembly of the Republic 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 Assembly of the Republic.

**Article 25**

**The Secretary-General’s assistants and secretariat**

1 - The Secretary-General of the Assembly of the Republic shall have his 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 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 the present Law.

3 - The assistants to the Secretary-General 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 the present Law.

4 - The two offices of director-general provided for in the staff roster of the Assembly of the Republic 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 by the President of the Assembly of the Republic.

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 Assembly of the Republic 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 the purpose;

   c) To supervise and arrange the steps that need to be taken in any other proceedings in which the Assembly possesses an interest.

4 - The office of Legal Auditor shall be exercised by an assistant attorney-general, who shall be appointed and discharged or removed from office in accordance with the Statute governing the Public Prosecutors' Office, following consultation of the President of the Assembly of the Republic.
SECTION III
Other departments and services

Article 27
Organisational units
1 - The Assembly of the Republic shall also include the organisational units that are necessary and adequate for it to function.

2 - Organisational units are created, abolished and named and their competences and structure are defined by resolution of the Assembly of the Republic, 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 said departments, services and bodies 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 prevention, control, surveillance, protection and defence of the Assembly of the Republic’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 Assembly of the Republic, upon a proposal from the Secretary-General of the Assembly of the Republic and following consultation of the respective General Commands.

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CHAPTER VI
Staff of the departments and services of the Assembly of the Republic

SECTION I
General provisions

Article 30
Statute governing the Staff of the Assembly of the Republic
1 - The staff of the Assembly of the Republic shall be governed by their own statute, in accordance with the present Law and the resolutions and regulations of the Assembly of the Republic, 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 Assembly of the Republic.

Article 31
Staff roster
The Assembly of the Republic shall have the staff set out in the rosters that are approved by resolution of the Assembly of the Republic, upon a proposal from the Board of Administration.

Article 32
Staff recruitment and selection
Staff of the Assembly of the Republic other than senior officials are recruited and selected by means of public competitive processes.

Article 33
Admissions and appointments
1 - Appointments of staff other than senior officials are made by order of the Secretary-General of the Assembly of the Republic.

2 - The functional contents of, and the norms governing, staff admissions and appointments are those set out in the present 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 the present Law may be amended by resolution of the Assembly of the Republic, upon a proposal from the Board of Administration.

4 - The functional contents of, and the norms governing, staff admissions and appointments set out in the present 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 Assembly of the Republic, 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 Assembly of the Republic and the Diário da República.

Article 34
Functions of general staff
The Assembly of the Republic staff whose functions are not especially determined in the present Law shall perform the functions that result from a resolution passed by the Assembly of the Republic 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 Assembly of the Republic 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 the present 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 their 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 order of the President of the Assembly of the Republic.

3 - The exercise of private activities by senior officials, even via an intermediary, requires authorisation by the President of the Assembly of the Republic, who shall first consult the Board of Administration. Authorization 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 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 functions, must pronounce himself on a subject or matter in which he possesses a personal interest that might compromise his independence must provide this information or ask to be excused.

Article 37

Special labour regime

1 - Permanent staff of the Assembly of the Republic are subject to a special labour regime derived from the specific nature and operating conditions of the Assembly of the Republic.

2 - This regime shall be established by the President of the Assembly of the Republic 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 Assembly of the Republic operate in exceptional situations, the respective staff may be awarded a meal and travel allowance.

5 - The President of the Assembly of the Republic has the competence to apply the labour regime provided for in the previous paragraphs to the staff of the Cabinets of the President of the Assembly of the Republic, the Vice-Presidents and the Secretary-General.

6 - Staff holidays must be taken when the Assembly of the Republic is not in full session, save for duly justified reasons.

**Article 38**

**Assembly of the Republic and cabinet staff remuneration regime**

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

**Article 39**

**Study grants**

1 - Study grants or status equivalent to that of a grant-holder may be awarded to Assembly of the Republic staff for the purpose of improving their competencies by attending courses or internships at Portuguese institutions or international bodies.

2 - The President of the Assembly of the Republic has the competence to award study grants or status equivalent to that of a grant-holder upon a duly justified proposal from the Secretary-General of the Assembly of the Republic 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 Assembly of the Republic upon a proposal from the Secretary-General of the Assembly of the Republic and after first obtaining a favourable opinion from the Board of Administration.

**Article 40**

**Internships**

1 - The President of the Assembly of the Republic may authorize entry into non-renewable contracts with a duration of no more than six months with recent graduates who wish to serve internships at the Assembly of the Republic.

2 - After first obtaining a favourable opinion from the Board of Administration, the President of the Assembly of the Republic shall approve the regulations governing internships and the amount of the grant the interns will receive.

3 - Serving an internship does not create any legal bond with the Assembly of the Republic.

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 Assembly of the Republic 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 Assembly of the Republic staff roster, hold an initial university degree and are recognised to possess the competency to perform 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 competency to perform the office and belong to the Assembly of the Republic 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 Assembly of the Republic, to be determined by 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 functions, making him immediately aware of everything that might influence the operation of the departments and services, to give him their full cooperation and to suggest the taking 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.
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 Assembly of the Republic may authorise the requisitioning of staff from the central, regional or local administration in order to serve at the Assembly of the Republic. 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 Assembly of the Republic may also authorise the requisitioning of technical staff from public or private enterprises or from other bodies for the period he 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 order of the President of the Assembly of the Republic 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 Assembly of the Republic 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 Assembly of the Republic 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 Assembly of the Republic 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 Assembly of the Republic and after first consulting the Board of Administration, the President of the Assembly of the Republic 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 Assembly of the Republic.

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 Assembly of the Republic, 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 Assembly of the Republic, 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 twenty Members of the Assembly of the Republic, 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) Parliamentary groups with more than twenty and up to thirty Members of the Assembly of the Republic, 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) Parliamentary groups with more than thirty Members of the Assembly of the Republic...
Republic: 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 twenty-five 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 Assembly of the Republic of their support staff roster, to include staff categories and salaries. This information may be amended at the beginning of each legislative session.

3 - At the beginning of each month, parliamentary group cabinets shall inform the departments and services of the Assembly of the Republic 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 the present Article may not exceed the amounts that result from the following table:

   a) Parliamentary group with two Members of the Assembly of the Republic - 24 x 14 national minimum salary (NMS) + 6 x 14 NMS per Member;
   b) Parliamentary group with three to fifteen Members - 45 x 14 NMS + 6 x 14 NMS per Member;
   c) Parliamentary group with more than fifteen Members - 60 x 14 NMS plus:
      6 x 14 NMS per Member, for fifteen Members;
      3 x 14 NMS per Member, for the number of Members over and above fifteen, up to a maximum of forty;
      2.25 x 14 NMS per Member, over forty and up to eighty Members;
      1.8 x 14 NMS per Member, over eighty Members.

5 - Parliamentary groups may change the composition of their staff roster, on condition that this does not result in an increase in the respective overall expenditure.

6 - The leadership of the respective parliamentary group shall be responsible for the appointment and discharge of the staff referred to in the previous 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 - As employer, the Assembly of the Republic is responsible for any social costs that may be incurred.

9 - The provisions of the present Article apply, mutatis mutandis, to Members of the Assembly of the Republic who are sole party representatives and to independent Members who do not belong 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 sole representative of a political party - 14 x 14 NMS;
   b) Each independent Member - 5 x 14 NMS.

10 - Staff serving in the parliamentary groups on the date on which the present 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), if the latter is less than the former, which supplement 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

Revoked.

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 chairman.

2 - Committee chairmen may also propose to the President of the Assembly of the Republic 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 chairmen and after first obtaining a favourable opinion from the Board of Administration, the President of the Assembly of the Republic may also authorize 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 previous paragraphs shall exercise their functions under the direct guidance of the chairman 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 chairman of the respective committee, which shall be copied to the Board of Administration, the President of the Assembly of the Republic may at any time deem requisitions made in accordance with paragraph (2) terminated.

6 - The provisions of the previous 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 fifteen days before the draft State Budget Law is presented to the Assembly of the Republic, the draft budget shall be drawn up by the competent departments and services, under the coordination of the Secretary-General of the Assembly of the Republic and in accordance with guidelines and objectives set in advance by the Board of Administration.

2 - The Plenary shall pass the budget of the Assembly of the Republic before it passes the State Budget.

Article 50
Supplemental budgets
1 - Amendments to the budget of the Assembly of the Republic 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 Assembly of the Republic:
   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 Assembly, 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 Assembly of the Republic, the Assembly is the sole proprietor of all the material produced as a result of its operations.

2 - Public Administration entities, public-sector or nationalized 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 Assembly of the Republic, 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 Assembly of the Republic under the regime governing legal deposits.

Article 54
Authorising expenditure
1 - The President of the Assembly of the Republic 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 Assembly of the Republic 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 incurrence 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 previous paragraphs.

SECTION II
Budget execution

Article 55
Execution
The budget of the Assembly of the Republic shall be executed via the departments and services, in accordance with the provisions of the present Law.

Article 56
Requisitioning funds
1 - The departments and services of the Assembly of the Republic 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 Assembly of the Republic may not be withheld.

Article 57
Twelfths regime
The President of the Assembly of the Republic has the competence to authorise total or partial dispensation of any of the Assembly of the Republic’s budget appropriations from the twelfths regime, 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 the thirty-first of 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 Assembly of the Republic.

2 - The Plenary shall approve the Assembly of the Republic’s management report and accounts following presentation to the Assembly of the Republic 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 Assembly of the Republic, to be so granted by order of the President of the Assembly of the Republic, 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 Assembly of the Republic 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 Assembly of the Republic.

Article 62
Applicable legislation

1 - The departments and services of the Assembly of the Republic are governed by the provisions of the present Law and its regulations.

2 - The regime set out in Executive Law no. 155/92 of 28 July 1992 is not applicable to the Assembly of the Republic.

3 - The subsidiary law applicable to the integration of oversights in the present 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 the present 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 Assembly of the Republic 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 Assembly of the Republic, if they meet the following requisites:
   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 Assembly of the Republic for integration, within a time limit of thirty 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 qualifications, without prejudice to the right to access the respective career under the terms and conditions applicable to persons on the Assembly of the Republic staff roster.

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

Article 65
Interpretative norm
1 - The provisions of Article 37(3) apply to the supplementary remuneration provided for in Article 21(2) of Law no. 32/77 of 25 May 1977.

2 - Assembly of the Republic 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 ninety days following publication of the present 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 revoked 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 processes that are submitted to it for consideration and propose the amendments that prove necessary;

   b) To verify the final wording of the Assembly of the Republic’s texts, in accordance with its entities and organs’ 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 Assembly of the Republic.

3 - The Legal Department shall be coordinated by one of its legal advisors, to be designated by the President of the Assembly of the Republic, 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 Assembly of the Republic charges it after first consulting the chairmen 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 Assembly of the Republic, 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 Assembly of the Republic 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 Assembly of the Republic;

b) To organise the processes regarding legislative and supervisory and monitoring activities and other acts derived from the functioning of the Assembly of the Republic;

c) To arrange technical support for the Plenary and the parliamentary committees;

d) To support the Members and entities, departments and services of the Assembly of the Republic 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 Assembly of the Republic and other parliamentary acts;

g) To plan, draft, publish and disseminate the publications of the Assembly of the Republic;

h) To collect and treat the information disseminated by the media that is of interest to the activities derived from the functioning of the Assembly of the Republic;

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 Assembly of the Republic’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 Assembly of the Republic 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 matter 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 Assembly of the Republic 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 chairman of a proposal to the President of the Assembly of the Republic, 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 Assembly of the Republic has the competence to define the priorities for their assignment after first consulting the committee chairmen.

4 - The technical staff who are assigned to the committees shall be selected by means of a competitive process 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 Assembly of the Republic 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 sixty days counting from the entry into force of the present 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
revoked 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 Assembly of the Republic and the preparation of other parliamentary texts with a view to their publication;

f) The support regarding the Statute governing Members of the Assembly of the Republic.

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 Assembly of the Republic.

3 - The Technical Support Office shall be managed by a senior technical official, who shall work in articulation with the parliamentary committee chairmen, 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 Assembly of the Republic, 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 Assembly of the Republic, 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 Assembly of the Republic, 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 Assembly of the Republic;

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 Assembly of the Republic;

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 Assembly of the Republic and to the public in general;

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 Assembly of the Republic’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 Assembly of the Republic’s external relations.

Article 42
Museum

1 - The Museum of the Assembly of the Republic 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 Assembly of the Republic, 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 Assembly of the Republic.

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 revoked

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 Assembly of the Republic or is requested by the parliamentary committee chairmen.
3 - The Centre for Parliamentary Studies particularly has the following competences:
  a) To verify the technical/legal rigueur of the texts of the legislative and normative processes that are submitted to it for consideration and propose the amendments that prove necessary;
  b) To verify the final wording of the Assembly of the Republic’s texts, in accordance with its entities and organs’ 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 Assembly of the Republic, who shall first consult the committee chairmen.

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 Assembly of the Republic 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 Assembly of the Republic’s external relations.

2 - The Public and International Relations Office has the competences:
   a) To promote the dissemination of the Assembly of the Republic’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 Assembly of the Republic 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 Assembly of the Republic;
   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 the present Law comes into force are hereby integrated into the staff roster of the Assembly of the Republic, 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**

30
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 Assembly of the Republic 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 Assembly of the Republic, 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 Assembly of the Republic’s organisational units or the secretariat of the Information Services oversight board on the date on which the present Law comes into force and whose work corresponds to permanent, effective needs of the Assembly of the Republic shall be integrated into the Assembly’s staff roster, 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 Assembly of the Republic, the Vice-Presidents of the Assembly of the Republic or the Secretary-General of the Assembly of the Republic.

**Article 16**

**Internal competitive conditioned-access appointment processes**
Staff on the Assembly of the Republic roster who possess academic qualifications that qualify them for appointment to a higher level career may take part in internal competitive conditioned-access appointment processes for entry into those careers.

**Article 17**

**Extraordinary retirement**
1 - Staff of the Assembly of the Republic 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 sixty years of age and have more than twenty years of service;
   b) They have at least thirty 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 twenty per cent of its basic amount, up to the limit of the amount of the pension that corresponds to thirty-six 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 the present Article shall only be granted on condition that there is no prejudice to the operation of the Assembly of the Republic and application is made within the six months following the entry into force of the present Law.

4 - The President of the Assembly of the Republic has the competence to grant the extraordinary retirement provided for in the present Article.

**Article 18**

**Staff Statute**
1 - Within a time limit of six months following the entry into force of the present Law, the Assembly of the Republic shall pass the Statute governing the Staff of the Assembly of the Republic 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 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 the present 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 the present 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 the present 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 the present 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 the present Law shall enter into force on the eighth day following that of its publication.

3 - The remaining provisions of the present Law shall enter into force on the fifteenth day following that of its publication.

**Note V**

32
Remaining Articles of Law no. 28/2003 of 30 July 2003

Article 2
Revocation 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 Assembly of the Republic nos. 39/96 of 27 November 1996 and 8/98 of 18 March 1998, are hereby revoked.

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 Assembly of the Republic shall be passed within a time limit of one hundred and eighty 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 - The present 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, with the text given to it by Article 1 of the present 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 the present 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 Assembly of the Republic 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 Assembly of the Republic
The full, consolidated text of the Law governing the Organisation and Modus Operandi of the Departments and Services of the Assembly of the Republic is republished in annexe to the present Law and forms an integral part thereof.
Note VI
Annexe to Law no. 77/88 of 1 July 1988

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4 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.
### Career: legal advisor

#### Category

- Access requiremen
to career

#### Entry and access:

- Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.

#### Selection methods

1. Competitive 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).

### Career: senior technical official

#### Category

- 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;

#### Selection methods

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.

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A number of careers that were abolished as a result of various resolutions which amended the staff roster of the Assembly of the Republic 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 Assembly of the Republic no. 82/2004 of 27 December 2004.

7 The requisites for access to this category and that of principal advisor are set out in the chart attached in annexe to Resolution of the Assembly of the Republic no. 82/2004 of 27 December 2004.

8 Entry to the senior technical career is subject to the provisions of Resolution of the Assembly of the Republic 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 requisites for access to this career are set out in the chart attached in annexe to Resolution of the Assembly of the Republic no. 82/2004 of 27 December 2004.
<table>
<thead>
<tr>
<th>Career</th>
<th>Category</th>
<th>General and special entry and access requirements</th>
<th>Selection methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal advisor, economic, financial and managerial affairs, social affairs, cultural affairs, international parliamentary relations, and BADI (Library, Archives, Documentation and Information)</td>
<td>Senior technical official 2nd class.</td>
<td>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 Good, or two years with one of Very good.</td>
<td>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).</td>
</tr>
<tr>
<td>Conservator of the Palace and Museum, conservator of the Historical-Parliamentary Archive, and librarian</td>
<td>Advisor ........................</td>
<td>Entry and access: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
<td>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.</td>
</tr>
<tr>
<td>Senior technical official 2nd class.</td>
<td>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 Very good, or three years with one of Good.</td>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>Senior technical official – IT</td>
<td>Advisor ..........................</td>
<td>Entry and access: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
<td>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.</td>
</tr>
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9 idem.  
10 idem.  
11 idem.
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<th>Access</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior technical official –</td>
<td>Senior technical official 2nd class.</td>
<td>Holders of the category of senior technical official – IT 2nd class shall be recruited from among persons who possess:</td>
<td>1) The selection methods to be used in the competitive processes for appointment to the entry-level categories of the IT careers are:</td>
<td>Competitive curriculum evaluation, to consider the following factors:</td>
<td></td>
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<tr>
<td>IT 12.</td>
<td></td>
<td>a) An initial degree in Computer Engineering, Computer Systems Engineering, Electronic and Computing Engineering or Applied Mathematics and Computers;</td>
<td>a) A knowledge test (phase 1); b) A psychological test (phase 2);</td>
<td>a) Professional experience in the corresponding functional areas;</td>
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<td>b) Mastery of the English and French or German languages;</td>
<td>2) The knowledge test shall take the form of a test on specific knowledge within the scope of the respective functional contents.</td>
<td>b) Complementary vocational training;</td>
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<td>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.</td>
<td>3) The final ranking of the applicants shall result from the simple arithmetic average of the classifications obtained in the two phases.</td>
<td>c) Level of academic qualifications;</td>
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<td>Access:</td>
<td></td>
<td>d) Studies and work done.</td>
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<tr>
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<td></td>
<td>Two years of service in the previous category with a classification of Very good, or three years with one of at least Good.</td>
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<tr>
<td>Specialist draftsman ..........</td>
<td></td>
<td>Entry and access:</td>
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<tr>
<td></td>
<td></td>
<td>Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
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<tr>
<td>Draftsman 2nd class.</td>
<td></td>
<td>The qualifications the law requires for entry to the career of draftsman.</td>
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<td></td>
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<td>Access:</td>
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<tr>
<td></td>
<td></td>
<td>Two years of service in the previous category with a classification of Very good, or three years with one of at least Good.</td>
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12 idem.

13 In accordance with Article 3(1) of Resolution of the Assembly of the Republic no. 8/89 of 18 March 1989, 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 requisites for access are defined in the chart attached in annexe to Resolution of the Assembly of the Republic no. 82/2004 of 27 December 2004.
<table>
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<tbody>
<tr>
<td>Treasurer</td>
<td>Treasurer</td>
<td>Must be a professional technical specialist in administrative management and accounting with recognised merit and a classification of Very good in the last three years.</td>
<td>Entry: 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).</td>
</tr>
<tr>
<td>Assistant technical staff – BADI (Library, Archives, Documentation and Information)</td>
<td>Assistant technical staff – BADI</td>
<td>Entry: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
<td>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.</td>
</tr>
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</table>

14 Access to this career is subject to the provisions of the chart attached in annexe to Resolution of the Assembly of the Republic no. 82/2004 of 27 December 2004.
<table>
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</thead>
<tbody>
<tr>
<td>Assistant technical staff – BADI (Library, Archives, Documentation and Information)¹⁵</td>
<td>Assistant technical staff – BADI 1st class.</td>
<td>Entry: 1) Closed competitive appointment process: 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 Good and fulfil the special requisites 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 requisites may be admitted to the appointment process 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 Good; c) They have completed a training course with a duration of not less than 180 hours to be organised by the Assembly of the Republic, and have passed the corresponding selection tests;</td>
<td>1) Competitive tests (phase 1): A foreign language test; A test on specific knowledge regarding: 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 and/or psychological test (phase 2).</td>
</tr>
<tr>
<td>Assistant technical staff – public relations ¹⁶</td>
<td>Assistant technical staff – public relations.</td>
<td>Entry: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
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¹⁵ idem. ¹⁶ idem.
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</thead>
<tbody>
<tr>
<td>Assistant technical staff – public relations</td>
<td>Assistant technical staff – public relations 1st class.</td>
<td>Entry: 1) Closed competitive appointment process: 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 Good and fulfill the special requisites 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 fulfill all the following requisites may be admitted to the appointment process 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 Good; c) They have completed a training course with a duration of not less than 180 hours to be organised by the Assembly of the Republic, and have passed the corresponding selection tests; 3) Competitive external public appointment process: in the absence of staff who qualified in an earlier closed competitive appointment process, recruitment shall be for the existing unfilled places at the base of the technical auxiliary career for the same functional area, with persons who fulfill the qualification requisites laid down for entry to that career admitted to the competitive process.</td>
<td>Entry: 1) Competitive tests (phase 1): a foreign language test; A test on specific knowledge: The foreign language test shall comprises 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. 2) Interview and/or psychological test (phase 2).</td>
</tr>
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<td>Access: Two years of service in the previous category with a classification of Very good, or three years with one of at least Good.</td>
<td>Access: 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.</td>
</tr>
</tbody>
</table>

17 idem.
<table>
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<th>Career</th>
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</tr>
</thead>
</table>
| Assistant technical staff – management. | Entry: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good. | 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 process: 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 Good and fulfil the special requisites 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 requisites may be admitted to the appointment process 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 Good;  
c) They have completed a training course with a duration of not less than 180 hours to be organised by the Assembly of the Republic, and have passed the corresponding selection tests;  
3) Competitive external public appointment process: in the absence of staff who qualified in an earlier closed competitive appointment process, 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 requisites laid down for entry to that career admitted to the competitive process. |
| Assistant technical staff – management 1st class. Access:  
Two years of service in the previous category with a classification of Very good, or three years with one of at least Good. | 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 Assembly of the Republic (oral);  
The Constitution of the Republic (oral).  
2) Interview and/or psychological test (phase 2). |

17 idem.
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</thead>
<tbody>
<tr>
<td>Assistant technical staff – specialised secretariat.</td>
<td>Entry: Three years of service in the previous category with a classification of <em>Very good</em>, or five years with one of at least <em>Good</em>.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Assistant technical staff – secretariat 1st class.</td>
<td>Entry: 1) Closed competitive appointment process: 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 <em>Good</em> and fulfil the special requisites 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 requisites may be admitted to the appointment process 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 <em>Good</em>; c) They have completed a training course with a duration of not less than 180 hours to be organised by the Assembly of the Republic, and have passed the corresponding selection tests; 3) Competitive external public appointment process: in the absence of staff who qualified in an earlier closed competitive appointment process, 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 requisites laid down for entry to that career admitted to the competitive process. Access: Two years of service in the previous category with a classification of <em>Very good</em>, or three years with one of at least <em>Good</em>.</td>
<td>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 Assembly of the Republic, the Constitution of the Republic and the Rules of Procedure of the Assembly. 3) Interview and/or psychological test (phase 3).</td>
<td></td>
</tr>
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</table>

19 idem.
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<th>General and special entry and access requirements</th>
<th>Selection methods</th>
</tr>
</thead>
</table>
|        | Assistant technical staff – specialised parliamentary support. | **Entry:** Three years of service in the previous category with a classification of Very good, or five years with one of at least Good. | 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 process: 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 Good and fulfil the special requisites 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 requisites may be admitted to the appointment process 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 Good;  
   c) They have completed a training course with a duration of not less than 180 hours to be organised by the Assembly of the Republic, and have passed the corresponding selection tests;  
3) Competitive external public appointment process: in the absence of staff who qualified in an earlier closed competitive appointment process, 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 requisites laid down for entry to that career admitted to the competitive process.  
**Access:** Two years of service in the previous category with a classification of Very good, or three years with one of at least Good. | 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 Assembly of the Republic, the Constitution of the Republic and the Rules of Procedure of the Assembly.  
2) Interview and/or psychological test (phase 2). |

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**Note:**

20 Idem.
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</thead>
</table>
| 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 requisites:  
   a) The eleventh grade;  
   b) An IT or Management IT course with a duration of at least three years;  
   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.                                                                                     |
| Systems operator 2nd class                         |                                 | Access: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.       |                                                                                                                                                      |
| Specialist systems operator                        |                                 | Entry and access: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good. | 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: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.       | 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 |                                 | Access: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.       | 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.                                                                                     |

21 idem.
22 Entry to the systems operator career must comply with the provisions of Resolution of the Assembly of the Republic no. 8/98 of 18 March 1998 and the Regulations governing Internships attached in annex to Order no. 19.471/2004. The requisites for access to the career are set out in the chart attached in annex to Resolution of the Assembly of the Republic no. 82/2004 of 27 December 2004.
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<tr>
<td>Systems operator 2&lt;sup&gt;nd&lt;/sup&gt; class.</td>
<td>2) Definitive appointment to the systems operator 2&lt;sup&gt;nd&lt;/sup&gt; 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 24; 3) Exceptionally, the first appointment shall be by a closed competitive appointment process open to persons on the Assembly of the Republic staff roster who possess the complementary secondary education course or equivalent and complementary IT training. Access: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
<td>1) The selection methods to be used in the competitive appointment processes 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.</td>
<td>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.</td>
</tr>
<tr>
<td>Specialist programmer.</td>
<td>Entry and access: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Programmer 2&lt;sup&gt;nd&lt;/sup&gt; class.</td>
<td>Entry: 1) Recruitment to the category of programmer 2&lt;sup&gt;nd&lt;/sup&gt; class shall be by selection tests, from among persons who fulfil all the following requisites: a) The eleventh grade; b) An IT or Management IT course with a duration of at least three years; 2) Definitive appointment to the programmer 2&lt;sup&gt;nd&lt;/sup&gt; 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 25.</td>
<td>3) The selection methods to be used in the competitive appointment processes 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.</td>
<td>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.</td>
</tr>
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</table>

23 idem.<br>24 This annexe has been withdrawn from the present publication because it is out of date. See note 22.<br>25 Entry to the programmer career must comply with the provisions of Resolution of the Assembly of the Republic no. 8/98 of 18 March 1998 and the Regulations governing Internships attached in annexe to Order no. 19,471/2004. The requisites for access to the career are set out in the chart attached in annexe to Resolution of the Assembly of the Republic no. 82/2004 of 27 December 2004.<br>26 This annexe has been withdrawn from the present publication because it is out of date.
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<tr>
<td>Programmer 2nd class.</td>
<td>Programmer</td>
<td>3) Exceptionally, the first appointment shall be by a closed competitive appointment process open to persons on the Assembly of the Republic staff roster who possess the complementary secondary education course or equivalent and complementary IT training. Access: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
<td>1) The selection methods to be used in the competitive appointment processes 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.</td>
</tr>
<tr>
<td>Technical auxiliary – audiovisual resources.</td>
<td>Audiovisual resource operator.</td>
<td>Entry: The eleventh grade; An appropriate vocational training course with a duration of at least three years; Access: Two years of service in the previous category with a classification of Very good, or three years with one of Good.</td>
<td>1) The selection methods to be used in the competitive appointment processes 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.</td>
</tr>
<tr>
<td>Technical auxiliary – management.</td>
<td>Technical auxiliary 2nd class.</td>
<td>Entry: The eleventh grade; An IT or Management IT course with a duration of at least three years; IT practice. Access: Two years of service in the previous category with a classification of Very good, or three years with one of Good.</td>
<td>1) Competitive tests (phase 1): Test on specific knowledge: The staff statute (written); Public accounting (written); Notions of secretarial service (oral); Typing. 2) Interview 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; d) Level of academic qualifications.</td>
</tr>
<tr>
<td>Technical auxiliary – parliamentary support.</td>
<td>Technical auxiliary 2nd class.</td>
<td>Entry: The eleventh 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).</td>
<td>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). 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.</td>
</tr>
</tbody>
</table>

27 Entry to the programmer career must comply with the provisions of Resolution of the Assembly of the Republic no. 8/98 of 18 March 1998 and the Regulations governing Internships attached in annex to Order no. 19.471/2004. The requisites for access to the career are set out in the chart attached in annex to Resolution of the Assembly of the Republic no. 82/2004 of 27 December 2004.
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<tbody>
<tr>
<td>Technical auxiliary – parliamentary support.</td>
<td>Technical auxiliary – parliamentary support 2nd class.</td>
<td>Practice in the use of IT equipment in the text processing, spreadsheet and file areas; Typing practice. Access: Two years of service in the previous category with a classification of Very good, or three years with one of Good.</td>
<td>1) Competitive tests (phase 1): A foreign language test; A typing test; The organisation of political power (oral); A general knowledge test (oral). 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.</td>
</tr>
<tr>
<td>Technical auxiliary – public relations.</td>
<td>Technical auxiliary – public relations 2nd class.</td>
<td>Entry: The eleventh 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 Very good, or three years with one of at least Good.</td>
<td>1) Competitive tests (phase 1): A foreign language test; 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.</td>
</tr>
<tr>
<td>Technical auxiliary – documentation, secretariat and information</td>
<td>Technical auxiliary – documentation, secretariat and information 2nd class.</td>
<td>Entry: The eleventh 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, spreadsheet and file areas; Access: Two years of service in the previous category with a classification of Very good, or three years with one of at least Good.</td>
<td>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.</td>
</tr>
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<td>Career</td>
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<tr>
<td>Parliamentary secretary 2nd</td>
<td>Parliamentary secretary</td>
<td>Entry:</td>
<td>1) Competitive practical tests (phase 1):</td>
</tr>
<tr>
<td>class.</td>
<td>2nd class.</td>
<td>The ninth grade; Knowledge of at least one foreign</td>
<td>a) A foreign language test;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>language (French, English, German); Typing</td>
<td>b) A typing test;</td>
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<tr>
<td></td>
<td></td>
<td>course. Access: Two years of service in the</td>
<td>c) A general knowledge test.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>previous category with a classification of Very</td>
<td>2) Interview (phase 2).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>good, or three years with one of Good.</td>
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</tbody>
</table>

28 Access to this career must comply with the provisions of the chart attached in annexe to Resolution of the Assembly of the Republic no. 82/2004 of 27 December 2004.

Continued...
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</table>
| Warehouseman          | Warehouseman 2nd class.   | Entry: Compulsory education; Applicants must be auxiliary staff on the roster with experience and training appropriate to the function; Knowledge of procurement and stocktaking.  
Access: Five years of service in the previous category with a classification of at least Good. | Competitive tests (phase 1): A test on specific knowledge regarding archive documentation, procurement and stocktaking techniques.  
Interview (phase 2).                                                                 |
| Library auxiliary     | Library auxiliary 3rd class. | Entry: By competitive tests open to Assembly of the Republic 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).  
Access: Five years of service in the previous category with a classification of at least Good. | 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).                                                                 |

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

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</table>
| 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 Good, or two years with one of Very good. | 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 Good, or three years with one of Very good, or two years with one of Good. | 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 Good, or three years with one of Very good, or two years with one of Good. | Competitive practical tests (phase 1).  
Interview (phase 2).  
Curriculum evaluation.  
Knowledge test.  
Training course. |
| Driver         | Principal driver | Entry: Three years of service in the previous category with a classification of Good, or five years with one of at least Good. | Competitive curriculum evaluation.  
Competitive practical tests (phase 1).  
Interview (phase 2).  
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 Good. | -  
Competitive practical tests (phase 1).  
Interview (phase 2).  
Curriculum evaluation. |

For the requisites for entry into this career, see Article 14(9) of Resolution of the Assembly of the Republic no. 8/98 of 18 March 1998.
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<tbody>
<tr>
<td>Administrative auxiliary</td>
<td>Principal administrative auxiliary.</td>
<td>Entry: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
<td>Competitive curriculum evaluation.</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Administrative auxiliary 3rd</td>
<td></td>
<td>Entry: Compulsory education. Access: Five years of service in the previous category with a classification of at least Good.</td>
<td>Competitive tests (phase 1). Interview (phase 2).</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Night watchman</td>
<td>Principal watchman.</td>
<td>Entry: Three years of service in the previous category with a classification of Very good, or five years with one of at least Good.</td>
<td>Competitive curriculum evaluation.</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Watchman 3rd</td>
<td></td>
<td>Entry: Compulsory education. Access: Five years of service in the previous category with a classification of at least Good.</td>
<td>Competitive tests (phase 1). Interview (phase 2).</td>
<td></td>
<td>-</td>
</tr>
</tbody>
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