



# REPUBBLICA DI SAN MARINO

## **Art. 6**

*(Amendment to Article 8 of Annex A to Law no. 188/2011 concerning the Organisational Unit State Institutional Secretariat)*

1. Article 8 of Annex A to Law no. 188/2011 shall be amended as follows:

### **“Art.8**

*(State Institutional Secretariat)*

1. **Mission**

Taking care of and supporting in every aspect the activities of the Captains Regent, the Great and General Council, the Guarantors' Panel on the constitutionality of rules, the Congress of State, the Township Councils and other State Institutional Bodies in the performance of their functions. Taking care of and supporting all activities related to the legislative function and lawmaking, as well as the promulgation and publication of laws, decrees and regulations.

2. **Tasks**

- a) *Organising and supporting the institutional activities of the Great and General Council, the Council of the Twelve as well as the Bureau and the Secretariat of the Great and General Council, drafting the relevant minutes, as well as filing, keeping and publishing them; managing the autonomous funds pertaining to the individual bodies and also providing technical documentary assistance to the Parliamentary Groups and individual members of the Council;*
- b) *Carrying out office work for the Captains Regent and assisting them in their institutional functions; drafting speeches, messages and press releases; providing legal and institutional technical support and managing the relevant autonomous fund; collaborating with the competent Organisational Unit of the Department of Foreign Affairs for the protocol of the Captains Regent;*
- c) *Carrying out clerical work for the Guarantors' Panel on the Constitutionality of Rules, managing the relevant fund and supporting its institutional activities;*
- d) *Supervising the promulgation by the Captains Regent of laws, decrees and regulations adopted by the Congress of State and following their full legislative process including their publication in the Official Bulletin;*
- e) *Organising and supporting the work of the permanent and/or special Parliamentary Commissions as well as other commissions within their competence; drawing up the relevant minutes, and taking care of their filing, keeping and publication;*
- f) *Assisting parliamentary delegations at international assemblies or institutions or on missions abroad, taking care of relations with these bodies, including at events promoted by the Great and General Council, and managing the relevant autonomous fund;*
- g) *Carrying out clerical work and providing administrative support to the activities of the Township Councils, in particular in their relations with the European representative bodies of the local authorities and between the Heads of the Township Councils and the*

*organisational units of the public administration, in accordance with the regulations in force;*

- h) Taking care of the relations with the media and managing communication, including by means of a website dedicated to the activities of the institutional bodies, also through collaborations with professionals outside the Public Administration, as well as relations with the public;*
- i) Organising and preparing institutional and representative events of the Great and General Council, also in cooperation with the Protocol of the Department of Foreign Affairs, on the occasion of official audiences;*
- l) Supervising the maintenance of the Government Building and its systems and equipment, coordinating the interventions of external parties or other organisational units of the overall public sector;*
- m) Taking care of the technical-administrative management of the Institutional Operators and the Assistants of the Captains Regent;*
- n) Providing technical legal support for the drafting of regulatory texts; providing study and assistance for legislative activity and for the preparation or drafting of uniform regulatory outlines or templates, ensuring the quality of regulatory language, the applicability of the provision and the streamlining and simplification of regulations;*
- o) Participating in the resolution of legal documentation issues;*
- p) Advising on drafting techniques of regulatory acts;*
- q) Preparing official publications, regulatory single texts and coordinated texts;*
- r) Supporting the institutional activity of the Congress of State, carrying out for it administrative functions;*
- s) Drafting Congress of State's decisions, verifying their correctness and completeness, and carrying out control of their legitimacy and ensuring their transmission to the authorised parties;*
- t) Keeping the minutes of the meetings of the Congress of State's sittings, the Congress of State's decisions and the papers relating to the proposed decisions, filing and keeping them; publishing and disseminating the decisions and their annexes, including through the dedicated website;*
- u) Taking care of the relations with the Ministries, the other organisational units of the Overall Public Sector and with the users, with regard to the relevant matters;*
- v) Supporting the activity of the Minister of Internal Affairs in the drafting of orders, documents, correspondence and in archive management;*
- z) Performing any other activity or task related to the above-mentioned activities or provided for by the legislation in force.*

3. Director

- a) Qualifications: Master's Degree in Law
- b) Position-based remuneration:
- c) Special requirements
- d) Special provisions

4. Organisational Unit

- a) Special requirements: knowledge of English in relation to the specific activities carried out in the Organisational Unit;
- b) Coordination and guidance provisions.”.