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NOTICE

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SUMMARY

Ministry of Land, Environment and Rural Development:

Ministerial Diploma Nr. 7412017:

Approves the Internal Regulations of ANAC.

MINISTRY OF LAND, ENVIRONMENT AND RURAL DEVELOPMENT

Ministerial Diploma Nr. 7412017

of 22 November

In the light of the need to approve the Internal Regulations of the National Administration of Conservation Areas, abbreviated as ANAC, pursuant to Article 2 of Resolution Nr. 3/2017 of April 14 by the Interministerial Commission for Public Administration Reform, which approves the Organic Statute of ANAC, I determine that:

Article 1. The Internal Regulations of ANAC, which form an integral part of this Diploma, are hereby approved.

Article 2. This Diploma shall enter into force on the date of its publication.
Maputo, 28 July 2017. – The Minister *Celso Ismael Correia*

Internal Regulations of the National Administration of Conservation Areas

CHAPTER I

General Provisions

Article 1

Nature

The National Administration of Conservation Areas, abbreviated as ANAC, is a public institution endowed with administrative autonomy.

Article 2

Objective

These Internal Regulations, hereinafter referred to as Regulations, establish the forms of organization, coordination and specification of their respective areas of competence, in accordance with and strict observance of their respective organic status and other principles of applicable legislation.

Article 3

Scope of Application

These Regulations apply to all technical and administrative personnel of ANAC, irrespective of their legal and contractual relationship.

Article 4

Fields of Activity

In order to achieve its objectives and functions, ANAC is organized in accordance with the following fields of action:

- a) Protection and conservation of biological diversity;
- b) Management of the system of conservation areas in Mozambique;
- c) Promotion of studies, research, investigation and implementation of development programs in conservation areas;
- d) Promotion of economic and recreation activities in conservation areas;
- e) Promotion of conservation areas and of the participation of local communities in their management;
- f) Realization of investments in the sector of conservation areas;
- g) Handling and management of wildlife throughout the national territory;
- h) Administration and management of international trade in endangered species of wild flora and fauna.

Article 5

Head Office and Representations

ANAC has its headquarters in the City of Maputo and may, whenever it is justified, open delegations or other forms of representation in any part of the national territory, by decision of the Minister with oversight of the conservation areas, after hearing the Minister with oversight of the area of finance.

CHAPTER II

Bodies and Competences

SECTION I

Organic System

Article 6

Bodies

The bodies of ANAC are:

- a) The Board of Directors;
- b) The Conservation Committee.

SECTION II

Competences of bodies

Article 7

Competences of the Board of Directors

It is incumbent upon the Board of Directors to:

- a) Ensure the management and maintenance of conservation areas in order to comply with the objectives described in the Conservation Policy and in other relevant policies and legislation, and to use the revenue for these purposes;
- b) Decide on program proposals, activity plans, budgets, balance sheets, as well as on the annual report;
- c) Decide on the contracting of loans with public or private entities, in accordance with the financial rules of the State;
- d) Propose the ANAC staff establishment plan;
- e) Propose the pay rates of ANAC staff to the competent bodies;
- f) Propose ANAC's Internal Regulations to the Minister with oversight of the conservation areas;
- g) Propose concessions for the exploitation of areas and infrastructure under ANAC management to third parties under conditions agreed upon;
- h) Propose the alienation of ANAC assets to the Minister with oversight of conservation areas;
- i) Ensure the full realization of the objectives and tasks of ANAC.

Article 8

Competences of the Conservation Committee

It is incumbent upon the Conservation Committee to:

- a) Offer comments and technical assistance to the Board of Directors on matters related to the development of conservation areas and the management of wildlife;
- b) Assess the degree of implementation of policies and strategies concerning conservation areas and the management of wildlife;
- c) Propose strategic measures for the development of conservation areas, wildlife and related activities;
- d) Comment on investment projects, research projects and other matters related to conservation areas and wildlife;
- e) Comment on any other subject that the Board of Directors may deem convenient to submit for its assessment.

CHAPTER III

Structure and Functions of Organizational Units

SECTION I

Structure of Organizational Units

Article 9
Structure

1. ANAC has the following structure:
 - a) Conservation and Community Development Services;
 - b) Inspection Services;
 - c) Tourism and Sustainable Use Services;
 - d) Planning, Cooperation and Study Services;
 - e) Human Resources Services;
 - f) Administration and Financial Services;
 - g) Legal Department;
 - h) Procurement Department;
 - i) CITES unit;
 - j) Office of the General Director.
2. Each service is structured in departments, in accordance with the provisions in the following paragraphs:
 - a) Conservation and Community Development Services
 - i. Natural Resources Management Department
 - ii. Community Development Department
 - b) Inspection Services
 - i. Protection and Inspection Department
 - ii. Information and Investigation Department
 - c) Tourism and Sustainable Use Services
 - i. Tourism and Licensing Department
 - ii. Communication and Marketing Department
 - d) Planning, Cooperation and Study Services
 - i. Planning and Monitoring Department
 - ii. Studies and Cooperation Department
 - e) Human Resources Services
 - i. Administration and Personnel Management Department
 - ii. Training Department
 - f) Administration and Financial Services
 - i. Accounting and Finance Department
 - ii. Administration and Heritage Department
 - iii. General Secretariat
 - g) Legal Department;
 - h) Procurement Department;
 - i) CITES unit;
 - j) Office of the General Director

SECTION II

Functions of Organizational Units

SUBSECTION I

Conservation and Community Development Services

Article 10

Functions of the Conservation and Community Development Services

The Conservation and Community Development Services have the following functions:

- a) Develop and provide Management Plans for the protection of declining or endangered species and fragile habitats;
- b) Ensure the establishment of management councils in the conservation areas;
- c) Supervise the elaboration and implementation of management plans for conservation areas;
- d) Coordinate and enter into public private partnership agreements for the management of conservation areas and the sustainable use of wildlife, and supervise their implementation;
- e) Develop and manage biodiversity conservation programs;
- f) Ensure the development of management infrastructures in the conservation areas;
- g) Coordinate the process of establishing, abolishing and changing the boundaries of conservation areas;
- h) Coordinate the implementation of policies for managing the human – wildlife conflict;
- i) Coordinate and supervise the hunting of wildlife species, when necessary, for the protection of persons and property;
- j) Develop and supervise the implementation of awareness programs for local communities;
- k) Implement community education and extension programs;
- l) Promote the development of community enterprises based on biodiversity;
- m) Ensure that benefits from the use of natural resources are channeled to the local communities;
- n) Engage and ensure the involvement of communities in the management of conservation areas;
- o) Carry out other activities inherent to their functions.

Article 11

Functions of the Natural Resources Management Department

The Natural Resources Management Department has the following functions:

- a) Develop plans for monitoring and combating exotic and invasive species;
- b) Coordinate actions for maintaining wetlands and for the integrated management of coastal areas, in close collaboration with the bodies and entities involved in the sustainable use of the coastal area and water and soil resources;
- c) Elaborate plans for monitoring and managing uncontrolled fires;
- d) Define national criteria and indicators for the protection, conservation and sustainable use of wildlife;
- e) Define parameters, indicators and management measures for soils, fauna, flora and water resources in conservation areas under the management of ANAC;
- f) Coordinate actions for the conservation and sustainable use of wildlife resources and their habitats;
- g) Elaborate and monitor plans for the development of management and tourism infrastructures in conservation areas;
- h) Map fauna and flora resources in terms of species, density and distribution;
- i) Keep up to date the list of threatened and endangered species in the country and develop plans of action with a view to their protection and recovery;
- j) Propose and operationalize standards and procedures for the management and translocation of fauna and flora specimens in nature or in captivity;
- k) Implement the policies, strategies and legislation established for the development, protection, conservation and sustainable use of wildlife;
- l) Ensure the quantitative and qualitative evaluation of fauna resources;
- m) Establish and keep up to date the database on the state of conservation and distribution

- of wildlife resources;
- n) Propose the expansion of infrastructures in conservation areas;
 - o) Identify, list and recommend the implementation of control measures against invasive species;
 - p) Catalogue and keep up-to-date information on the fauna resources of conservation areas;
 - q) Monitor and combat epidemics in conservation areas;
 - r) Plan and carry out the translocation of wildlife to the areas with the greatest deficit;
 - s) Ensure the application of sanitary measures necessary for the protection of wildlife in coordination with institutions taking care of animal health;
 - t) Plan and coordinate the execution of wildlife censuses throughout the national territory;
 - u) Identify areas that have wildlife and landscape potential to be proposed as conservation areas;
 - v) Propose annual quotas for the slaughter of animals and monitor the slaughter quotas allocated by CITES;
 - w) Promote the establishment of a processing industry of wildlife products and by-products;
 - x) Define norms for the establishment of conservation areas and encourage the breeding of endangered species;
 - y) Establish norms and procedures for the capture, securing and transportation, import and export of wild animals;
 - z) Identify fauna corridors or those that interconnect the conservation areas;
 - aa) Carry out other activities inherent to its functions.

Article 12

Functions of the Community Development Department

The Community Development Department has the following functions:

- a) Facilitate the establishment of local councils for the management of forest and wildlife resources;
- b) Promote in coordination with the local councils for the management of forest and wildlife resources the development and management of official *coutadas*, game farms and community areas for the utilization of wildlife;
- c) Develop integrated plans in participatory management of forest and wildlife resources;
- d) Propose mechanisms that encourage the participation of the private sector and local communities in the management of forest and wildlife resources;
- e) Participate in the elaboration of a system for the monitoring and evaluation of programs for community participation in the management of wildlife resources;
- f) Organize a database for all community programs;
- g) Promote community participation in the management of conservation areas;
- h) Participate in the elaboration and implementation of plans for the management of human – wildlife conflicts;
- i) Contribute to the implementation of resettlement policies in conservation areas;
- j) Carry out other activities inherent to its functions.

SUBSECTION II

Inspection Services

Article 13

Functions of the Inspection Services

The Inspection Services have the following functions:

- a) Develop and operationalize the National Inspection Strategy;
- b) Guarantee the application of the Statute of the Inspector and other relevant legislation;
- c) Supervise and support the functioning of sworn inspectors in the conservation areas of other entities;
- d) Develop and propose guidelines for the protection of plant and animal species, including habitats and ecosystems, especially in conservation areas;
- e) Conduct investigations in cases of infringement and crime involving fauna and flora throughout the national territory and in particular in conservation areas;
- f) Create and operationalize a system for the collection, processing and analysis of data on the illegal exploration and trafficking of species in conservation areas and on wildlife in the national territory;
- g) Establish special teams to combat organized crime involving fauna and flora;
- h) Ensure the application of sanctions to violators that cause damage to biodiversity within conservation areas as well as to protected species;
- i) Disseminate methods to mitigate and avoid human – wildlife conflicts;
- j) Supervise the culling of animals, when necessary, for the protection of persons and goods or in the public interest;
- k) Develop and maintain a system to accompany and monitor cases of crimes submitted to judicial entities;
- l) Develop strategies for the protection, conservation and management of biodiversity, especially in conservation areas, and ensure their implementation;
- m) Carry out other activities inherent to their functions.

Article 14

Functions of the Protection and Inspection Department

The Protection and Inspection Department has the following functions:

- a) Develop and operationalize the Inspection System for Conservation Areas;
- b) Develop and propose guidelines for the protection of animal and plant species, including habitats and ecosystems;
- c) Maintain contacts and collaboration with other national or foreign entities in the field of the control of plant life and wildlife;
- d) Ensure that sanctions are applied to poachers;
- e) Ensure and monitor all cases of proceedings concerning violations;
- f) Identify partners to support in the inspection of natural resources;
- g) Disseminate methods to mitigate and avoid human – wildlife conflicts;
- h) Manage or follow up agreements entered into with other institutions in the area of inspection;
- i) Propose norms and procedures for controlling problem animals as well as indicators for the management of wildlife resources;
- j) Ensure the implementation of the strategy to deal with human – wildlife conflicts;
- k) Ensure the implementation of the Inspection Strategy;
- l) Elaborate plans for the procurement and distribution of uniforms for the inspectors assigned to the conservation areas;
- m) Ensure the inspection in National Parks and Reserves, *Coutadas*, Game Farms and other conservation areas;
- n) Ensure compliance with legal regulations in all conservation areas;
- o) Prepare plans for the procurement of field equipment and support for inspections;
- p) Coordinate control and monitoring actions with other state and private entities;
- q) Supervise the culling of animals in conservation areas, when necessary, for the

- protection of persons and property or in the public interest;
- r) Carry out other activities inherent to its functions.

Article 15

Functions of the Information and Investigation Department

The Information and Investigation Department has the following functions:

- a) Develop and operationalize the plan to combat poaching and illegal culling of species;
- b) Collect, produce and analyze information on issues related to infringements committed in conservation areas and against protected species throughout the national territory;
- c) Establish inter-institutional coordination in the country as well as at international level with other institutions dedicated to combating violations against wildlife in matters relating to the protection of species;
- d) Conduct research in cases of infringements and crimes against fauna and flora throughout the national territory and in particular in conservation areas;
- e) Create and operationalize a system for the collection, processing and analysis data on the illegal exploitation and trafficking of species in conservation areas and on wildlife in national territory;
- f) Establish a database on national, regional and international poaching networks;
- g) Develop and operationalize an intelligence system on the trafficking of species, by-products or derivatives of fauna and flora;
- h) Create and keep up to date a register of infractions and crimes against fauna and flora, including protected species;
- i) Develop and maintain a system to accompany and monitor cases of crimes submitted to judicial entities;
- j) Establish special teams to combat organized crime involving fauna and flora;
- k) Carry out other activities inherent to its functions.

SUBSECTION III

Tourism and Sustainable Use Services

Article 16

Functions of the Tourism and Sustainable Use Services

The Tourism and Sustainable Use Services have the following functions:

- a) Propose standards and coordinate licensing the sustainable use of wildlife;
- b) Propose standards and coordinate the licensing of tourism activities in conservation areas;
- c) Conduct the concession, contracting and supervision of the execution of economic activities in conservation areas;
- d) Propose the annual rates for the extraction of wildlife species, as well as other rates and tariffs concerning conservation areas;
- e) Identify and establish priorities for the development of management and tourism infrastructures in conservation areas;
- f) Propose annual quotas for the culling of animals in the official *coutadas*, game farms and in free areas;
- g) Identify and establish priorities for the development of infrastructures for management and tourism in conservation areas;
- h) Propose the adjustment and fixation of licensing rates and fees for tourism and the sustainable use of biodiversity;
- i) Support the implementation of the Convention on International Trade in Endangered

- Species of Wild Fauna and Flora (CITES);
- j) Promote the development of businesses based on the sustainable use of biodiversity;
- k) Define and execute ANAC's dissemination, promotion, communication and marketing policy and strategy;
- l) Carry out other activities inherent to their functions.

Article 17

Functions of the Tourism and Licensing Department

The Tourism and Licensing Department has the following functions:

- a) Initiate proceedings for obtaining the special license for the exercise of activities in conservation areas;
- b) Issue opinions on proposals for tourism exploration projects in conservation areas with respect to the location and nature of the project;
- c) License activities, certify operators of hunting tourism, and establish standards for the application of the licensing process of operators;
- d) Material preparation of public tenders to adjudicate official *coutadas* and other areas of wildlife use;
- e) Organize a database on concession areas and operations of the private sector in conservation areas;
- f) Update and manage compliance with t exploration concession contracts;
- g) Elaborate the regulation of sports hunting;
- h) License the activities and certify the operators of hunting tourism and establish norms for the application of the licensing process;
- i) Propose, in partnership with the Administration and Financial Services, the adjustment of licensing fees;
- j) Perform trophy monitoring;
- k) Make monitoring visits and supervise the hunting areas;
- l) Carry out other activities inherent to its functions.

Article 18

Functions of the Communication and Marketing Department

The Communication and Marketing Department has the following functions:

- a) Produce, implement and manage the ANAC's communication and public relations strategy and plans;
- b) Identify, analyze, characterize and clearly segment different target audiences;
- c) Identify the main communication challenges and the main messages through which ANAC's development will be known;
- d) Produce and disseminate informative and promotional material for different target audiences;
- e) Facilitate a participatory discussion with the public about the projects and investment opportunities in ANAC;
- f) Create and manage the ANAC website;
- g) Establish partnerships for promotion and investment in conservation areas;
- h) Promote research of the national and international tourist market;
- i) Facilitate contacts with the media to publicize the potential of conservation areas;
- j) Carry out other activities inherent to its functions.

SUBSECTION IV

Planning, Cooperation and Study Services

Article 19

Functions of the Planning, Cooperation and Study Services

The Planning, Cooperation and Study Services have the following functions:

- a) Develop ANAC policies and strategies;
- b) Coordinate the planning of ANAC activities and carry out their monitoring and evaluation;
- c) Develop and operationalize ANAC's Information and Statistics System;
- d) Ensure the functioning of the ANAC management bodies, namely the Board of Directors, the Conservation Committee and the National Meeting of Conservation Areas;
- e) Coordinate and promote cooperation exchanges with national and international specialized entities;
- f) Coordinate the establishment and implementation of cross border conservation areas;
- g) Coordinate the mobilization of financial resources for ANAC in the field of cooperation with partners;
- h) Elaborate periodic reports on the stage of development of conservation areas and wildlife in the country;
- i) Develop and promote the implementation of research and study programs focusing on the ecosystems of conservation areas and wildlife;
- j) Ensure the monitoring of International Conventions on Conservation of Biodiversity;
- k) Carry out other activities inherent to their functions.

Article 20

Functions of the Planning and Monitoring Department

The Planning and Monitoring Department has the following functions:

- a) Coordinate the planning, budgeting, monitoring and evaluation of the annual and multi-annual plans of ANAC activities;
- b) Formulate, in coordination with the conservation area administrators, project development proposals and annual budgets proposals;
- c) Identify, formulate, monitor and evaluate programs and strategic projects of interest to ANAC and issue opinions on their technical and economic feasibility;
- d) Keep up-to-date data on the financial resources for the implementation of ANAC programs and projects;
- e) Coordinate the preparation of annual and multi-annual performance reports of ANAC;
- f) Identify priorities for action in the areas of financial resources management and investments in these priorities;
- g) Prepare and disseminate the annual statistics report to diagnose, monitor and evaluate the performance and development of the tourism sector;
- h) Analyze and issue opinions on development programs and projects for management and tourism infrastructures in conservation areas;
- i) Establish partnerships for financing and implementation of development programs in conservation areas;
- j) Manage the strategic information system on biodiversity in Mozambique;
- k) Promote the management of institutional knowledge, combining and using sources, types of information and knowledge available at ANAC, to generate new competences, by improving existing skills and stimulating innovative capacity;
- l) Support the elaboration and maintenance of strategic initiatives of the National Network of Conservation Areas, as well as process and project indicators created for the system to monitor, evaluate and analyze ANAC's performance;
- m) Evaluate and anticipate technological advances for information management as well as

- for the collection, processing, storage and dissemination of information;
- n) Carry out other activities inherent to its functions.

Article 21

Functions of the Studies and Cooperation Department

The Studies and Cooperation Department has the following functions:

- a) Carry out studies with a view to define and adapt policies and strategies for the development of conservation areas;
- b) Ensure and promote the carrying out of studies, research and investigations in order to ensure the increase of knowledge and catalogue biological diversity existing in national territory, especially in conservation areas;
- c) Carry out cooperative activities with other similar institutions at regional and international level
- d) Coordinate the establishment and implementation of cross border conservation areas;
- e) Develop and operationalize the Information and Statistics System of the National Network of Conservation Areas;
- f) Promote exchanges of knowledge with specialized national and international entities;
- g) Manage agreements and protocols established in the field of biodiversity and environment protection;
- h) Contribute with technical information to establishing, abolishing and changing the boundaries of conservation areas;
- i) Ensure the publication of studies and all printed records;
- j) Develop, in coordination with the Natural Resources Management Department, the list of declining or endangered species and fragile habitats;
- k) Develop and ensure the implementation of research and study programs focusing on wildlife in conservation areas and community development areas;
- l) Ensure the dissemination of the results of research and studies that have been carried out;
- m) Collect relevant information and organize the registration of conservation areas;
- n) Support and participate in studies that contribute to the development of tourism, national identity and heritage linked to the conservation sector;
- o) Collaborate in the dissemination of management plans;
- p) Carry out other activities inherent to its functions.

SUBSECTION V

Human Resources Services

Article 22

Functions of the Human Resources Services

The Human Resources Services have the following functions:

- a) Plan, control and implement human resources management standards, in accordance with the policies and plans of the Government;
- b) Implement the strategy for the development of ANAC's human resources at central and local level;
- c) Plan, organize, execute and control the management and administration activities related to ANAC personnel at central level and support the management of conservation areas;
- d) Organize, control and keep up-to-date the *e-SIP* of ANAC at all levels, in accordance with the guidelines and standards defined by the competent bodies;

- e) Elaborate a plan for the promotion, development and change of career of employees, and in professional categories for state officials at central level, and provide support at the local level;
- f) Develop mechanisms for the efficient use of the internship system and its evaluation as a way to capture potential human resources for ANAC;
- g) Elaborate and keep up to date the ANAC staff establishment plan and provide support to the administrations of the conservation areas;
- h) Ensure implementation of the training policy of personnel from ANAC and the administrations of the conservation areas, in accordance with the training plans that have been defined;
- i) Coordinate the implementation of activities in the context of HIV and AIDS, gender and disability strategies;
- j) Propose procedures applicable to personnel within the limits established by law;
- k) Ensure compliance with the applicable labor laws;
- l) Carry out other activities inherent to their functions.

Article 23

Functions of the Administration and Personnel Management Department

The Administration and Personnel Management Department has the following functions:

- a) Plan, organize, execute and control management and administration activities related to ANAC staff at the central level and support the administrations of conservation areas;
- b) Manage the Personnel Information System (SIP) and evaluate compliance with the plan defined at all levels;
- c) Recruitment of technicians, to fill vacancies defined in the staff establishment plan at central level, support and monitor the filling of vacancies in the administrations of conservation areas;
- d) Prepare, execute and control the administrative acts related to staff with respect to promotions, progress, career changes, transfers, as well as all those that alter or modify the situation of the employee or state agent in the staff establishment plan at central level, and support and monitor the acts of the administrations conservation areas;
- e) Issue opinions and information on petitions and complaints of state employees and officials concerning the various subjects related to human resources;
- f) Adapt and implement general norms for human resources, the definition of staffing plans, staff establishment plans, and for studies concerning career development, salary policies, and the benefits and incentives of the sector;
- g) Implement and monitor the Human Resources Development Strategy;
- h) Implement the social security norms of the state employees and officials from among the ANAC staff and support the administrations of the conservation areas;
- i) Carry out activities related to the evaluation of the performance of state employees and officials linked to ANAC;
- j) Periodically analyze the indices and causes of absenteeism, abandonment and other issues, and present proposals that allow for the improvement of the performance of state employees and officials at all levels;
- k) Define standards and criteria for the evaluation of development programs and actions to motivate ANAC staff at central level, and support the administrations management of conservation areas;
- l) Analyze and issue opinions on disciplinary procedures and collaborate in initiating them when requested;
- m) Elaborate and implement cross-cutting promotion programs including gender, environmental education and HIV-AIDS prevention and of persons with deficiencies;

- n) Compile and ensure the dissemination and uniform application of legislation on human resources in the sector;
- o) Carry out other activities inherent to its functions.

Article 24

Functions of the Training Department

The Training Department has the following functions:

- a) Prepare and execute annual training plans and programs, in accordance with the needs and priorities of ANAC;
- b) Promote, monitor and evaluate the results of the training programs of ANAC staff;
- c) Prepare a proposal for a training policy and ensure its implementation;
- d) Elaborate procedural norms, inherent in the recruitment and selection of candidates for training inside and outside the country;
- e) Participate in the preparation of curricula for the courses of the conservation areas;
- f) Obtain scholarships for ANAC staff;
- g) Promote cooperation in the field of training;
- h) Monitor the implementation of cooperation agreements concerning training in the areas of tourism, conservation and the like, and proceed with the periodic evaluation of its results;
- i) Monitor, supervise and inspect the functioning of the ANAC Training Schools and Centers;
- j) Organize a database on the training courses given within the context of compliance with the plans and goals established by ANAC;
- k) Carry out other activities inherent to its functions.

SUBSECTION VI

Administration and Financial Services

Article 25

Functions of the Administration and Financial Services

The Administration and Financial Services have the following functions:

- a) Assist the Planning, Cooperation and Study Services in planning and budgeting ANAC's activities;
- b) Ensure that expenditure is carried out efficiently and effectively;
- c) Create and keep up-to-date a database on the funding sources of conservation areas;
- d) Prepare and carry out the regular rendering of accounts to the ministry with oversight of the area of finance and other competent entities;
- e) Elaborate the management account of the previous year and submit it to the Administrative Court by March 31 of each year;
- f) Ensure the existence of internal control systems in the area of finance;
- g) Propose the contracting of audits and submit the accounts for external audits;
- h) Ensure the efficient and effective management of ANAC's movable and fixed assets;
- i) Ensure compliance with the financing agreements included in ANAC's plans;
- j) Report periodically on the status of ANAC's accounts to the Board of Directors of ANAC;
- k) Create an ANAC Code of Conduct and maintain it up to date over time;
- l) Ensure the implementation of ANAC's IT Policy;
- m) Perform all tasks related to protocol and public relations;
- n) Implement the National System of State Archives (SNAE);

- o) Carry out other activities inherent to their functions.

Article 26

Functions of the Accounting and Finance Department

The Accounting and Finance Department has the following functions:

- a) Prepare the operational and investment budget in accordance with the business plan and ensure its execution;
- b) Proceed with the issuance of budget requisitions and the liquidation of expenses;
- c) Ensure compliance with the rules in execution of the budget;
- d) Ensure compliance with the prevailing tax and accounting legislation;
- e) Carry out periodic evaluations of the financial implementation in accordance with the business plan;
- f) Organize and keep the accounting books;
- g) Execute and control the operational and investment budget of ANAC, in accordance with the rules on budget execution;
- h) Elaborate and organize the process of rendering accounts to the Administrative Court (General State Account) and to external audits;
- i) Process the salaries of ANAC staff;
- j) Periodically report on the status of the ANAC accounts to the General Director;
- k) Propose the acquisition of shares by ANAC in the capital of companies or other public or private entities whose objective directly or indirectly benefits the development of conservation areas;
- l) Carry out a performance audit of the concessionaires;
- m) Carry out other activities inherent to its functions.

Article 27

Functions of the Administration and Heritage Department

The Administration and Heritage Department has the following functions:

- a) Describe and catalogue the assets of ANAC and ensure the standards governing their use;
- b) Ensure the maintenance and repair of equipment in coordination with the UGEA;
- c) Manage and ensure the correct use of ANAC equipment, in particular means of transportation;
- d) Propose and ensure the execution of administrative tasks related to acquisitions, to be carried out by the Acquisition Management Unit (UGEA), the registry, control and maintenance of materials, equipment and other assets required for the proper functioning of ANAC;
- e) Propose and implement a strategy for the management and profitability of ANAC's assets;
- f) Propose the allowance of equipment, ensure the safety and circulation of people and goods, as well as the maintenance and conservation of facilities;
- g) Advise ANAC in the field of informatics, ensuring the regular functioning of the installed hardware and software, as well as monitor consultants hired for the development of new applications;
- h) Design the database on natural resources;
- i) Use information and communication technology in the analysis of fauna and flora products;
- j) Propose the improvement, interconnection and management of ANA's computer systems, including applications and databases;
- k) Administer and expand the computer network;

- l) Ensure maintenance of computer equipment;
- m) Ensure the further development and monitoring of computer networks;
- n) Propose the hiring of technical support for the creation, structuring and updating of the ANAC website and Portal, including the insertion of contents;
- o) Carry out other activities inherent to its functions.

Article 28

Functions of the General Secretariat

The General Secretariat has the following functions:

- a) Support ANAC in organizing, elaborating and controlling the plans, programs and activities of the institution;
- b) Organize documentation, correspondence and the archive of ANAC;
- c) Guarantee the communication and the relations of ANAC with the outside world;
- d) Support the services and departments in the organization, development and control of sectoral plans, programs and activities;
- e) Ensure the management and organization of the documentation registry, the correspondence and the archive of the dossiers of the directors of the services;
- f) Provide technical assistance to the sector archives in order to classify the existing documents, and identify and transfer the ones that so require to the general archives;
- g) Ensure adequate communication with the public and relations with other entities;
- h) Register entries and exits of documents received from other entities and from the public at large;
- i) Propose file management systems and organize files and catalogs to facilitate localization of documentation;
- j) Classify, check, and order the documents in the archive and regularly inform about the filed material;
- k) Carry out other activities inherent to its functions.

SUBSECTION VII

Legal Department

Article 29

Functions of the Legal Department

The Legal Department has the following functions:

- a) Provide judicial-legal support to ensure that ANAC complies with the conservation of biodiversity;
- b) Coordinate and strengthen mechanisms for the implementation of relevant legislation;
- c) Ensure compliance with the law in acts related to management of conservation areas and wildlife;
- d) Ensure the application of the law in the fight against exploitation of and traffic in wild animals and plants;
- e) Ensure the elaboration and monitoring of contracts to which ANAC is signatory;
- f) Advise and represent ANAC in legal acts of a judicial and extrajudicial nature;
- g) Coordinate the execution of study sessions concerning legislation at the level of ANAC and in the areas of conservation, under the terms of the law;
- h) Carry out other activities inherent to its functions.

SUBSECTION VIII

Procurement Department

Article 30

Functions of the Procurement Department

The Procurement Department has the following functions:

- a) Carry out a survey of ANAC's contracting needs;
- b) Prepare and keep up to date the contracting plan of each financial year;
- c) Carry out the annual sectoral planning of contracting;
- d) Prepare tender documents;
- e) Observe the contracting procedures provided for in the Contract Regulations;
- f) Receive and process complaints and appeals filed and ensure compliance with the relevant procedures;
- g) Support and guide the other areas of the contracting entity in elaborating the catalog containing the technical specifications and other documents relevant to contracting;
- h) Provide technical assistance to the jury and ensure compliance with all relevant procedures;
- i) Submit contractual documentation to the Administrative Court;
- j) Provide the necessary collaboration to the internal and external control bodies, in realizing their inspections and audits;
- k) Support the Functional Unit for Procurement Supervision in sectoral technical matters within its competence;
- l) Manage the contracts and ensure compliance with all procedures, including those related to the receipt of the item subject to the contract;
- m) Ensure proper storage of the documents pertaining to each contract;
- n) Propose the realization of training courses to the Functional Unit for Procurement Supervision;
- o) Inform the Functional Unit for Procurement Supervision on the issuance or updating of contracts;
- p) Inform the Functional Unit for Procurement Supervision on the occurrence of unethical practices and illegal acts;
- q) Receive and send to the Functional Unit for Procurement Supervision the documents concerning the entry in the single register of suppliers;
- r) Respond to the maintenance and updating of the register of suppliers, in accordance with the guidelines of the Functional Unit for Procurement Supervision;
- s) Propose to the Functional Unit for Procurement Supervision the inclusion in the register of suppliers prevented from participating in the tendering process;
- t) Forward to the Functional Unit for Procurement Supervision, data and information necessary for statistic development, maintenance, updating and studies;
- u) Maintain adequate information on compliance with contracts and on the performance of suppliers, and if relevant inform the Functional Unit for Procurement Supervision;
- v) Support the Functional Unit for Procurement Supervision in what is necessary to comply with the Contract Regulations;
- w) Carry out other activities ultimately determined under the present Regulations and other applicable legislation;
- x) Carry out other activities inherent to its functions.

SUBSECTION IX CITES unit

Article 31

Function of the CITES Unit

The CITES Unit has the following functions:

- a) Advise the CITES Management Authority on matters of a technical and institutional nature, ensuring the exercise of its attributions;
- b) Process the issuing of licenses and certificates related to the import, export and re-export of species listed in Appendices I, II and III of CITES;
- c) Coordinate communication with the CITES Secretariat and with other CITES administrative authorities of other countries concerning scientific, administrative and other issues related to the application and implementation of the Convention;
- d) Keep the trade records of specimens and prepare an annual report on the trade referred to and submit it to the CITES Secretariat by 31 October of the following year;
- e) Manage the existing national stocks of ivory and other animal species;
- f) Prepare the bi-annual report on the legislative, regulatory and administrative measures taken with respect to the application and implementation of the Convention and ensure its submission to the CITES Secretariat by 31 October of the following year;
- g) Coordinate the implementation and application of the Convention and of these Regulations at national level, and cooperate with other relevant authorities in these matters;
- h) Consult and coordinate with the scientific authority on the issuance and acceptance of CITES documents, the nature and level of trade in species listed in CITES appendices, the establishment and management of quotas, the registration of operators and production operators, the establishment of safeguard centers and the preparation of proposed amendments to the CITES Appendices;
- i) Represent the Management Authority at national and international CITES meetings;
- j) Promote campaigns, training, education and information related to the Convention;
- k) Coordinate the management of safeguard centers for seized and confiscated live specimens;
- l) Ensure the inspection and control of entry and exit borders in the country, and of the import and export locations of species or products covered by CITES;
- m) Ensure the adoption of regulatory administrative measures on the seizure of protected species in case of infringement;
- n) Carry out other activities inherent to its functions.

SUBSECTION X

Office of the General Director

Article 32

Functions of the Office of the General Director

The Office of the General Director has the following functions:

- a) Organize and plan the activities of the General Director;
- b) Advise the General Director;
- c) Provide logistical, technical and administrative assistance to the General Director;
- d) Receive, forward, reproduce, circulate, and file and secure documentation concerning the General Director;
- e) Transmit and monitor the implementation of the decisions and instructions of the General Director;
- f) Provide support to the Board of Directors and to the Conservation Committee, by organizing and managing meetings;

- g) Ensure the selection and prompt delivery of dossiers sent to the Office of the General Director;
- h) Organize the meetings of the Board of Directors and other meetings directed by the General Director;
- i) Carry out other activities inherent to its functions.

CHAPTER IV

Functioning

SECTION I

Competences of the members of the Board of Directors and of the Heads of Departments

Article 33

Competences of those responsible for Organic Areas

In general, it is incumbent upon those responsible for the organic areas at each level, to:

- a) Develop an action plan to be carried out at the level of their areas, proceed with the individual and collective distribution of tasks and accountability, control and monitor the physical and material execution of these tasks, hold to account the entities that are responsible and report on this;
- b) Regulate through appropriate mechanisms all situations that require specific orientation and organization, in order to provide the institution with work tools;
- c) Direct, guide and coordinate the work of the areas under their responsibility and ensure the regular functioning of ANAC at all levels;
- d) Ensure the implementation of the decisions made and render accounts to the Governing Board;
- e) Assume responsibility for the operation of the areas under their direction and guarantee the execution of the tasks and the fulfillment of directions from the upper echelons;
- f) Execute all acts of ongoing ordinary management, necessary for the regular functioning of ANAC at all levels;
- g) Ensure strict compliance with professional secrecy in order to guarantee the confidentiality of the work and matters inherent to the areas under their direction in particular, and to the institution in general;
- h) Keep confidential any matters related to the legal area in particular and to the functioning of ANAC in general;
- i) Report regularly to the General Director on the level of implementation of the PES, the activity plan and the budget execution;
- j) Execute any other function delegated by the General Director within the limits of this delegation.

Article 34

Competence for the signing of Agreements

1. Memorandums of understanding, partnership agreements, agreements for the co-management of conservation areas and other instruments linked to ANAC are approved by the Board of Directors and countersigned by the General Director.
2. Co-management agreements of conservation areas with a duration of more than 5 years will be entered into and countersigned by the minister with oversight of the sector of conservation areas, on the proposal of the Board of Directors.

SUBSECTION II

Subordination and Hierarchy of Bodies

Article 35

Subordination of the Bodies of the Board of Directors

1. The heads of the bodies that make up the Board of Directors are subordinate to the General Director of ANAC and are accountable for their activities.
2. The services and autonomous departments are headed by directors and heads of department respectively, appointed by the minister with oversight of the sector of conservation areas, on the proposal of the General Director.
3. The heads of non-autonomous departments, the head of the general secretariat and the head of office of the General Director shall be appointed by the General Director, on a proposal from the directors, where applicable.
4. The CITES Unit is headed by a head of department appointed by the minister with oversight of the area of conservation areas, on the proposal of the General Director.
5. The correspondence between the central organic areas and the areas that correspond to these in the administrations of the conservation areas and in the delegations, is wholly functional in nature and therefore subject to hierarchy.

CHAPTER V

Meetings

SECTION I

Management Body

Article 36

Function and Composition of the Management Body of the Services

1. The Management Body is the advisory body of the director of services, which has the function of supporting him or her in making decisions and in their implementation, especially with respect to the operational matters of the respective services.
2. The Management Body has the following composition:
 - a) The director of services who presides over it;
 - b) The heads of departments.
3. The Management Body may be enlarged to include other technicians deemed necessary by the director of services.
4. The Management Board meets monthly and extraordinarily whenever necessary.

SECTION II

National Meeting of the Conservation Areas

Article 37

Nature and Composition of the National Meeting of the Conservation Areas

1. The National Meeting of Conservation Areas is a body for the consultation and monitoring of the activities carried out in conservation areas.
2. The National Meeting of Conservation Areas is chaired by the General Director of ANAC

and has the following composition:

- a) Directors of services of ANAC;
 - b) Heads of department;
 - c) Members of the ANAC Conservation Committee;
 - d) Managers of the conservation areas;
 - e) Representative(s) of the minister with oversight of the sector of conservation areas;
 - f) Guests from sectors with a convergent interest in conservation.
3. The General Director may nominate other technicians for participation in the National Meeting.
 4. The National Meeting of Conservation Areas shall have ordinary meetings once a year extraordinary when convened by its chairman.

CHAPTER VI

Legal Employment Relationship

Article 38

Arrangements for Personnel

1. The legal and labor relations of ANAC staff shall be governed from case to case, based on the individual employment contracts in question, pursuant to the labor legislation or to the rules that apply to state employees and officials, as established in the Organic Statute of ANAC.
2. The rights acquired in previous occupational categories of civil servants transferred from public institutions are safeguarded.

Article 39

Special duties of ANAC employees and officials at all levels

Without prejudice to the provisions in the General Statute of State Employees and Officials and in other legislation, the duties of the ANAC employee at all levels are to:

- a) Respect and treat with civility and loyalty his or her superiors, colleagues and other persons and institutions that directly or indirectly are related to ANAC;
- b) Perform the duties for which he or she has been appointed or hired;
- c) Appear at the workplace assiduously and carry out the work with zeal and diligence;
- d) Ensure the conservation and good use of assets related to his or her work entrusted to him or her by ANAC;
- e) Promote or execute all acts aimed at improving the productivity of ANAC;
- f) Comply with and enforce laws, regulations and dispatches pertaining to the sector of biodiversity.

Article 40

Rights of ANAC employees and officials

Without prejudice to the provisions in the General Statute of State Employees and Officials and in other legislation, the rights of the ANAC employees and officials are to:

- a) Receive their salary and other legally established remuneration;
- b) Enjoy adequate hygiene and safety conditions at work and adequate means to protect their physical and mental integrity;
- c) Enjoy weekly rest;
- d) Have their work periodically evaluated on the basis of fair performance criteria and in terms of the approved and applicable instruments;
- e) Enjoy the honors and benefits inherent to their function;

- f) Receive subsidies or have food and lodging on a daily basis in the event of travel for duty reasons outside the place where they normally perform their duties.

Article 41

Remunerations

1. State employees and officials executing functions for ANAC are entitled to remuneration and supplements to be approved by the minister with oversight of the sector of finance, after hearing the Minister with oversight of the sector conservation areas.
2. The remuneration of ANAC with oversight of the sector shall be consist of a basic salary plus certain remunerations and other subsidies and benefits provided for in these Regulations and in other prevailing legislation.

Article 42

Benefits and subsidies

1. Pursuant to the law and subject to financial availability, ANAC employees and officials at all levels enjoy the following benefits:
 - a) Medical assistance and medicines;
 - b) Transport;
 - c) Transport subsidy;
 - d) Funeral subsidy;
 - e) Holiday subsidy;
 - f) Communication subsidy;
 - g) Health insurance;
 - h) Thirteenth month payment.
2. In addition to the subsidies, bonuses and benefits provided for above, the Board of Directors may, when conditions so permit, propose other subsidies and bonuses, to be approved by the competent bodies.

CHAPTER VII

Staff Establishment Plan

Article 43

Elaboration and Approval of the Staff Establishment Plan

1. The staff establishment plan defines the number of state employees and officials in ANAC and the human resources requirements for the following years.
2. The staff establishment plan is organized in accordance with management and leadership functions and positions of trust, and on the basis of professional careers or categories.
3. After its elaboration, the Board of Directors of ANAC, in accordance with the applicable legislation, submits it for sanctioning.
4. Filling vacancies in the ANAC staff establishment plan is done by means of public tender for admissions and by recruitment among staff, in accordance with the General Statute for State Employees and Officials.
5. The exercise of positions of management, leadership and trust complies with the conditions previously defined in the respective professional qualification requirements.

CHAPTER VIII

Career System

Article 44

Professional Careers

1. Every ANAC employee must be included in one of the careers or professional categories provided for in the general qualification requirements of the state apparatus.
2. The establishment of careers or professional categories aims at the correct management of human resources and allows each ANAC employee to clearly know the prevailing criteria for promotion, progression or change of professional career.
3. The careers or professional categories and the respective criteria for admission, promotion, progression and career change will be defined in the professional career regulations of ANAC, to be approved by the competent body.

CHAPTER IX

Final Provisions

Article 45

Specific Regulation

The General Director may propose to the minister with oversight of the sector of conservation areas the adoption of other standards of permanent execution not provided for in these Regulations.

Article 46

Doubts

Doubts resulting from the interpretation and implementation of these Regulations are resolved by order of the minister with oversight of the sector of conservation areas, on the proposal of the General Director.