

Cabinet Decree No. (134) of 2012
on approving the organisational structure and competencies of
the Ministry of Education and organising its administrative apparatus

The Cabinet,

Upon review of:

- The Constitutional Declaration;
- The Law of the Financial System of the State, and the budget, accounts, and stores regulations and amendments thereto;
- Law No. (12) of 2010 issuing the Labour Relations Law and the implementing regulations thereof;
- Law No. (18) of 2010 FBP on education;
- National Transitional Council Decree No. (174) of 2011 setting out the structure of the transitional government;
- National Transitional Council Decree No. (184) of 2011 approving the transitional government;
- Cabinet Decree No. (1) of 2012 specifying the competencies of deputy and assistant ministers;
- Cabinet Decree No. (132) of 2012 dissolving the Information and Documentation Centre at the Ministry of Education;
- Cabinet Decree No. (133) of 2012 dissolving the National Committee for Private Education;
- The Minister of Education's submission in Letter No. (365) dated 22/1/2012;
- The decrees of the Cabinet in its fifth ordinary meeting of 2012;

has decreed:

Article (1)

The organisational structure and competencies of the Ministry of Education shall be approved and its administrative apparatus organised as set out in this Decree.

The Ministry of Education shall establish the programs necessary to implement legislation, policies, and plans in education in accordance with the academic curriculum, and monitor the implementation thereof to achieve the required results and objectives. In doing so, it may exercise the following competencies:

1. Formulate the general policy for educational affairs in accordance with national goals within the scope of the state's general policy and establish the projects and plans necessary to implement this policy as appropriate to the country's needs and development.
2. Provide the best means necessary to spread education throughout Libya within the limits of the state's general plan.
3. Achieve equal opportunity for all citizens in educational fields in accordance with the country's needs.

4. Develop curricula and textbooks, taking into consideration the integration and balance of the different educational subjects in order to help students reach the highest level of knowledge and expertise appropriate for each educational stage.
5. Collect and analyse educational statistics and assess the results.
6. Perform and encourage educational studies and research.
7. Elaborate a policy to build and maintain school buildings.
8. Provide the teachers necessary for each educational stage and work to improve their academic, professional, cultural, and social level.
9. Provide student health care, prevention, and treatment in cooperation with the concerned ministries.
10. Attend to all types of school activities and provide the necessary capabilities.
11. Work to develop school community relations and strengthen the links between it and the environment.
12. Work to support intellectual, educational, and cultural unity between Libya and Arab and Islamic countries, and support cooperation with other countries of the world and benefit from their experiences in education to improve education in Libya.
13. Oversee private schools in accordance with private school legislation.
14. Participate in and hold educational conferences.
15. Organise school cultural seasons with lectures and debates, theatre activities, and the like, and publish academic and educational magazines.
16. Supervise Libyan schools abroad.

Article (2)

The Ministry of Education shall establish the programs necessary to implement legislation, policies, and plans in education in accordance with the academic curriculum, and monitor the implementation thereof to achieve the required results and objectives. In doing so, it may exercise the following competencies:

1. Formulate the general policy for educational affairs in accordance with national goals within the scope of the state's general policy and establish the projects and plans necessary to implement this policy in an academic, professional, cultural, and social manner appropriate to the country's needs and development.
2. Provide the best means necessary to spread education throughout Libya within the limits of the state's general plan.
3. Achieve equal opportunity for all citizens in the educational fields in accordance with the country's needs.
4. Develop curricula and textbooks, taking into consideration the integration and balance of the different educational subjects in order to help students reach the highest level of knowledge and expertise appropriate for each educational stage.
5. Collect and analyse educational statistics and assess the results.
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11. Work to develop school community relations and strengthen the links between it and the environment.
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15. Organise school cultural seasons with lectures and debates, theatre activities, and the like, and publish academic and educational magazines.
16. Supervise Libyan schools abroad.

Article (3)

The Ministry's office shall have a deputy minister and one or more assistant ministers performing the tasks set out for deputy ministers under the legislation in force. The deputy minister shall work under the minister's supervision. Assistant ministers shall work under the supervision of the minister and the deputy minister.

Article (4)

The organisational structure of the Ministry of Education shall consist of the following organisational divisions:

1. Administrative and Financial Affairs Department
2. Planning Department
3. Primary Education Affairs Department
4. Secondary Education Affairs Department
5. Educational Inspection Department
6. School Activity Department
7. Independent Education Department
8. Examinations Department
9. Educational Facilities Security Department
10. Information and Documentation Department
11. Kindergarten Department
12. Office of the Minister
13. Legal Affairs Office
14. International Cooperation Office
15. Internal Audit Office
16. Special Groups Integration and Education Office
17. Media Office
18. Monitoring Office

Article (5)

The following bodies shall be affiliated to the Ministry of Education:

1. National Committee for Education, Culture, and Science
2. Educational Facility Maintenance and Technology Authority
3. Academic Curricula and Educational Research Centre
4. General Centre for Educational Development and Training

Article (6)

The Administrative and Financial Affairs Department shall hold competence to perform the following:

1. Implement the laws, necessary regulations, and administrative rules related to the administrative apparatus of the Ministry and undertake the procedures necessary to ensure their full implementation.
2. Study the needs of the Ministry and its affiliated bodies for the work force required to fill vacant positions, and train anyone who might benefit from its services.
3. Perform record keeping and organization to ensure registration, circulation, preservation, and easy reference to files, documents, and correspondence, supervise printing, reproduction, and copying activities, and introduce computerization into these areas.
4. Perform incoming and outgoing mail tasks and mail distribution and monitoring activities.
5. Preserve and maintain the administrative agency's movable and immovable assets, provide devices and equipment, conduct periodic maintenance and the necessary sustainability tasks.
6. Perform public relations activities for the Ministry's administrative unit.
7. Prepare the Ministry's draft operating budget in coordination with the related bodies, monitor elements of its disbursement, and initiate the financial procedures for its implementation in accordance with legislation in force.
8. Collect the administrative unit's revenue and debts with third parties, and prepare the salaries and benefits of its personnel.
9. Perform the annual inventory in accordance with legislation in force.
10. Monitor the financial procedures at the bodies affiliated to the Ministry to confirm the soundness thereof and prepare reports thereon.

Article (7)

The Planning Department shall hold competence to perform the following:

1. Propose transition plans in light of the Ministry's needs and in accordance with what has been identified for this objective, estimate expenditure thereon, and prepare studies related thereto.
2. Supervise preparation and monitor implementation of the draft transition budget for the Ministry and bodies affiliated thereto.
3. Organise and monitor use of technical assistance and international organization programs in the field of scientific equipment, in coordination with the related bodies.
4. Prepare long- and short-term education general development plans in light of general rules and trends, in coordination with the competent bodies.
5. Propose ways to develop and improve the Ministry's performance and raise its standards.

Article (8)

The Primary Education Department shall hold competence to perform the following:

1. Propose the plans and programs necessary to implement decrees related to primary education.
2. Propose programs to ensure the spread, improvement, and higher standard of primary education.
3. Identify the needs of primary level educational institutions with regard to books, teachers, laboratories and other equipment, and coordinate with the related bodies to meet these needs.
4. Propose, control, and monitor performance rates of teachers in primary education and supervise programs for their redistribution and transfer, in coordination with the competent departments at the Ministry.
5. Prepare and collect statistics on primary education.
6. Determine the target amount of books and curricula to be printed for students in primary education.
7. Provide the necessary numbers of teachers to work at educational institutions and distribute them to areas in need, in coordination with the competent departments at the Ministry.
8. Receive and study educational inspection reports on teachers and use them in establishing on-the-job training programs to improve and raise the standard of their performance, in coordination with the related bodies.
9. Cooperate with the Educational Research and Curricula Centre in preparing studies and programs related to developing and implementing curricula and syllabi for students in primary education.
10. Document and utilise publications released by international organisations and bodies interested in improving primary education.
11. Participate in studies and research related to planning the educational process at the primary levels.
12. Work to eliminate illiteracy and spread education using the available means to achieve such.

Article (9)

The Secondary Education Department shall hold competence to perform the following:

1. Propose programs to ensure the spread, improvement, and higher standard of secondary education.
2. Propose, control, and monitor performance rates of teachers in secondary education and supervise programs for their redistribution and transfer, in coordination with the competent departments at the Ministry.
3. Prepare and collect statistics on secondary education.
4. Determine the target amount of books and curricula to be printed for students in secondary education.
5. Determine and provide the necessary numbers of teachers to work at secondary educational institutions and distribute them to areas in need, in coordination with the competent departments at the Ministry.
6. Receive and study educational inspection reports on teachers and use them in establishing on-the-job training programs to improve and raise the standard of their performance, in coordination with the related bodies.

7. Cooperate with the related bodies in preparing studies and programs related to developing and implementing curricula and syllabi for students in secondary education.
8. Document and utilise publications released by international organisations and bodies interested in improving secondary education.
9. Participate in studies related to determining and improving outputs of higher educational institutions, in line with educational institutions' need for teachers.
10. Propose and monitor the implementation of rules and conditions on placement of students for study at the secondary educational stage.
11. Provide teachers at Libyan public schools abroad according to the needed specialisations, in coordination with the related bodies.

Article (10)

The Educational Inspection Department shall hold competence to perform the following:

1. Perform educational inspection activities and assess teacher performance at primary and middle educational institutions.
2. Monitor the implementation of teacher performance rates and propose their redistribution to educational institutions to meet any shortcoming and achieve the set performance rates.
3. Monitor inspections and inspectors and prepare reports on them through the Ministry's Educational Guidance and Inspection Offices.
4. Perform periodic and unannounced inspection tours of the Ministry's educational institutions and private educational institutions, apprehend violations therein, remedy weaknesses and shortcomings, and participate in the study and analysis thereof in coordination with the other related departments.

Article (11)

The School Activity Department shall hold competence to perform the following:

1. Supervise student activity and work to make it a success in cooperation with the activity offices in the regions.
2. Hold activity courses for activity teachers, in coordination with the related bodies, to improve their competence, and participate in preparing educational studies and programs for students and care for them.
3. Coordinate with the competent bodies on holding cultural symposiums, and concentrate on intellectually and academically outstanding elements of educational institutions.
4. Encourage students to participate in sports, music, theatre, and cultural festivals and competitions, in cooperation with the related bodies.
5. Work to spread athletics in educational institutions and encourage individual and group games and competitions, take an interest in developing athletic skills, and prepare the specialized technical elements to make these activities succeed.
6. Monitor the implementation of legislation in force on school health and propose regulations related to public health at educational institutions.
7. Propose regulations related to public health at educational institutions and coordinate with the related bodies to conduct periodic medical exams on students at all educational stages, and submit reports thereon.
8. Issue periodic publications concerning school athletics and their various activities.

9. Prepare programs related to improving the work of social workers in the educational field.
10. Study and analyse the psychological, social, and educational problems faced by students to understand their causes and find the necessary treatments.
11. Supervise athletic, music, and community festivals and events for students and teachers held at the country level.
12. Organise participation in Arab, regional, and international school events and exchange visits with fellow Arab countries and friendly countries in coordination with the Ministry of Foreign Affairs.

Article (12)

The Independent Education Department shall hold competence to perform the following:

1. Monitor private educational institutions at all levels and teachers in independent education.
2. Coordinate with the Examinations Department in conducting general diploma completion exams (primary and middle) at independent education institutions.
3. Approve independent education outcomes below the general diplomas.
4. Study procedures for granting permission to engage in private educational activities.
5. Propose setting the maximum and minimum limit for school fees and expenses at all educational stages at independent educational institutions.

Article (13)

The Examinations Department shall hold competence to perform the following:

1. Undertake general diploma completion examination activities, propose the dates thereof, and supervise and announce the results of such exams after approval by the competent body.
2. Monitor the Department of Education's examinations offices in the regions.
3. Issue instructions, publications, and circulars to ensure proper conduct of exams.
4. Issue school diplomas and prepare, review, and distribute general diploma forms.
5. Study and analyse exam results and summarise the academic indicators showing strengths and weaknesses, and utilise such in cooperation with the competent departments and offices.
6. Propose school start and end dates and set dates for holding exams.
7. Monitor and review academic developments in exam methods and utilize them in assessing exams.
8. Prepare publication forms related to transfer exams, diplomas for all levels, and the publications related to report cards.
9. Propose examination committees and provide their work requirements in cooperation with the concerned bodies.
10. Keep records on general diploma exam results at the educational levels and organise, categorise, and maintain them in a manner that facilitates easy reference thereto.
11. Review documentation, sheets, and grade lists received from examination offices in the regions or forwarded thereto by other bodies, and compare these documents and sheets with the records and results kept thereby.

Article (14)

The Educational Facilities Security Department shall hold competence to perform the following:

1. Identify security needs of the relevant locations for material resources and staff, and propose and monitor the implementation of security training programs.
2. Establish the programs necessary to protect and secure educational facilities and the procedures to ensure their proper implementation.
3. Propose the regulations, procedures, and requirements necessary to select and employ department staff.
4. Coordinate with other security bodies with regard to securing educational facilities.
5. Organise and document information related to the Department's competencies.
6. Establish and implement the programs necessary to secure educational facilities while exams are being taken and those taking the exams.
7. Organise parking spaces and monitor the entries and exits of educational institutions.

Article (15)

The Information and Documentation Department shall hold competence to perform the following:

1. Collect and keep information and documentation related to the Ministry's work in accordance with academic methods, sort, categorize, and update it continually, enter it into the administrative unit's computer system, and make it available to the bodies authorised to use it.
2. Establish scientific and systematic mechanisms to ensure information and data quality.
3. Establish scientific mechanisms to continually update data and verify the quality thereof.
4. Build databases using scientific methods and methodologies to achieve the highest possible level of data quality, and work to link it with the Ministry's various administrative units so that it may be linked to the national system for information and documentation.
5. Prepare periodic publications and reports on the Ministry's activities and distribute them to the bodies affiliated thereto.
6. Provide information resources whether within the Ministry or through outsourcing.
7. Expand use of the concept of data warehouses as a tool for building an integrated information infrastructure serving the country's human development goals.
8. Establish the mechanisms required for information flow in a scientific manner that ensures up to date information.
9. Establish a general framework to unify statistical tables and the reports required from all Ministry bodies, improve exchange methods, and spread statistical awareness among Ministry bodies.
10. Issue periodic statistics and reports in accordance with the requirements of the Ministry and local and international organisations and establishments.
11. Conduct studies and statistics on the use of human resources.
12. Improve and equip information and documentation offices and units at Ministry bodies in the area of information and documentation, and contribute to the implementation of human resources development programs and plans.

13. Participate in preparing the annual teacher training plan at the Ministry in the area of information and documentation, and contribute to the implementation of human resources development programs and plans.

Article (16)

The Kindergarten Department shall hold competence to perform the following:

1. Study, review and organise the laws and regulations related to kindergarten, and submit the necessary suggestions to issue legislation in line with the level.
2. Prepare plans and programs for the kindergarten level, supervise the implementation thereof, and monitor and assess such plans and programs.
3. Establish the standards, requirements, and conditions for selecting educational and administrative personnel for kindergarten.
4. Propose the standards, requirements, and specifications for the buildings and equipment required for kindergarten, in coordination with the related bodies.
5. Contribute to designing effective educational curricula appropriate to the children's abilities, to achieve educational goals, in coordination with the competent bodies.
6. Supervise the organisation and keeping of the Department's information and documentation.
7. Identify the training needs of teachers, administrators, superintendents, and technical staff.
8. Identify, monitor, and supply the Department's administrative and technical requirements.
9. Prepare periodic reports on the Department's activities, obstacles, and difficulties, and ways of dealing with such.
10. Coordinate educational supervision within the Department and with the Educational Inspection Department.
11. Any other tasks assigned to the Department within the scope of its competencies.

Article (17)

The Office of the Minister shall hold competence to perform the following:

1. Organise the minister's meetings and interviews, and keep his correspondence.
2. Prepare for Ministry meetings, record the minutes thereof, notify the concerned bodies of any decrees pertaining thereto, and periodically monitor the implementation thereof.
3. Receive reports and correspondence received by the minister, and summarize and submit it thereto.
4. Keep, index, and sort all decrees and correspondence issued by the minister.
5. Prepare for meetings chaired by the minister and supply the requirements thereof.

Article (18)

The Legal Affairs Office shall hold competence to perform the following:

1. Participate in preparing and reviewing draft laws and regulations related to the Ministry.
2. Review draft contracts the Ministry is competent to enter into and the agreements to which it is a party.
3. Monitor cases filed by or against the Ministry of Education in coordination with the State Lawsuits Authority and the related bodies.

4. Prepare, draft, register, and stamp decrees and refer them to the competent bodies.
5. Conduct investigations and study complaints related to education.
6. Draft the memoranda the Minister deems fit to submit to the Prime Minister's Office.
7. Provide legal advice and opinions on the matters submitted thereto.

Article (19)

The International Cooperation Office shall hold competence to perform the following:

1. Monitor cooperation agreements in the field of education with fellow Arab countries and friendly countries and international organisations in coordination with the competent bodies at the Ministry of Foreign Affairs.
2. Prepare for meetings of joint committees and monitor the implementation of reports, agreements, and protocols issued thereby.
3. Organise communications with Arab, regional, and international bodies and organisations related to the Ministry of Education, in coordination with the competent bodies.
4. Organise participation in Arab, regional, and international conferences and organisations.
5. Prepare reports on the higher committees, and coordinate their meeting dates.
6. Undertake the measures required for receiving, accommodating, and transporting guests, and arrange the meetings thereof.

Article (20)

The Internal Audit Office shall hold competence to perform the following:

1. Audit disbursements from the approved items of the Ministry's budget, and make transfers from one item to another in accordance with the legislation in force.
2. Conduct documentary reviews before and after disbursement.
3. Provide financial advice and consulting and propose ways to avoid any errors, shortcomings, or deficiencies in documentation or disbursement procedures.
4. Order unplanned inventories of treasuries, financial trusts, and stores and supervise the annual inventory of stores.
5. Study the balance sheets, budgets, and financial reports of the Ministry of Education, point out any shortcomings, and propose ways to remedy such.
6. Provide the approved budget outcomes, compare them with the estimated budget, analyse deviations, and propose ways to avoid such.
7. Participate in the financial committee activities assigned thereto.
8. Supervise the preparation of the Ministry's balance sheet.
9. Work to improve the Ministry's accounting systems and document cycle.

Article (21)

The Special Groups Integration and Education Office shall hold competence to perform the following:

1. Propose the programs necessary to implement decrees related to special group student education.
2. Identify the educational institutions with students from special groups, and the number of students, required classes, qualified teachers, and approved educational aids.

3. Propose and monitor performance rates of special group teachers and supervise programs for their redistribution and transfer, in coordination with the competent departments at the Ministry.
4. Participate in studies related to identifying ways of benefiting from the outputs of special groups educational institutions, in line with the community's needs and in coordination with the related bodies.
5. Receive and study educational inspection reports on teachers of students from special groups and use them in establishing on-the-job training programs to improve their performance level.
6. Cooperate with the competent department in preparing studies and programs related to developing and implementing school curricula and syllabi for students from special groups, and assist them in selecting a specialization appropriate for them.
7. Document and utilise publications released by international organisations and bodies related to improving education of students from special groups.

Article (22)

The Media Office shall hold competence to perform the following:

1. Conduct and document media coverage of Ministry events with the available means.
2. Monitor what is published in audio-visual and print media related to the Ministry's work and prepare the necessary responses to such, in coordination with the competent departments in the sector.
3. Coordinate with the media on covering Ministry events.
4. Supervise the Ministry's media activities, and determine the manner and means of publication thereof.
5. Prepare broadcast and news programs and press coverage at the Ministry and provide media therefor.
6. Supervise and work to improve the Ministry's website.
7. Seek the assistance of audio-visual broadcasters, writers, journalists, and artists with competence in the office's field of work.
8. Prepare and implement draft media programs for the Ministry of Education.

Article (23)

The Monitoring Office shall hold competence to perform the following:

1. Monitor the performance of bodies affiliated to the Ministry of Education, and prepare periodic reports on their activities.
2. Receive and study inquiries and complaints concerning the Ministry of Education, provide an opinion thereon, and work to resolve them.
3. Monitor implementation of the regulations governing the Ministry's work, and propose amendment thereof in coordination with the competent bodies.
4. Collect reports, statistics, and data on the activities of the bodies affiliated to the Ministry of Education, state the extent to which they have implemented the plans and programs drawn up therefor, and propose their structure and organisation.

Article (24)

In the regions requiring such, the Ministry shall have education offices whose organisation and competencies shall be set out in a decree issued by the Minister of Education, in a manner consistent with the provisions of this Decree.

Article (25)

The internal regulations of the Ministry of Education and bodies affiliated thereto shall be set out in a decree issued by the Minister of Education, without prejudice to the competencies set out in this Decree, and in accordance with the regulations and rules in force in this regard.

Article (26)

The organisational divisions set out in this Decree shall perform their tasks without prejudice to the competencies assigned to education officials in the regions. The divisions must submit quarterly reports on their activities.

Article (27)

One or more committees shall be established by decrees issued by the Minister of Education to implement this Decree, in coordination with the related bodies.

Article (28)

This Decree shall enter into force on the date of its issue and any provision that conflicts with this Decree shall be repealed. The concerned bodies shall enforce this Decree and it shall be published in the Official Gazette.

The Cabinet – Libya

Issued on 06 Jumada al-Oula 1433 AH

Corresponding to: 29/03/2012 AD