



**Presidential Decree Law No. (5) Of the Year 2016 Regarding the
Palestinian National School of Administration**

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President of State of Palestine

The Chairman of the Executive Committee of the Palestinian Liberation Organization

Based on the bylaws of the amended Basic Law of the year 2003, and in particular the decrees of articles (43 & 87), and based on the Civil Service Law No. (4) of the Year 1998 and its amendments, and based on the Cabinet Decree dated 01/05/2015, and base on our authorities, and in fulfilling the public interest, and in the name of the Palestinian People,

We have endorsed the following:

Article no. 1

The words and phrases mentioned in this decree–law refer to the meanings specified underneath:

- School: Palestinian National School of Administration–PNSA.
- Council: General Personnel Council.
- Board: The Board of Management of the Palestinian National School of Administration.
- Board Chairman: Chairman of the Board of Management of the Palestinian National School of Administration.
- Executive Director: the Executive Director of the Palestinian National School of Administration.



Article no. 2

Upon this decree law the Palestinian National School of Administration is established, and; it will be enjoying legal personality and financial and administrative independence, and being an entity within the General Personnel Council.

Article no.3

The headquarters of the School is in Jerusalem, and the temporary headquarters in Ramallah. Also, the School may open branches at any governorate at State of Palestine.

Article no. 4

The School mandate, roles, and specialization is the following:

1. Upgrade the performance of the civil service apparatus in order to attain the ultimate goal of building the state institutions and fostering public administration, and in attaining the contentment of the citizen in receiving services of high quality from the public institutions.
2. Fostering governance and effective administration, and instating the public service culture in its proper framework, and in accordance to the best administrative practices.
3. Effective participation in the efforts invested in bringing about administrative development, and in adopting methodology of complementarity of roles through coordination and cooperation with private and civil society institutions.
4. Building and developing cooperation at various domains of public administration between the PNSA and Arab and international organizations in order to benefit from experience and expertise in this domain.

Article no. 5

The School is in charge of the following roles and specializations:

1. Participation in leading the efforts of administrative development and its strategic plans in developing public sector performance, and in working on preparing public sector leaders through training programs.



2. Preparation of studies, research work, and publications in the public administration and civil service domain; in order to enhance managerial decisions' processes at the state level.
3. Establishing a periodical newsletter specialized in administration and public administration subjects.
4. Establishing electronic library.
5. Exchanging expertise between national and international organizations working in this domain in order to attain the School objectives.
6. Providing consultations to the administrative apparatus of the state.

Article no. 6

The board is headed by the Chairman of the General Personnel Council and the membership of:

- Two representatives from the General Personnel Council.
- Five representatives from various governmental organizations.
- Two representatives of Palestinian universities holding at least a rank of associate professor.
- Two representatives of private sector organizations.
- A representative of Palestinian governmental institute.
- The representative of a Palestinian governmental institute should be a senior civil servant, and should be nominated by the respective head of governmental department.
- The constituency of the board is approved by a cabinet decree and proposed by the chairman of the board,

Article no. 7

1. The board meets on periodic basis (once every three months), and emergency meetings can be called upon a request of the board chairman or by at least half of board members.
2. The board meetings are legal if attended by absolute majority of board members, and on condition that the meeting is attended by the chairman of the board or whoever



represents the board chairman. And in case quorum fails to take place, the meeting will be rescheduled for one week, and to be attended by one third of board members and on condition that the chairman of the board attends the meeting.

3. Board decisions are taken by majority of attendance at board meetings, and if for and against voting is equal, the chairman vote on whichever side of voting will be the winning side of voting.
4. The executive director attends the board meetings without having the right to vote.

Article no. 8

1. The board chooses a board member to act as a vice-chairman to represent him in case of chairman absence.
2. The board chairman may delegate some of his mandate to the vice-chairman.

Article no. 9

1. Membership duration for the members of governmental organizations and the General Personnel Council is 3 years and it may be renewed for another 3 years only.
2. Membership duration of other board members is 3 years and not renewable. These board members should be replaced by other members of universities, institutes, and other organizations upon the expiry of 3 years membership.

Article no. 10

A board member loses her/his seat in the board in the following cases:

1. Expiry of membership duration.
2. Change of board member from the organization he/she represents.
3. Resignation.
4. Passing away.
5. Disqualification due to a final court ruling.
6. Loss of credibility due to final judgement of a competent court of a felony or a misdemeanor prejudicial to honor or integrity.
7. Absenteeism from 3 consecutive board meetings or 6 board meetings not in a row during membership period, and without a reason and consent of the board. The decision is taken by the board.



8. Losing the professional title she/he is appointed accordingly as a board member.
9. End of service for civil service board members due to any reason mentioned in the applied jurisdiction.

Article no. 11

In case any board member position becomes vacant due to any reason mentioned in this decree-law, a substitute of another board member will take place according to the articles 6 & 9 of this decree-law.

Article no. 12

The board roles and responsibilities are the following:

1. Approving general policies of the School.
2. Approving and adopting the Strategic Plan of the School.
3. Working on enhancing the planning capacity and supervising training programs of the School and advisory services, etc.
4. Working on best utilization of human and financial resources of the School.
5. Endorsing the necessary operational manuals of the School.
6. Approving the School budget before being endorsed from respective authorities.
7. Revising all School signed contracts, and accepting all donations, grants, unrestricted donations donated to the School.
8. Revising and approving the fees and bonuses paid to experts, trainers, and advisors/consultants.
9. Determining the financial returns of activities offered by the School.
10. Revising and approving reports submitted by the Executive Director.
11. Carrying forward all kind of tasks serving the overall objectives of the School and its establishment abiding by its legal framework.

Article no. 13

The Chairman of the Board Roles and Responsibilities are:

1. Representing the School in various forums and activities outside the School.
2. Requesting for School board meetings to be convened at specific dates.
3. Heading and steering the Board meetings



4. Following up the implementation of the Board decisions.
5. Defining the board of management meetings' agenda, to be approved later by the management board.
6. Signing the cooperation agreements with all parties after being approved by the board of management.
7. Any other functions requested by the board of management.

Article no.14

1. The School is managed by an executive manager supported by a professional and specialized team under the supervision of the Chairman of the Board of management.
2. The executive manager is appointed by a presidential decree issued by the President of State of Palestine, upon a nomination of the Cabinet and the recommendation of the School management board. The executive manager job rank is (A1–A4).
3. The executive manager is appointed on contractual basis based on a cabinet decree and upon the recommendation of the Chairman of the School management board, in case the appointed executive manager is not a civil servant.
4. The duration of the post of executive manager is five years and may be renewed for another five years only.
5. The Chairman of the Board of management may delegate the responsibilities of the School executive manager position to a senior staff working at the School in case the position is vacant, and until a new executive manager is recruited in accordance to the mentioned above in this respect.

Article no. 15

The Executive manager roles and responsibilities are:

1. Implementing the decisions and directives of the Board of Management.
2. Preparing the plans and forwarding them to the Chairman to approve according to agreed-upon standards.
3. Proposing suggestions to the Board managements in regard to various domains of development of School work.
4. Working on implementing School functions and tasks effectively and efficiently.



5. Supervising the preparation of the School budget proposal, and presenting it to the Board of management in order to approve it from respective authorities.
6. Supervising the preparation and development of the School organizational structure, and forwarding it to the Chairman to study it with the board of management prior to presenting it to the Cabinet for approval.
7. Supervising the preparation of the School bylaws, and forwarding it to the Board of management to approve it.
8. Proposing contracting with experts and trainers to the board of management.
9. Forwarding annual reports on the School work progress.
10. Any other tasks requested by the Board of management.

Article no. 16

The School depends on the following financial resources:

1. Financial resources designated to the School within the School budget annexed to the General Personnel Council budget.
2. The return of activities the School gets engaged in of special training programs, consultancy work and studies for non-governmental sectors, whereby this return goes directly to the treasury account under budget line item of: GPC/PNSA.
3. Unconditional Grants, donations, and bursaries accepted and endorsed by the Board, and not in conflict or disagreement with Cabinet's decrees in relation to external grants.

Article no. 17

1. Subject to the provisions of this Decree-Law and the conditions stated in the Civil Service law in relation to enhancing the managerial capacities of the civil servants occupying senior positions, the School is in charge of training the best capacities of those staff in (category A) positions in the Leaders' Training Program, to prepare them to move forward to further senior positions in the civil service apparatus.
2. The School is in charge of preparing studies regarding training needs for senior level staff in the public service.



Article no. 18

1. Subject to the provisions of this Decree–Law and the conditions stated in the Civil Service law in relation to continuous administrative development of public service and in enhancing performance of civil servants, and to create and instate a new positive culture of public service, the School works on developing the administrative and managerial capacities of public servants and the applied administrative processes through:
 - a. Training all newly recruited civil servants through the orientation/induction program in cooperation with their public institutions, seeking to create a new culture suitable to public service, and assists in the professional integration of these civil servants in their working environment.
 - b. Training public servants occupying supervisory ranks of category A and category B in continuous training programs, and providing them with best managerial practices to contribute to the development of their capacities.
2. Defining criteria and procedures to join the School through the established and approved system serving the purpose.

Article no. 19

The School contributes in the local and comprehensive administrative development efforts in Palestine through:

1. Preparation of research studies regarding the quality of administrative systems in the public sector, and the safety of the running operations in this respect. Also, by conducting performance gap analysis and basing the plans to bridge these gaps and develop them accordingly. Furthermore, by analyzing job requirements to implement administrative procedures of these systems in order to attain best possible services.
2. Preparation of research studies in non–governmental sector and upon request of organizations working in this sector, in addition, to providing consultancy, advice, and training programs, and contributing in designing administrative systems.



3. Admitting a number of trainees in the various training programs run by the School from the non-governmental sector to enhance their capacity and to contribute to the efforts of local administrative development.

Article no. 20

1. The Cabinet issues the regulations necessary to enforce this decree law based on the recommendations brought forward by the Cabinet.
2. The Cabinet issues the instructions and necessary decisions to implement the provisions of this decree law and the regulations issued by the Cabinet.

Article no. 21

The PNSA staff are subject to the regulations of the Civil Service Law, and PNSA staff recruited on contractual basis are subject to the regulations and provisions of the contract signed with them.

Article no. 22

All provisions, regulations, decisions, etc. are cancelled if contradict with the regulations of this decree law.

Article no. 23

The decree law will be presented to the Legislative Council upon convening of the first session.

Article no. 24

All respective authorities, and in accordance to area of specialty, implement the regulations of this decree law, and put it into implementation from the date of being issued in the official gazette.

Issued in Ramallah on: 4/02/2016

Mahmoud Abbas

President of State of Palestine

Chairman of the Executive Committee of the Palestinian Liberation Organization

