

## **PREMABLE**

It is now over three years since the creation of the original constitution was passed by the founding members and the steering committee which met on 20 November 2015, at Bairo formaosa-Hotel, Luz Clarita, Dili. The review of this constitution is in accordance to Article 43 (4,5). The constitution that was presented and accepted by the Minister of Justice was not the complete original one that was passed at the AGM 4 December 2017 and therefore at the next meeting of Members on 22-23 March 2019 a review of the original constitution was undertaken and so the following amendments are seen below.

The visión statement of “A Community Free of Disease and Death Due to Tobacco Consumption” is achieved through the objectives:

- Education and providing current information on the effects of Tobacco use on health, and the impact it has on the economy of the people of Timor.
- ANCT-TL will advocate for the enforcement of the Tobacco Law with Government by surveillance and monitoring of smoke free places, retailers of tobacco products, and
- By building the capacity of similar Civil Societies and youths who are active in anti-tobacco work.
- Advocate to Government and Parliament to enforce the implementation of Tobacco Law in Timor-Leste
- Develop research about the impact of tobacco on related to health and economic in Timor-Leste and
- Collaborate with its members to implement program to prevent tobacco use.

On Financial protocols this constitution makes it very clear that ANCT-TL will not accept donations or support from Tobacco related companies to

demonstrate the abhorrence of this substance that is destroying the health of Timorese people and to ensure no conflict of interest.

The hierarchal structure is pictorially shown in appendix 1. Internal regulations are developed by the board and approved by the General members at the annual meeting or extraordinary meeting if urgent matters need immediate decisions.

These amendments are to give concise and clarity to a constitution that is legally binding o its members, board and staff.

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Agora liu-tha ona tinan tolu durante kria statuto original no aprova husi membru fundador no stering komite iha 20 de Novembro 2015 iha Bairo Famosa-Hotel, Luz Clarita, Dili. Revizaun ba statutu ida ne'e bazeia baartigu 43(4,5). Statutu ida ne'ebe apresenta no aprova tiha ona husi Ministeriu Justisa laos ida ne'ebé kompletu no pasa iha AGM 4 Dezembro 2017 tamba ne'e, iha enkontru tuir maihusi membru 22-23 Marcu 2019 revizaun ba statutu original foti no bazeia ba statutu hanesan iha kraik.

Vizaun mak “Komunidade ida ne'ebé libre husi Moras no Mate tamba kauza husi Uza Tabaku” sei atinji liu-husi objectivus hirak;

- Edukasaun no oferese informasaun atual konaba impaktu husi uza tabaku ba saude no ekonomia ba ema timor oan
- Advoka hodi reforsa lei tabaku ba Governu liu-husi surveilansia no monitorizasaun ba fatin bandu fuma, vendedores tabaku
- Hasae kapasidade membru sosiedade sivil no juventude sira ne'ebé ativamente servisu ba anti tabaku
- Advokasia ba Governu no Parlamentu Nacional hodi reforsa implementasaun lei tabaku iha Timor-Leste

- Dezenvolve peskija konaba impaktu uza tabaku relasiona ho ekonomia no saude iha Timor-Leste no
- Servisu hamutuk ho membru sira hodi implementa programa ba prevensaun tabagismu

Iha protokoli finanzas nian klaru ona katak ANCT sei la simu doasaun ka supporta husi kompañia sira ne'ebé demostra sira nia servisu relativamente destroying saude ema timo roan nian hodi garantía laiha konflitu interese

## **ESTATUTU/STATUTE**

### **ALIANSA NASIONAL CONTROLA TABAKU TIMOR-LESTE (ANCT - TL)**

#### **KAPÍTULU I/CHAPTER I**

#### **IDENTIDADE/IDENTITY**

**(Naran, Sede, Objectivu no Emblema)/ (Name, Headquarters, Objectives, and Emblem)**

#### **Artigu 1/Article 1**

##### **Naran/Name**

Assosiasaun ne'e ho naran naruk Aliansa Nasional Controla Tabaku Timor-Leste no ho naran badak ANCT-TL

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The name of this association is Aliansa Nasional Controlo Tabaku Timor-Leste with an acronym of "ANCT-TL"

#### **Artigu 2/Article 2**

##### **Sede/Headquarter**

Sede ANCT-TL iha resintu Knua CNJTL- Dili, Timor-Leste iha 14 Avenida Rua Farol, Dili, Timor Leste.

ANCT-TL bele loke tan filial iha municipio bazeia ba nessesidade husi comunidade sira.

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The head quarter of ANCT-TL is temporarily located in the compound of CNJTL - Dili, Timor-Leste in 14 Avenida Rua Farol, Dili, Timor-Leste.

2. ANCT-TL may establish a branch in the other municipalities according to need of the community.

### **Artigu 3/Article 3**

#### **Objectivu/Objective**

ANCT-TL estabese ho objectivu atu reduz ujus tabaku iha Timor-Leste. Ida ne'e bele atinje liu husi:

Edukasaun no oferese informasaun atual sira ne'ebé afeta ema nia saúde liu-husi uja tabaku, no mos nia impaktu ba ekonomia ema nian iha Timor.

ANCT-TL sei halo advocacia hodi haforsa Lei tabaku hamutuk ho governu liu-husi vijilansia no monitorizasaun ba fatin livre husi fuma, fa'an nain ba produtu tabaku no

Liu husi kapasitasaun membru ho jovens sira ne'ebé ativamente halo servisu ba controlo tabaku

Dezenvolve Advocacia ba Governu no Parlamentu Nacional konaba implementasaun politika iha programa controlo tabaku iha Timor-Leste

Halao Peskija konaba impaktu tabaku ba saude no ekonomia iha Timor-Leste

Servisu hamutuk ho membru sira hodi implementa programa ANCT-TL nian hodi prevene uza tabaku

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ANCT-TL is established with the aim of reducing tobacco use in Timor-Leste. This will be achieved through:

Education and providing current information on the effects of Tobacco use on health, and the impact it has on the economy of the people of Timor.

ANCT-TL will advocate for the enforcement of the Tobacco Law with Government by surveillance and monitoring of smoke free places, retailers of tobacco products, and

By building the capacity of similar Civil Societies and youths who are active in anti-tobacco work.

Advocate to Government and Parliament to enforce the implementation of Tobacco Law In Timor-Leste

Develop research about the impact of tobacco on related to health and economic in Timor-Leste

Collaborate with it's members to implement program to prevent tobacco use

#### **Artigu 4/Article 4**

##### **Emblema no Bandeira ANCT-TL/The Emblem and the flag of ANCT-TL**

Emblema ANCT-TL nian forma husi

- a. Simbolu ho letra **A** representa organizasaun ne'ebé sai aligadu ba ANCT-TL.
- b. Signifika uja koor:
  - b.1 Ko'or matak signifika moris saudavel no sustentavel iha fisiku, mental no espiritual.
  - b.2 Ko'or matak nurak signifika luta ba vida saude Timor oan.
  - b.3 Ko'or mutin signifika povo Timor–Leste livre husi risku moras la hadaet.

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The emblem of ANCT-TL is based on

- a. Symbolized with an alphabet of **A** which represents alliance of the organizations in ANCT-TL
- b. Meaning of the colours
  - b.1 green signifies a healthy and sustainable life physically, mentally and spiritually.
  - b.2 light green signifies the fight for the healthy life for Timorese people
  - b.3 white signifies Timorese people are free from the risks of non contagious disease

#### **KAPÍTULU II/CHAPTER II**

**VIZAUN, MISAUN, VALOR NO PRINSIPIU ANCT-TL/ VISION, MISSION, THE VALUES  
AND PRINCIPLES OF ANCT-TL**

**Artigu 5/Article 5**

**Vizaun/Vision**

Comunidade sira livre husi moras no mate ne'ebé kauza husi konsumu tabaku

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A Community Free of Disease and Death due to Tobacco Consumption.

**Artigu 6/Article 6**

**Misaun/Mission**

ANCT-TL nia misaun mak atu hakbi'it nia membru sira liu husi fornese informasaun atual sira no planu estrategiku hodi halo monitorizasaun, advocacia, governu instituisaun relevantes sira ne'ebé serbisu ba redusaun ka eliminasaun uja tabaku.

ANCT-TL nudar organizasaun nasional ne'ebé sei serbisu hamutuk ho organizasaun sira seluk no Individu ne'ebé ho vizaun hanesan atu atinji evidensia ne'ebé bajaia ba peskija hodi kontribui ba konesimentu no issue sira ne'ebé kauja husi uja tabaku.

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The mission of ANCT-TL is to empower the members by giving current information and planning strategically for the advocacy to government and their relevant departments, agencies and other civil societies working on reducing or eliminating tobacco use.

ANCT-TL as a national organization will work collaboratively with others with the same vision to achieve evidence based research that will contribute to the knowledge and issues resulting from tobacco use.

**Artigu 7/Article 7**

**Valor no prinsipiu fundamental ANCT/The value and the fundamental principles  
of ANCT-TL**

## **Valor**

1. Respeitu, tau-matan, hakbi'it, kolaborasaun, inklusivu, transparancia, kredibilidade no flexibilidade mak valor ANCT-TL nian.

## **Principius**

2. Principiu demokratiku sei aplika ba ami nia serbisu hotu-hotu ho komitmentu ba vizaun ne'ebé ami iha. Ne'e signifika katak ANCT-TL sei tane a'as Lei tabaku ne'ebé deside husi governu liu-husi advocacia, treinamentu, no metodolojia peskija ne'ebé uja hodi promove contra-tabaku. Enkoraja liu-husi experiencia no konesimentu, hakbesik koperasaun ne'ebé ho flexibilidade hodi fahe kunesimentu. Prinsipiu sira hanesan fiar no responsabilidade sei aplika iha aktividade kolaborativu sira ho parseiru.

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## **Values**

1. Respect, Caring, Empowering, Collaboration, Inclusive, Transparency, Credibility and Flexibility are the values of ANCT-TL.

## **Principles**

2. Democratic principles will apply in all our dealings with commitment to the vision. It means that ANCT-TL will uphold the decisions of the Government on Tobacco Law through the advocacy, training, and research methods used to promote anti-tobacco use. It encourages according to experience and knowledge, a flexible co-operative approach to disseminating knowledge. The principle of trust and responsibility in collaborative activities with all partners will be applied.

### **Artigu 8/Article 8**

#### **Base Legal/Legal Grounds**

Base legal ANCT-TL nian mak:

1. ANCT-TL bazeia ba Lei Inan Konstituisaun RDTL
2. ANCT-TL obedese ba Lei sira aprova iha Konsellhu Ministru
3. ANCT-TL obedese ba Statutu ne'ebé aprova husi membru sira no legaliza husi Ministriu Justiça

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The legal grounds of the ANCT-TL are:

1. ANCT-TL acts in accordance to the Constitution of RDTL
2. ANCT-TL obeys the law approved by the Council of Ministers
3. ANCT-TL obeys the it's statute approved by the members and legalized by the Ministry of Justice

### **Artigu 9/Article 9**

#### **Tipu Organizasaun/Type of Organisation**

Tipu ANCT-TL mak Organizasaun Non-Governmental (NGO).

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ANCT-TL is a Non-Governmental Organisation (NGO),

### **KAPÍTULU III/ CHAPTER III**

#### **MEMBRUS, KRITERIA SAI MEMBRU, DIREITU NO DEVER, SANSAUN INKLUI HAKOTU'AN NUDAR MEMBRU/MEMBERS, CRITERIA TO BE THE MEMBERS, RIGHTS, DUTIES, PENALTIES AND MEMBERS WITHDRAWAL**

### **Artigu 10/Article 10**

#### **Membrus ANCT-TL /ANCT-TL members**

Membru ANCT-TL mak:

1. Membru fundador inisiu ANCT-TL mak: Concelho Nasional Juventude Timor-Leste (CNJTTL), Many Hands International (MHI), Uniaun Juventude ba Progresu Comunidade (UJPC) ne'ebé hola parte iha loron 17 Augustu 2015 hodi diskute no hakotu hodi hari'i ANCT-TL iha Dili.
2. Membru Parmanente mak; Organizasaun 12 hamutuk harii organizasaun (Belun Ba Comunidade (BBC), East Timor Libertasaun Patria (ESPADA), ADRA, Rural Youth Action, (RYA), Creative Children Timor-Leste, Adventist Service, Sadan Sanety, FUNERO, FMH, HFTL, SCJP, ICATUTUN ho FOLSETIL
3. Organizasaun formal nebe registu iha Ministeriu Justica
4. Organizasaun Non formal mak organizasaun sira ne'ebé la registu iha MInisteriu da Justica

5. Individu sira nebe iha vizaun hanesan ho ANCT-TL

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ANCT-TL members are:

1. The initial founder members of ANCT-TL are: National Council of Youth in Timor-Leste (CNJTTL), Many Hands International (MHI), Youth Union for the Community Development (UJPC) who took part in 17<sup>th</sup> of August 2015 to discuss and decided to establish the Aliansa Nasional for Control of Tobacco (ANCT-TL) based in Dili.
2. The permanent members are 12 organizations members who participated to establish this organization such as, (Belun ba Comunidade (BBC), East Timor Libertasaun Patria (ESPADA), Rural Youth Action (RYA), Creative Children Timor-Leste (CCTL), Adventist Service, Sadan Sanety, FUNERO, Fundasaun Moris Hamutuk (FMH), Hanoi Foun Timor Leste (HFTL), Sub Comisaun Justica e Paz (SCJP), ICATUTUN, FOLSETIL
3. Formal members that are registered with the Ministry of Justice.
4. Non-formal member, are organisations that are not registered under the Ministry of Justice.
5. Individuals who share the same vision as ANCT-TL.

#### **Artigu 11/Article 11**

##### **Kriteria sai membru / The requirement to be member**

1. Membru hotu tenki rejistu iha sekretariadu Nasional ANCT-TL
2. La involve iha asaun krime ruma liu husi asina deklarasaun
3. Prontu atu halo tuir Lei no regulasaun sira ne'ebé mensiona iha estatuto ANCT-TL
4. Prosedura rejistu sei estabesele iha regulamentu internal

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1. All the members must register in the national secretariat of ANCT-TL
  2. No involvement in any crime by signing a declaration
  3. Willing to obey the law and the regulations mentioned in the statute of ANCT-TL
  4. The procedures of registration will be established in the internal regulation

#### **Artigu 12/Article 12**

## **Membru nia Direitu no Dever/The rights and the duties of the members**

### 1. Direitu

- Iha direitu atu hili no direitu atu kandidata án ba membru konsellu ou Board.
- Sira iha direitu atu partisipa iha aktividade ANCT-TL nian bazeia ba sira nia kapasidade .
- Prinsipiu votasaun no direitu membru no kustu estruktural sei aprova liu-husi enkontru Nasional anual.

### 2. Dever

- Kumpri desijaun hotu husi forum
- Vota iha Assembleia Jeral annual no enkontru extraordinariu
- Serbisu ativu atu promove ANCT-TL nia serbisu
- Selu kustu membru bainhira nia tempu to'o.

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### 1. The rights

- The members have the right to choose and stand for candidature to be a member of the board
- They have right to participate in the ANCT-TL activities, according to their ability.
- Voting principles and membership rights and fee structures to be approved at the Annual General Meeting.

### 2. The duties

- Comply with all the decisions made by forum
- To vote at the Annual General Meeting
- Actively work to promote the work of ANCT-TL
- Membership fees paid when due.

## **Artigu 13/Article 13**

### **Sansaun ba Membru/Penalty for members**

1. Demisaun ba membru ne'ebé deit mak uja sala orsamentu aktividade ANCT-TL nian.
  2. Membru ne'ebé lori efeitu a'at ba serbisu ANCT-TL sei decide liu husi revizaun husi comisaun conselho sira.
  3. Membru ne'ebé sei la halo justifikasaun ba ninia atitude, ne'ebé la fo benefisiu ba ANCT-TL no prejudika ANCT-TL tuir regulamentu ANCT-TL nian, sei hapara nia husi membru bazeia ba rekomendasaun husi comisaun conselho ka board no desidi husi Assembleia Geral
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1. Dismissal of any member who wrongly manages the money of ANCT-TL activities
2. The members who bring detrimental effects to the works of ANCT-TL will be subject to a review by the board.
3. Members who fail to justify their attitude, which is not beneficial to ANCT-TL and prejudices ANCT-TL in accordance to regulation of ANCT-TL, will have their membership revoked by a recommendation from the board members and decided at the General Assembly

#### **Artigu 14/Article 14**

##### **Hakotu a'an nudar membru/Member Withdrawal**

1. Membru bele hatama karta rezignasaun
2. Hakotu membru tamba la obedese ba estatutu no regulamentu ANCT-TL

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1. Members can submit a letter of resignation
  2. Withdrawn membership because of disobeying ANCT-TL regulation

#### **KAPÍTULU IV/ CHAPTER IV**

##### **ESTRUTURA, KOMPOSISAUN ESTRUTURAL, MEKANISMU HILI NO TROKA STRUTURA ANCT-TL/ STRUCTURE, STUCTURAL COMPOSITION, MECHANISM OF CHOOSING AND CHANGING ANCT-TL STRUCUTURE**

#### **Artigu 15/Article 15**

##### **Estrutura ANCT-TL/ANCT-TL structure**

1. ANCT-TL adopta no implementa estrutura hirarkia
  2. ANCT-TL iha estrutura oin tolu ne'ebé kompostu husi Membru Assembleia Geral ANCT-TL, Membru Konsellu, no Sekretariadu Nasional, ho funsaun no responsabilidade ida-idak nian.
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1. ANCT-TL adopts and implements a hierarchal structure
2. ANCT-TL has three different structures which consist of General Assembly of Members of ANCT-TL, Board Members, and National secretariat. in accordance to the roles and responsibilities of each one of them.

## **Artigu 16/Article 16**

### **Kompozisaun Estrutural/Structural Composition**

#### **A. Membrus Board**

1. Kompozisaun Board kompostu minimu ema nain hitu (7) ne'ebé representa membru ANCT-TL. Membru Assembleia geral sei hili Prezidente Konsellu, Secretariu no Tezoureiru hodi sai hanesan Governasaun ba aktividade ANCT-TL.
2. Kuorum ba validasaun enkontru Konsellu mak 50% aumenta 1.

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#### **A. Board members**

1. The composition of board members consists of not less than seven (7) people, which will represent ANCT-TL members. The General Assembly Members will elect the board President, Secretary, Treasurer and board members to act as Governance on the activities of ANCT-TL.
2. The quorum for a valid board meeting will be 50% plus 1

## **Artigu 17/Article 17**

### **Funsaun Membru Board/Board members function**

1. Funsaun Board nian mak atu fo konsellu no konsultasaun ba responsavel sekretariadu Nasional konaba mudansa estatutu, governasaun operacional, dezenvolve planu estratégiku, hatama ou hasai detalus planu Anual ne'ebé apresenta husi Sekretariadu Nasional ba membru Konsellu no mos kontrolo ba jestaun finaceiru ANCT-TL nian.
2. Membru fundador sira iha direitu másimu hodi foti desijaun bainhira organizasaun iha kondisaun krizi ne'ebé board labele rezolve.

3. Tau-matan ba servisu sekretariadu nian, inklui hala'o fiskalizonaun ba servisu sekretariadu nian tomak atu garante efektividade no akuntabilidade servisu.
4. Responsabiliza ba kria prosedura no halo rekrutamentu ba Lider sekretariu nasional.
5. Iha poder atu hapara servisu sekretariu nian bainhira iha provas kona-ba iregularidade ruma bainhira hala'o nia funsaun.
6. Atende inkontro, seminar ka konferensia nasional no internasional ne'ebe iha relevansia ba importansia ANCT-TL nian.
7. Prosedura delegasaun ba inkontro, seminar, no konferensia sira sei estabese iha regulamentu internal kona ba prosedimentu enkontru.
8. Minimu iha enkontru dala ha'at kada tinan tenki realiza, tuir mekanismu membru konsellu nian
9. Atendimentu membru Komisaun Nasional iha enkontru hotu-hotu tenki 50% ba leten.
10. Prezidente mak responsabiliza ba Agenda Enkontru nian no Sekretariu mak responsavel ba Minutes Komisaun Nasional nian.
11. Fo notifikasaun ba membru Board sira atu tuir enkontru ho periodu la bele menus husi loron 14 nia laran.

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1. The task of the board members is to advise and consult with the national secretariat about matters in the statute, operational governance, developing the strategic plan, signing off on the detailed annual plan presented to the board by the National Secretariat, and has overall responsibility of financial management of ANCT-TL
  2. Founder members have maximum right to take decisions when the organization is in crisis, which the Board is not able to resolve.
  3. Assessing the operational needs of the National Secretariat, including inspecting the works of the national secretariat to assure the effectiveness and the accountability of the work.
  4. Responsible for the creation of procedures and recruiting the Head of the National Secretariat.
  5. The board members have the power to stop the work of secretariat if there is proof that there is irregularity in the work.
  6. Attending national and international meetings, seminars and conferences which are related to the importance of ANCT-TL.
  7. The delegation procedures of the meeting, seminars and conferences will be established in the internal regulation on Meeting Procedures.
  8. A minimum of four meetings per year must be held.

9. Attendance for a board member must be at least 50% of all meetings held.
10. The President is responsible for the Agenda of the Meeting and the Secretary is responsible for the Minutes of the Board.
11. A period of not less than 14 days notice must be given to board members of intended board meetings

### **Artigu 18/Article 18**

#### **Mekanismu Hili no Troka Membru Board/The mechanism of choosing and changing of the board members**

1. Hili no troka Board sei halo husi Membru Assembleia Jeral kada tinan tolu
2. Rezignasaun husi Board sei hato'ó liu husi karta formal ba presidenti Konsellu no mos ba membru Konsellu.
3. Lista kandidatu ba Board hotu sei hato'ó ba membru assembleia Jeral.
4. Board sei xefia husi Presidente Konsellu ida, Sekretariu ida no tezoueir.

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1. Choosing and changing the board members are executed through the General Assembly Members at the Annual General Meeting.
  2. The resignation of a board member is presented through a formal letter to the President of the board and the board members.
  3. The list of candidates for the role of board member is presented to the General Assembly Members.
  4. The board members are led with one President of board member, Secretary and Treasurer.
  5. The election of board members will be carried out through the general assembly of the ANCT-TL members
  6. The General Assembly is executed annually through the Annual General Meeting.

### **Artigu 19/Article 19**

#### **Secretariado Nacional/National Secretariat**

##### **A. Sekretariado Nasional**

1. Sekretariadu Nasional halao knar operasional ANCT-TL nian.

2. Sekretario Nasional kompostu hosi staf permanente no *part-time* ne'ebé responsabiliza no ezekuta programa ANCT-TL nian.

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### **A. National Secretariat**

1. National secretariat carries out the operational duties of the ANCT-TL.
2. National Secretariat consists of permanent and part-time staffs who responsible for the execution of the ANCT-TL programs.

### **B. Funsau Sekretariado Nasional**

1. Funsau Sekretario Nasional mak atu halo planu, implementa no responsabiliza ba plano servisu, kria mekanismu hodi informa ba membrus hodi implementa programa, operasaun ba administrasaun no gestaun financial ne'ebé bazeia ba delegasaun financial iha regulamentu financeiru. Responsabiliza ba propiedades hotu-hotu, asset no tane a'as valor sira ne'ebé hakerek ona iha estatutu ANCT-TL.
2. Lidera servisu sekretariadu nasional nian, inklui xefia sekretariadu nasional iha inkontro formal hotu ba interese ANCT-TL nian.
3. Representa ANCT-TL iha inkontro nasional no internasional.
4. Kria ligasaun parseiru ANCT-TL nian : Doador, Governo, Ajencias nasional no internasional.
5. Responsabiliza ba jestaun projetu hotu ne'ebe iha kompetensia sekretariadu nasional nian.
6. Buka no aseguira fundus ba aktividade ANCT-TL.
7. Responsabiliza ba akuntabilidade financeiru no relatorio regular ba membru Konsellu, sponsor, doador bazeia ba rekerimentu relatoriu husi sira.
8. Halo kordenasaun no monitorizasaun ba implementasaun atividades husi membru iha Municipiu (distritus).
9. Responsabiliza no organiza inkontro regular ANCT-TL nian hotu, kria minutas no komunikasoens hotu ba membrus ANCT-TL nian tomak.

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### **B. The duty of national secretariat**

1. The duty of national secretariat is to create plans, implement and be responsible for the work strategies, create the mechanisms to inform the members of the implementation of the programs, operational administration and financial

management in accordance to the financial delegation detailed in the financial regulations. Be responsible of all properties, assets and the upholding of the values that have written in the statute of ANCT-TL.

2. Lead the works of national secretariat include leading the national secretariat in all the formal meetings for the importance of ANCT-TL.
3. Representing ANCT-TL in the national and international meetings.
4. Establish the relationship between partners: donors, government, national and international agencies.
5. Responsible for the management of all the projects, which are in the competence of national secretariat.
6. Identifying and securing funds for the work of ANCT-TL
7. Responsible for finance accountability and regular report to the Board and sponsors and donors in accordance to their reporting requirements.
8. Coordinate and monitoring the implementation of the activities from the members in municipals or districts.

Responsible and organize all the regular meetings of ANCT-TL, create minutes and all the communications to the whole membership of ANCT-TL.

## **KAPÍTULU V/CHAPTER V**

### **PROSESU FOTI DESIJAUN/THE PROCESS OF TAKING DECISION**

#### **Artigu 20/Article 20**

##### **Kompetensia ba foti Desijaun /The competence of taking decision**

Membru Asembleia Jeral ANCT-TL mak iha kompetensia hodi foti desijaun tomak iha ANCT-TL.

Membru Konsellu ANCT-TL mak liman Governasaun iha ANCT-TL

Secretariadu Nasional mak liman Operasional iha ANCT-TL

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The General Assembly of Members of ANCTL -TL is the overall decision maker body in ANCT-TL.

The Board of ANCT-TL is the Governance arm of ANCT-TL

The National Secretariat is the Operational arm of ANCT-TL

### **Artigu 21/Article 21**

#### **Forum/Forums**

Forum ANCT-TL iha nivel oi-oin, Forum Enkontru Assembleia Jeral tinan tolu, Forum Assembleia Anual, no Forum Enkontru Extraordinariu

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There are different levels of forum in ANCTL-TL, such as; General Assembly, Annual Meeting forum, and Extraordinary Meeting forum.

### **Artigu 22/Article**

#### **Kompozisaun ho Kompetensia Forum Assembleia Geral/ Composition and Competence of General Assemebly**

Kompozisaun Enkontru Assebleia Geral:

1. Membru ANCT-TL
2. Board ho
3. Ezeutivu ka Secretariado Nacional

Kompetensia forum Assembleia Geral tinan 3 hanesan tuir mai nee:

Halo amandamentu ba statutu ANCT nian

Hili no troka membru Conselho

Halo planu strategia tinan ida nian

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Composition of General Assembly :

1. ANCT-TL Members

2. Board and
3. Executive/National Secretariat

General Assembly has the competences as follow:

1. 1. Create amendments for the statute when it is no longer suited to the situation and condition of ANCT-TL.
2. Choosing and changing the board members.
3. Evaluating and creating the strategic plans.

### **Artigu 23/Article 23**

#### **Forum Enkontru Annual/Annual Meeting Forum**

Forum Anual kompostu husi Board, no Sekretariadu Nasional. Notifikasaun ba la menus husi loron 14. Parseiru seluk (Individual ka Organizasaun) bele mos partisipa hodi fo sujestaun no rekomendasaun.

Objektivu husi Enkontru Jeral Anual mak atu:

1. Halo evaluasaun ba progresu servisu annual
2. kria planu Asaun Annual

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The Annual forum is composed of the the Board members, and Head of the National Secretariat. Notice of (AGM) should not be less than 14 days. Other partners (individually or organization) may also participate in giving suggestion and recommendation. The purpose of the Annual General meeting is to:

1. Evaluate the progress of the annual plan
2. Develop one year action plan

### **Artigu 24/Article 24**

#### **Forum Enkontru Extraordinariu/The competence of Extraordinary Meeting Forum**

1. Forum Enkontru Extraordinariu kompostu husi membrus, Membru Board, Sekretario Nasional no staff seluk, depende ba assuntu.

2. Diresaun Ezeceutivu mak iha kompetensia hodi konvoka Forum Enkontru Extraordinariu.

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1. Extraordinary meeting forum is consisted of the members, board members, national secretariats and other staffs depending on the issue.
  2. Executive direction has the competence to call for the an extra ordinary meeting

### **Artigu 25 /Article 25**

#### **Kompetensia Forum Enkontru Extraordinariu /The Competence of Extraordinary Meeting Forum**

Forum Enkontru Extraordinariu iha kompetensia hanesan tuir mai ne'e:

1. Diskuti no hakotu assuntu spesífiku ne'ebé ANCT-TL presija atu responde lalais.
2. Membru sira diskuti no hakotu assuntu spesífiku ruma wainhira Board ho Sekretario Nasional la bele rezolve mesak.
3. Membrus bele habo'ot enkontru especial ba Asembleia Jeral karik asuntu ne'e presija desijaun husi membru tomak imediatu.
4. Notifikasaun ba Enkontru Extraordinariu La menus husi loron 7.

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Special forum has the following competences:

1. Discussing and concluding the specific issue which ANCT-TL needs to resolve immediately.
2. The members discuss and conclude the specific issues when national secretariat is not able to solve alone.
3. Members can change the extraordinary meeting to General Assembly depend on from the members immediatly
- 4.

5. No less than seven (7) days' notice must be given in calling an Extraordinary Meeting

## **KAPÍTULU VI/CHAPTER VI**

### **STAFF ANCT-TL /STAFFS OF ANCT-TL**

#### **Artigu 26/Article 26**

##### **Definisaun/Definition**

1. Staff ANCT-TL mak ema ne'ebé servisu iha ANCT-TL tuir kontratu serbisu individual ne'ebé determina ona.
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1. Staffs of ANCT-TL are people who work in ANCT-TL according to the individual employment contracts.

#### **Artigu 27/Article 27**

##### **Papel no responsabilidade Staff/Staff**

Prosesu no mekanizmu rekrutamentu hodi hili staff sei regula iha regulamentu Internal (staff manual).

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The process and mechanism of selecting the permanent staff will be regulated in the internal regulation (staff manual)

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## **KAPÍTULU VII/CHAPTER VII**

### **DEFINISAUN NO JESTAUN BA PROPRIEIDADE/ASSET NO MEKANIZMU DESOLVE ANCT-TL**

#### **Artigu 28/Article 28**

## **Definisaun/Definition**

Propriedade ANCT-TL nian mak rekursu moveis no imoveis ho tipu parmanente no temporaria.

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The properties of ANCT-TL are the resources fix and nonfix , permanently and temporary

## **Artigu 29/Article 29**

### **Jestaun ba Propriedade ou Asset/Management of Assets or property**

1. Sekretariado ANCT-TL mak jere propriedade ou aset hotu no uza ba interese servisu ANCT-TL nian deit haktuir ba regulamentu interna no prosedimentu seluk organizasaun nian.
  2. Bainhira ANCT-TL Desolve tamba razaun ruma, propriedade ANCT-TL sei transfere ba organizasaun sosial ne'ebé iha misaun ho visaun hanesan ho ANCT-TL.
  3. Mekanismo jestaun propriedade sei regula iha regulamentu internal.
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1. The national secretariat has the competence to manage all assets that belong to ANCT and use only for the interest of ANCT
2. If ANCT-TL is dissolved due to whatever reason, the properties of ANCT-TL will transfer to the other social organizations, which share the similar mission and vision of ANCT-TL.
3. The mechanism of transferring the properties will be regulated in the internal regulation.

## **Artigu 30/Article 30**

### **Desolve ANCT-TL/Dissolving of ANCT-TL**

1. Membru ANCT-TL sei halo resolusaun liu-husi reuniaun AsembLeia Jeral ou Enkontru Extraordinariu.

2. Karik 2/3 husi membru sira ne'ebé partisipa konkorda ho rekomendasaun husi board. Minutas kompleta ho diskusaun no rekomendasaun sira sei haruka ba membru fundador sira atu foti desijaun final.
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1. Members of ANCT-TL must make a resolution to the General Assembly through a calling of an extraordinary meeting.
2. If the 2/3 of the attending membership agrees with the recommendation of the Board. The minutes complete with discussions and recommendations are sent to the Founding Members for final decision.

## **KAPÍTULU VIII/CHAPTER VIII**

### **FONTES FINANCIERA, SISTEMA FINANÇAS NO TINAN FISCAL/FINANCES, FINANCE SYSTEM, ANNUAL FISCAL**

#### **Artigu 31/Article 31**

#### **Finansas/Finances**

#### **I. Financas**

1. Finansas ANCT-TL nian mak fundu ne'ebé hetan husi doadores, sponsors no inklui mos esforso Angriasaun fundus husi organizasaun rasik atu hamoris no suporta nafatin programa ANCT-TL nian iha futuru.
  2. ANCT-TL la simu doasaun ka suporta husi Industria Tabaku ka Kompania sira ne'ebé iha relasaun ho tabaku.
  3. Kompetensia no responsabilidade Financieira , sei regula iha regulamentu internal.
    - . Sistema auditoria finansa ANCT-TL sei hala'o ho mekanismu Interna ou Externa.
    - ANCT-TL uja Padraun Prosedimentu Konta (standard accounting procedures)
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## Finances

1. The finance of ANCTL-TL is how the getting of monies and in-kind support from the donors, sponsors and includes the monies collected from fund raising for the organization to develop and support the program of ANCTL-TL in the future.
2. ANCTL-TL cannot accept donations or support from Tobacco industry or Tobacco related companies.
3. The finance delegation, responsibilities and processes will be regulated in the internal regulation.
  - The annual audit for finances of ANCTL-TL will implement internally and externally .
  - ANCTL-TL uses the standard accounting procedures (SAP)

### **Artigu 32/Article 32**

#### **Tinan fiscal/Annual fiscal**

Tinan fiscal ANCTL-TL nian maka hahu dia 1 fulan Janeiro no taka iha dia 31 fulan Desembru.

Annual fiscal of ANCTL-TL is starting on 1<sup>st</sup> of January and closing on 31<sup>st</sup> of December.

## **KAPÍTULU IX/CHAPTER IX**

### **AMANDAMENTU BA ESTATUTU/THE AMENDMENTS FOR STATUTE**

#### **Artigu 33/Article 33**

#### **Amandamentu/Amendments**

1. Estatutu ANCT-TL sei halo amandamentu liu husi Asembleia Jeral /AJ nebe priense korum 2/3 husi membru Fundador no membru permanente.
2. Dokumentu draft revizaun tenki distribui liu husi eletronika ba Membrus hotu iha 14 dias antes atu realiza assembleia jeral-AJ. No iha revizaun legal wainhira hetan aprovasaun husi 2/3 membrus fundadores, Membru permanente ne'ebé partisipa iha assembleia Jeral (AJ) .
3. Estatutu ne'e hahu tama iha vigor husi loron aprovasaun
4. Karik presija, halo mudansa ba statutu ne'e bele halo liu husi Asembleia Jeral Anual.
5. Bele hala'o mudansa bainhira estatutu ne'e la kondiz ona ho situaun.

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1. The change of statute will be done through the General Assembly and approved by 2/3 of the founder members, and permanent member
  2. The draft revision documents must be distributed electronically to the all members before 14 days of the General meeting, and these revisions will be legal when approved by 2/3 of the founder members, board members, and members who participate in the General meeting.
  3. This constitution is valid starting in the day it approved
  4. If the constitution is needed to be changed, it is through the Annual General meeting.
  5. The statute can be changed when it is no longer proper to the situation.

## **KAPÍTULU X/CHAPTER X**

### **DISPOZISAUN FINAL NO TRANSITORIAS/FINAL DISPOSITION AND TRANSITORY**

#### **Artigu 37/Article 37**

##### **Tama iha Vigor no nia Validade/ The validity of Statute**

These amendments to the original constitution, that was approved by the founders and members on 20 November 2015, have been approved by unanimous decision by the members attending the Annual General Meeting 22 - 23 March 2019 and completed at the extraordinary meeting held on 5

May 2019. These have been signed by those members on the decision letter dated 5 May 2019. (appendix 2)

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Amandamentu ba statute original ne'ebé aprova tiha ona husi fundador no membru sira iha 20 de Novembru 2015. Aprova tiha ona husi forum husi membru sira ne'ebé atende enkontru annual general iha 22-23 Marco 2019 no complete ona iha enkontru extraordinariu iha 5 de Maiu 2019. Ne'e asina tiha ona husi membru sira husi akta desijaun 5 de maiu 2019 (Anexu appendix 2)