



INTERNAL RULES AND REGULATIONS OF THE RWANDA LAW REFORM COMMISSION (RLRC) N° 001/2016 OF 30/09/2016.

Pursuant to the Law N° 44/2013 of 16/06/2013 establishing the Rwanda Law Reform Commission (RLRC) and determining its mission, organization, functioning as revised to-date;

The Council of Commissioners in its session of 21/06/2016 adopts the following Internal Rules and Regulations of Rwanda Law Reform Commission (RLRC).

CHAPTER ONE: GENERAL PROVISIONS

Article One: Purpose of these Internal Rules and Regulations

These Internal Rules and Regulations govern the administration, staff and operations of the Rwanda Law Reform Commission abbreviated as "RLRC".

Article 2: Meaning of terms

In these Internal Rules, the following terms shall have the following meanings:

- 1° "Bureau": Bureau of RLRC as prescribed by law;
- 2° "Chairperson": Chairperson of RLRC;
- 3° "Council": Council of Commissioners;
- 4° "Minister": Minister in charge of Justice;
- 5° "Commission": Rwanda Law Reform Commission.
- 6° "Quarter": quarter of the financial year.

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CHAPTER TWO: ORGANS AND STAFF OF THE COMMISSION AND THEIR RESPONSIBILITIES

Article 3: Council of Commissioners

The council of Commissioners is the supreme organ of the Commission. It is composed of 7 commissioners; the Chairperson, the Vice Chairperson, both of whom are permanent members and five Commissioners who are non-permanent members.

Responsibilities of the Council of commissioners are outlined in the law establishing the RLRC.

Unless necessitated otherwise, the Council meets on a quarterly basis upon invitation by the Chairperson in at least 15 days prior to the meeting. Documents for consideration shall be sent alongside the invitation. Documents for consideration during the Council meeting shall be prepared by the Secretary General, who is also its rapporteur.

Article 4: The Bureau

The Chairperson, Vice Chairperson and the Secretary General make up the bureau, it is responsible for daily management and administration of the Commission. Specific responsibilities for both the bureau and individual responsibilities for each member are outlined in the law establishing the Commission.

Article 5: Senior Management

RLRC Senior Management comprises of the Chairperson, Vice Chairperson, Secretary General, Heads of Departments, Division Managers and the Director of Administration and Finance.

Senior Management meets weekly. The meeting aims at reviewing progress of activities in all departments and joint discussion of issues arising that may impact on the delivery of the Commission.

Article 6: Staff

RLRC staff consist of three categories namely; Political and Senior Public Servants, Directors and Professionals, and Technical and Support Staff.

The Political and Senior Public Servants category comprises of the Chairperson, the Vice Chairperson, the Secretary General, Heads of Departments, Division Managers and Analysts.

The Directors and Professionals category comprises of the Director of Administration and Finance, Specialists, the Editor, Public Relations and Communications Officer, Internal Auditor, Planning Monitoring and Evaluation Officer, Procurement Officer, Budget Officer, Accountant, Logistics Officer, ICT Officers, the Documentalist, and Administrative Assistants to; the Chairperson, the Vice Chairperson and the Secretary General.

The technical and support staff category consists of the Head of Central, Secretary to the DAF Unit, and Administrative Assistants to the Heads of Departments.

All staff are governed by the General Statutes of Public Servants and their responsibilities and functions are provided for in the Order establishing RLRC's organizational structure.

Article 7: Service Interim

The Chairperson may in case of a staff member's absence for an unknown period, assign in writing, another staff member to temporarily carry out the duties of the absent staff member.

However, without prejudice to the provisions of the preceding paragraph, any supervisor intending to take leave or to be absent for any reason for a period not exceeding 30days, shall designate a staff member who shall act on his/her behalf during that period.

CHAPTER THREE: STAFF OBLIGATIONS AND PROHIBITIONS

Article 8: Discipline at work

Every staff member performs all his/her duties intended to deliver to the mandate of the Commission. He/she should respect work instructions and submit a report on performance of the duties assigned to him/her. He/she is required to perform his/her duties with diligence,

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objectivity, sense of responsibility and respect for other staff.

Article 9: Working hours

Staff members are obliged to respect public service working hours. Mechanisms for the implementation of this Article that are put in place, like the "finger print" must be adhered too. Failure to sign in upon arrival for work and to sign out when leaving, without valid and communicated reasons is considered as absenteeism.

Article 10: Lateness and absence from duty

A staff member who for justified reasons intends to be absent or is absent, fills a permission request form that is signed by his/her immediate supervisor and filed by the human resources management specialist.

Failure to respect the provisions of paragraphs 1 and 2 of this Article may lead to disciplinary sanctions provided for by the law.

Article 11: Avoidance of segregation or discrimination

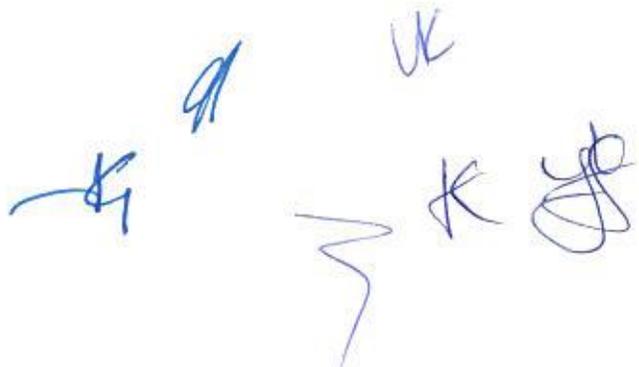
Every staff member is prohibited from demonstrating any form of segregation or discrimination based on nationality, ethnicity, region, sex, religious beliefs, age, disabilities, or any other form of segregation or discrimination.

Article 12: Dress Code

All staff members should dress in formal office attire. They may be allowed to dress in casual attire on special occasions.

Article 13: Identification at work

All staff members are obliged to wear the individual staff identification badge given to them upon commencement of duties within RLRC whenever at work.

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Article 14: Professional Secrecy

Every staff member is prohibited from disclosing professional secrets unless approved by his/her supervisor in writing or in cases provided for by laws in force. Professional secrets include actions, information and documents, which he/she might have known in the exercise of his/her functions.

Article 15: Preservation of the RLRC's property

Every staff member should take all appropriate measures to preserve the property of the RLRC under his/her custody and provide access to such property to enable the logistics officer and or any other staff that may be designated, to inspect it at any time.

He/she is required to properly maintain any property he/she is given in order to perform his/her duties. In case of loss or damage of such property due to negligence, notwithstanding disciplinary sanctions that may be applied, he/she shall have to refund it.

In case of termination of employment with the RLRC, he/she is obliged to handover any property and documents belonging to RLRC, formerly under his/her custody in a period not exceeding 5 working days unless otherwise authorized by a competent authority.

In respect of the preceding paragraph, whereas documents related to his/her technical work should be handed over to the immediate supervisor, office equipment are handed over to the director of administration and finance.

CHAPTER FOUR: DISCIPLINE AT WORK

Article 16: Misconduct at work

Misconduct by a staff member of RLRC constitutes a disciplinary fault which is punishable by the law on general statutes for Rwanda Public Service and in accordance with other laws determining modalities of imposing disciplinary sanctions to public servants.

Article 17: Investigating misconduct

Every action relating to disciplinary procedure is obligatorily done in writing and the concerned staff has to be informed. Any misconduct by a staff member is investigated by an internal

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disciplinary committee mentioned in Article 20 of these Internal Rules and Regulations.

Article 18: Authorities to sanction misconduct

Disciplinary sanctions of the first category to any staff member as well as second category sanctions to staff appointed by the Chairperson are imposed by the Chairperson in accordance with relevant laws.

Disciplinary sanctions of second category to staff members appointed by authorities other than the Chairperson, are imposed by the appointing authority.

Article 19: Appeal

A staff member who is not satisfied with a disciplinary decision taken against him/her has the right to appeal. An appeal at the first level is done to the Chairperson and to the Public Service Commission at the second level.

Article 20: Internal Disciplinary Committee

In order to ensure transparency in solving work related conflicts or investigating administrative misconduct, an Internal Disciplinary Committee is created. The Committee comprises of the director in charge of human resources (the Chairperson of the Committee), human resources management specialist (Secretary of the Committee), two representatives of the technical staff, and a representative of the support staff, each elected by his/her peers.

Among the representatives of the technical staff, one represents Specialists and other staff at the same level and the other represents Analysts and Division Managers. For Heads of Departments, one automatically becomes a member of the disciplinary committee when the other is the subject of investigation.

With exception of the Chairperson of the committee and the Secretary of the Committee, other members serve for a term of one year renewable only once.

In case of alleged misconduct of a staff member, the Committee mentioned in paragraph 1 of

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this Article, carries out administrative investigations and prepares a report indicating whether or not a fault(s) has been committed by the staff member and the supporting evidence.

The report mentioned in the previous paragraph is submitted to the Chairperson within ten (10) working days from the day the investigation report was finalized.

The Committee also makes a proposal of the sanction, if any, taking into account the provisions of the law.

In case the person alleged to have committed a fault is a member of the Committee, he/she does not take part in the investigations and meetings taking decision on the matter.

CHAPTER FIVE: LEAVE

Article 21: Application for annual leave

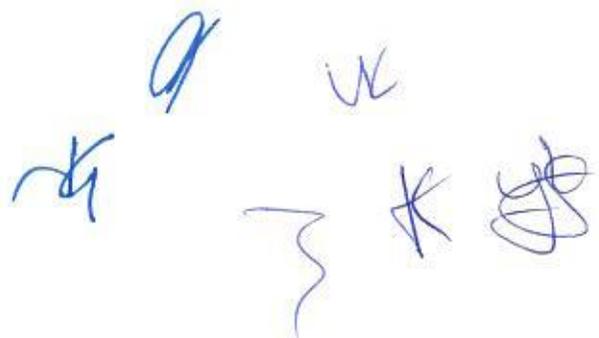
Every staff member is entitled to an annual leave, medical leave or circumstantial leave whose duration is specified in the law on general statutes for Rwanda Public Service.

At the beginning of every year, the human resources management specialist prepares an annual leave plan, after consultations with staff and their supervisors.

A staff member applying for annual leave is required to fill the appropriate form and submit it to his/her supervisor at least ten (10) working days before the date he/she requests to start the said leave, except in cases of urgency.

In the interest of the Commission, a staff's request for leave may be declined in writing and adjourned. A staff member starts his/her leave only when he/she has been officially authorized by the competent authority mentioned in Article 22 of these Internal Rules and Regulations.

If deemed necessary, a staff member that is on annual leave may be recalled to work. The recall is done in writing by the authority that approved the leave with indication of the date the recalled staff is to resume his/her leave.

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Article 22: Authorities to approve leave request

The application for leave by the Chairperson is addressed to and approved by the Prime Minister. For the Vice Chairperson, the Secretary General, Heads of Departments and Division Managers, their applications for leave are addressed to and approved by the Chairperson. For other staff members, applications for leave are addressed to and approved by the Secretary General.

Prior to approval of the leave request by the competent authority, a leave request form is submitted to the Human Resources Management Specialist for verification and signed by the first supervisor in case of any.

CHAPTER SIX: REPORTING

Article 23: Reporting channels

Staff report to their immediate supervisors in accordance with RLRC's organizational chart.

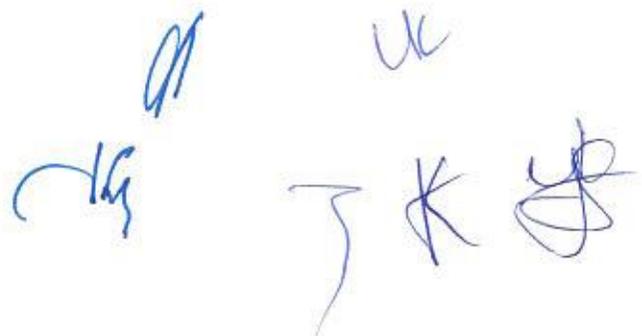
The Chairperson, being the overall Supervisor of RLRC staff, reserves the right to request for a report of activities from any staff member.

Article 24: Monthly progress Reports

At the end of every month, each department submits a monthly report not later than the date of 5th of the following month. However, an activity progress report may be requested for before end of the month when deemed necessary.

Article 25: Quarterly and Annual Reports

Every 3 months and at the end of each financial year, Senior Management evaluates the implementation of the action plan and the execution of the budget for approval by the Council.

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CHAPTER SEVEN: FINAL PROVISIONS

Article 26: Modification of Internal Rules and Regulations

Proposal to modify these Internal Rules and Regulations can be initiated by either the Bureau or at least three (3) Commissioners. Their modification is done by a decision of the Council.

Article 27: Other applicable laws

For matters not specified in these Internal Rules and Regulations, reference is made to the Law establishing the RLRC and other relevant laws and regulations in force in Rwanda.

Article 28: Repealing provision

RLRC internal rules and regulations of 17/07/2013 are hereby repealed.

Article 29: Commencement and effectiveness

These Internal Rules and Regulations shall come into force upon approval by the Council. They take effect from the date of signature by the Commissioners

Kigali, on 30/09/2016

Mr. John Gara (Chairperson)

Mr. Evode Uwizeyimana (Vice-Chairperson)

Dr. Usta Kaitesi (Commissioner)

Me. Julien Kavaruganda (Commissioner)

Ms. Consolate Bigirimana (Commissioner)

Ms. Odetha Yankuriye (Commissioner)