

**LEGAL AFFAIRS DEPARTMENT
ANNUAL ACTION PLAN
(MEDIUM TERM PERSPECTIVE)**

VISION

To be the best Department rendering professional input, interfacing between the institutional setup of the Ministry of Finance and Planning (MOFP) and the Attorney General's Department, the Legal Draftsman's Department and other regulatory agencies as well as with multilateral and bilateral funding agencies primarily on legal, legislative and regulatory matters.

MISSION

- To provide relevant information and policy decisions to AG's Department on matters referred, so that well considered legal advice and opinions could be obtained.
- To assist LD's Department to facilitate finalization of draft laws/ regulations referred.
- To engage in research and development and contribute towards policy formulation.
- To provide support to other Departments on matters referred that are of a routine nature.

RESPONSIBILITIES

- Assist AG's Department to finalize approvals on legal, legislative and regulatory matters referred, on agreements and contracts referred and to defend Court cases referred.
- Assist LD's Department to finalize drafting laws/ regulations referred.
- Attend foreign loan negotiation, liaise with banks/ development partners etc. and ensure early execution of related documents having obtained relevant clearances and opinions.
- Provide legal support to other Departments of the MOFP on matters of routine nature referred.
- Represent MOFP at the Human Rights Commission, Labour Tribunals, Arbitration Tribunals etc.
- Engage in research to facilitate Government policy being transformed into action.
- Collect legal statutes/reference material and provide research findings where necessary.
- Provide inputs and assist the materialization of publications of MOFP.

ORGANIZATIONAL STRUCTURE

(Annex 1)

APPROVED / EXISTING CADRE

(Annex 2)

HUMAN RESOURCE DEVELOPMENT STRATEGY

- Ample local and foreign training opportunities are available to staff members on emerging areas of law and topics of general importance such as Change Management and Leadership. (Annex 3)
- As a general norm core staff members are encouraged / compelled to engage in related research.

BUDGETARY ALLOCATIONS/ OTHER INCOME

An annual budgetary allocation is given to the LAD from the Consolidated Fund. Note the Medium Term Budget Estimates of the LAD as published by the National Budget Department. (Annex 4)

ACTIVITY PLAN

There are two types of activities generally carried out by the LAD. It is planned to *engage* in all work assigned to the LAD in an effective and timely manner;

Activities - carried out on time Bound basis include;

- Assisting in Budget related work – October to November.
- Ensuring the submission of Budget legislation to Parliament – by April.
- Drafting the Chapter on Reforms for the Annual Report – by May.
- Preparation of Annual Budget Estimate for the Department – as per timeline in the ' Budget Call'.
- Assisting preparation of connected Cabinet Observations – generally within the same week.
- Responding queries raised by Auditor General and COPA – within the time given.

Activities – carried out based on demand include;

- Drafting/ Finalization of Cabinet Memoranda on Acts/ Amendments handled by MOFP.
- Attending foreign funding negotiations, liaising with AG's Department, Development Partners/ Banks to finalize related agreements and facilitating the timely execution.
- Formulation of the structures of connected Acts /Amendments/ Regulations.
- Providing legal related support to the MOFP/Treasury Departments.
- Preparing observations connected to Court cases, attending consultations, Court hearings and taking follow-up steps.
- Carrying out legal/ regulatory related research to assist policy formulation.
- Facilitating the publication of Guides etc.
- Representing the ST in Boards/Governing Bodies, as Treasury Representative/s.
- Ensuing timely responses to daily mail received.

STRENGTHS

- LAD is better placed to be able to contribute towards policy formulation primarily on legal/ regulatory aspects.
- There is overall reliance, as the LAD provides in - house inputs on the legal/regulatory aspects etc. and work as a conduit between Departments of the MOFP and AG, LD etc.
- LAD is relatively small and new and hence effective management is easier.
- The traditional bureaucratic approach of attending to only assigned tasks is not prevalent as the staff members have been groomed to shoulder collective responsibility as a team.
- Since the core-staff consists of professionals, integrity and ethical standards are somewhat inherent.
- LAD is technologically well equipped and hence lack of facilities does not hamper delivery.
- The databases maintained enable efficient delivery.
- Core staff members are particularly trained to be research oriented, dedicated and work extensive hours where necessary.

WEAKNESSES

- Joining the public service is generally not a preferred option for lawyers of the caliber required for MOFP/ Treasury, due to their ability to make lucrative earnings elsewhere.

DRAWBACKS/ THREATS

- Difficulties in attracting lawyers of the desired caliber.
- Delays could be inevitable when having to depend on external inputs such as approvals from AG's Department and drafting in 3 languages by the LD's Department.

STRATEGIES TO OVERCOME DRAWBACKS/ TREATS

- Duties are allocated to identified core staff members to build subject experts. **(Annex 5)**
- Delays could be minimized when reliant departments such the LD's Department is strengthened mainly with support staff, such as translators and typists.

INCOME GENERATION

Not relevant.

PROCUREMENT

Only minor procurements are done to purchase office equipment, stationary etc., having followed approved guidelines.

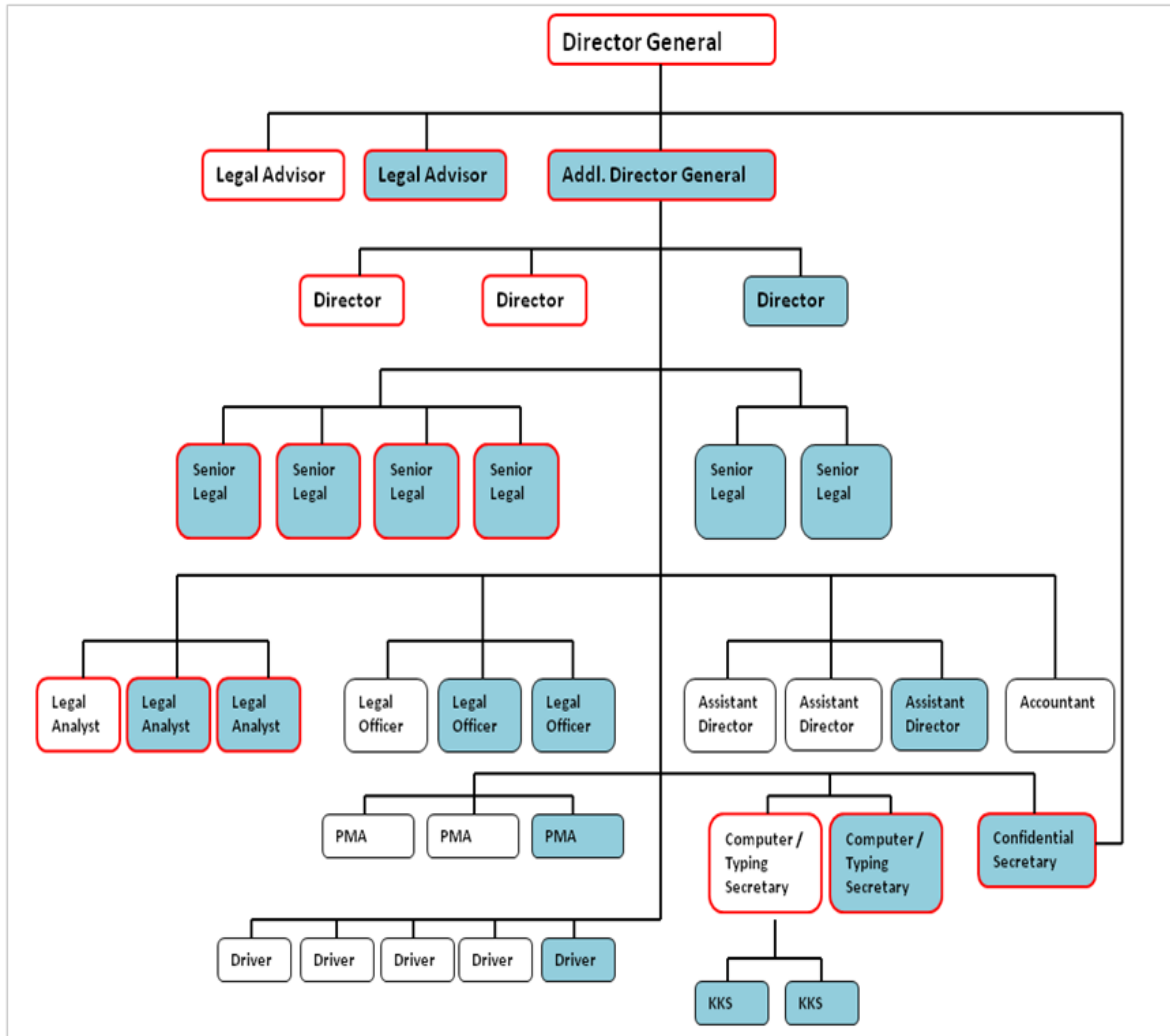
IMPREST REQUIREMENT

Imprest is taken twice a month i.e. on the day before the salaries to pay the salaries and in the 1st week of each month to meet recurrent expenditure of the relevant month.

INTERNAL AUDIT

Internal audit is done by the Management Audit Department and the track record on compliance of the LAD is good. It is proposed to maintain high standards of compliance.

Organization Chart



Contract Basis
 Positions to be filled

Legal Affairs Department
Approved / Existing Cadre

As of 15.03.2014

Designation	Service	Grade/ Class	Salary Code	Approved Cadre			Existing Cadre		
				Permanent	Casual	Contract	Permanent	Casual	Contract
Director General	Dept.	-	-	-	-	01	-	-	01
Additional Director General (Legal)	"	-	-	-	-	01	-	-	-
Legal Advisor	"	-	-	-	-	02	-	-	01
Director (Legal)	"	-	SL -1	01	-	-	-	-	-
Director (Legal)	"	-	-	-	-	02	-	-	02
Senior Legal Officer	"	-	SL -1	02	-	-	-	-	-
Senior Legal Analyst	"	-	-	-	-	04	-	-	-
Legal Analyst	"	-	-	-	-	03	-	-	01
Legal Officer	-	-	SL - 1	03	-	-	01	-	-
Accountant	SLAcS	III	SL - 1	01	-	-	-	-	-
Assistant Director	SLAS/ SLPS	III	SL - I	03	-	-	02	-	-
Management Assistant	PMAS	I/II/III	MN - 2	03	-	-	02	-	-
Confidential Secretary	-	-	-	-	-	01	-	-	-
Computer Typist Secretary	-	-	-	-	-	02	-	-	01
Driver	-	I/II	PL - 3	05	-	-	04	-	-
Office employee Assistant	-	I/II/III	PL- 3	02	-	-	-	-	01 (Attach)

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Approved / Existing Cadre

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Director General	Dept.	-	-	-	-	01	-	-	01
Additional Director General (Legal)	"	-	-	-	-	01	-	-	-
Legal Advisor	"	-	-	-	-	02	-	-	01
Director (Legal)	"	-	SL -1	01	-	-	-	-	-
Director (Legal)	"	-	-	-	-	02	-	-	02
Senior Legal Officer	"	-	SL -1	02	-	-	-	-	-
Senior Legal Analyst	"	-	-	-	-	04	-	-	-
Legal Analyst	"	-	-	-	-	03	-	-	01
Legal Officer	-	-	SL - 1	03	-	-	01	-	-
Accountant	SLAcS	III	SL - 1	01	-	-	-	-	-
Assistant Director	SLAS/ SLPS	III	SL - I	03	-	-	02	-	-
Management Assistant	PMAS	I/II/III	MN - 2	03	-	-	02	-	-
Confidential Secretary	-	-	-	-	-	01	-	-	-
Computer Typist Secretary	-	-	-	-	-	02	-	-	01
Driver	-	I/II	PL - 3	05	-	-	04	-	-
Office employee Assistant	-	I/II/III	PL- 3	02	-	-	-	-	01 (Attach)

Legal Affairs Department

Overseas / local Training - since 2008 till 15.03.2014

	Name	Designation	Training
01.	Mrs. Shamalie Gunawardana	Director General	<ul style="list-style-type: none"> • Executive Training - Strategic Management, LKY School of Public Policy, Singapore - March 2013 • Training Program on e-Governance and Change Management - e-Government Leadership Centre, NUS, Singapore - September 2013
lii	Mrs. Tilaksari Wijayanayake	Legal Advisor	<ul style="list-style-type: none"> • Seminar on Current Developments in Monetary Financial Law - U.S.A - December 2009 • Executive Training, Strategic Management LKY School of Public Policy, Singapore- July 2013 • UNDP Meeting on Anti-corruptions - Malaysia - October 2013
03.	Mrs. W.M.V. Wanasinghe	Director (Legal)	<ul style="list-style-type: none"> • e-Governance and Change Management - e-Government Leadership Centre, NUS, Singapore - October 2013 • Fiscal Policy Framework and Forecasting -IMF Fiscal Affairs Department, USA- AFS - Colombo, Sri Lanka - February 2014
04.	Ms. Thimali De Silva	Director (Legal)	<ul style="list-style-type: none"> • Public Sector Policy Analysis & Budget Management - Singapore - August 2010 • Executive Training - Investment & Procurement, LKY School of Public Policy, Singapore- May 2013 • Fiscal Policy Framework and Forecasting -IMF Fiscal Affairs Department, USA- AFS - Colombo, Sri Lanka - February 2014

05.	Ms. E.A.P.Devika	Legal Officer	<ul style="list-style-type: none"> • Public Sector Policy Analysis & Budget Management - Singapore - August 2010 • Executive Training, Public Finance, LKY School of Public Policy, Singapore- August 2011
05.	Mr.Tharanga Abeykoon	Assistant Director	<ul style="list-style-type: none"> • Strategic Management, LKY School of Public Policy, Singapore - July 2011 • Executive Training - Change Management at the ISS Centre, Singapore- April 2013 • Fiscal Policy Framework and Forecasting, IMF Fiscal Affairs Department, USA- AFS - Colombo, Sri Lanka - February 2014
06.	Ms. T.G. Chandra Malanie	Assistant Director	<ul style="list-style-type: none"> • e-Governance and Change Management - e-Government Leadership Centre, NUS, Singapore - November 2013
07.	Ms. Rishani Wickramage	Legal Analyst	<ul style="list-style-type: none"> • Executive Training - Strategic Management, LKY School of Public Policy, Singapore- March 2013 • Selected Issues in the Evolving Financial Regulatory Framework , IMF- Singapore - November 2013 • Fiscal Policy Framework and Forecasting -IMF Fiscal Affairs Department, USA- AFS - Colombo, Sri Lanka - February 2014

Legal Affairs Department
Budgetary Allocation / Expenditure
Head No. 323
(2011- 2014)

Year	Provision		Expenditure	
	Recurrent Rs.	Capital Rs.	Recurrent Rs.	Capital Rs.
2011	8,512,000	314,000	8,371,332	199,974
2012	10,612,000	650,000	10,191,281	108,011
2013	13,465,000	900,000	12,846,539	358,368
2014	13,390,000	650,000	-	-

Subject Expertise being built at the LAD

- 1. Director General - Mrs. H.M.N.S. Gunawardena**
Overall in charge of the activities of the Legal Affairs Department

- 2. Legal Advisor - Mrs. T. de S.A. Wijayanayake**
Court work
Attending consultations with the Attorney General's Department
Ensure dispatching related communications.
Assisting drafting of laws and regulations.
Follow up work on ST's mail and Circulars

- 3. Director (Legal) - Mrs. W.M.V. Wanasinghe**
Foreign Financing and other agreements
Assisting Court work

- 4. Director (Legal) - Ms. Thimali de Silva**
Foreign Financing and other agreements
Research
Collection of information for publications

- 5. Legal Officer - Mrs. E.A.P. Devika**
Court work
Attending consultations at the Attorney General's Department
Ensuring the timely dispatch of related communications.

- 6. Assistant Director - Mr. A.K.A.Y. Tharanga**
Assisting to prepare Cabinet Observations,

Assisting the collection of information for publications

Coordinating printing related work.

Coordinating work between LD , Government Printer and Parliament

Follow up work on ST's mail and Circulars

7. Assistant Director - Ms. T.G.C. Malanie

Court work

Assisting to prepare Cabinet Observations,

General Administration

Coordinating work between LD , Government Printer and Parliament

Assisting follow up work on ST's mail and Circulars

8. Legal Analyst - Ms. Rishani Wickramage

Foreign Financing and other agreements

Research

Assisting the collection of information for publications

Coordinating Publications