

UNDP Justice System Programme

Induction Guide



Welcome to Timor- Leste



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**Welcome to Timor-Leste,
Land of the Sleeping Crocodile**

This induction guide will brief you on the history and current situation in Timor-Leste, as well as guide you on your settling into everyday life and give an overview on rules and regulations for international legal Advisers with UNDP Justice Programme. The information given in this Guide bases on the UNMIT Welcome Guide (originally compiled in September 2003 and updated in January 2008) and was completed with UNDP and UNDP Justice Programme specifics in May 2008.

The information included is as up to date as we can currently provide, but the situation changes so rapidly that you may find that some information is already incorrect.

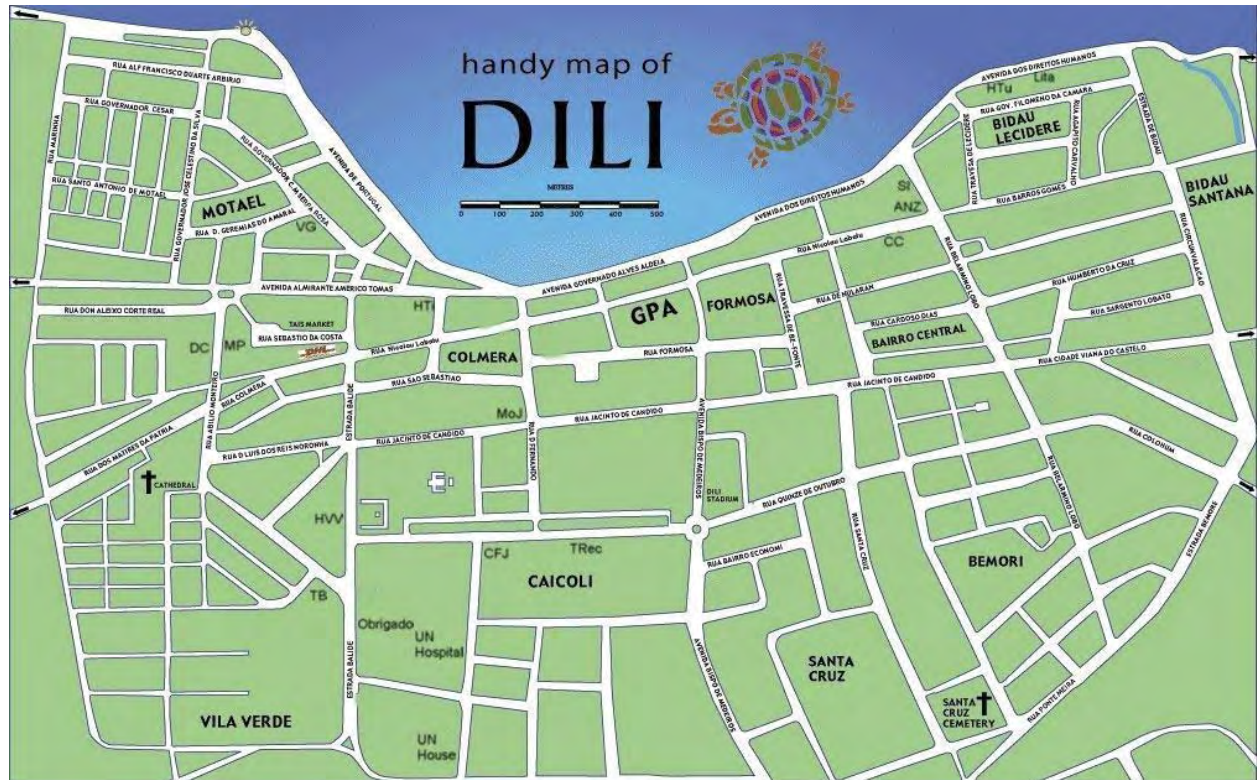
This guide is only meant as an introduction to Timor-Leste. Should you be interested in more detailed information, please contact the section in question or the Programme Management Unit of UNDP Justice Programme.

Your suggestions, comments or corrections are highly appreciated. Please do not hesitate to contact UNDP-Justice Programme Management Unit. We are very much interested to keep the Guide up to date and making it better.

MAP OF TIMOR-LESTE



MAP OF DILI



MOJ – Ministério da Justiça

CFJ – Centro Formação Judiciária / UNDP Programme Management Unit

Trec – Tribunal de Recurso

DC – Tribunal Distrital Dili

MP – Ministério Público

ANZ – Banco

HTi – Hotel Timor

HVV – Hotel Vila Verde

HTu – Hotel Turismo

Lita – supermercado

Si – Former supermercado Singapura, now on opposite side of the street: Cold Store

CC – City Café

TB – Tropical Bakery

FACT SHEET ON TIMOR-LESTE

Land area	14,609 km ²
Location	Timor-Leste includes the eastern half of the island of Timor; Oecussi, the special autonomous district on the northwest portion of the island of Timor; and the islands of Atauro and Jaco
Population	923,198 (2004 Census)
Natural resources	Gold, petroleum, national gas, manganese, marble
Government type	Republic
Capital	Dili
Languages	Tetum and Portuguese (official languages); English and Indonesian (working languages); and around 36 indigenous dialects
Ethnic groups	Austronesian (Malayo-Polynesian), Papuan, small Chinese minority
Religion	Roman Catholic 98%; small number of Muslims and Protestants
HDI¹ Rank	142 out of 177 countries (low human development)
Life Expectancy	56 years at birth (2004)
Infant Mortality Rate	64 per 1,000 live births
Adult Literacy Rate	58.6% (age 15 and older)
Annual Population	4.7% Growth Rate
Total Fertility Rate	7.8 (births per women)
GDP per capita	US\$ 367 (2004)
Currency	US Dollar (\$) + Centavos (East Timorese local coins)
Time	9 hours ahead of GMT

¹ Human Development Index 2006

ADMINISTRATIVE DIVISION OF TIMOR-LESTE

Timor-Leste is divided into the following regions. Administrative oversight for each region is provided by a Secretary of State for Regional Coordination:

Region	District
Region I	Lautem, Baucau, Viqueque
Region II	Manatuto, Manufahi, Ainaro
Region III	Dili, Aileu, Ermera
Region IV	Liquiça, Bobonaro, Covalima
Special Autonomous Region	Oecusse

Below the regional structure, Timor-Leste is territorially divided into districts, sub-districts, villages (or sucos) and sub-villages (or aldeias):

Name of District	Total No. of sub-districts	Total No. of Sucos	Total No. of Aldeias	Estimated Population
Aileu	4	31	139	37,967
Ainaro	4	21	131	52,480
Baucau	6	59	286	100,470
Bobonaro	6	50	193	83,579
Covalima	7	30	147	53,647
Dili	6	31	241	175,730
Ermera	5	52	275	100,697
Lautem	5	34	151	56,293
Liquica	3	23	134	54,973
Manatuto	6	29	98	36,897
Manufahi	4	29	98	36,897
Oecusse	4	18	62	57,616
Viqueque	5	35	234	65,449
Total	65	443	2189	912,695

BRIEF HISTORICAL OVERVIEW

Portuguese rule

Timor had been a source of sandalwood, honey and wax for Chinese traders since at least the 1300s. The first Portuguese traders reached Timor, near the coast of Oecussi, around 1515. Timor became a Portuguese colony in 1702, when a Portuguese Governor was posted in Dili and the commercial exploitation of resources began in earnest, including sandalwood, coffee, sugar cane and cotton. In 1859 the western half of the island was ceded to the Dutch. In the early 1900s, the Portuguese administration crushed a series of Timorese rebellions. With the start of World War II, the Australians and Dutch, aware of its importance as a buffer zone, briefly occupied Timor despite Portuguese protests. In 1942, Japan invaded and remained in the territory until September 1945. By the end of the war, Timor-Leste had suffered major destruction -- some 60,000 East Timorese lost their lives and most of the plantations of coffee, cocoa and rubber had been abandoned.

Indonesian invasion

The process of decolonisation in Portuguese Timor began in 1974, in the wake of Portugal's "Carnation Revolution". East Timorese were given freedom to form their own political parties, the most prominent being the Timorese Democratic Union (UDT), which supported gradual independence as well as association with Portugal, and the pro-independence Revolutionary Front for an Independent Timor-Leste (FRETILIN), which supported full independence. Portugal sought to establish a provisional government and a popular assembly that would determine the status of Timor-Leste, but civil war broke out between those who favoured independence and those who advocated integration with Indonesia. On 11 August 1975, the UDT launched a coup to seize power but was defeated by FRETILIN, and its members fled to West Timor. Unable to control the situation, the Portuguese colonial administration withdrew to the island of Atauro, leaving FRETILIN in control of Timor-Leste. A unilateral declaration of independence followed on 28 November 1975. Before the declaration could be internationally recognized, however, Indonesian forces invaded and occupied the newly born Republica Democrática de Timor-Leste (RDTL) eventually annexing it as the twenty-seventh Indonesian province. Some 60,000 people are believed to have died during the initial period of the invasion. The UN never recognized this integration, and both the Security Council and the General Assembly called for Indonesia's withdrawal. Timor-Leste's official international status remained that of a "non-self-governing territory under Portuguese administration". FALINTIL, the military arm of FRETILIN, began its guerrilla campaign against the Indonesian forces.

Indonesian rule

Indonesian rule in Timor-Leste was violent and dictatorial. Unlike the Portuguese, the Indonesians favored strong, direct rule, which was not accepted by the Timorese, who were determined to preserve their culture and national identity. Death tolls between 1975 and the early 1980s, due to a combination of attacks on civilian populations, disease and famine are estimated to be up to 200,000. In an effort to obtain greater control over its dissident new province, Indonesia invested considerable financial resources in Timor-Leste.² The 1991 "Santa Cruz Massacre"³ marked a turning point in the occupation as the shocking images of the Indonesian army shooting unarmed civilians were broadcast around the world. The imprisonment of resistance leadership Xanana Gusmão in 1992 also put the spotlight on the human rights situation in Timor-Leste, as did the October 1996 Nobel

² Leading to economic growth averaging 6 percent per year over the period 1983-1997.

³In 1991, the Indonesian military gave permission for a visit by a parliamentary delegation from Portugal, but the visit was cancelled at the last minute and protests began. A young student, Sebastião Gomes, was killed and many others arrested. On November 12, 1991 thousands of Timorese marched towards the Santa Cruz cemetery to mourn for Sebastião Gomes. The Indonesian Army opened fire and killed more than 200 people in what has become known as the Santa Cruz massacre. In another tragic episode in April 1999, as many as 60 people were murdered at the local Catholic Church in Liquiçá.

Peace Prize award to Bishop Ximenes Belo and José Ramos-Horta. Indonesia found itself in an increasingly difficult position.

Popular Consultation

In 1998, unable to control the economic disruption caused by the 1997 Asian financial crisis and the subsequent protests, Indonesian President Suharto stepped down. In January 1999, his successor, former Vice-President Habibie decided to give Timor-Leste the opportunity to hold a vote on independence. This culminated in the May 5, 1999 UN-brokered agreement with Portugal to hold a referendum or 'Popular Consultation' on the options of autonomy within Indonesia, or full independence. Despite a sustained intimidation campaign launched by the Indonesian military, using "militias" as proxies, on 30 August 1999, the Timorese population voted overwhelmingly for independence (78.5 percent). The Indonesian armed forces and their militia responded with extraordinary brutality. The entire territory was laid waste – some 80% of buildings were looted and burned, all government records were lost, and most of the physical infrastructure was destroyed. One-third of the population was forcibly displaced to West Timor and other neighboring islands. The rest of the population sought refuge in the mountains. Serious Crimes Unit indictments indicate that 1,400 persons were killed between January and October 1999.

International support

Within two weeks from the outbreak of violence on 4 September 1999, the UN Security Council (SC) authorized a multinational force (INTERFET) under the unified command of Australia to restore peace and security. On 25 October 1999, the SC established the United Nations Transitional Administration in Timor-Leste (UNTAET) to administer the country before handing over power to an elected Timorese Government. The UN also launched a large-scale humanitarian operation including food supplies and other basic services. On 30 August 2001, Timor-Leste held its first election, by which political representatives were elected to a Constitutional Assembly to write the country's Constitution. Shortly thereafter, 24 members of the new all-East Timorese Council of Ministers of the Second Transitional Government were sworn into office. The new Council replaced the Transitional Cabinet created in 2000.

Self-governance

The Constituent Assembly ratified the first Constitution on 22 March 2002 and, following the presidential election on 14 April, Mr. Xanana Gusmão was elected president with 82.7 percent of the vote (301,634 votes) against Francisco Xavier do Amaral. With the preconditions for a hand-over of power met, the Constituent Assembly transformed itself into the country's parliament on 20 May 2002. On that day, the first Government was sworn in and Timor-Leste's Independence, first declared in November 1975, was finally realized. Celebrations took place at Taci Tolu, a former mass grave site outside Dili, and attended by dignitaries from around the world, including then UN Secretary-General Kofi Annan, President Megawati of Indonesia and former US President Bill Clinton. On 27 September 2002, Timor-Leste joined the UN.

The United Nations in Timor-Leste

The United Nations General Assembly (GA) placed Timor-Leste on the international agenda in 1960, when it added the territory to its list of Non-Self-Governing Territories. Beginning in 1982, at the request of the GA, successive Secretaries-General (SG) held regular talks with Indonesia and Portugal aimed at resolving the status of the territory. Until June 1998, Indonesia proposed limited autonomy for Timor-Leste within Indonesia, but then suddenly, in 1999, added the option of independence. As a result of this process, the "May 5th" agreements were signed in New York, by which the Governments of Indonesia and Portugal entrusted the SG with organizing and conducting a "popular consultation" in order to accept or reject a proposed special autonomy for Timor-Leste within the unitary Republic of Indonesia.

UNAMET and the popular consultation

To carry out the consultation, the Security Council, by resolution 1246 (1999), authorized the establishment of the United Nations Mission in Timor-Leste (UNAMET) on 11 June 1999. The 5 May agreements stipulated that UNAMET would, in the event of the independence option being chosen, oversee a transition period pending implementation of the decision. On 30 August 1999, some 98 percent of registered East Timorese voters went to the polls deciding by a margin of 21.5 percent to 78.5 percent to reject the proposed autonomy and begin a process of transition towards independence.

UNTAET and the transition to independence

On 19 October 1999, the Indonesian People's Consultative Assembly formally recognized the result of the August consultation. Shortly thereafter, on 25 October, the Security Council established the United Nations Transitional Administration in Timor-Leste (UNTAET) as an integrated, multidimensional peacekeeping operation fully responsible for the administration of Timor-Leste during its transition to independence. Its mandate was to exercise legislative and executive authority, provide security, maintain law and order, support capacity-building, assist the development of civil and social services and ensure the coordination and delivery of humanitarian assistance. The late Sergio Vieira De Mello was chosen as Special Representative of the Secretary-General (SRSG), and he began a process to fully devolve all operational responsibilities to the East Timorese authorities over a period of two-and-a-half years.

UNMISET and the post-independence period

When Timor-Leste's independence was restored on 20 May 2002, UNTAET was succeeded by the United Nations Mission of Support in Timor-Leste (UNMISET) established by SC resolution 1410 of 17 May 2002. The Mission was established with the following mandate: to provide assistance to core administrative structures critical to the viability and political stability of the country; to provide interim law enforcement and public security and to assist in developing the Timor-Leste Police Service; and to contribute to the maintenance of the new country's external and internal security. During this period, UNMISET concentrated on capacity development of police services and other institutional entities to ensure a smooth transition from peacekeeping to a sustainable development assistance framework.

UNOTIL and capacity development of the State

The mandate of UNMISET was completed in May 2005 and a successor political mission, the United Nations Office in Timor-Leste (UNOTIL), was established on 20 May 2005. The new Office continued to support the development of critical State institutions. UNOTIL was scheduled to end its mandate in May 2006, and the SC had already received the SG's recommendations for the post-UNOTIL period. However, a series of events culminating in a political, humanitarian and security crisis of major dimensions led the Council to prolong UNOTIL's mandate and to request new recommendations taking into account the need for a strengthened United Nations presence.

The establishment of UNMIT

On 11 June 2006, after going through the security and political crisis, the President of Timor-Leste, the President of the National Parliament and the Prime Minister wrote to the SG requesting the establishment of a UN police force in Timor-Leste to maintain law and order until the national police could undergo reorganization and restructuring. The Security Council, using resolution 1704 (2006) of 25 August 2006, decided to establish the United Nations Integrated Mission in Timor-Leste (UNMIT). In addition to executive authority over law enforcement, the Security Council mandated UNMIT to support the Government and relevant institutions to consolidate stability, enhance a culture of democratic governance, facilitate political dialogue, and support Timor-Leste in all aspects of the 2007 presidential and parliamentary electoral process.

TIMOR-LESTE: CULTURE, CUSTOMS AND SOCIETY

Geology and Morphology

Certain geological aspects of the territory such as the coral reefs, the river banks and the elevation of the many mountains ranges indicate that this island was formed fairly recently. The island also contains many deep valleys and gulleys which transform into tumultuous rivers in the rainy season. Some of the 'accidental' morphological characteristics include the mud volcanoes of Oecusse and Viqueque, and the thermal waters and lakes of the Maubara and Suruboe regions.

The People: Languages and Ethnicity

The population of Timor-Leste is made up of many ethnic groups speaking their own languages. The official languages are Tetum and Portuguese. Portuguese is mainly spoken by the older generation, who lived under Portuguese rule, and people who have lived in Portugal or other Lusophone countries. Tetum is the most widely spoken vernacular. In addition to these two languages, Bahasa Indonesia and English are working languages. Bahasa Indonesia is understood by many Timorese and most certainly by anyone who worked or went to school during the Indonesian occupation.

The morals and social behavior of the people are not governed by European or Western standards. Timorese are by nature mostly polite with a great deal of outward humility and would rather agree with than upset a visitor to their land. Thus it is easy to receive a wrong answer to questions, especially leading questions, merely because people are trying to demonstrate good manners.

Climate

The climate along the coasts is relatively hot year round with an annual average temperature of 27°C. There are two distinct seasons: the north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The south-east monsoon season, which runs from March to October, constitutes the dry season with some rain on the south coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its tall mountains can be very cold with an annual average temperature of 18°C.

Natural Resources

The main natural resources are, in order of importance: petroleum which may be the key for the economic future of the country, agriculture, cattle-raising and minerals. Different areas, depending on climate and soil conditions, grow certain crops, with considerable areas of cultivation dedicated to coffee, rice and corn. Coconuts, bananas and mangoes are also found in abundance on the island.

There are a number of wood types that are used in construction including bamboo, which is widely used by the Timorese for building, furniture and artifacts. Unfortunately, the abundant supply of teak and sandalwood has now been depleted due to non-sustainable methods of use.

The water buffalo is the most prized animal because of its role in the economy. The buffalo is a symbol of wealth and prestige amongst Timorese, who use them not only for preparing the fields for rice cultivation, but also for marriage dowries (barlaki) and in sacred ceremonies such as funeral rites.

A small salt economy is concentrated in a number of villages that supply the domestic market.

Means of Subsistence

The economic activities of the rural Timorese population are concentrated around agriculture, horticulture, fruit harvesting and animal husbandry. Traditionally, coffee, copper and tobacco were

heavily relied upon in certain regions. Family plantations as well as community-based ones exist. Agriculture still remains tool-based and labor intensive.

Tobacco has been grown on the island for a very long time and is always available in the domestic local markets. The local markets are also a good indication of the type and strength of local economy in the regions. The local rural markets are always on set days and an important part of the social and economic fabric of each town.

Arts and Crafts

Perhaps the most widely recognized craft of the island of Timor-Leste is that of cloth weaving. The end product can either be a selenda, (a thin and narrow scarf), a tais (a larger piece of woven fabric) or a kambatik (a one-piece sarong worn by women). The fibers used are natural as are the colors, which are derived from the leaves and roots of certain plants, ground up, and then mixed with lime and water. However, during the Indonesian times man-made materials were introduced and are still being used. The colors and patterns vary from region to region (from extremely vibrant to rather muted). Fiber weaving is also practiced by the women on certain parts of the island; besides different types of mats, they also make baskets, pouches for tobacco, betel nut and leaf, and sacks for the storage of corn and rice. Both examples of cloth and vegetable fiber weaving can be found in the 'tais' market in Dili. This market is situated in Colmera off the main road which connects Dili to the airport.

Another craft practiced by the women of Timor-Leste, mainly in the districts of Baucau, Manatuto and Lautem, is ceramic wares. The pots, dishes and ornamental items, such as candlesticks, typically have very little ornamentation, having usually just a small floral or geometric undulating border around the rim of the object.

The Family

The family is the first and indivisible form that defines the complex structure of Timorese society. The wedding barlaki (meaning dowry in Tetun) is a natural act of establishing a family and the most important commitment assumed by a man and a woman during their lives. It is dictated by a complex code of rights and obligations that bind families together and are difficult to break. Timorese relatives cover a much wider circle than in most western cultures do. Close kinship is regarded to exist among the uncles, aunts, and cousins of their in-laws and a strong loyalty is given to all relatives. Society traditionally revolves around building up a relatives' bank of indebtedness for future help in all the various tasks of living that can be accomplished more efficiently with a number of people, such as growing crops, harvesting, building homes, feasts, and religious ceremonies (animist or Catholic) of death, birth and marriage. These 'favours' are now extended beyond the social and economic spheres to the political ones.

The marriage process involves negotiations (in terms of the dowry) and both families have their own 'marriage-broker' to negotiate their bids and/or demands.

Other rites of passage, such as death, involve ceremonies and traditions which take anywhere from 5-14 days to carry out, hence requiring people to leave their workplace for a period usually longer than that needed for such ceremonies in other countries.

Self Identity and Family

The East Timorese family is a very powerful force in an individual's life and emotions, as well as being the basic organizational unit. It is close, communal and hierarchical. The family's needs and overall well-being are considered to be more important than the individual's. If there is conflict between what the individual family member wants to do, and what is for the overall good of the family, then the family will decide upon the matter through consensus. However, the family will also do everything in its power to support (financially or otherwise) a family member whom they have

agreed to support in any endeavor.

Men and women have different roles. Men assume the role of decision-maker in the family, and Timorese women 'bind' everything and everyone together. Women are, generally speaking, the ones who implement the husband's decisions within the context of the family. Traditionally, women of different hierarchical or status circles would not mix socially, (this still exists to a certain extent today) or even acknowledge each other in public if they were acquainted with one another. This is not true of Timorese men however, who socialize quite freely and whose traditional pastimes such as futu-manu (cockfighting) bring all men in society together.

Religion

The Timorese see themselves confronted by two worlds: the "world" itself, as it is, the Cosmos, the land where they live, and the unknown or indeterminate space that surrounds it, chaos, populated with a million demons and an endless number of spirits of the dead. The setting up of a space is equal to that of setting up a world: the division of an aldeia (town) into four separate parts relates to the division of the world into the four known horizons. In the middle of the town is traditionally found the uma-lulik (or sacred house), which represents the sky. Beneath the land, to the other extreme, is found the world of the dead, symbolized by serpents and crocodiles.

The small part of the Timorese world, the town, is organized in a system with different parts of the town dedicated to the representation of Sky, Land and other regions. The traditional Animist beliefs imbue most things, from the construction of the houses to different artifacts used for sacred rituals, with a "life" of their own. The 'outside' world is treated by Timorese according to the model learnt through the various relationships within their society. A thousand unusual things, all that are a cause for strangeness or grief or a harmful mystery, are kept safe in the uma-lulik (sacred house). "A sword, a rock with a particular characteristic, a bag used to cover a mask that belonged to a grandfather, are "lulik" (sacred things) and kept within the sacred house, hung on the main pillar... "Everything that is 'lulik' has a soul like people". In essence, the traditional lives led by those with Animist beliefs involve ceremonies, rituals and sacrifices very much inter-related to the various aspects of daily life.

After the Indonesian military invasion of 1975, many East Timorese turned to the Roman Catholic Church for refuge and comfort. Since that time, the East Timorese population has turned increasingly to the Catholic Church (the Church uses Tetum – the national language - in its readings, sermons, hymns and prayers), and the clergy has been increasingly active not only in the move for independence but also in many sectors, primarily education and health. Today the Roman Catholic faith (through the Church and its representatives on the island) is very widely practiced. Mass is attended in record numbers for any population around the world, the clergy highly respected, and the Catholic Church is consulted in decisions that affect the community at large. It is estimated that 99% of the Timorese population are devout Catholics.

Social Structure

When the Portuguese arrived circa 16th century, Timorese society had a pre-existing societal structure. The highest order of society when the Portuguese missionaries arrived were the *Liurai* – the feudal monarch – sometimes referred to as a king and sometimes a chief. The caste system still exists to a certain extent today (although arguably less than at any other point in Timor-Leste's history), implying respect through succession and matrimony. The king administers his lands of his dominion through a complex hierarchical network. Traditionally, he is entrusted to transmit his orders to the *Chefes de Suco* or *Chefes de Aldeia* (village chiefs or town chiefs). The village or town chiefs are freely chosen from the noble class, forming a rich and powerful class responsible for authority and justice.

The *Liurais* were chosen, through an election, through the re-united 'pairs', the *datos* and the "principal members" (families), the only selection criteria being that they be a descendant of a royal

family either from the paternal or maternal side. They were allowed to marry females from their dominion, however one of the marriages had to be to the daughter of a king.

Culture, customs and implications for the workplace

Respect

Timorese society is one based on respect for the people in authority, political leaders, church leaders, community leaders and the elderly. The display of respect is a critical element and paves the way for building positive social and work relationships. Showing a lack of respect for East Timorese culture and customs could have very negative consequences. It is useful therefore to spend some time getting to know people and what is important to them as individuals in terms of customs and culture.

Physical contact

The handshake is the most common form of greeting in Timor-Leste. However there are some amendments to this as a rule: men shake hands when meeting and men generally shake hands if meeting a lady/women of different culture, but almost never when greeting a Timorese woman. Women greet each other with a handshake or kiss on both cheeks. It is not appropriate for male foreigners to touch women in any situation. This may bring shame and embarrassment upon the person. Instead, a simple bow of the head, a “*Bondia*” (good morning), “*Botarde*” (good afternoon) or “*Bonoite*” (good evening) will suffice as a polite greeting. Public displays of affection are not appropriate between people of the opposite sex. However, you will often see individuals of the same sex holding hands or walking arm in arm, which is quite acceptable.

Forms of address

- People of certain social prominence are addressed by their title and surname. eg. *Senhor* (or *Senhora*) Silvi.
- Adults with whom you are on friendly terms can be addressed by their Christian names but with *senhor* (*senhora*) still used as a title. Eg, *Senhor* Luis or *Senhora* Vera.
- Titles are not used when addressing children.
- For people of a younger age (teenagers to mid-twenties), it is normal to address them simply using their Christian name.

As another sign of respect, Timorese traditions of clothing are very modest and very rarely are garments above the knee (both for men and women) acceptable in a professional or traditional social situation. Men (unless they are tradesmen) do not wear shorts in public when they are going about conducting their daily business. It is highly inappropriate also for women to wear skirts of extremely short length. Sleeveless tops have become more acceptable for women in recent years, but not so for men.

If visiting a local village or town (whether for business or social purposes) attempt to find out who is the highest local authority figure and visit him first to inform him of your presence and intention for the time you will be spending there. This will assist you in gaining acceptance, credibility, and trust amongst the other local villagers.

Swearing and jokes about religion and sex are not appropriate. Sex is never discussed in public. It is customary when giving presentations to acknowledge and thank people at the beginning and at the end. Timorese think of speeches as somewhat of an art form and value greatly the skills and techniques of a good orator. For this reason, some introductions, speeches and thank-yous may

be rather lengthy and take up a significant amount of time.

Hospitality

- It is polite to wait until your host invites you to sit down after entering a house or office, before sitting down.
- When offered food or drink when visiting, although it is polite to accept, if you wish to refuse, then do so before food or drink is placed before you. It is customary to finish all the drink that you are given otherwise your host may feel offended. If you are worried about drinking tap water, then explain that you have a weak stomach.
- Wait to be invited by your host to begin before eating or drinking even if the beverage/food has already been placed in front of you.

Giving Compliments/Praise

Giving compliments or praise is not always expected but will be welcomed. However, it is important to do this in private rather than in public as other people present may feel loss of face if they do not receive it as well. Status and respectability are very important to the East Timorese and maintaining face in public and in the eyes of others is crucial to one's status and respectability. *If you humiliate, embarrass, insult, or reprimand someone in front of others they will lose respect for you, and it will not be regained easily.* Be specific about what has been done well rather than a general comment (e.g. that was good). Avoid criticizing others in public. Avoid sarcasm and rudeness in jest at all times. When giving negative feedback always speak in private, speak gently and indirectly and explain your reasons for the feedback.

Saying YES/NO

Saying "No" is not generally a part of the Timorese culture. Timorese are by nature most polite with a great deal of outward humility and seem ready to agree to almost anything rather than upset a visitor to their land. Thus it is easy to receive a wrong answer to questions, especially leading questions, merely because people will only be trying to demonstrate good manners. One, therefore, needs to be aware that a 'Yes' could actually also mean 'maybe' and 'no'. If in doubt of a 'yes' response, then make it a point to clarify and over-clarify all the details. For example, you could ask someone if they could tell you what they understand of the agreement / discussion you have just had, or alternatively, ask him / her to demonstrate the steps in doing something you might have shown them. When saying 'no' to a Timorese person, be direct but carefully explain. Beware of common western confrontational techniques. They may expose the confronter and confronted to potential humiliation and loss of face.

Concept of Time

The contemporary Timorese concept of time is based on the traditional one. That is, time is something which guides at what hour you rise, at what time you go to the field, what time you take a rest from the hot midday sun, how long you rest for before returning to the field, what time you set back on the path to home, to eat and rest. In other words, time is something which accompanies the daily rituals and chores of the day, the week, the harvesting season, the year and a life. Therefore, though some Timorese may wear one, the idea of a clock or watch and the concepts that they bring with them can sometimes seem like foreign, if not 'alien', concepts.

Westerners and many International staff of the UN tend to view time as a commodity. "We can make time", "time is money" "how much time do you have?", "can I have some of your time?", "make sure your time is well spent" etc. The emphasis is strongly on future planning and because some future activity depends upon some timetabling of the present, we become committed to

deadlines and punctuality. The Timorese idea is that the job or task WILL get done (before the end of the day; week, month or whatever time period it is) and so the hours and minutes within that period don't need to be so highly organized for their traditional tasks. However, due to the fact that there are now International influences working within Timor-Leste, many people realize, and now work within, the importance of adhering to deadlines and punctuality (to the most part!).

Some East Timorese perceptions of time are:

- International staff are seen as wanting things in a hurry.
- "We prefer to do things without the constraints of time."
- Time is not necessarily seen as something specific.
- It is better to focus on the job to be done rather than the time frame.

Education

For many East Timorese, formal education was an Indonesian system of education. Some characteristics included:

- Rote learning;
- Expectation that students will agree with their teacher and not question/challenge the knowledge of the teacher;
- Students not inclined to admit to not understanding what is being presented;
- Less inclination (compared to some Western cultures) to take initiative;
- Thinking strongly influenced by the teaching of the Catholic Church, which is usually accepted and not questioned.

Status, Hierarchy and Decision-making

Status and hierarchy are important aspects of Timorese culture.

- Hierarchy and status exist throughout all levels of traditional Timorese society;
- East Timorese follow a traditional patriarchal hierarchy – through a *Liurai* (traditional Chief or King) with its correspondent linkage through marriage and male members of the family;
- The *Liurais* serve as Counselor, Spiritual Advisor (based on Animist tradition), Benefactor, Facilitator, Law Maker/Enforcement Mechanism, and a variety of other roles that are pivotal to the daily functioning of the clans in the aldeias and sucos.
- In exceptional cases when a Liurai dies, and his sons or younger brothers are not old enough to assume the role, then the Liurai's wife will do so.
- The *Liurai* and his family (also to a lesser extent his extended family) are privy to all the benefits and benevolence of the highest authority in the community.
- Status is largely dependent upon the amount of traditional material wealth that a particular man and his family have managed to acquire; ie. Water buffalos, horses, livestock, coffee and/or rice plantations, gold, silver and *tais* (traditional woven cloth);

- Western education (even to a high professional level) does not necessarily provide an East Timorese person with status in society, nor do the trappings of such a society; ie. cars, homes, clothing; people are judged on their previous standing in society and their actions;
- Women are privy to the benefits of their husband's/father's hierarchy or status.

TIMOR-LESTE'S GOVERNMENT

The IV Constitutional Government

The Constitution of the Democratic Republic of Timor-Leste provides for a Parliamentary System of government, with the President as Head of State, who is elected by popular vote for a five-year term and whose role is largely symbolic, though he is able to veto some legislation. Following elections, the president appoints as the prime minister, the leader of the majority party or majority coalition. As head of government the prime minister presides over the Council of State or cabinet. The Legislature is a unicameral Parliament, composed of the National Assembly. It was created in 2001 as the Constituent Assembly while the country was still under the supervision of the United Nations but renamed itself to the National Parliament with the attaining of national independence on 20. May 2002. The National Parliament has 88 members, 13 elected in single seat constituencies 75 elected by proportional representation for a five-year term. The number of seats can vary from a minimum of 52 to a maximum of 65, though it exceptionally has 88 members at present, due to this being its first term of office. The constitution of Timor-Leste was modeled on that of Portugal.

Sources: http://en.wikipedia.org/wiki/East_Timor

After the Elections in 2007, the IV Constitutional Government of Timor-Leste was formed, and which is the result of a broad consensus by various parties on the need to operate changes in government and to start a new cycle in the political life of the country. The main office holders are currently:

President: José Ramos-Horta, since 20. May 2007

Prime-Minister: Kay Rala Xanana Gusmão, since 08. August 2007

Deputy-Prime Minister: Jose Luis Guterres

The Government is composed of the Prime-Minister, one Deputy Prime-Minister, the Ministers, Deputy Ministers and Secretaries of State.

The Government has the following ministers:

- Minister of Defense and Security: Kay Rala Xanana Gusmão
- Minister of Foreign Affairs: Zacarias Albano da Costa
- Minister of Finance: Emilia Pires
- Minister of Justice: Lucia Lobato
- Minister of Health: Nelson Martins
- Minister of Education: João Cancio Freitas
- Minister of State Administration and Territorial Planning: Arcangelo de Jesus Goveia Leite
- Minister of Economy and Development: João Goncalves
- Minister of Social Solidarity: Maria Domingas Fernandes Alves
- Minister of Infrastructures: Pedro Lay
- Minister of Tourism, Trade and Industry: Gil da Costa Alves
- Minister of Agriculture and Fisheries: Mariano Asanami Sabino

The Prime-Minister performs the function of Minister of Defense and Security, and the National State Security Service, the Office of the Inspector General as well as the Banking and Payments Authority are directly upon the Prime Minister.

The Presidency of the Council of Ministers includes, besides the Prime-Minister and Deputy Prime-Minister, the following Secretaries of State:

- Secretary of State for the Council of Ministers: Hermenegildo (Agio) Pereira
- Secretary of State for Youth and Sport: Miguel Marques Gonsalves Manutel

- Secretary of State for Natural Resources: Alfredo Pires
- Secretary of State for Energy Policy: Januario da Costa Pereira
- Secretary of State for Professional Training and Employment: Benedito Freitas
- Secretary of State for the Promotion of Equality: Idelta Maria Rodrigues
- Secretary of State for Defense: Julio Tomas Pinto
- Secretary of State for Security: Fancisco Guterres
- Secretary of State for Culture: Virgilio Smith
- Secretary of State for Electricity, Water and Urbanisation: Januario da Costa Pereira
- Secretary of State for Environment and Reforestation: Abilio de Jesus Lima
- Secretary of State for Agriculture and Arboriculture: Macus da Cruz
- Secretary of State for Public Works: Domingos dos Santos
- Secretary of State for Administrative Reform: Florindo Pereira
- Secretary of State for Autonomous Region of Oecussi: Jorge da Conceicao Teme
- Secretary of State for Rural Development and Cooperatives: Papito Monteiro
- Secretary of State for Social Assistance and Natural Disaster: Jacinto Rigoberto de Deus
- Secretary of State for Veterans: Mario Nicolao dos Reis
- Secretary of State for Social Security: Victor da Costa
- Secretary of State for Policy of Energy: Avelino Maria Coelho
- Secretary of State for Fisheries: Eduardo de Carvalho
- Secretary of State for Livestock: Valentino Varela

THE MINISTRY OF JUSTICE

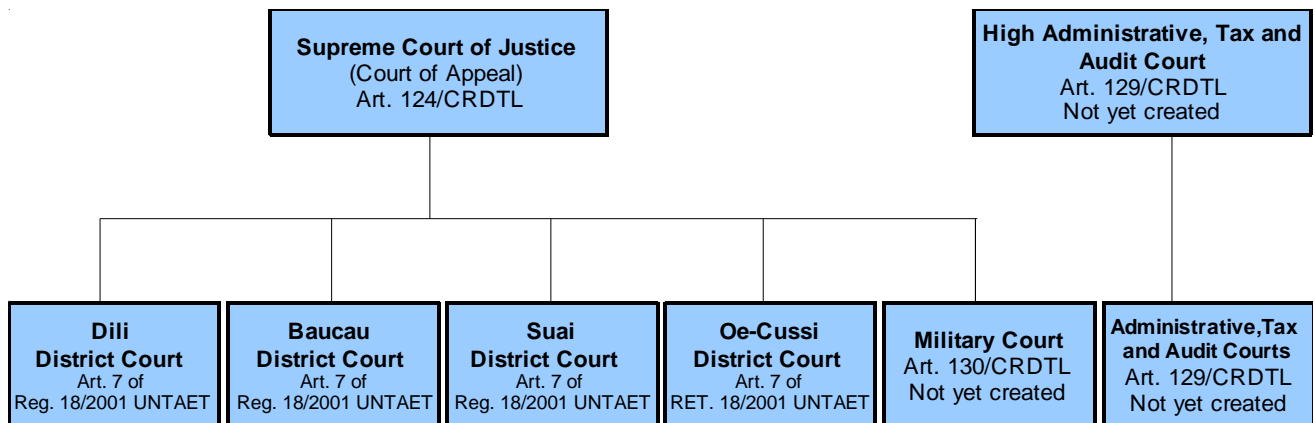
www.mj.gov.tl

The Ministry of Justice is responsible for the relations of the Government with the Courts, Prosecution Service, the Superior Council of Judicial Magistrates and with the Superior Council of the Prosecution Services as well as with further agents of the Law and Justice Sector, namely the lawyers representative institutions. It is the Government's main body responsible for the design, execution, coordination and assessment of the policies defined and approved by the Council of Ministers for the areas of justice and human rights. It is incumbent upon the Ministry of Justice:

- To propose policies and draft law and regulations required for the areas under its responsibilities;
- To regulate and manage the prison system, the execution of sentences and the social reinsertions services;
- To ensure mechanisms of representation and legal aid for the most underprivileged citizens, through the Public Defender's Office;
- To create proper mechanisms for securing citizen's rights and disseminating information on applicable laws;
- To organize the cadastre of rural and urban buildings and the registry of immovable assets;
- To manage State properties on a day-by-day basis;
- To promote and guide the judicial training of legal operators and the remaining civil servants;
- To issue opinions, upon request from other ministries, on the compliance of any draft legislative diploma with the guiding principles of the democratic rule of law, the values of Justice and Law, and the rights, liberties and guarantees;
- To set up collaboration and coordination mechanisms with other Government bodies responsible for related areas.
- The Office of the adviser on Human Rights is placed under the Ministry of Justice.

Source: Decree-law structure of the IV Constitutional Government

Juridical Organization



Who is who

Ministry of Justice

Dr. Lucia Lobato: Minister of Justice

Courts

Dr. Claudio Ximenes: Chief Justice / President of the Court of Appeal

Dr. Maria Natércia Gusmão: National District Court Judge / Judge Administrator Dili Court

Prosecution

Dr. Longuinhos Monteiro: Prosecutor-General

Dr. Ivo Valente: Deputy Prosecutor-General

Public Defender's Office

Dr. Sergio Hornai: Public Defender General

Legislation

The most important substantial laws published so far are the Penal Procedure Code and Civil Procedure Code (Portuguese/Tetum bilingual edition).

The Timorese Penal Procedure Code and Civil Procedure Code can be found at the site:

<http://www.unmit.org/legal/RDTL-Law/index-p.htm>

<http://www.unmit.org/legal/RDTL-Law/RDTL-Decree-Laws-P/Decree-Law-2005-13.pdf>

<http://www.unmit.org/legal/RDTL-Law/RDTL-Decree-Laws-P/Decree-Law-2006-1.pdf>

The penal code and civil code are currently in discussion. They have been enacted, but have not yet been published. Until the approval of the national legislation, the penal and civil code in use are the Indonesian code, with the exceptions as provided for in the UNTAET regulations.

Swearing-in of National Magistrates and Public Defenders at LTC

On 21. June 2007, Timor-Leste witnessed the swearing-in of the first group of twenty seven national Judges, Prosecutors and Public Defenders. The Magistrates and Public Defenders attended a two and a half year training course at the Legal Training Center. A second batch of 10 national

probationary trainees, who finished the first phase of the course from the Legal Training Center have been sworn-in on 14. March 2008.

Role of international justice actors

The support of international judges, prosecutors, public defenders and clerks, in line functions, mentoring and development of a national jurisprudence, is critical to the construction of the national justice. Mainly due to the 2006 crisis, the focus on the central role of international advisers as mentors has been diverted to their performance of line functions. An exit strategy of the Programme has always been, being the natural course of action that, as the capacity of national professionals to perform as judges, prosecutors and public defenders develops - nowadays, more than 50% of the decisions are done by nationals - the internationals shift to mentoring-only roles. UNDP will closely monitor the performance of international actors as adviser/mentors, collecting feedback from national counterparts.

UNDP STRENGTHENING THE JUSTICE SYSTEM PROGRAMME

www.tl.undp.org/justice

Project Title	Strengthening the Justice System in Timor-Leste
Objective	To promote access to justice and effective an independent judiciary in the country
Project Duration	3-5 years, starting 1 January 2006
Implemented by	The Council of Coordination, comprised of the Ministry of Justice, the Chief Justice and the Prosecutor-General of Timor-Leste, with the support of UNDP
Source of Funding	Australia, Brazil, Ireland, Norway, Portugal, Spain, Sweden, UNDP and OHCHR
Total Project Budget	\$12,200,000
Shortfall 2008	\$2,210,000

Vision:

Short-term goal, 2006-2008: Ensure justice delivery while improving institutional and human resources capacity at the Courts, and Ministry of Justice.

Long-term vision, toward 2020: An accessible justice system capable of delivering equal, effective and efficient justice, upholding the rule of law and protecting the democratic system of state, thus facilitating sustainable growth to the benefit of the people of Timor-Leste.

Challenges of the Timor-Leste Justice System

When Indonesia withdrew from Timor-Leste in 1999, judicial institutions had to be build from scratch. Not a single judge was left in the territory. Buildings and infrastructure had been destroyed. There were only a handful of individuals with any legal training.

The development challenge facing Timor-Leste is characterized by a shortage of skilled personnel and a lack of basic institutional systems and processes. Simultaneously, professional ethics and work attitudes have to be introduced and consolidated.

The legal framework of the new state is beginning to take shape. Presently, applicable laws come in the form of Timor-Leste legislation written in Portuguese (one of the two official languages). UNTAET regulations are in English and Indonesian. Subsidiary Indonesian law is hardly accessible. This has caused significant linguistic barriers. In addition, there is a plethora of local dialects and traditional justice systems rooted in family, clan and village. The traditional systems are sometimes at odds with the constitutional system.

The UNDP Strengthening the Justice System Programme

The UNDP Strengthening the Justice System Programme is a Capacity Building Programme aimed to improve the institutional and human resources of the Courts, the Prosecution, the Public Defense and the Ministry of Justice. The original Justice Project was launched in 2003, and after revision in 2005, re-launched as the Justice Programme for the period 2006-2008. The steering committee is the Council of Coordination (CoC). It is a working arrangement, which came together in mid 2003 and comprises the Chief Justice, the Minister of Justice and the Prosecutor-General. All policy decision and work plans are decided by these three representatives. It is also a forum for informal

discussions on issues of cross-sector concerns in general.

The crisis on April/May 2006 forced the Council of Coordination to reconsider the strategy, and the Programme was required to support an increased demand on the justice sector, including the implementation of the recommendations of the Commission of Inquiry of October 2006. The programme Mid-Term Independent Revision, in August 2007, recommended overhauling the Justice Human Resources Plan to address the changing political environment, reinforcing the activities of the Programme in several areas, particularly the mentoring and training of additional national court actors and the promotion of access to justice in the districts.

This brought the need to increase the number of international magistrates, public defenders, legal clerks, translators and interpreters to enable the sector to function while additional national human resources are trained and gain experience. Of particular concern is an increasing backlog of cases in the prosecution offices and the insufficient time devoted by some internationals away from the mentoring of their national counterparts, pressed by their line functions workload.

In April 2008, a Revision Mission drafted a Revised Programme Document, focusing on access to justice activities, which will have an impact on the project organization and respective project budget.

Activities

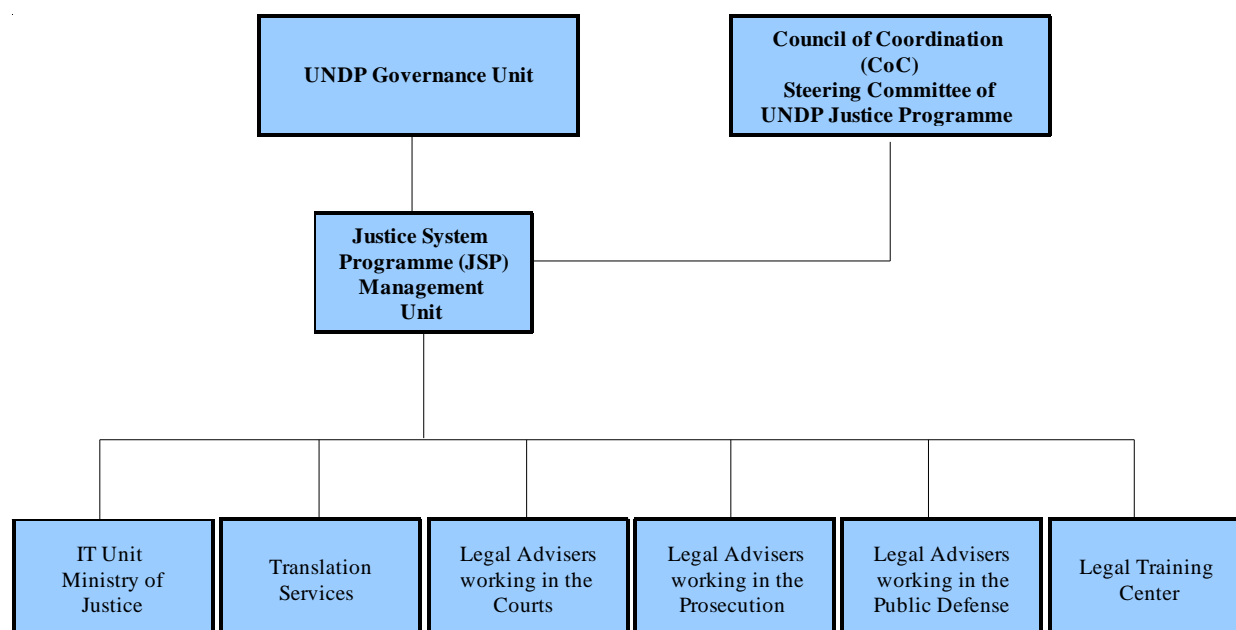
- Provision of experienced international court actors to deliver line-functions and mentor the national magistrates and public defenders
- Technical advice and provision of experienced practitioners as lecturers for the Legal Training Center, to provide post-graduate courses for national magistrates, public defenders, legal clerks and other justice sector practitioners
- Support the design and implementation of a policy for Information, Education and Communication for justice sector
- Organization and training of a national IT Unit, deployment and maintenance of sustainable IT infrastructure, deployment and implementation of case management systems
- Support of the specialized legal translation and interpretation services, including training of national staff
- General support of the core justice institutions

The programmes strategy focuses on seven main longer-term results/outcomes and several outputs and priorities are given in the following strategic areas:

- | | |
|-------------------|---|
| Outcome 1: | CoC facilitating the development of a cohesive administration of justice through strategic planning and improved coordination. |
| Outcome 2: | Ministry of Justice responsible for coordinating the legislative drafting, promoting legal awareness, assisting in the implementation of Justice and law as defined by the Council of Ministers and Parliament. |
| Outcome 3: | National justice sector professionals with access to certified legal education, postgraduate training and continuing legal education. |
| Outcome 4: | Public Defender's Office providing improved access and quality of legal aid services to the disadvantaged. |

- Outcome 5:** Timorese correctional system in line with international standards
- Outcome 6:** Courts capable of delivering justice according to the applicable laws through national staffing.
- Outcome 7:** Public Prosecution service capable of performing its constitutional mandate, attend the requirements of its organic law and expedite access to justice.

Organizational Structure of UNDP Justice System Programme



Financial Summary 2008

Budget Item	Estimated Expenditure 2008
Advisory Services	\$2,898,045.84
Training	\$531,237.35
Programme Management	\$648,770.17
Information Technology	\$279,594.72
Support the Institutions	\$334,336.54
Facilities and Administration	\$508,015.38

UNDP Justice Programme Contact Dates

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UNMIT JUSTICE-RELATED MANDATES

Administration of Justice Support Unit (AJSU)

Following the Security Council resolution 1704 (2006), UNMIT is to 'assist, in cooperation and coordination with other partners, in further building the capacity of State and Government institutions in areas where specialized expertise is required, such as in the justice sector, and to promote a "compact" between Timor-Leste and the international community for coordinating Government, United Nations and other multilateral and bilateral contributors to priority programmes'.

The Administration of Justice Support Unit, which includes gender, juvenile and corrections components, was established as a result of the Security Council resolution 1704. AJSU is acting on a strategic level, helping the Government in the development of a vision and strategic approach to core issues of justice and correction reform and is working closely with the Government, UN agencies, funds and programmes, donors and civil society. AJSU's work complements that of UNDP, which is working more on an operational level.

Key issues facing the AJSU are to:

- Facilitate the conduct of an independent review and analysis of the justice sector.
- In close co-operation with UNDP, UNICEF, UNFPA and donor facilitate, support and coordinate with development partners and national stakeholders, including civil society for the establishment of a national/international forum to secure the broadest possible consensus on a new justice reform strategy.
- Help the national authorities to develop a vision and strategic approach to justice reform, gender and juvenile issues, to give a legal framework to traditional justice practices, in accordance with the Constitution and international standards, to harmonize the legislation drafting process in key areas.
- Work with the Government, UNMIT's PIO and other national stakeholders in the setting of a public outreach campaign which is paramount to building a greater confidence in the judicial institutions.
- Work closely with the Government, Prisons Department and other key stakeholder and especially UNDP to develop and implement a vision and strategic plan for the corrections sector, paying special attention to the management of women and juveniles within the system and non custodial alternatives to imprisonment.

Serious Crimes Investigation Team (SCIT)

In accordance with the Security Council resolution 1704 (2006), the Serious Crimes Investigation Team was created to assist the Office of the Prosecutor-General, through the provision of a team of experienced investigative personnel, to resume investigative functions of the former Serious Crimes Unit (SCU), with a view to completing investigations into outstanding cases of serious human rights violations committed in the country in 1999. The SCIT falls under the Office of the DSRSG for Security Sector Support and Rule of Law.

The key issues facing the SCIT are:

- Identifying, assessing and investigating all pending SCU cases.
- Investigating not only cases but also, when appropriate, fully preparing them for the immediate issuance of an indictment by the Office of the Prosecutor-General of Timor-Leste. In so doing, the Investigators and Coordination Officers will be responsible for assembling case files, including physical evidence, and preparing drafts of all the necessary

documents, including inter alia arrest warrant requests, indictments and indictments briefs, for transmission to, and action by, the Office of the Prosecutor-General of Timor-Leste.

- Engaging in capacity building activities, inter alia, providing legal and investigation training for UN national staff.

Human Rights and Transitional Justice Section (HRTJS)

In accordance with the Security Council resolution UNMIT is to 'assist in further strengthening the national institutional and societal capacity and mechanisms for the monitoring, promoting and protecting of human rights and for promoting justice and reconciliation, including for women and children, and to observe and report on the human rights situation'.

Hence, the Human Rights and Transitional Justice Section of UNMIT aims to promote, protect and fulfill human rights principles throughout Timor-Leste. The HRTJS is comprised of following thematic areas: monitoring of human rights; human rights and security sector reform; national parliament; Provedoria for Human Rights and Justice; human rights education; civil society strengthening; economic, social and cultural rights, and transitional justice. The HRTJS works jointly with state institutions, NGOs and UN agencies to support human rights related activities in the country. HRTJS focuses, among other, on:

- Identifying, analyzing and reporting on issues of human rights concern. For that purpose, a Human Rights Monitoring Team, deployed in five districts, regularly visits detention centers, prisons and courts throughout the country, interviews victims of human rights violations and assists in seeking redress for victims as appropriate.
- Providing human rights training to PNTL and F-FDTL member.
- Assisting the National Parliament in reviewing draft laws and facilitating workshops to train Members of the Parliament on human rights principles and developments.
- Assist the Provedoria for Human Rights and Justice in the institutional development, the capacity building of its personnel on investigation techniques and on how to monitor, report and advice on human rights violations.
- Upgrading the skills of the representatives of civil society organizations in the areas of human rights promotion and education as well as human rights monitoring.
- Supporting the implementation of the recommendations of the Commission of Inquiry concerning the 2006 crisis and working in relation to the violations of 1999 to ensure inter alia that effective follow-up mechanisms are put in place to build on the achievements of the Timor-Leste Commission for Reception, Truth and Reconciliation process.

JUSTICE-RELATED INTERNATIONAL NGOs AND CIVIC SOCIETY ORGANIZATIONS

The Asia Foundation, TAF

<http://www.asiafoundation.org/>

The Asia Foundation is a non-profit, non-governmental organization committed to the development of a peaceful, prosperous, just, and open Asia-Pacific region. The Foundation supports programs in Asia that help improve governance, law, and civil society; women's empowerment; economic reform and development; and international relations. Drawing on more than 50 years of experience in Asia, the Foundation collaborates with private and public partners to support leadership and institutional development, exchanges, and policy research.

In Timor-Leste, The Asia Foundation supports local initiatives to advance women's rights, strengthen relations with the region, improve conflict management, advance the rule of law, and strengthen the role and effectiveness of the legislature. Through its Books for Asia program, the Foundation donated more than 6,500 books and journals throughout the country in 2007. On 14. February 2008 The Asia Foundation delivered officially the bilingual edition of the Civil Procedure Code to the Chief Justice, Dr. Cláudio Ximenes. The Foundation is also helping to create a functioning and well-equipped parliament library and information service for members of parliament, through cooperation with the U.S. House of Representatives Democracy Assistance Commission (HDAC).

The Asia Foundation support the disadvantaged with mobile legal aid. In order to improve vulnerable citizens' ability to resolve their disputes peacefully, the Foundation cooperates with six local legal aid NGOs to provide the only nationwide legal aid services program for rural citizens. Over the last year, the legal aid teams handled approximately 763 cases through mediation and litigation; nearly 28 percent of the cases involved women. The presence of women lawyers is helping to increase women's confidence in seeking legal assistance. And increasingly, locally elected leaders are relying on legal aid NGOs to provide guidance on mediation or information on laws related to disputes in their areas.

Avocats Sans Frontières, ASF

<http://www.asf.be>

Avocats Sans Frontières (ASF) is an international non-governmental organization created in 1992 in Brussels (Belgium) and is mostly made up of lawyers, solicitors and magistrates. The role of ASF is to contribute, completely independently, to the establishment of a just, equitable and united society, in which both the law and justice serve those who need them the most. ASF acts to promote and to protect civil, political, economic, social and cultural rights of the most vulnerable groups and/or individuals.

ASF opened their offices in Timor-Leste in July 2002 and has actively supported both institutional and civil society actors who contribute to the establishment of a democratic state governed by the rule of law. Through their actions, ASF aims to guarantee justice that is fair and impartial in the service of the local population, especially the most vulnerable groups. ASF activities in East Timor favour a participatory approach in collaboration with local authorities and stakeholders, with special focus on raising legal awareness amongst the rural population, assistance in the creation and strengthening of a Bar Association, train lawyers, and provide technical advice in legislative drafting.

Judicial System Monitoring Programme

<http://www.jsmp.minihub.org>

The Judicial System Monitoring Programme (JSMP) is a Civil Society Organization (CSO). JSMP was founded in Dili in early 2001 to monitor the processes of the Ad Hoc Human Rights Tribunal in Indonesia and the Special Panels for Serious Crimes in Timor Leste. The field of work has expanded to include human rights training, training of judicial officials and district workshops explaining judicial

processes and civil and political rights, legal analysis and court monitoring.

In 2004 JSMP created the Women's Justice Unit to focus on cases involving women victims of domestic violence as a result of researching the situation of women in the formal justice sector. In 2005 JSMP has established a Victim's Support Service, a legal referral and legal aid service for women.

The vision of JSMP is to be the foremost independent organization in Timor Leste that contributes to the development and improvement of the justice and legislative system through objective monitoring, analysis, advocacy and training in order to:

- Support and advance the rule of law and human rights
- Advance the independence of the judiciary and the legal profession and the administration of justice in full compliance with standards of international law
- Promote the adoption and implementation of international human rights standards and other legal rules and principles that advance human rights and the rule of law
- Promote the establishment and enforcement of a legal system which protects individuals and groups against violations of their human rights
- Promote understanding of and compliance with the rule of law and human rights and provide assistance to those to whom the rule of law and human rights are denied
- Promote equality and the right of everyone to receive equal and fair access to justice and treatment under the law.

UNDP AND THE UN FAMILY IN TIMOR-LESTE

The UN agencies funds and programmes, collectively called the UN Country Team (UNCT) have operated in Timor-Leste since 1999 shifting from emergency relief through rehabilitation to longer-term socio-economic sustainable development.

The UNCT in Timor-Leste is represented by a number of UN funds, programmes and specialized agencies operating in the country, including UNDP, UNICEF, WFP, UNFPA, FAO, WHO, ILO, UNIDO, OCHA, OHCHR, UNESCO, UNV, UNIFEM, UNCDF, UNDESA. It also includes non-resident specialized agencies with development operations, which have their offices based in the region. UNV, UNIFEM and UNCDF in Timor-Leste, are represented by the UNDP Resident Representative. The UN System collaborates closely with the two Bretton Woods Institutions - IMF and the World Bank, as well as the Asian Development Bank. The Representatives of all these organizations constitute the UN Country Team in Timor-Leste.

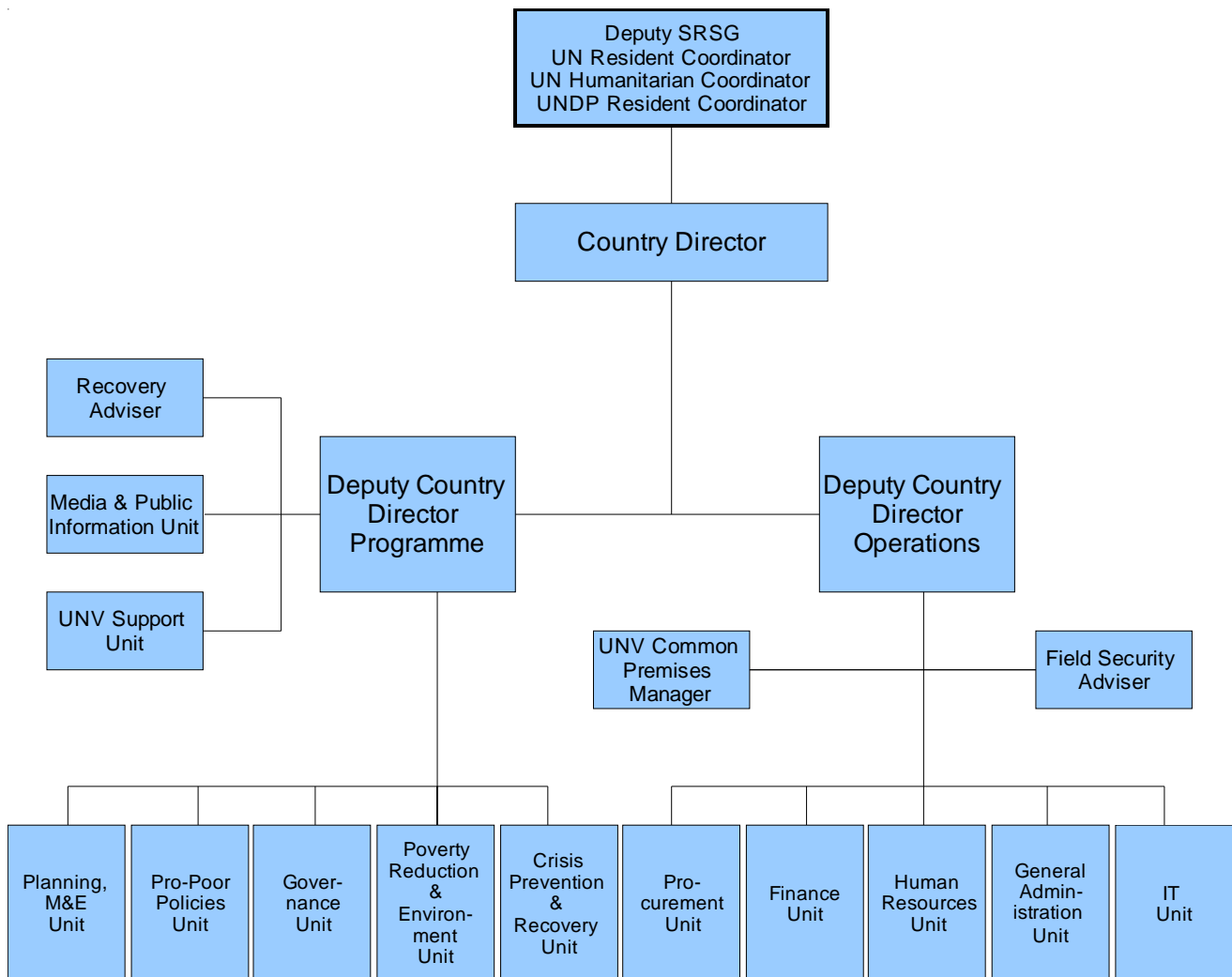
UNDP introduced the concept of Country Directors as part of the wider UN reform to ensure that the Resident Representative has the time and space to perform their dual roles of UN coordination and and UNDP strategic guidance and accountability at the country level. The Resident Coordinator's two roles are inter-linked and form the unique basis of UNDP's key leadership role in the UN system worldwide. The Country Director is the day-to-day manager of UNDP, as delegated by the UNDP Resident Representative.

The basis for the working relationship between the Resident Representative and the Country Director is the accredited UNDP representative in the programme country. The Resident Representative is therefore responsible and accountable for providing strategic guidance and oversight for the UNDP programme and programmatic documents and operational directions. In undertaking this strategic guidance role, the Resident Representative directs and draws on UNDP's assets. In practical terms, this means the Resident Representative – in consultation with HQ units – delegates authority to the Country Director to undertake specific responsibilities to the “day-to-day manager of UNDP”. It is important to stress that the responsibilities of the Country Director are delegated responsibilities. Overall leadership and final accountability remain with the Resident Representative.

In Timor-Leste, as in the majority of developing countries, the Resident Representative of UNDP is designated as the Resident Coordinator of the UN System. In Timor-Leste this function is held by the Deputy Special Representative of the Secretary-General (DSRSG) of the UN Integrated Mission in Timor-Leste (UNMIT) Mr. Finn Reske-Nielsen who is also the UN Humanitarian Coordinator.

UNMIT operates under the mandate provided by the UN Security Resolution 1704, which was extended till 26 February 2009 by Security Council Resolution 1802 of 21 February 2008. UNDP supports the Mission's overall mandate through a “one UN approach’ facilitated by the UN agencies and funds.

UNDP Organizational Chart (April 2008)



UNDP Timor-Leste Projects and Programmes for 2008

In line with the National Priorities set out by the Government of Timor-Leste for 2008, UNDP will be engaged in projects and programmes in the following thematic areas:

- **Public Safety and Security** - Strengthening the justice system as well as building capacities of the Provedoria for human rights and justice.
- **Social Protection and Solidarity** – Promoting local socio-economic recovery, strengthening trust building through dialogue, communication and outreach, and providing support to disaster risk reduction and management.
- **Addressing the needs of youth** – promoting confidence, integration in the community such as through engagement of youth in sports.
- **Employment and Income Generations** - Social mobilization for enhancing sustainable rural livelihoods, assisting the provision of inclusive finance, labour intensive infrastructure investment and creating awareness about environmental changes.
- **Clean and Effective Government** – Providing support to civil service reform and local governance structures and support systems.

OUT AND ABOUT IN TIMOR-LESTE

Life in Timor-Leste is challenging, yet can be very enjoyable. The people of Timor-Leste generally maintain a positive perspective towards the UN for its pivotal role in helping re-establish an independent nation and for its ongoing support to the development of the country.

It is important that you behave in a respectful manner towards the local population whom the UN is here to assist. The social norms of the local society are rapidly changing as this conservative, largely closed culture opens up to other lifestyles. This change is centered around Dili, however, and behavior acceptable in Dili may not be acceptable outside Dili.

It is imperative that the positive reputation of the UN is upheld into the future. Be conscious of your privilege and cognizant of your role as a representative of the United Nations. Avoid ostentatious behavior that may be culturally inappropriate and overt displays of wealth. Have fun, but be safe and responsible.

The capital city of Timor-Leste, Dili, is rapidly pulling itself out of economic ruin with new businesses and services emerging daily. There are many restaurants catering to many tastes and budgets. In addition, there are also dozens of warungs or food stalls offering local rice-based dishes at very reasonable prices. Dili is situated on the coast and people drive, run or bike to the beach on the weekend to relax or get some exercise. Be adventurous (but careful, and avoid walking after dark) and discover what Dili and its surroundings have to offer.

Food and Eating Out

There are many well-stocked food shops offering an ever-growing choice of food items, fresh fruit and vegetables (often imported). Prices are in US dollars.

Also, there are many local markets, which offer a range of seasonal produce. Prices, which are in US dollars, are very reasonable, but the final price will depend on your bargaining skills. The more local produce you purchase, the lower the cost of food. Buying food and other goods at the market also supports the wider local economy.

Restaurants recommended by UN colleagues

This list is far from complete and only meant to get you settled in. Have a look around and discover your own culinary gems. Additionally, the free paper 'Guide Post' usually has a map with all advertising restaurants indicated. Keep in mind the advice from the Medical Section when choosing a place to eat.

Obrigado Barracks:

Tropical Bakery - serves snacks, coffee and lunch 5 minutes' walk away from Obrigado Barracks main gate

Center of town:

Gion – Japanese food (723 7788), go past Sakura Towers and turn left on Rua Belarmino Lobo.

88 – Asian dishes, located just opposite Sakura Towers. Basic décor, but good food.

Audian Restaurant – Asian dishes (a bit further than 88 on the same road)

The Kebab Club – Turkish food, down the side street from ANZ. Great eat-in and take-out place.

Tropical Hotel – lunch buffet and dinner, the Roo Bar has great steaks. Near to ANZ Bank.

City Café – great lunch buffet – come early for best selection. Near to ANZ Bank.

Central Hotel – Portuguese and International food.

Myfali – fast food, good grilled chicken.

One More Bar – serves Aussie and International food (it is situated on the road to Lita, to the right near the Bishop's house)

(1-3 are located off the Audian Road, 4-9 are located near or on the road past ANZ Bank)

Along the Beach Road (towards Pertamina):

Thai Pavilion – excellent authentic Thai food. Lunch buffet. Beautiful setting. Will also prepare take out for catering. (Manager Mr. Wishnu 731 4525).

Dili Beach Café – Burmese / Asian food. Will deliver! 723 7866

Castaway – highly recommended for great burgers, schnitzel and pizzas

Esplanada Hotel – overall variety of food, good Sunday brunch

Beach Café – Burmese / Asian food

Casa Minha – cozy pool side restaurant. Good evening venue.

Ocean View (Manager Danny 7236041) – excellent calamari and other sea food. (Situated all the way out on the Beach Road past Pertamina). Will also prepare take out for catering.

Between the Beach Road and Comoro Road:

Vasco Da Gama – Portuguese. Good ambiance. Lunch and dinners a la carte.

Bangkok Spice Two – good Thai / continental food. Great for lunch for fast service.

Hotel Timor – recommended Friday lunch buffet

Along Comoro Road (to the airport):

Riung Kuring – Indonesian dishes with cozy garden; wide variety of foods.

Tiger Petrol Station – pizzas for take out 723 31 49. (NOTE: within walking distance of this petrol station, on either side of the road, you will find several good, reasonably priced Asian restaurants)

On the way to Cristo Rei (Near Dili 2001 Hotel):

There are several sea food restaurants along this road. But especially worth mentioning is:

Victoria – select your own fish / seafood to be grilled. Select fish, lobster, and seafood to take home.

Caz Bar (further out) – recommended for its relaxed, holiday-like atmosphere.

Carlos – excellent octopus salad.

IMPORTANT: Off limit bars

Please note that the following bars are OFF LIMITS to all UN personnel due to the character of their activities:

- Dream Bar
- Great Wall of China Bar
- Non drunken Bar
- Mayflower Bar
- Former Football Bar (no name displayed)
- Everest Bar
- Moon Bar
- Monaliza Bar
- Futo Bar (after Comoro Bridge)
- RAN Bar (opposite Australian Embassy)
- Former KTV Lounge (no name displayed)

The Conduct and Discipline Team can be contacted at all times for an update on the status of places which are off limits to UN personnel. A map of the location of these bars can be obtained from CDU.

Water

Water not specifically known to be safe should be regarded as suspect and be purified. Boiling water is the safest method of purification. Diarrhea is an ever-present risk and staff members should refrain from drinking non-bottled water. Ice should be avoided when it is not known whether it has been prepared from safe water, as it may have been made with tap water. Even water used for oral and dental hygiene should be purified or boiled; if in doubt, use mineral water.

Many people now opt to purchase 18 liter plastic bottles of drinking water which, once empty, can then be exchanged for full bottles at a minimal cost. These can be purchased at many stores around town.

The public water supply has been undergoing a process of reconstruction and is now adequate in most areas. Work still remains to be done in the sub-districts and outlying villages. Washing and cooking water needs to be obtained from the local supply or found locally from wells in remote areas.

Electricity

The electricity supply is 220v and the majority of power sockets are European/Indonesian or Australian. There is electricity in Dili and some of the main towns of Timor-Leste. The UNMIT headquarters are provided with constant electricity from UN generators. Oftentimes, power outages occur with no prior warning. Although power is sometimes provided in the districts, serious problems do occur. When problems occur with the generators providing town power in the districts, it may be a while before the problems are resolved, resulting in extended periods without electricity. It is advisable to purchase a good quality torch and lamp along with long burning candles to anticipate lengthy power outages.

Gas Bottles

Gas bottles, used for cooking, can be bought and refilled at Hotel Dili / Tiger Petrol Station.

Transportation

Taxis are readily available in Dili. A trip in town is \$ 1 and to go further out \$ 2. It is important to know a few words in Tetum or Indonesian (for example left/right/thank you) to make communication easier. It is not recommended for women to travel alone by taxi at night. **Please check if there is a security advisory in place regarding the use of local taxis.**

Public transport (Microlets) is widely available around Dili and to and from the Districts. It can be cramped and will take longer than a taxi, but it is very cheap.

Long-term staff often consider purchasing their own transportation here as an alternative to relying on office vehicles which can be a source of conflict and may not be available for all purposes. The Guide Post is a good resource for the latest information. A Japanese car dealer sells vehicles in Farol, and motorbikes and scooters can be purchased at several places around town, including two along the same street as City Café, and one near the office of the Timor Post newspaper (Fomento). Insurance does not exist – another reason to drive slowly and in a manner that will minimize injuries to you, other people, vehicles and livestock.

Beaches

Dili has several beaches that are suitable for swimming. Especially popular is the beach behind the statue of Christ. Timor-Leste is also known as the land of the sleeping crocodile and the local variety of salt-water crocodiles grow to several meters in length. Needless to say, they are best left sleeping! Crocodiles are common on the south coast and have occasionally been sighted in and around the coastal areas of Dili.

There are some very attractive beaches further a-field on the way to Manatuto including “Dollar Beach” and, going in the opposite direction, on the road to Liquica. Many of the districts have access to fine beaches.

Diving and Related Activities

A number of dive companies have established themselves since the transition to independence, to take advantage of Timor’s world class diving. These companies include *Dive Timor Lorosa’e* and *Free Flow*.

Communications

Telephone communications were destroyed, but are slowly being repaired. Mobile phones using Timor Telecom (the only telecommunications provider available) can be used in Dili and certain areas of some regions and are the most common form of communication for international staff members. Mobile phones are widely available in Dili, but can be purchased more cheaply in Darwin or Bali en-route to mission.

Banking

Three international banks have branches operating in Dili. These are ANZ from Australia, BNU from Portugal and Bank Mandiri from Indonesia. There are several Automatic Teller Machines (ATMs) in Dili; they are outside the ANZ bank near City Cafe, inside Leader Supermarket on Comoro Road (also ANZ), Tiger Fuel Station and outside the BNU. Staff members are advised not to rely too much on these machines as they are frequently out of order or run out of cash.

Staff members are paid in US dollars, the official currency of Timor-Leste. Money can be exchanged at the international banks and money sent and received at the Western Union in Colmera.

Shopping

New shops are opening in Dili each day. A range of toiletries are available, including, for instance, sunscreen, but you are advised to bring any favorite brands with you.

For food and household supplies there are several options. The Leader and Landmark stores on the way to the Comoro airport and Lita and Cold Storage near the Bishop’s house are well-stocked. They basically carry the same items, but Landmark and Cold Storage seem to be most consistent in their good selection of meat kept under hygienic conditions. The Portuguese supermarket near BNU Bank also offers a good range of food items. A number of stores in Colmera offer a variety of reasonably priced goods. Jacinto is another option for food and has lots of cheap kitchenware. If you need anything special, ask a Timorese colleague who will know the stores and local craftsmen well.

Bed frames and wooden furniture are available for purchase from larger stores, but you can contribute to the local economy by employing an East Timorese carpenter to make these items for you. You can also contribute to the local economy by purchasing household items such as plates, cutlery and bedding from the local markets.

There are examples of local handicrafts for sale in Dili and the Districts including woven cloth known as tais, basket work and wooden statues available at several places including the Tais market in Dili. UNMIT staffs are discouraged from buying authentic antique cloths or jewelry, which are part of Timor-Leste's heritage. It is also illegal to purchase or sell both coral and items made of turtle-shell. UNMIT staff members are forbidden to support this trade which encourages damage to the environment.

Travel

Air North flies to Darwin every day. Prices vary according to season. Merpati (one of Indonesia's domestic airlines) has an office in Landmark Plaza and Timor Hotel.

Out and about in the districts

Life in the districts is full of particular day-to-day challenges that are not usually part of the Dili experience. While a challenge, living and spending time in the Districts is also an opportunity to spend more time learning about the country you are in and get a truer first-hand sense of life for the majority of the population of Timor-Leste.

The choice of foodstuffs available in the districts is limited and staff members often supplement their provisions with purchases from Dili. Local markets tend to have a limited selection of food. There are usually a few small restaurants in districts with limited menus. Many people prepare their own food at home or employ a local person to cook for them.

To and From the Districts

When traveling from the districts to Dili and vice versa, ensure that you have the proper MOP (movement of personnel) form signed (compere with the administrative section in this manual). Also, before venturing out on a long trip, make sure your vehicle is properly checked and that you advise Security of your travel plans. As road conditions often deteriorate during the rainy season, do check that roads are in a usable condition and bridges are passable. It is possible to rent a vehicle to travel outside Dili for those whose duty station is Dili.

ACCOMODATION

A large amount of reconstruction has been carried out since the devastation of September 1999, but there is still much work to be done in this area, and the majority of reconstruction has been focused on Dili. The damage caused still has a daily impact on the lives of anyone who lives or works in Timor-Leste.

Buildings / Accommodation

While reconstruction is taking place, it will take considerable time before local people have adequate housing. Expect that your accommodation will range from the very basic to adequate, although some private houses in Dili have been renovated to a reasonable or even considered 'luxurious' level of comfort. The rate of reconstruction and renovation in the districts has been much slower than in Dili. Accommodation is far more likely to be of a very basic level, particularly in the districts that suffered the most devastation during September 1999.

Hotel / Motel Accommodation in Dili

Hotel/Motel accommodation is available in Dili. Most of these hotels are aimed at international staff and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms. At the top-end of the market are the Hotel Timor and the Esplanada Hotel in Pantai Kelapa. Another popular hotel is the Hotel Turismo which has been running since the Indonesian occupation. Other hotels/motels available include the Audian Hotel, Hotel Dili, Central Hotel, the Sands Motel, and the Tropical Hotel, to mention a few. With the expansion of UNMIT, rates are going up but can sometimes be negotiated for longer-term stays.

Private Accommodation in Dili

Houses to rent are available but difficult to find. Some houses will need various improvements ranging from a simple coat of paint to full-fledged reconstruction. Monthly rents also vary greatly depending on facilities. For best value, it is advised to pro-actively consult other staff members; they are your greatest information resource to find houses that have undergone refurbishing and now have vacancies. The UNDP Travel Unit at Obrigado Barracks can also provide accommodation information.

Once you have identified a suitable home, please also respect local custom and ask for permission to reside in the neighborhood from the local village chief. Also, ensure that you have registered your home address with UNPOL and the Security Units.

Once your search has been successful, there are various contractors that can assist you in renovating and refurbishing your new home if it is necessary. Again, ask around, compare prices and be inventive!

It is advisable to bring your own mosquito net and/or mosquito dome although these items are available in Dili in limited supply.

Accommodation Outside of Dili

Housing conditions for staff deployed in the districts depend on the extent of the destruction of the infrastructure and the geographical location of the region. In most districts there is private housing available at reasonable rental rates. Some staff members choose to live in a home-stay arrangement with a Timorese family. Expect that your accommodation will range from very basic to adequate. For staff traveling to the districts, camp beds, mosquito domes or nets, and bed linen may need to be taken. Although the power and water supply have been largely restored in Dili, this is not necessarily the case in other areas.

MEDICAL SERVICE SECTION

Pre-departure Preparation

Vaccinations

Check on your vaccination status: The following vaccinations are recommended by the World Health Organization for UN staff traveling to Timor-Leste:

Mandatory:

- Japanese Encephalitis vaccination
- Hepatitis B vaccination
- Hepatitis A vaccination
- Typhoid vaccination (Typhim vi)
- Tetanus vaccination

Recommended:

- Yellow Fever vaccination (if traveling from infected area)
- Meningitis A & C vaccination
- Poliomyelitis vaccination
- Rabies vaccination

What you should bring with you

- Light loose, comfortable and well-ventilated cotton clothing, including a broad-brimmed hat to provide effective protection against the sun
- Minimum of two month's stock of the medications you may be taking for a specific illness e.g. anti-hypertensive and diabetic medication, or any other chronic diseases
- Sunglasses and sun block lotion
- Latex condoms to reduce the risk of HIV and other sexually transmitted diseases.

Health Precautions and Preventative Measures

Life-style

During the first few days or weeks, newcomers not used to the conditions or climate are likely to have a lower resistance. They should avoid excessive physical or intellectual strain, lead a regular life, and sleep for eight hours at night.

Diet

Diet should be well balanced, avoiding heavy meals; alcoholic drinks should either be excluded or consumed only in very moderate quantities and only in the evenings. Enough water should be drunk to compensate for perspiration loss, and it may be advisable to increase salt intake in case of profuse perspiration.

If meals are prepared by private domestic staff, it is advisable to inspect the kitchen daily. Rules of elementary hygiene can then be enforced; cleanliness of hands, crockery and cupboards, and extermination of flies, cockroaches and rodents.

Dirty hands and unclean food are the usual source of infection with amoebic dysentery and other enteric infections. These are very widespread and give rise to acute or chronic digestive problems,

which can be prevented by appropriate hygienic precautions.
The main precautions for food safety:

- The fundamental rule is **“boil it, cook it, peel it or leave it”**
- Avoid raw foods unless well washed in safe water, or fruit and vegetables that can be peeled.
- Food should be well cooked and served while hot; once it has been prepared or cooked, food should not be eaten from one day to the next if it has not been kept in a refrigerator or if it has been left for several hours at room temperature.
- Don't eat dairy products unless you know they have been pasteurized.

Water for drinking: Water not specifically known to be safe should be regarded as suspect, and then purified.

- Boiling is the safest method.
- Disinfection with slow release tablets e.g. Puritabs, is possible but must be done in strict compliance with instructions.
- If a filter is used, it is still essential to boil the water.
- Ice should be avoided when it is not known whether it has been prepared from safe water (be cautious of beverages with ice!).
- If in doubt about the quality of water, use bottled mineral water.
- Carbonated drinks and bottled or otherwise packaged fruit juices are safe to drink, as are beer and wine (in moderation!)

Personal hygiene and health

As a result of perspiration, the skin can easily become a place for fungal or other infections. Daily showers are recommended, followed by thorough drying. Talcum powder can be used to dust sensitive skin areas. The water used for oral and dental hygiene should be purified or boiled; if in doubt, mineral water should be used. To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.

Don't handle animals (dogs, cats and monkeys) to avoid bites and serious diseases (including rabies and plague).

Always use latex condoms to reduce the risk of HIV infection and other sexually transmitted diseases.

Don't swim in fresh water. Salt water is usually safer.

Malaria and Dengue

Malaria and Dengue are very commonly encountered disease in Timor-Leste. Dengue mosquitoes bite during the day, while Malaria mosquitoes bite mostly from dusk to dawn. Therefore it is important to protect yourself both during the day and in the evening hours. There are a number of ways to help avoid being bitten:

- Wear clothes that minimize exposed skin
- Avoid dark colors and perfumed products
- Tuck pants into socks while walking through grass
- Wear closed shoes
- Use insect repellent regularly
- Use a mosquito nets tucked into the mattress at night

Symptoms of Dengue include fever, headache, muscle aches, joint pain, pain behind the eyes, and often a rash. The fever usually lasts for 3 to 5 days. The acute illness lasts about one week and is followed by 1-2 weeks of tiredness, weakness, and loss of appetite. Rarely, the life-threatening Dengue Hemorrhagic Fever may develop and is most common in people who have had Dengue before.

The malaria that most commonly occurs in Timor-Leste is the Falciparum type. This type of Malaria can be life-threatening. Severe Falciparum malaria can cause seizures, coma, kidney failure and death within as little as 24-36 hours. The most frequent symptoms of malaria are fever, headache, nausea, and generalized aches and pain.

If you develop a fever, please consult a doctor in the clinic for a physical exam, as it is possible that it may be due to either Dengue or Malaria.

Anti-malarial Chemoprophylaxis

WHO recommend the following anti-malaria preventative medication:

- Mefloquine prophylaxis: 250mg per week (one tablet of 250mg once weekly)
- Doxycycline: 100mg per day (one tablet of 100mg once daily).
- Malarone: 1 tablet per day

All anti-malarial drugs taken at weekly intervals should be started 1 week before departure to Timor-Leste. All anti-malarial drugs taken daily should be started one day before departure to Timor-Leste. All prophylactic medications should be continued for 4 weeks after the last possible exposure to infection. Please consult a doctor for further information.

UNMIT Medical Services

The Medical Services operating in UNMIT, Dili are comprised of the Chief Medical Officer, Deputy CMO, 2 Doctors, Head Nurse, 3 Nurses, 1 Dentist, Laboratory Technician, Administrative Assistant and Pharmacist. The Medical Services Section runs a walk-in day clinic and an overnight (observation only) ward. Acutely ill patients are medically evacuated to Darwin. Medical referral to hospitals in Darwin for special care is arranged by the Chief Medical Officer. Medical evacuations are coordinated by the Chief Medical Officer, utilizing the UN aircraft following pre-arrangements with the receiving Hospital in Darwin.

In the districts, there are permanent medical clinics with 1 doctor and 1 nurse in each of three of the four Regional Support Centers (Maliana, Suai and Oecussi). The Baucau RSC is still serviced by Forward Medical Teams (FMTs) on Wednesdays based on the helicopter schedule for that day.

The FMT consists of 1 doctor and 1 nurse who will be on the ground for 2 hours. The FMT will function until a permanent medical clinic is established.

Outpatient Clinic Hours

Monday – Friday: 8:30 - 12:00 / 14:00 to 18:00

Saturday-Sunday: 9:00-12:00

UN medical clinic is located at Odrigado Barracks.

The clinic has a walk-in day clinic and an overnight (observation) ward.

The UN Duty Doctor is on call for medical emergency or assistance at 24/7 : 723 06 51

Further Clinics and Hospitals in Dili

The Australian Clinic is located at the **Australian Embassy in Comoro Road, Zone 7**

Department of Foreign Affairs and Trade“Medical Clinic, Australian Embassy “Dili, East Timor

Tel: 3311555

Dili National Hospital is located in Bidau: 3311000 OR 3311006 OR 3311008

Aero-Medical Medical Evacuation (AME) form the Districts to Dili must be requested through the SOC. Medical Evacuation to Level 4 facilities in Darwin is available.

Medical Emergency Contact Numbers:

Security Operations Center (SOC)	7230635 OR 7230725
UNDP Safety and Security Unit	7231907 OR 7291259
UN Medical Clinic	7230651
UN On-call Doctor	7230651
Dili National Hospital	3311000 OR 3311006 OR 3311008
Australian Mission Doctor/ Australian Clinic	3311555
Ambulance Service	7236662

SECURITY SECTION

Security Briefing

A security briefing for new arrivals is given by UNDSS security officers every Friday at 2.30 at UNMIT conference Room C. To confirm the briefing, interested International Advisers should inform the UNDP Programme Management Unit at 3313583 or send an E-mail to rosaria.defatima@undp.org

The UNDP Timor-Leste Safety and Security Unit (SSU) is available to assist you and respond to requests for assistance.

Tony Monaghan
Field Security Adviser
Tel: Ext. 2033
Mob: 723 1907
Call-sign: DD5
tony.monaghan@undp.org

Alvaro Norona de Sousa
Field Security Associate
Tel: Ext. 2033
Mob: 7291259
Call-sign: DD51
alvaro.noronha@undp.org

Emergency response

In case of emergency, international staff is required to react as follows:

- the incident carries a direct and immediate threat to personal safety:
Call NOC on 723 03 65
or emergency number 112
or call SIERRA BASE on VHF Channel 14
- Of a lesser urgency and if no physical danger is involved:
Call SOC on 723 06 35 - 723 07 25
or Landlines number on 33 122 10
or extension number 5454

In all cases please identify yourself as UNDP staff member. The SOC will immediately inform the UNDP Safety and Security Unit.

Security situation in Timor-Leste

The UN Security Management System works on five security stages:

Phase I : Precautionary

Caution should be exercised as the security situation in the country or parts of it require so. All travel into the duty station requires advance clearance from the Designated Official.

Phase II: Restricted movement

This stage signifies a much higher level of alert and imposes major restrictions on the movement of international advisers and their families. No travel either incoming or within the country, will occur unless specifically authorized by the Designated Official as essential travel. Security clearance is mandatory.

Phase III: Relocation

Phase III indicates a substantial deterioration in the security situation, which may result in the relocation of non-essential international staff. The Designated Official and Security Management may recommend the mandatory actions of either temporary concentration in one or more sites within a particular area, relocation to alternative locations within the country or relocation outside

the country.

Phase IV: Emergency Operations

If Phase IV is implemented, all remaining international staff, who were heretofore considered essential to maintain programme activities, are relocated outside the country, except those directly concerned with emergency, humanitarian relief operations or security matters.

Phase V: Evacuation

The decision to initiate stage V which can only be declared following approval by the Secretary General signifies that the situation has deteriorated to such a point that all remaining internationally recruited staff members are required to leave.

The designated UN Concentration Area is: **OBRIGADO BARRACKS**

UN Security **Phase II** (Restricted Movement) is in effect throughout Timor-Leste at present

- You should maintain a high level of personal security awareness and avoid any minor disputes or other incidents that may occur as they have the potential to escalate without warning.
- Banging of poles, shops, shutting quickly and the sudden disappearance of street vendors can be indications that trouble is imminent.
- In some areas makeshift barricades have been used to block access, you should avoid these areas.
- Demonstrations can occur at or near symbols and institutions of the Government, including the Government Buildings, the Courts the Presidential Palace and the National Parliament.
- Avoid unnecessary travel at night. Always travel with a colleague.
- Some gangs in Dili have attacked cars with stones and potentially lethal darts fired from slingshots. This occurs particularly in the early evening and at night. Avoid the Comoro market and Beach Road market after hours.

Taking responsibilities for your own safety and security

- Do keep yourself informed about the general security situation and monitor local news events.
- Do raise your personal security awareness.
- Do ensure that you carry identifications and emergency contact numbers with you.
- Do not flaunt your wealth. Dress and behave modestly to avoid unnecessary attention by criminals.
- Do familiarize yourself with hotel fire and evacuation procedures.
- Do know where the nearest emergency exits are located in relation to your room.

Movement of personnel form (MOP) / Basic and Advanced Security in the Field

The MOP system is in effect in Timor-Leste. International professionals are reminded to complete a MOP form for any travel within the mission area outside of Dili, within Timor-Leste as well as overseas. For travel by car MOPs must be submitted with a minimum of 48 hours prior to travel. For travel by UN Helicopter MOPs must be submitted with a minimum of 5 working days prior to travel.

The following information is required within the MOP:

- Intended travel dates (start of travel until completion of travel)
- Purpose of Travel (official or private)
- Means of Travel (car, air etc.)
- Destination(s)
- All pertinent contact information (phone numbers, addresses etc.)

Internal or external travel requests or MOPs will not be approved without completion of the Basic Security in the Field (BSITF) and Advanced Security in the Field (ASITF) training courses. Both courses are mandatory. The CD-ROM copies for the course can be obtained at UNDP Programme Management Unit or at Safety & Security Unit. Or can also be accessed through the UNDSS website at <http://dss.un.org/bsitf/>, <http://dss.un.org/asitf/>

Security Clearance Requests

Security clearance is mandatory for all personnel traveling to an area where a UN Security Phase is in effect. A pre-requisite of obtaining security clearance approval is completion of the 'Basic Security in the Field' training. Completion of the 'Advanced Security in the Field' training is mandatory if you intend traveling to an area where UN Security Phase I or higher is in effect. At present this includes Bali (Phase I) and Timor-Leste (Phase II).

Timor-Leste will only process security clearances through the Integrated Security Clearance and Tracking System (ISECT). You must first register on ISECT at the DSS homepage <http://dss.un.org> and create a personal profile before applying for security clearance. You can also access ISECT directly through the UNDP intranet at <http://intra.undp.org.tl/>

You will need to have a UN system email address to register. The attached document will guide you through the initial registration process. ISECT also provides the ability for staff to apply for security clearance on behalf of another person. This is particularly useful in terms of newly recruited consultants that may not have a UN system email address. However please note that it is the staff member's responsibility to ensure security clearance is issued prior to commencing travel.

You must apply for security clearance at least 7 days prior to your intended travel date and you must receive security clearance approval before commencing travel. The ISECT will automatically generate a response to you approximately 2 days before your stated travel date. A security advisory for your destination country will also be automatically sent to you once security clearance approval has been granted. The global Weekly Travel Advisory (listing every country, the UN Security Phase in effect, contact details and instructions for submitting SCRs) is also available on the DSS homepage.

Please contact the Safety and Security Unit for additional guidance regarding Security Clearance Requests (SCR).

Warden System

The Designated Official is responsible to the Secretary General for the establishment of a briefing system to ensure that all UN personnel in Timor-Leste are advised of the specific precautionary measures that they should take in relation to the Security Plan. Chosen Primary and Alternate Wardens will be provided with an up-to-date list of staff members in their designated Area/District/Zone. Zone Wardens are responsible for all staff members within their area of responsibility and will inform of any changes in the security situation as it relates to any of the security phases.

Please find the UNDP Warden List in the attachment.

Please inform your Warden immediately and provide them with your contact information.

Minimum Operating Residential Security Standards (MORSS)

A minimum standard of residential security has to be applied to residences of International staff members employed under a UNDP employment contract. The standard is consistent with the continually updated Security Risk Assessment (SRA) and complementary to the Timor-Leste Security Plan. The security measures that you are responsible to request from UN System under established contract are:

- 24/7 Security Guards
- Security screen/bars on windows and doors
- External Lighting

For further information about MORSS please consult with UNDP Safety and Security Unit.

VHF Radio Channels:

Security Operations Centre (SOC)	SOC Duty Officer	Obrigado Barracks	14, 13, 11	S Base	7230635	7230725
District Security Office	Contact	Location	VHF Channel	VHF Call-sign	Mobile	Alternative Mobile
Dili, Liquiçá, Manufahi, Ainaro	UN Security Officer	Obrigado Barracks	14, 13, 11	SR 1	7230414	7311778
Aileu	UN Security Officer	Obrigado Barracks	3, 13, 11	SR 1	7230414	7311778
Ermera	UN Security Officer	Obrigado Barracks	12, 13, 11	SR 1	7230414	7311778
Manatuto	UN Security Officer	Obrigado Barracks	7, 13, 11	SR 1	7230414	7311778
Bobonaro	UN Security Officer	RSC Maliana	4	SM 1	7311573	7342466
Baucau	UN Security Officer	RSC Baucau	5	SB 1	7311575	7340519
Covalima	UN Security Officer	RSC Suai	9	SU 1	7311558	7348733
Oecussi	UN Security Officer	RSC Oecussi	15	SO1	7311561	7343770
Lautem	UN Security Officer	RSC Baucau	8	SB 1	7311575	7340519
Viqueque	UN Security Officer	RSC Baucau	5	SB 1	7311575	7340519

Emergency Telephone Numbers

UNMIT Security Operations Center (SOC)	7230635 or 7230725
UNDP Security	7231907 / 7312419
UNPol National Operations Center (NOC)	112 or 7230365
UNPol Landline	3312210 (Extension 5454)
GNR	7321750
Dili National Hospital	3311000 / 3311006 / 3311008
Australian Mission Doctor	3311555
Timor Aid Ambulance	7236662
UN On-call duty Doctor	7230651
Fire Brigade (Bombeiros)	7230141/ 33310534
Switchboard Via New York	1-212 963 0099 1-212 963 6312
Duty Electrician	7230646
Duty Mechanic	7230685
MOVCOM	7230611
UNMIT Air Operations	7230637

ADMINISTRATIVE ISSUES - UNDP Justice Programme

Travel and leave

Annual leave

Annual leave (for most contract types 2.5 working days per completed month of work) can be accumulated and is provided from the first and last month of the assignment. Leave must be arranged with the consent of direct supervisor and must be approved (Leave request/MOP/Security Clearance). Annual leave must be taken during the period of appointment. Unused balances by the end of the contract can not be commuted to cash.

Rest and Recuperation (R&R)

In accordance with the Security Phase II a temporary entitlement of 5 days Rest and Recuperation (R&R) is granted after 12 weeks of continuous service. For staff members deployed to Ainaro, Baucau, Oecusse R&R is granted after 8 weeks of continuous service.

R&R must be taken outside the country. It is optional and can be combined with regular annual or home leave. R&R can not be accumulated and if not taken within one month after the specified interval it will be forfeited. R&R is a temporary entitlement and is periodically reviewed and subject to change.

Sick Leave

Entitlement to sick leave depend strongly on the type of contract. For entitlement to sick leave please see table on different contract types and its conditions in the attachment.

In case you need further information on other leave provisions (maternity, paternity leave, home and advanced leave), please consult the conditions of service of your contract type (ALS, UNV, SSA, SC) or ask the Justice Programme Management Unit.

Refund of travel expenses (F10)

To refund travel expenses a Voucher for Reimbursement of Expenses (F10) will need to be completed. Information including every place, boarding and landing time will need to be provided and original receipts, boarding passes and/or ticket and itinerary must be attached to the form.

An F10 claim need to be submitted for official duty travel, official medical travel and in-country travel. Duty and medical travel will only be authorized and reimbursed in exceptional circumstances over weekends and public holidays. Only accommodation costs will be reimbursed for in-country duty travel. Original, properly completed and authorized MOPs, original receipts and other documentary evidence will need to be attached as appropriate.

Source: New Arrival Package UNV UNMIT

Communication

The following communication facilities will be available for UNDP Justice Programme Advisers:

E-Mail account

- **UNDP E-Mail accounts** for all staff members. The UNDP Programme Administrative Assistant will send Name, Title and contract expiring date of the newly recruited International Adviser to UNDP IT Unit. After 1-2 days UNDP IT Unit will provide a user name and the password to the Administrative Assistant, who will inform the Adviser. The account will be closed by the Administrative Assistant once the assignment of the International ended.

- **Ministry of Justice E-Mail account** for institutional staff members. The UNDP Programme Administrative Assistant will send Name, Title, contract expiring date, duty station and location of the office to UNDP IT Unit. The Ministry of Justice IT section will setup the e-mail account and provide the information to configure the e-mail client.

Chat/ Exodus

- Exodus provides an internal chat system, which facilitates the communication between the different Justice Institutions. The UNDP Programme Administrative will provide Ministry of Justice IT Unit with the required information to set up the chat account. IT Unit will then provide the information to configure the chat client(exodus).

Voice over Internet Provider (VoIP)

- In the offices connected to the Ministry of Justice network, Advisers will be able to use voice over Internet (VoIP) service. VoIP telephones contain an extension directory. They are already installed in the different Institutions, but if additional VoIP telephones should be needed, the Ministry of Justice IT section can be requested by e-mail: suporte@mj.gov.tl.

VHF Radios and Call-signs:

- Programme Management Unit provides VHF Radios to the Advisers. The Security and Safety Unit will issue a call-sign and program the channels of the Radio.

Mobile Phones

- Mobile Phones and prepaid cards are not provided by the UNDP Justice Programme. Specific needs can be discussed with the Chief Technical Adviser. Mobile Phones can be purchased at Timor Telecom or in several electronic shops in Colmera. Prepaid cards for USD 2, 5 or 10 can be bought in Timor Telecom from street vendors.

Computers

According to needs, UNDP Justice Programme Management Unit will provide laptops or desktops with the following applications installed by default:

- OpenOffice 2.3.1 with spell checker in Portuguese, English and Tetum: Text processor (Word), Spreadsheet (Excel) and Presentation (Powerpoint).
- Mozilla Firefox: Internet Browser for navigating on the Web.
- Thunderbird: E-mail Client for checking both emails from UNDP and Ministry of Justice.
- Exodus: Chat Client for internal communication with other Ministry of Justice users.
- PDFCreator: Printer for generating PDF documents from Word, Excel and Powerpoint files.
- Norton Antivirus: Antivirus software updated, licensed and configured to execute automatic updates.
- Acrobat Reader: PDF reader for accessing and reading acrobat pdf documents.
- Winrar: Zip and Rar compressor, for compacting and extracting zip and rar files.

IT Contact Information

Name	Title	Email	Mobile Number
Daniela Cury	IT Coordinator	daniela.cury@undp.org	726 5811
Luis Gustavo Sales	IT Specialist Developer	luis.sales@undp.org	7375462
Andre Piazza	IT Specialist	andre.piazza@undp.org	7362164

Vehicles

Vehicles for Judicial Advisers (Judges, Prosecutors, Public Defenders and Legal Clerks) will be provided through the national institutions. UNDP will support the national institutions, but specific needs should be raised with the institutional supervisor.

UNDP Staff members are entitled to use UNDP cars for official business only.

Non-UN staff members (MoU and MoA contract holders) are not entitled to drive UNDP Vehicles because of regulations and insurance coverage considerations.

Payments

Salaries

Salaries and Entitlements are paid at the end of each month into a nominated bank account. For MoA, SSA and SC contract holders, entitlement are processed by the UNDP Justice Programme Finance Associate. The following documentation has to be provided to the Finance Associate:

- Bank account details (local or overseas, submitted during check-in)
- Certificate of Payment (for SSA and SC, to be submitted from 15-20 of each month)
- Time Sheet (for SSA, to be submitted from 15-20 of each month)

Financial Entitlements for UNV and ALD contract holders will be issued by UNDP UNV Support Office or UNDP Human Resources. Bank details have to be provided during check-in process.

On request of the Professional the payments can also be done via check, which has to be collected at UNDP Finance Section.

Official travel expenses are refunded by submitting a F10 Voucher for Reimbursement of Expenses to UNDP Justice Programme Finance Associate (see Travel and Leave section).

Daily Subsistence Allowance

For MoU contract holders a Daily Subsistence Allowance (DSA) on Dili rate is paid in advance on a monthly basis. The UNDP Justice Programme Finance Associate normally process the payment request between 20-25 of each month to UNDP Travel Unit. A check will be ready to collect at UNDP Finance Section by the end of the month or at latest by the 5th of the month to be paid.

On request of the Professional the payment can also be transferred to a nominated bank account. In this case, bank details have to be provided to UNDP Justice Programme Finance Associate during check-in process.

Hotel expenses for official travels to Districts are refunded by submitting a F10 Voucher for Reimbursement of Expenses to UNDP Justice Programme Finance (see Travel and Leave section)

Infrastructure

Infrastructure (furniture, phone lines, photocopiers, electrical generator backup etc.) must be provided by the national institutions. UNDP can and will support the institutions in cases of emergency or when national institutions are not able to provide for urgent needs. These requests must be channeled through the national institutions up to the Chief Justice, Prosecutor-General and Minister of Justice, who will appreciate the urgency and eventually request help from UNDP.

National ownership is important and the need to develop capacity of administration and budget

execution is crucial to guarantee a functioning Timorese Justice System and part of the policy of the capacity building programme of UNDP. Furthermore, unsolicited help is not well received by the national authorities.

Performance Evaluation

International legal advisers working for the UNDP Justice Programme have to complete different requirements of performance evaluations. UNDP requirements vary with the type of contract (please compare table of different contract types and its requirements in the attachment).

Justice Programme specific performance evaluations comprise the **Quarterly Review Report**, which has to be done every three months by all staff members. A sample of this evaluation form can be found in the attachment.

Legal Advisers with national counterpart are evaluated by the counterpart, the institutional and programme supervisor in a **Joint Evaluation Report** before contract expiry date.

MENTORING

Culturally sensible advises for International Advisers

The following are some advise given by an international Judge working in a District Court:

- Be a model and do nothing wrong in front of the Timorese. Be a good example for your direct national counterpart, but also for legal professionals as well as the court visitors.
- Take them serious and listen to what the have to say.
- Be very polite to all the people in the court.
- Express your thanks to them for coming to the court.
- Never do the work for your counterpart, but revise, sustain, give advise, help and explain.
- Train not only just your exact counterpart. Build capacity also for all court actors you work with.
- Do not expect that nationals speak good Portuguese. Be patient and accept if they work in Tetum. Ask the Interpreters/Translators for translations if needed.
- If you see nationals doing mistakes, do not correct them in public. Explain it to them later in private.
- Do not intimidate Timorese, if they do not understand what you explain.
- If you have conflictive situations with your international adviser colleagues, on a professional or private base, do not show it to the nationals
- Be prepared to train people with different skills and pay especial attention to the once which show to be less skilled.
- Before your assignment ends, prepare a data base on a pen drive with important information, documents, recommendations, lessons learned, things to know etc. which you want to leave behind for your national counterpart/ for your international successor etc.

MEDIA GUIDELINES

Adherence of Legal Advisers to UN Media Principles

While working with UNDP Justice Programme as Legal Adviser, public statement about Advisory Service as Mentor and Trainer implies the involvement of UNDP. Therefore, the UN Media policy, the principles and guidelines for United Nations Officials, must be respected and all publications, public statements, Interviews must be cleared beforehand with UNDP Justice Programme Management Unit.

UN Media Policy

The United Nations is committed to being open and transparent in its dealings with the press. It is the interest of the United Nations to work with the media quickly and honestly and to develop a coherent communications strategy based on those same principles. However, it is important that sometimes confidences are kept, not to mislead or conceal, but to protect a diplomatic process. The UN media policy requires therefore a balance between the need to be open and the need to respect confidentiality. As a matter of principles UN staff members may speak to the press within limits:

- Speak only in your area of competence and responsibility
- Provide facts only
- Leave sensitive issues to officials who are specifically authorized to speak on them

Speaking to the Media in their line functions

Legal Advisers speaking to the media in their line function role (e.g. as a Judge) are requested to follow the rules of the national institution.

HOLIDAYS**UN Official Holidays in 2008**

1	Tuesday, 01 January	New Year
2	Friday, 21 March	Good Friday
3	Thursday, 01 May	Labor Day
4	Tuesday, 20 May	Independence Restoration Day, anniversary of transfer of sovereignty from the United Nations transitional government (2002)
5	Friday, 29 August (in lieu of Saturday 30 August)	Popular Consultation Day (1999)
6	Tuesday, 30 September	Eid al-Fitr (End of Ramadan)
7	Friday, 31 October (in lieu of Saturday/Sunday, 1&2 November)	All Souls'/Saints' Day
8	Friday, 28 November	Proclamation of Independence Day (1975)
9	Monday, 08 December	Eid al-Adha
10	Thursday, 25 December	Christmas Day

Timor-Leste public Holidays 2008

1	Tuesday, 01 January	New Year's Day
2	Friday, 21 March	Good Friday
3	Sunday, 23 March	Easter
4	Thursday, 01 May	Labor Day
5	Tuesday, 20 May	Independence Restoration Day, anniversary of transfer of sovereignty from the United Nations transitional government (2002)
6	Thursday, 22 May	Corpus Christi Day
7	Saturday, 30 August	Popular Consultation Day (1999)
8	Wednesday, 01 October	Eid al-Fitr (End of Ramadan)
9	Saturday, 01 November	All Saints' Day
10	Sunday, 02 November	All Saints' Day
11	Wednesday, 12 November	Youth Day, anniversary of the Santa Cruz massacre (1991)
12	Friday, 28 November	Proclamation of Independence Day (1975)
13	Sunday, 7 December	Heroes' Day, anniversary of Indonesian invasion (1975)
14	Monday, 08 December	Eid al-Adha (Feast of Sacrifice)
15	Monday, 08 December	Immaculate Conception Day
16	Thursday, 25 December	Christmas Day

Sources: www.qppstudio.net/publicholidays2008/east_timor.htm, http://en.wikipedia.org/wiki/East_Timor

In addition, the law defines “official commemorative dates” which are not considered holidays but could be subject to time off from work:

1	February - March	Ash Wednesday
2	March - April	Holy Thursday
3	May - June	Ascension Day
4	Monday, 02 June	International Children's Day
5	Wednesday, 20 August	Day of the Armed Forces for the National Liberation of Timor-Leste (FALINTIL)
6	Monday, 03 November	National Women's Day
7	Wednesday, 10 December	International Human Rights Day

http://en.wikipedia.org/wiki/East_Timor

WEBSITES

UNDP and Justice Programme

<http://www.undp.org>
<http://www.tl.undp.org>
<http://www.tl.undp.org/justice>

Government and Ministry of Justice

<http://www.easttimorgovernment.com>
<http://www.timor-leste.gov.tl>
<http://www.mj.gov.tl/pt/index.php>

Legislation

<http://www.unmit.org/legal/RDTL-Law/index-p.htm>
<http://www.unmit.org/legal/RDTL-Law/RDTL-Decree-Laws-P/Decree-Law-2005-13.pdf>
<http://www.unmit.org/legal/RDTL-Law/RDTL-Decree-Laws-P/Decree-Law-2006-1.pdf>

Judicial and Human Rights

<http://www.asiafoundation.org/>
<http://www.jsmp.minihub.org>
<http://www.asf.be>
<http://www.etan.org/>

Further Websites on Timor-Leste

<http://www.timor.com/>
<http://www.smh.com.au/specials/easttimor>
http://en.wikipedia.org/wiki/East_Timor
<http://etan.org/lh/>
http://www.zmag.org/CrisesCurEvts/Timor/timor_index.htm
<http://www.pcug.org.au/~wildwood/aetaresources.html>

Tourism and diving

<http://www.discoverdili.com>
http://www.lonelyplanet.com/destinations/south_east_asia/east_timor/
http://www.congo-pages.org/TimorDiversNetwork/TRAVEL_TIMOR.htm
http://www.travelnotes.org/Oceania/east_timor.htm
<http://www.osolemedia.com/easttimor/links.html>
<http://www.geocities.com/thefreeflowdili/home.html>
http://www.balispirit.com/discover_dili/do.html

FURTHER READING ON TIMOR-LESTE

Reports and Articles on Timor-Leste⁴

Strengthening the Justice System in Timor-Leste Reports:

- Revised Programme Document. Enhancing the Justice System to Guarantee the Democratic Rule of Law - Strengthening the Justice System in Timor-Leste. December 2005
- Annual Progress Report 2006. Report Date: February 2007
- UNDP Justice Programme Update. Report Date: May 2007

Visões Jurídicas Brasileiras em Timor:

Three articles written by Brazilian legal Advisers working for UNDP Justice Programme: Frederico Magno de Melo Veras (Judge), Roberto de Campos Andrade (Prosecutor), Rodrigo Esteves Rezende (Public Defender). March 2008.

Commission of Inquiry Report

Report of the United Nations Independent Special Commission of Inquiry for Timor-Leste, Geneva, 2 October 2006

Security Council Resolution Report

Report of the Secretary-General on Timor-Leste pursuant to Security Council resolution 1690. United Nations Security Council, 2006.

CAVR Report

Timor-Leste's truth commission, known as CAVR (Comissão de Acolhimento, Verdade e Reconciliação) completed its substantive work at the end of 2005 with the presentation of a 2800 page report. CAVR was the first commission of its kind in the region.

- Website: www.cavr-timorleste.org
- Post-CAVR Secretariat bookshop: Chega CD Rom, Chega Executive Summary and other publications.

Further information: Pat Walsh, Senior Adviser, Post-CAVR Technical Secretariat, Rua de Balide, Balide, Dili. Email: padiwalsh@gmail.com Mobile: 726 8423.

Traditional Justice

Doing Justice: How informal justice systems can contribute. By Ewa Wojkowska, UNDP, Oslo Governance Centre. The Democratic Governance Fellowship Programme, December 2006.

A Brief Overview of the Role of Customary Law in Timor-Leste. By Dionisio C.B. Soares.

⁴If interested please liaise with UNDP Justice Programme Management Unit

FURTHER BOOKS

On the struggle⁵:

- Dirty Little War by John Martinkus
- Woman of Independence by Kirsty Sword Gusmao
- East Timor's Unfinished Struggle: Inside the Timorese Resistance by Constancio Pinto
- Dancing with the Devil: A Personal Account of Policing the East Timor Vote for Independence by David Savage
- East Timor: Genocide in Paradise by Matthew Jardine
- East Timor: a Rough Passage to Independence by James Dunn, Xanana Gusmao
- East Timor: The Price of Freedom by John G. Taylor
- Bitter Dawn: East Timor: A People's Story by Irena Cristalis
- The New Killing Fields; Massacre and the Politics of Intervention by Nicolaus Mills, Kira Brunner
- East Timor: A Memoir of the Negotiations for Independence by Jamsheed Marker
- Funu: The Unfinished Saga of East Timor by Jose Ramos-Horta
- The East Timor Question: The Struggle for Independence from Indonesia by Stephen McCloskey, Paul Hainsworth
- East Timor at the Crossroads: The Forging of a Nation by Peter Carey, G. Carter Bentley
- From the Place of the Dead: The Epic Struggles of Bishop Belo of East Timor by Arnold S. Cohen
- East Timor: Testimony by Elaine Breire, Chomsky
- Fighting Spirit of East Timor: The Life of Martinho da Costa Lopes by Rowena Lennox
- Generations of Resistance; East Timor by Steve Cox, et al
- Diplomatic Deceits: Australian Media and Politics in East Timor by Rodney Tiffen
- Seven Days in East Timor: Ballot and Bullets, by Tim Fischer
- East Timor: Too Little Too Late by Lansell Taudevin
- Telling: East Timor Oral Accounts 1942 – 1992 by Michele Turner
- East Timor: Out of the Ashes: The Deconstruction and Reconstruction of An Emerging State by James J. Fox, Dionisio Babo Soares
- Indonesia's Forgotten War – The Hidden History of East Timor by John G. Taylor
- Guns and Ballot Boxes: East Timor's Vote for Independence by Damien Kingsbury
- East Timor and the United Nations: The Case for Intervention by Geoffrey C. Gunn
- Is Oil Thicker Than Blood?: A Study of Oil Companies Interests and Western Complicity in Indonesia's Annexation of East Timor by George J. Aditjondro
- East Timor and the Western Democracies by Noam Chomsky
- The Indonesian Occupation of East Timor 1974 – 1989: A Chronology by John G. Taylor

Culture and History:

- Tetum Ghosts and Kin: Fertility and Gender in East Timor by David Hicks
- Cosmology and Social Life: Ritual Exchange Among the Mambai of East Timor by Elizabeth G. Traube
- Criado: A Story of East Timor by Ken White
- The Crossing: A Story of East Timor by Luis Cardoso

Tourism and Language:

- Lonely Planet East Timor
- Lonely Planet East Timor Phrasebook

⁵ The following list of suggested books do not apply endorsement from UNDP Justice System Programme.

- East Timor, Land of the Rising Sun: A Travellers Guide Plus English – Indonesian – Tetum Dictionary by Octavio A. J. O. Soares
- Mai Kolia Tetun: A Course in Tetum-Praca, the Lingua Franca of East Timor by Geoffrey Hull

Future:

- East Timor: Development Challenges for the World's Newest Nation by Hal Hill and Joao M. Saldanha

ANNEX**Sample Form Quarterly Review Report**
**Quarterly Review Report of Professional
under Letter of Agreement with the UNDP**

Period covered by report: _____ to _____ 200__

Name : _____

Title of position: _____

Estimated % of time spent on line functions	
Estimated % of time spent on training (preparation and delivery) / mentoring	
Estimated % of time spent on other activities not part of the core results areas	
Total	100%

Supervisors

	<i>Name</i>	<i>Position</i>	<i>F/M</i>
Institutional			

Counterparts/Mentees

<i>Type*</i>	<i>Name</i>	<i>Position</i>	<i>Institution</i>	<i>Level**</i>	<i>F/M</i>

* Type: Counterpart, Mentee, Trainee **Level: 2 - 7

Discontinued counterpart positions

<i>Type*</i>	<i>Position</i>	<i>Institution</i>	<i>Level**</i>	<i>Reason</i>

Sex and level of counterparts

	<i>No. of primary counterparts</i>	<i>No. of other counterparts</i>	<i>No. of Level 5-7 counterparts</i>	<i>No. of Level 2-4 counterparts</i>
Female				
Male				

Quarterly Review Report

A. Overall progress made in key result areas

<i>Key result areas agreed with supervisor</i>	<i>Progress made in achieving the key results over the last quarter</i>	<i>Rating*</i>
Results area 1 (specify)		
Results area 2 (specify)		
Results area 3 (specify)		
Results area 4 (specify)		
Results area 5 (specify)		

* Rating: (X) Finalized, (T) On track and in progress, (P) Partially undertaken, (D) Delayed or (N) Not started

Quarterly Review Report

B. Problems, risks, constraints and actions taken to overcome them

Key result areas	<i>Problems, risks, constraints both those that are within the immediate environment and those that are external</i>	<i>Actions taken to manage those risks, overcome the constraints and suggested responsibilities</i>
1		
2		
3		
4		
5		

Quarterly Review Report

C. Impact of technical advisory services on capacity building of national staff

Key result areas	Capacity of counterpart staff to take over responsibilities – describe remaining gaps	Rating*	Capacity development measures to be taken
1			
2			
3			
4			
5			
Other areas (specify)			

* Rating: (4) Dependent, (3) Guided, (2) Assisted, (1) Independent, (N/A) Not Applicable – in case there is no counterpart

	Professional	Institutional supervisor	Institution Head	Received by UNDP
Signature				

	<i>Professional</i>	<i>Institutional supervisor</i>	<i>Institution Head</i>	<i>Received by UNDP</i>
Name				
Date				

Different Contract Types and its specific Conditions of Services and Regulation

	Activities of Limited Duration ALD	United Nations Volunteers UNV	Special Services Agreements SSA	Service Contracts SC	Memorandum of Understanding MoU	Memorandum of Agreement MoA
Specifics	Assignment aligned to functions that are specialized and directly linked to work of time-bond project activities Ref: ALD Guidelines	Internationally recruited UNV is professional recruited for her/his qualifications, specialized skills and readiness to serve with volunteer spirit under volunteer terms without regard for financial benefit. / CoS	Whole range of short duration activities, whether in project or within UNDP office Ref: SSA Guidelines	Contact for national project personnel. Work is not part of UNDP's central core work but is within project context or in UNDP office on work that could be outsourced Ref: SC Guidelines	Cooperation Agreement entered between UNDP and the government of a specific Country (currently Portugal and Brazil). The country in question provide legal expertise for institutional capacity-development for Justice System Institutions in TL. /MoU	International Legal Advisers are contracted by the Government of Timor-Leste. UNDP serves as an executing entity and has to ensure that the policies and procedures governing the use of resources of its Financial Regulations and Rules shall be applicable.
Duration	6 month to 4 years max. duration (incl. ALD assignments in other UN agencies, periods under UNV, SC and SSA) /Ref: ALD Guidelines	6 month with option of extension	From 1 day to a maximum of 3 years Ref: SSA Guidelines	Over 6 months, for a period consistent with project duration or as needed Ref: SC Guidelines	6 month or 1 year with option of extension	

	Activities of Limited Duration ALD	United Nations Volunteers UNV	Special Services Agreements SSA	Service Contracts SC	Memorandum of Understanding MoU	Memorandum of Agreement MoA
Legal basis	Personnel governed by the 300 Series Staff Rules	Volunteers governed by Conditions of Service for International UNV Specialist	Independent contractors vis-à-vis UNDP and not considered as UN staff member, governed by explicit terms of service agreement	Personnel governed by explicit terms of service contract	Personnel remain employee of Portugal/ Brazil and have the legal status of independent contractors vis-à-vis UNDP.	The Professionals have the legal status of independent contractors vis-à-vis UNDP.
Entitlements / Salary	Salary Initial contract mobilization element (for shipment and insurance of personal effects) CoS	Pre-departure expenses Settling-in Grant Volunteer living allowance (VLA) Payment for shipment and insurance of personal effects Resettlement allowance CoS	Salary established for consultants Ref. SSA Guidelines	Salary established for Service Contract CoS	Salary and entitlements are paid by Portugal/Brazil UNDP provides Daily Subsistence Allowance DSA (on Dili rate) paid in advance at beginning of every month MoU	Salary paid by UNDP MoA
Travel Allowance from and to duty station	Travel to and from duty station (full fare economy air ticket) on appointment and on separation.	Travel to and from duty station (full fare economy air ticket) Ticket fare for home leave after 24	Travel to and from duty station (economy air ticket) on appointment and separation or	Not entitled	Portugal: UNDP provides payment in cash for air ticket from and to duty station as well as	Travel to and from duty station (full fare economy air ticket)

	Activities of Limited Duration ALD	United Nations Volunteers UNV	Special Services Agreements SSA	Service Contracts SC	Memorandum of Understanding MoU	Memorandum of Agreement MoA
	Annual travel lump sum after 1 st , 2 nd and 3 rd years of service/ CoS	months of continues service CoS	lump sum option Ref: SSA Guidelines		after 6 months of service if contract is extended / MoU Brazil: air ticket payed by Brazil / MoU	
Official travel expenses / DSA	Daily Subsistence Allowance, DSA: Official travel expenses are reimbursed Ref: ALD Guidelines	Daily Subsistence Allowance, DSA: Official travel expenses are reimbursed Finance	Daily Subsistence Allowance, DSA: Official travel expenses are reimbursed Ref: SSA Guidelines	Daily Subsistence Allowance, DSA: Official travel expenses are reimbursed Finance	Refund of Hotel expenses for official travels to Districts / Finance	Daily Subsistence Allowance, DSA: Official travel expenses are reimbursed (F10) Finance
Insurance coverage	Medical coverage under Van Breda Health Plan Life, health and permanent disability Ref: ALD Guidelines	Medical coverage under Van Breda Health Plan Life, health and permanent disability / CoS	Insurance coverage for death and disability shall be provided under a group insurance policy managed and administered by UNDP	UNDP pays an appropriate amount of cash for enrollment to local pension and medical insurance / HR	Personal injuries insurance borne exclusively by Portugal/Brazil MoU	The lump sum include an appropriate amount to cover enrollment to private pension and medical insurance arrangements

	Activities of Limited Duration ALD	United Nations Volunteers UNV	Special Services Agreements SSA	Service Contracts SC	Memorandum of Understanding MoU	Memorandum of Agreement MoA
			Headquarters. ⁶ /SSA Insurance coverage			
Medical and hospital care at UN clinic	Medical and hospital care reimbursed by insurance Ref: ALD Guidelines	Medical and hospital care reimbursed by insurance / CoS	Consultation in UN Clinic possible, charges should be covered by private health insurance	Medical and hospital care reimbursed by insurance	No charges paid by UNDP. Consultation in UN Clinic possible, charges should be covered by private health insurance	No charges paid by UNDP. Consultation in UN Clinic possible, charges should be covered by private health insurance
Medical evacuation	Applicable air tickets, DSAs, terminal expenses are paid by UNDP. Expenses related to treatment reimbursed by insurance	Applicable air tickets, DSAs, terminal expenses are paid by UNDP. Expenses related to treatment reimbursed by insurance	Expenses should be covered by private health insurance	No charges paid by UNDP	Expenses should be covered by private health insurance	Expenses should be covered by private health insurance
Mandatory Country specific security briefing	√	√	√	√	Not Mandatory but possible to attend	Not Mandatory but possible to attend

⁶**Service-Incurred Death, Injury or Illness:** Individual subscribers who, under the terms of their contract, are required to travel (domestic or international) at UNDP's expense or to perform services in a UNDP office, shall be provided corporate service incurred liability insurance, in the event of death, injury or illness attributable to the performance of official UNDP duties. No charges are paid for health insurance.

	Activities of Limited Duration ALD	United Nations Volunteers UNV	Special Services Agreements SSA	Service Contracts SC	Memorandum of Understanding MoU	Memorandum of Agreement MoA
UNDP SSU						
BSITF, ASITF mandatory UNDP SSU	√	√	√	√	√	√
MOPs mandatory for travel	√	√	√	√	√	√
Email/SMS security alert notification UNDP SSU	√	√	√	√	√	√
VHF Radio network UNDP SSU	√	√	√	√	√	√
List of emergency contacts UNDP SSU	√	√	√	√	√	√
Entitlement for MORSS UNDP SSU	√	√	International staff yes National staff no	International staff yes National staff no	No entitlement	No entitlement

	Activities of Limited Duration ALD	United Nations Volunteers UNV	Special Services Agreements SSA	Service Contracts SC	Memorandum of Understanding MoU	Memorandum of Agreement MoA
UNDP Warden System UNDP SSU	√	√ Not appointed as warden	√	√	√ Included but not appointed as warden	√ Included but not appointed as warden
Relocation UNDP SSU	√	√	√	√	In a crisis situation the UN may lend security and evacuation assistance to non-UN staff / ⁷	In a crisis situation the UN may lend security and evacuation assistance to non-UN staff / 9
Security Evacuation UNDP SSU	√ Applicable for international staff only	√ Applicable for international staff only	International staff yes National staff no Only if need for evacuation results from UN work	Not entitled Only if need for evacuation results from UN work	In crisis situation the UN may lend security and evacuation assistance to non-UN staff / ⁷	In a crisis situation the UN may lend security and evacuation assistance to non-UN staff / 9
Annual leave	2.5 working days per completed month of work / CoS	2.5 working days per completed month of work/ CoS	Not entitled to annual leave Ref: SSA Guidelines	1.5 working days per completed month of work / HR	2.5 working days per completed month of work /MoU	2.5 working days per completed month of work / ⁸

⁷In a crisis situation the UN may lend security and evacuation assistance to non-UN staff, when possible to the extent feasible, on a cost reimbursable basis, and with no obligation or guarantee implied. Judiciary Advisers are considered as "Essential staff", therefore not evacuated, unless in Security Phase IV. In Phase IV, UN will evacuate all Internationals for humanitarian reasons.

⁸ Memorandum of Understanding between the Ministry of Justice, Superior Council of the Judiciary, Superior Council of the Prosecution and UNDP, April 2008

	Activities of Limited Duration ALD	United Nations Volunteers UNV	Special Services Agreements SSA	Service Contracts SC	Memorandum of Understanding MoU	Memorandum of Agreement MoA
R&R Temporary allowance which is periodically reviewed and subject to change	7 calender days every 12 weeks of continues service (For staff deployed to Ainaro, Baucau, Oecusse every 8 weeks) HR	7 calender days every 12 weeks of continues service (For staff deployed to Ainaro, Baucau, Oecusse every 8 weeks) HR	No entitlement	No entitlement	5 working days every 12 weeks of continued service / 10	5 working days every 12 weeks of continued service / 10
Sick leave	2 working days each month, accumulated to 24 days full pay per year (max. accumulation 65 days); Medical certification after 3 consecutive days / CoS	Max 12 weeks for 24 month, 6 weeks for 12 months and 3 weeks for <12 month contract Medical certification after 3 consecutive days CoS	Not entitled	1 day per month	Programme will have tolerance up to the same level as ALD contract holders of 2 working days each month.	Programme will have tolerance up to the same level as ALD contract holders of 2 working days each month.
Performanc e Evaluation	UNDP: RCA (online) Justice Programme: M: Quarterly Review Report E: Joint Evaluation	UNV: Initial, annual and final report, supervisor's comment Justice Programme: M: Quarterly Review Report	UNDP: Performance Evaluation for SSA Justice Programme: M: Quarterly Review Report	UNDP: Performance Evaluation for SC Justice Programme: M: Quarterly Review Report E: Joint Evaluation	Justice Programme: M: Quarterly Review Report E: Joint Evaluation	Justice Programme: M: Quarterly Review Report E: Joint Evaluation

	Activities of Limited Duration ALD	United Nations Volunteers UNV	Special Services Agreements SSA	Service Contracts SC	Memorandum of Understanding MoU	Memorandum of Agreement MoA
		E: Joint Evaluation	E: Joint Evaluation			
UN ID cards	√	√	√	√	Access pass only	Access pass only
UNDP Email account	√	√	√	√	√	√
Entitled to use UNDP cars	For official business only	For official business only	For official business only	For official business only Drive only if recruited as a driver	No	No

UNDP TIMOR-LESTE WARDEN LIST

CORRECT AS AT: 28 April 2008

Zone		Warden/Deputy	Address	Mobile	Email	VHF C/S
INTERNATIONAL WARDENS						
1	W	Emil Domankusic	Zone 1, Central Hotel	7284156	emil.domankusic@undp.org	DD691
	D					
2	W	Temporary Covered by: Tony Monaghan	Zone 7, Bebonuk	7231907	tony.monaghan@undp.org	DD5
	D					
3	W	Temporary Covered by: Tony Monaghan	Zone 7, Bebonuk	7231907	tony.monaghan@undp.org	DD5
	D					
4	W	Sammy Mwiti	Zone 5, Bairro Pite	7327152	sammy.mwiti@undp.org	DD444
	D	Joana Lima	Zone 4, Vila Verde	7344950	joana.lima@undp.org	DD418
5	W	Sammy Mwiti	Zone 5, Bairro Pite	7327152	sammy.mwiti@undp.org	DD444
	D	Joana Lima	Zone 4, Vila Verde	7344950	joana.lima@undp.org	DD418
6	W	Jawwad Omar	Zone 7, Kampung Alor	7231082	jawwad.omar@undp.org	DD8
	D	Marcia Monge	Zone 7, Pantai Kelapa	7276041	marcia.monge@undp.org	DD67

7	W	Jawwad Omar	Zone 7, Kampung Alor	7231082	jawwad.omar@undp.org	DD8
	D	Marcia Monge	Zone 7, Pantai Kelapa	7276041	marcia.monge@undp.org	DD67
8	W	Jawwad Omar	Zone 7, Kampung Alor	7231082	jawwad.omar@undp.org	DD8
	D	Marcia Monge	Zone 7, Pantai Kelapa	7276041	marcia.monge@undp.org	DD67
9	W	Jawwad Omar	Zone 7, Kampung Alor	7231082	jawwad.omar@undp.org	DD8
	D	Marcia Monge	Zone 7, Pantai Kelapa	7276041	marcia.monge@undp.org	DD67
10	W	Jawwad Omar	Zone 7, Kampung Alor	7231082	jawwad.omar@undp.org	DD8
	D	Marcia Monge	Zone 7, Pantai Kelapa	7276041	marcia.monge@undp.org	DD67
NATIONAL WARDENS						
1	W	Guido Sarmiento	Zone 1, Bidau Massau	7292880	guido.sarmiento@undp.org	DD28
	D	Luciano Freitas	Zone 1, National Hospital	7231210	luciano.freitas@undp.org	DD448
2	W	Alexandre Sarmiento	Zone 3, Farol	7231408	alexandre.sarmiento@undp.org	DD413
	D	Jorge Soares	Zone 2, Kuluhun	77267276	jorge.soares@undp.org	DD75
3	W	Alexandre Sarmiento	Zone 3, Farol	7231408	alexandre.sarmiento@undp.org	DD413
	D	Jorge Soares	Zone 2, Kuluhun	77267276	jorge.soares@undp.org	DD75
4	W	Aniceto Rosario	Zone 4, Vila Verde	7231048	aniceto.rosario@undp.org	DD33

	D	Joao Pereira	Zone 5, Bairro Pite	7245058	Joao.pereira@undp.org	DD617
5	W	Aniceto Rosario	Zone 4, Vila Verde	7231048	aniceto.rosario@undp.org	DD33
	D	Joao Pereira	Zone 5, Bairro Pite	7245058	Joao.pereira@undp.org	DD617
6	W	Maria Imaculada	Zone 7, Heliport, Comoro	7238110	Maria.imaculada@undp.org	DD121
	D	Noe da Silva	Zone 9, Delta II, Comoro	7326521	noe.silva@undp.org	DD416
7	W	Maria Imaculada	Zone 7, Heliport, Comoro	7238110	Maria.imaculada@undp.org	DD121
	D	Noe da Silva	Zone 9, Delta II, Comoro	7326521	noe.silva@undp.org	DD416
8	W	Maria Imaculada	Zone 7, Heliport, Comoro	7238110	Maria.imaculada@undp.org	DD121
	D	Noe da Silva	Zone 9, Delta II, Comoro	7326521	noe.silva@undp.org	DD416
9	W	Maria Imaculada	Zone 7, Heliport, Comoro	7238110	Maria.imaculada@undp.org	DD121
	D	Noe da Silva	Zone 9, Delta II, Comoro	7326521	noe.silva@undp.org	DD416
10	W	Maria Imaculada	Zone 7, Heliport, Comoro	7238110	Maria.imaculada@undp.org	DD121
	D	Noe da Silva	Zone 9, Delta II, Comoro	7326521	noe.silva@undp.org	DD416

UNDP FIRE WARDENS FOR OBRIGADO BARRACKS

Fire Warden	FW	Mica Soares	UNDP, Obrigado Barracks	7332531	laurentina.soares@undp.org	DD61



Edited by the UNDP Justice System Programme