



Administrative, Financial and Human Resources Management,  
 Regulations of  
 Hammurabi Human Rights Organization

مبادئ حوراني لحقوق الانسان  
 Hammurabi Human Rights Organization



## ❖ Working System of Executive Bodies

Confirmed by the Sixth electoral conference of the organization on 28/May 2021

Article 1/ Administrative Regulations was issued according to Article 13 – Third - Paragraph M of the organization's bylaw.

Article 2/ the terms mentioned in these Regulations are based on the identifications and concepts used in the bylaw of the Organization.

### Section One / Definition and Tasks

#### Chapter One / Definition

Article 3/ this system identifies and organizes the work of the executive bodies of the organization, based on bylaw of the organization.

Article 4/ Executive Bodies are:

4-1: Board of Directors (administrative board): consisting of:

4-1-1: the president

4-1-2: Branches

4-1-3: committees

4-1-4: executive office

4-1-5: other members identified by the General Commission.

4-2: the offices of the coordinators of the organization in the working fields.

4-3: contracting employees: employees hired for offices, programs and projects using contracts according to the Administrative and Financial System.

4-4: volunteers/ advisors of the organization.

Article 5/ the administrative structure: the organization's administrative structure includes:

5-1: Board of Directors (administrative body):

5-2: Branches.

5-3: Committees.

5-4: Executive Office.

5-5: Coordinators.

5-6: Programs and Projects Managers.



## Chapter Two / Tasks

### Article 6/ authorities and tasks of the Administrative Board:

- 6-1: preparing strategic plans, programs and working to implement them.
- 6-2: preparing emergency plans according to the decision of the General Commission.
- 6-3: preparing recommendations for the general budget of the organization's programs and working to implement them.
- 6-4: Approving the annual plans, the estimated annual budget, the annual report and the annual financial report.
- 6-5: preparing systems and regulations.
- 6-6: issuing regulations and instructions according to the internal system.
- 6-7: Auditing the accounts of the organization by a legally approved body.
- 6-8: Approving appointing and signing contracts for employees for the organization.

### Article 7/ authorities and tasks of the Committees:

- 7-1: Development, Programs and Projects Committee:
  - 7-1-1: preparing projects and submitting them to the funding parties with the approval of the Administrative Board.
  - 7-1-2: supervising the implementation of Programs and Projects.
  - 7-1-3: preparing the final reports for the Programs and Projects.
  - 7-1-4: nominating the workers of the department for the Administrative Board.
  - 7-1-5: coordinating with the executive office of the organization when preparing programs and projects and carrying out the follow up task.
- 7-2: Administrative Committee:
  - 7-2-1: human resources development and training.
  - 7-2-2: managing the affairs of the Volunteers / Advisors.
  - 7-2-3: organizing contracts with employees of the organization and organizing individuals' archives.
  - 7-2-4: organizing correspondence and the General Administration's affairs.
  - 7-2-5: coordinating with the executive office of the organization in regards to Human Resources Management.
- 7-3: Financial Committee:
  - 7-3-1: general financial management.
  - 7-3-2: preparing trial balances and bank statements.
  - 7-3-3: coordinating with the executive office of the organization in regards to the management of the financial resources.
- 7-4: Public Relations Committee:
  - 7-4-1: Building internal and external relations.
  - 7-4-2: helping the programs' committee to receive funding.
  - 7-4-3: helping the media committee to write reports.
- 7-5: Media Committee:
  - 7-5-1: website administration.
  - 7-5-2: issuing press releases and organizing conferences.
  - 7-5-3: building relations with the Media.





- 7-5-4: building a library allocated to human and minorities' rights.
- 7-5-5: appointing the chief of the committee, who will be a member of the Administrative Board.
- 7-6: Documentation and Monitoring Committee:
- 7-6-1: training volunteers on monitoring and documenting violations and on writing reports.
- 7-6-2: establishing a database for violations that have been carried out.
- 7-6-3: preparing annual, seasonal and monthly reports' draft for human rights violations and about minorities.
- 7-6-4: submitting the reports to the Administration Council to be ratified.
- 7-7: Legal Committee:
- 7-7-1: keeping track of issued laws and resolutions and evaluating how it fits with the constitution and with international laws.
- 7-7-2: offering legal advice to the Administrative Board based on their need.
- 7-7-3: organizing contracts, memorandums of understanding MoUs and keeping track of the organization's legal obligations.
- 7-8: Women and Children Committee:
- 7-8-1: carrying out development programs for women in regards to educating women about their rights.
- 7-8-2: holding courses and workshops to raise awareness about women and children rights.
- 7-8-3: keeping track of and developing educational and health conditions of women and children.
- 7-9: Relief Committee:
- 7-9-1: training staff to provide relief to citizens whom are victims of disasters.
- 7-9-2: preparing databases of victims of violence and disasters.
- 7-9-3: preparing reports about conditions of victims of violence and disasters and sending the reports to the Administration Council.
- 7-9-4: offering material and moral aid to victims of violence, terrorism and disasters.
- Article 8/ Authorities and Tasks of the Executive Office:
- 8-1: representing the organization, as a legal entity in the geographic territory assigned to it according to the laws and authorities given by the Administration Council.
- 8-2: carrying out plans and work given by the administration Council.
- 8-3: providing and preparing recommendations for the annual plan, estimated budget, projects, and offering recommendations for appointing employees.
- 8-4: providing annual and monthly financial and achievements reports to the Administration Council.
- 8-5: supervising the coordinators ad keeping track of the daily tasks and other obligations in the geographic territory appointed to.
- Article 9/ Authorities and Tasks of coordinators within Iraq and abroad:
- 9-1: representing the Executive Office, within a governorate or a region.
- 9-2: carrying out plans and work given by the Executive Office.