



NATIONAL ASSEMBLY OF ANGOLA

GENERAL SECRETARIAT



PREPARING THE REFORM OF LONG-SERVING PARLIAMENTARY STAFF

LUANDA, 26TH OF SEPTEMBER OF 2025

Introduction

- ❖ **Retirement** is an administrative and legal act which determines the transition of an employee from their professional activity to a new stage of their life. This process guarantees them the right to a pension, in recognition of their length of service, as provided for by law.

Introduction

The preparatory phase for the retirement of staff is founded on a strategic process. This involves the analysis of human resources, retirement policies, and the alignment of professional profiles with the new demands of Parliament.

Through this process, the aim is to achieve a balanced transition of human resources and prevent the loss of institutional knowledge, thereby guaranteeing the continuity and sustainability of parliamentary services.

Legal Framework

The Angolan Parliamentary Administration lacks specific regulations governing the retirement process for Parliamentary Staff.

Subsidiary Application – General Public Service Legislation:

- Constitution of the Republic (right to social protection);
- Law No. 7/04, of 15 October (Basic Law on Social Protection);
- Presidential Decree No. 299/20 (Legal Framework for Protection in Old Age);
- Law No. 26/22, of 22 August (Public Service Base Law).

Legal Framework

Types of Retirement and General Requirements

Retirement on Grounds of Old Age

- Rule: 60 years of age or 420 months of contributions.
- Exception: Reduction of the retirement age for working mothers, at the rate of one year per child, up to a maximum reduction of five years.

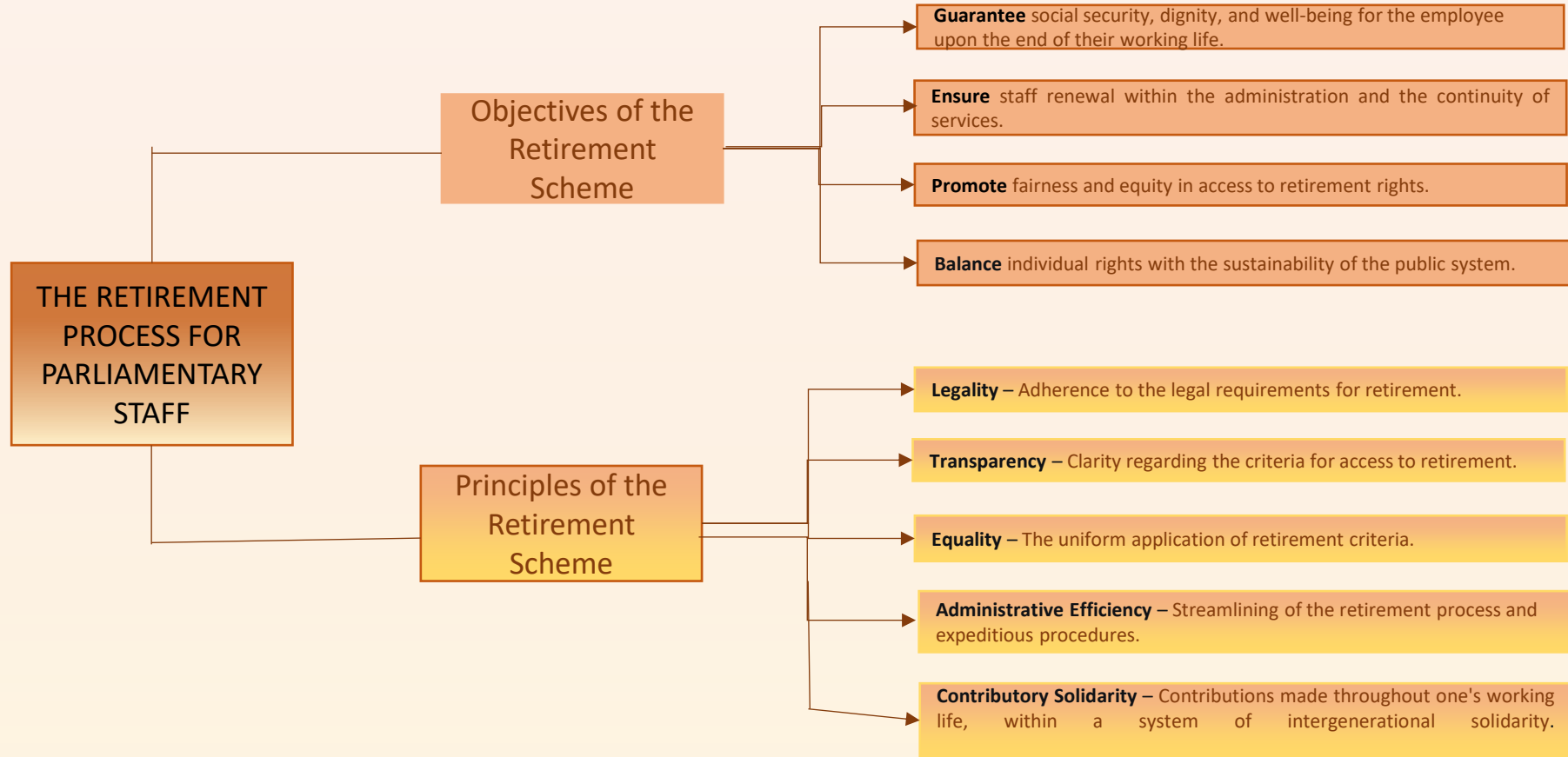
Early Retirement

- 50 years of age and the exercise of a professionally arduous occupation for the preceding 180 months.

Old-Age Pension

- 60 years of age and 120 months of contributions.

Mind Map on the Retirement of Parliamentary Staff



Planning of the Retirement Process

The planning of the staff retirement process commences up to 5 years in advance, thereby enabling a secure and efficient transition. This process follows two distinct strands: procedural preparation and staff preparation.

Diagnosis and Planning	<ul style="list-style-type: none">➤ Survey of applicable legal norms.➤ Mapping the number of potential beneficiaries, considering age or length of service.➤ Analysis of the budgetary impact within the framework of personnel management.➤ Identification of priority profiles.➤ Definition of targets and implementation schedules.
Staff Support Measures	<ul style="list-style-type: none">➤ Professional retraining and skills-updating programmes.➤ Clarification of retiree rights and benefits.➤ Career transition policies and pre-retirement guidance.➤ Incentives for the transfer of institutional knowledge.➤ Maintenance of benefits and psychosocial support
Administrative Retirement Process	<ul style="list-style-type: none">➤ Retirement Request (automatic process upon reaching the age limit, or initiated by the employee, as provided by law).➤ Processing of the Case (verification of length of service, contributions, and documentation).➤ Legal and Financial Opinion (legal validation and assessment of budgetary impact).➤ Approval by the Competent Authority (Speaker of the National Assembly).➤ Publication / Official Notification (Internal dissemination; provision of procedural guides for beneficiaries).
Expected Outcomes	<ul style="list-style-type: none">➤ Safeguarding the acquired rights of employees.➤ Ensuring the financial sustainability for the National Assembly.➤ Upholding legal and institutional compliance.➤ Effectiveness Indicators: Number of cases concluded; average processing time.

Processing of the Retirement Case File

This domain involves all the necessary administrative and legal steps to effectuate the retirement, such as the analysis of the length of service and the regularisation of documentation.

Opening of the Retirement Process	<ul style="list-style-type: none">➤ Process: Automatic opening due to age limit or initiative of the employee, in observance of the legal requirements;➤ Action: Administrative notification or delivery of an application (when voluntary);➤ Instruments: Application form, Regulations of the National Assembly, applicable Statute.
Documentary Instruction and Verification	<ul style="list-style-type: none">➤ Activity: Verification of the employee's documents;➤ Responsible: Directorate of Human Resources of the Assembly;➤ Instruments: Individual dossier, attendance records, proof of contributions..
Appreciation and Approval	<ul style="list-style-type: none">➤ Activity: Validation of the Retirement Process;➤ Responsible: Speaker of the Assembly;➤ Instruments: Dispatch.
Financial Execution of the Retirement	<ul style="list-style-type: none">➤ Activity: Instruction of payment of pension or allowance to the INSS, Provident Fund, or financial system of the National Assembly;➤ Responsible: Directorate of Accounting and Finance / Ministry of Finance (when necessary);➤ Instruments: Payment orders.

Monitoring of the Retirement Process

This domain involves all the necessary administrative and legal steps to effectuate the retirement, such as the analysis of the length of service and the regularisation of documentation.

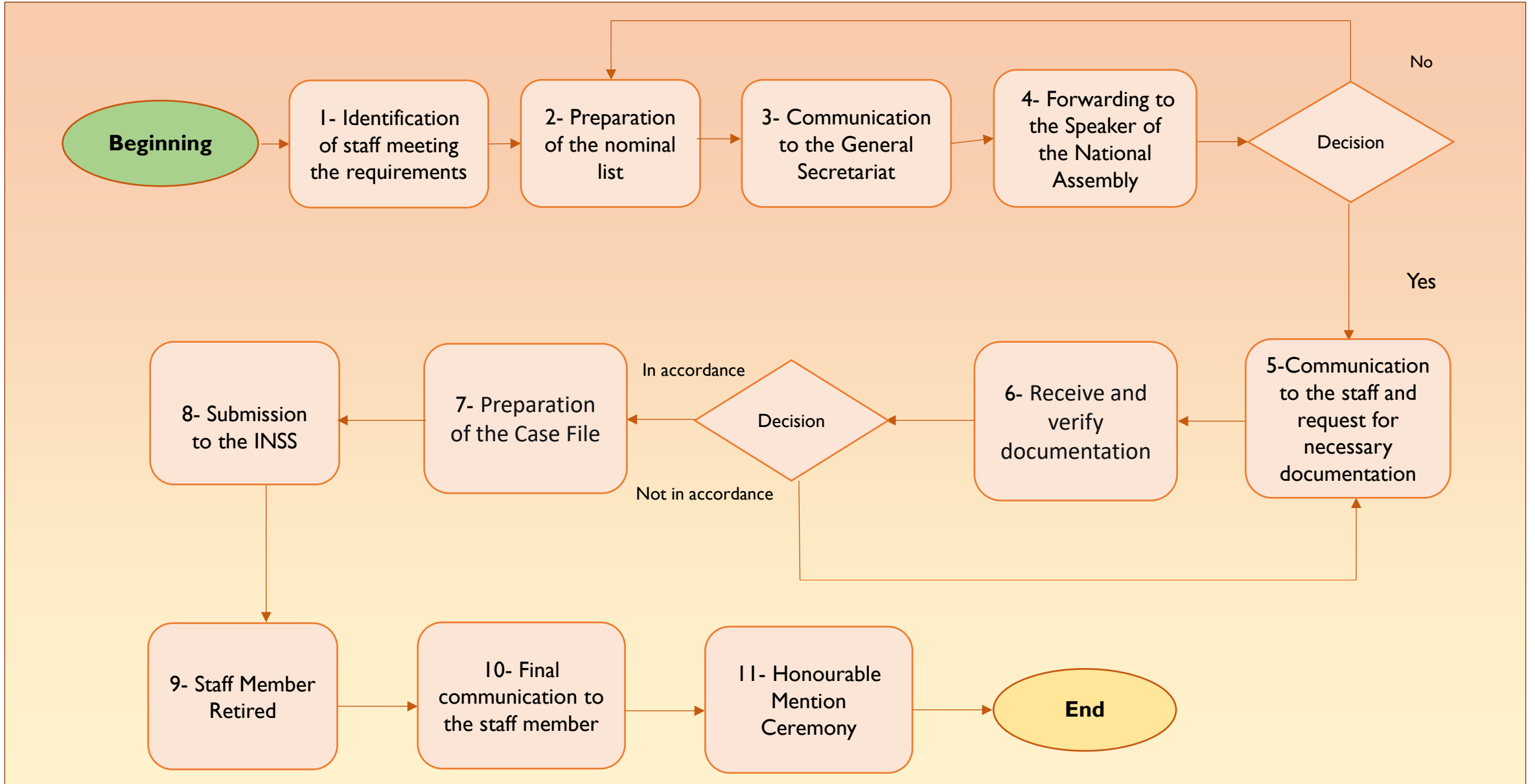
Mechanisms for Continuous Monitoring	<ul style="list-style-type: none">➤ Key Indicators: Legal compliance, processing time, number of retirements processed, associated costs, level of beneficiary satisfaction;➤ dashboards or quarterly reports.➤ Responsible: General Secretariat / Directorate for Quality Monitoring and Service Evaluation.
Management of Complaints and Appeals	<ul style="list-style-type: none">➤ Deadline: 30 days➤ Responsible: General Secretariat / Directorate of Legal Advisory.
Review of Retiree Norms and Benefits	<ul style="list-style-type: none">➤ Monitor legislative changes regarding retirement and social security.➤ Support in the drafting of legal instruments.➤ Responsible: Directorate of Legislative Process Advisory.
Monitoring and Continuous Improvement Reports	<ul style="list-style-type: none">➤ Prepare annual reports on the functioning of the parliamentary retirement system.➤ Identify failures, good practices, and recommendations for improvement.➤ Responsible: General Secretariat / Directorate for Quality Monitoring and Service Evaluation..

Closure of the Retirement Process

This domain involves all the necessary administrative and legal steps to effectuate the retirement, such as the analysis of the length of service and the regularisation of documentation.

Final Validation of Financial Execution	<ul style="list-style-type: none">➤ Confirm that the payment of the first pension or allowance has been duly processed.➤ Verify that the payroll system no longer considers the beneficiary as active.➤ Responsible: Directorate of Accounting and Finance / Human Resources.
Closure of the Individual Process	<ul style="list-style-type: none">➤ Prepare the retirement dossier with all documentation (application, opinions, dispatch, financial proofs).➤ Digitise and archive in an electronic document system, guaranteeing traceability.➤ Responsible: General Secretariat / Directorate of Human Resources / Directorate of Documentation and Archive.
Formal Communication to the Beneficiary	<ul style="list-style-type: none">➤ Information regarding the retirement start date and pension value.➤ Provide a guide with contact channels for future updates (adjustments, social assistance, additional benefits).➤ Responsible: General Secretariat / Directorate of Human Resources.
Closing Report	<ul style="list-style-type: none">➤ Prepare the summary report on the retirement process, to be integrated into the Secretary-General's Activity Report.➤ Submit the report for appreciation by the Administrative Council and homologation by the Speaker of the National Assembly.➤ Responsible: General Secretariat.

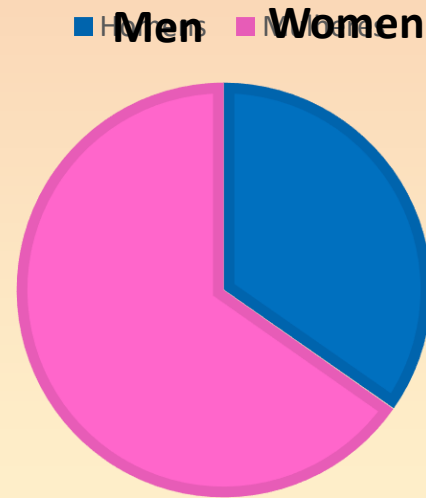
Flowchart of the Retirement Process



Statistical Data on Retired Members of Parliament and Parliamentary Staff

RETIRED STAFF

Of the total staff in scope, 48 are male, corresponding to 53.93%, while 41 are female, representing 46.07% of the total.



Conclusions on the Preparation for the Retirement of Parliamentary Staff

1. Preparing staff for retirement goes far beyond the legal fulfilment of pension requirements.
2. It is a process that demands a human, careful, and strategic management approach.
3. It allows for the renewal of personnel, the introduction of new competencies within the institution, and guarantees budgetary sustainability through planning and actuarial forecasts.
4. It reduces uncertainties, prevents administrative or legal conflicts, and reinforces trust in the Institution.

Conclusions on the Implementation of the Retirement Process in the National Assembly (II)

5. It impacts the consolidation of good governance and transparency within the Parliamentary Administration;
6. Currently, the retirement process is submitted electronically to the National Institute of Social Security (INSS), by force of Presidential Decree No. 151/24 of 17 July;
7. In the future, it is intended for the Parliamentary Administration to have its own regulatory framework for managing its retirement processes, within the scope of its administrative and financial autonomy, pursuant to Article 2(2) of the Organic Law on the Functioning of the Services of the National Assembly.



THANK YOU

LUANDA, 26TH OF SEPTEMBER OF 2025