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ASSOCIATION OF SECRETARIES
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COMMUNICATION

by

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on

“Preparing for the retirement of long-serving staff”

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His Excellency Dr. José Pedro

President of the Association of Secretaries General of Parliaments

Your Excellencies, esteemed colleagues : Secretaries General of National Parliaments

Peace be upon you.

At the outset of this address, I am pleased to extend to you all my sincere greetings and appreciation, and to speak on a matter of great importance that lies at the heart of human resource management "preparing for the retirement of long-serving staff ". This phase represents a pivotal milestone in the career of an individual who has dedicated years of service to their nation and institution.

Retirement is not merely the end of a professional journey; it marks the beginning of a new chapter of contribution in various forms. It requires institutions to engage in early preparation and meticulous planning to ensure a balance between the interests of the staff and the needs of the institution. **Proper preparation** for this stage goes beyond administrative or financial aspects; it encompasses psychological, social, and cognitive dimensions that support the staff in transitioning smoothly into post-employment life.

long-serving staff are the backbone of any institution. They possess accumulated experience and deep knowledge of internal procedures and workflows. Therefore, early preparation for their retirement reflects institutional maturity and awareness of the importance of performance sustainability and knowledge transfer to future generations. It also helps prevent skill gaps that may disrupt operations. Preparing for retirement is a shared responsibility between the individual, the institution, and the state, within the framework of legal and regulatory compliance. It involves providing necessary support and guidance, ensuring a smooth transfer of knowledge and expertise, maintaining operational continuity at a high level of efficiency, and upholding the rights of retirees. Honoring their contributions is both a national duty and a moral obligation.

Includes The Following Stages:

First: The Pre-Retirement Preparation Stage

- Determining the expected retirement date for each staff and notifying them well in advance of reaching the legal retirement age.
- Conducting a study to assess the future needs of the administration, department, or unit following the staff retirement.
- Preparing all administrative and social security files, and ensuring that all required data and documentation are completed prior to the referral date, in order to avoid any delays in the staff financial and legal entitlements.

Second: The Referral Stage to the Social Security Fund

The State of Libya has given special importance to this stage by enacting Law No. (13) of 1980 concerning social security, under which the Social Security Fund was established as a legal entity with independent financial standing. This fund was created to serve as a social safety net that guarantees a dignified life for staff after retirement or in cases of hardship.

The fund plays a pivotal role in supporting individuals by disbursing pensions to those who have reached retirement age or whose service has ended due to disability. It also provides compensation for work-related injuries and occupational diseases, and secures the families of contributors in cases of death or permanent disability of the breadwinner. Additionally, the fund contributes to covering medical expenses and health support for certain groups, and offers assistance and soft loans in specific cases. These measures enhance both economic and social stability by protecting citizens from the risks of poverty or loss of income due to retirement, illness, or death. To keep pace with changing living conditions, the law has been amended on several occasions to include increases in pensions, thereby improving the situation of retirees and addressing the rising cost of living. In this context, the files of retiring staff are regularly referred to the fund, with all required documents duly completed, to ensure that retirees receive their full entitlements without delay.

Third: The Post-Retirement Phase and Communication with the Institution

The post-retirement phase does not mean complete separation from the institution. However, it can become a bridge for future cooperation by leveraging their expertise as advisors, involving them in training programs or workshops to pass on their expertise to new generations, and keeping communication channels open between them and the institution to ensure the continuity of professional and human relationships. **Official celebrations can be organized upon their retirement to express gratitude for their efforts and encourage loyalty and dedication from other staff.**

Finally, preparing for the retirement of long-serving staff is not merely an administrative procedure; it is a long-term investment in the stability of the institution. Hence, the importance of developing integrated policies that foster a culture of loyalty and giving within the parliamentary work environment and sustain its expertise through advance planning, knowledge transfer, and psychological and social support. This way, we can ensure continued high-efficiency performance and celebrate the contributions of long-serving staff in a manner befitting their efforts and contributions.

Thank you for listening, and I hope we will all work together to develop effective strategic plans to manage this vital stage in the life of the institution and its staff.

