

ADMINISTRATIVE AND FINANCIAL DIRECTORATE

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The new **COI** Law underlines the role of the Administrative and Financial Directorate in terms of its administrative and organizational responsibilities in **COI** and in managing and providing human, financial and technical support for all **COI** divisions. The Directorate has a total of 336 employees as follows:

Postgraduates	Bachelor Degree	Below Bachelor Degree	Total
4	101	231	336

Personnel by Specialization

Accountants	Statisticians	Administrators	Engineers	Technicians	Others	Total
24	29	39	14	36	194	336

First: Human Resources Management

The **COI** has 2,391 established personnel, 1,950 of which are currently employed.

1- Functional Distribution of Personnel

COI Directorates	Total no.	Grades												
		Minister	Top A	Top B	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
Commissioner Office	83	1			3	1	2	6	15	29	15	6	3	2
Deputy Commissioner Office	24		1				1	1	5	2	9	3	1	1
Legal Affairs	89			1	4	2	8	6	20	17	23	4	3	1
Prevention	57			1	1	2	2	3	15	18	13	2		

Education and Public Relations	96			1	1	1	8	6	17	27	30	3	1	1
Relations with NGOs	41			1	3	3	2	3	6	14	3	4	1	1
Investigations	176			1	3	6	14	9	38	38	45	13	4	5
Finance and Administration	336			1	4	4	5	20	59	66	94	41	25	17
Extradition Office	13			1	1		2	1	2	1	3	1	1	
Researches and Studies Office	26			1	3	2	3		4	4	9			
IACA	48					2	3	4	13	10	10	2	3	1
Al-Karkh Office	140					1	3	5	32	39	49	5	4	2
Al-Rasafa Office	146					1	6	4	28	27	61	8	9	2
Al-Anbar Office	25							2	5	3	15			
Babil Office	60					1	3	8	7	19	15	5		2
Al-Basrah Office	86						5	2	9	35	22	7	2	4
Diyala Office	32						1		1	9	15	6		
Dhi Qar Office	42					1	1	2	6	16	10	2	3	1
Salah Al-Din Office	33							1	1	9	18	1	2	1
Al-Qadisiyyah Office	40					1	3	1	11	5	14	5		
Karbala' Office	47					1	1	4	11	11	15	1	3	

Kirkuk Office	34					2	1		6	13	11	1		
Maysan Office	22								2	6	7	1	4	2
Al-Muthanna Office	25					1		1	5	8	5	2	2	1
Najaf Office	39					1		1	7	15	11	0	4	
Ninawa Office	149						2	3	26	46	42	12	10	8
Wasit Office	41							2	5	9	13	8		4
Total	1950	1	1	8	23	33	76	95	356	496	577	143	85	56
%		0.05 %	0.05 %	0.41 %	1.18 %	1.69 %	3.9 %	4.87 %	18.26 %	25.43 %	29.59 %	7.33 %	4.36 %	2.87 %

2- Distribution of COI personnel by sex and age group

No.	COI Directorates	Total No.	Gender		Age Group					
			Male	Female	20 and Less	21-30	31-40	41-50	51-60	60 and Above
1	Commissioner Office	83	67	16		28	40	11	3	1
2	Deputy Commissioner Office	24	22	2		8	14	2		
3	Legal Affairs	89	58	31		32	39	15	3	
4	Prevention	57	40	17		18	22	14	3	
5	Education and Public Relations	96	70	26		33	31	18	14	
6	Relations with NGOs	41	33	8		6	20	12	3	
7	Investigations	176	145	31	1	52	73	39	10	1

8	Finance and Administration	336	302	34		112	129	78	16	1
9	Extradition Office	13	12	1		3	5	4	1	
10	Researches and Studies Office	26	18	8		9	5	6	5	1
11	IACA	48	35	13		11	23	9	4	1
12	Al-Karkh Office	140	115	25		47	66	21	6	
13	Al-Rasafa Office	146	122	24		62	56	26	2	
14	Al-Anbar Office	25	25			11	11	3		
15	Babil Office	60	50	10		18	26	14	2	
16	Al-Basrah Office	86	79	7		26	34	24	2	
17	Diyala Office	32	26	6		12	18	2		
18	Dhi Qar Office	42	40	2		13	22	6	1	
19	Salah Al-Din Office	33	31	2		17	13	3		
20	Al-Qadisiyyah Office	40	36	4		18	12	6	4	
21	Karbala' Office	47	41	6		14	21	10	1	1
22	Kirkuk Office	34	26	8		15	14	4	1	
23	Maysan Office	22	22			13	4	5		
24	Al-Muthanna Office	25	23	2		11	10	4		
25	Najaf Office	29	29			18	14	6	1	
26	Ninawa Office	149	140	9		46	66	31	6	
27	Wasit Office	41	35	6		15	19	7		
Total		1950	1652	298	1	668	807	380	88	6
%			84.71 %	15.28 %	0.05 %	34.2 %	41.4 %	19.5 %	4.5 %	0.3 %

3- Distribution of COI Personnel by Academic Qualification

COI Directorates	Total No.	Educational attainment								
		Ph.D.	Master	Higher Diploma	Bachelor	Institute Degree	High School	Middle School	Primary School	Semi-literate
Commissioner Office	83				52	11	7	2	9	2
Deputy Commissioner Office	24				11	3	1	3	5	1
Legal Affairs	89		9		64	7	5	2	1	1
Prevention	57	1			41	7	3	3	1	1
Education and Public Relations	96		3		77	8	2	1	3	2
Relations with NGOs	41	1	3		27	1	6	1	2	
Investigations	176		2	1	114	22	17	7	12	1
Finance and Administration	336		3	1	101	41	46	31	81	32
Extradition Office	13		1		10		1		1	
Researches and Studies Office	26	1	3		22					
IACA	48	1	4		25	6	3	2	5	2
Al-Karkh Office	140		3		88	15	11	5	13	5

Al-Rasafa Office	146		1		96	6	11	8	17	7
Al-Anbar Office	25				25					
Babil Office	60		2		45	7	1	2	3	
Al-Basrah Office	86				54	2	10	4	15	1
Diyala Office	32				29	1	1		1	
Dhi Qar Office	42				28	5	3	1	5	
Salah Al-Din Office	33				29			2	2	
Al-Qadisiyyah Office	40		1		35	2	1		1	
Karbala' Office	47		1		35	3	2	2	4	
Kirkuk Office	34				30	3		1		
Maysan Office	22				13	3	1		5	
Al-Muthanna Office	25				20	1	1		3	
Najaf Office	39	1			30		1	2	3	2
Ninawa Office	149				76	11	10	10	35	7
Wasit Office	41				21	12	2	1	3	2
Total	1950	5	36	2	1198	177	146	90	230	66

4- Distribution of COI Personnel by Scope of Work

COI Directorates	Total No.	Specialty						
		Law	Investigation	Statistics	Accounting	Auditing	Translation	Others
Commissioner Office	83	7	6	13	5	8	4	40
Deputy Commissioner Office	24	1	2	3				18
Legal Affairs	89	60		10				19
Prevention	57	8	1	9				39
Education and Public Relations	96			5			14	77
Relations with NGOs	41	3		1				37
Investigations	176	3	55	10	7	8	1	92
Finance and Administration	336			29	24	3	1	279
Extradition Office	13	1	5					7
Researches and Studies Office	26	6		6	1			13
IACA	48			5	1	1	4	37
Al-Karkh Office	140	2	55	6	4	2	3	68
Al-Rasafa Office	146	6	55	9	4	1		71

Al-Anbar Office	25	1	17	2	2			3
Babil Office	60	1	28	3	4	1		23
Al-Basrah Office	86	5	30	7	3	2		39
Diyala Office	32	6	15	3	2			6
Dhi Qar Office	42		21	2	3			16
Salah Al-Din Office	33	3	17	2	2			9
Al-Qadisiyyah Office	40	5	18	2	4			11
Karbala' Office	47		23	3	2	1		18
Kirkuk Office	34		21	2	2			9
Maysan Office	22		10		1			11
Al-Muthanna Office	25	4	11	1	1			8
Najaf Office	39	2	13	4	4	1		15
Ninawa Office	149	3	40	6	10		1	89
Wasit Office	41	2	13	1	1			24
Total	1950	129	456	144	86	28	28	1079
%		0.07	0.23	0.07	0.04	0.01	0.01	0.55

5- Expansion of COI Personnel Since its Establishment According to Academic Qualifications and Scope of Work

Years	Total	Educational Attainment									Specialty						
		Ph.D.	Master	Higher Diploma	Bachelor	Institute Degree	High School	Middle School	Primary School	Semi-literate	Legists	Investigators	Programmers	Accountants	Auditors	Translators	Others
2004	124		3	1	54	11	7	9	27	9	7	9	2	5	1	4	96
2005	485	1	6	1	231	54	46	28	81	28	30	67	18	14	4	8	340
2006	146		3		86	23	19	3	8	1	7	24	7	6	4	4	94
2007	337	1	2		215	33	26	21	26		21	92	24	15	10	8	164
2008	129	1	8		95	5	3	5	8		6	73	3	1	4	2	39
2009	46	1			41	1	2		1		2	26	6		2		10
2010	311		7		270	7	9	3	9	2	21	132	60	32	1	2	62
2011	95		1		54	11	17	1	5	2	5	1	10	11	2	1	64
2012	277		2		122	27	31	14	59	22	9	50	12	1		3	168
Total	1950	4	32		1168	172	160	84	224	64	108	474	142	85	28	32	1037

6- Leaves

- 34 female employees received childbirth leaves.
- 28 female employees received maternity leaves.
- 35 employees received 1-6 month normal leaves, 31 of whom had fully paid leaves and 4 had unpaid leaves.
- 4 employees received unpaid 6-month-plus leaves.
- 7 employees received 6-month sick leaves in accordance with the Disability Law.
- 1062 sick leaves were granted to **COI** employees in accordance with the current regulations.

	No. of Sick Leaves	Total Sick Leaves
Females	283	3001
Males	779	5247
Total	1062	8248

- 19 employees were granted educational leaves (ongoing).

Certification and Specialization	No.	Study Period	University/College
Judicial Institute	7	Two years	Judicial Institute
Ph.D. in Economics	1	Five years and eight months	University of Kentucky
Master in Public Law	10	Two years	University of Cairo University of Baghdad University of Babil
Higher Diploma in Computer Science	1	One year	University of Baghdad

7- 186 bonuses with a total value of IQD 736,775,500 were granted to COI employees.

The above bonuses were given in return for the following:

No.	Bonus Reason	No.	%	Total Amounts of the Bonus
1	Implementation of arrest warrants	2	1.08%	5,150,500
2	Conducting of researches and studies	3	1.61%	8,400,000
3	Efforts of editors of Al-Nahar newspaper	1	0.54%	1,000,000
4	Authors of Al-Nahar newspaper and Al-Jeel Al-Ahlan magazine from outside COI	2	1.08%	1,600,000
5	Excellent efforts in carrying out works	164	88.17%	673,775,000
6	Efforts of producing a program in Sawt Assema Radio Station	4	2.15%	6,850,000
7	Casualties of the terrorist attack on Al-Rasafa Investigations Office	2	1.08%	27,500,000
8	Donations to cover private treatment expenses	4	2.15%	1,750,000
9	Grants for families of the dead	3	1.61%	8,000,000
10	Top trainees in courses	1	0.54%	2,750,000

8- 66 certificates of appreciation were awarded by the Commissioner and Deputy Commissioner to COI employees for excellent performance and exceptional efforts, as follows:

No.	Acknowledgement Letter Reason	No.	%
1	Implementation of arrest warrants	1	1.52%
2	Top trainees in training courses	18	27.27%
3	Outstanding efforts in carrying out works	46	69.70%
4	Evaluation of efforts from outside COI	1	1.52%

Second: Financial Resources Management

1- The **COI** budget for this year was IQD 72,485,649,766. The total expenditures were IQD 57,343,896,977 and the financial performance rate was 79% within the following budgetary items:

Item	2012		
	Estimated (Iraqi dinar)	Actual (Iraqi dinar)	Rate of Execution (%)
Compensations of employees	39,691,446,964	44,857,399,766	89%
Required commodities	1,834,418,479	2,995,000,000	61%
Required services	7,776,235,536	13,295,000,000	58%
Maintenance of assets	969,474,598	1,365,000,000	71%
Others expenses	242,000,000	323,250,000	75%
Non-financial assets	6,830,321,400	9650,000,000	71%
Total expenses	57,343,896,977	72,485,649,766	79%

2- The **COI** investment budget in 2012 was IQD 4,551,723,000 after getting approval to roll-over the undisbursed amounts from 2011 and for two projects. The total expenditure during the said period was IQD 2,874,678,000 or 63 percent.

3- The **COI** completed the acquisition of a piece of land in order to establish the Al-Basrah Investigation Office an agreement was concluded with the Technological University Advisory Body to sign three soil testing contracts for that purpose.

4- The **COI** is in the process of acquiring the former Air Force building, allocated to be rehabilitated and occupied by the **COI** directorates and investigation offices in Baghdad.

5- Contracts and awards

- 59 contracts with a total value of IQD 1,211,847,200 were signed, including 6 investment.
- contracts, and there were 10 awards with a total value of IQD 13,476,000.
- 1,159 purchasing forms were fulfilled by the Procurement Committee with an estimated value of IQD 214,283,500.

- Contracts and awards signed by the **COI** according to budgetary chapters

Item	No. of contracts	Contract value (dinar)	No. of awards	Award value (dinar)
Required commodities	-	-	-	-
Required services	40	843,773,500	-	-
Maintenance of assets and buildings	5	120,600,000	-	-
Non-financial (fixed) assets	14	247,473,700	9	134,760,000
Total	59	1,211,847,200	9	134,760,000

Engineering and Technical Works

- Engineering and technical works: 755 electrical, mechanical and civil engineering maintenance and installation orders were fulfilled by the engineering sections.
- 657 m2 of concrete work and 3,180 m2 of paintwork were executed.

Computers, software, information systems and precision devices

- Maintenance and installation

1- 3,299 orders were executed as follows:

- Computer and software maintenance: 2,529 orders.
- Electrical equipment and photocopying machines maintenance: 155 orders.
- Computer networks installation and maintenance: 479 orders.
- Communication equipment installation and maintenance: 73 orders.

- Preparation and creation of databases

- Database systems composed by **COI** programmers: 19.
- Maintenance and development of updated databases: 26 orders.