

الجمهورية الجزائرية الديمقراطية الشعبية  
People's Democratic Republic of Algeria  
وزارة التعليم العالي والبحث العلمي  
Ministry of Higher Education and Scientific Research  
جامعة الجزائر 3 – إبراهيم سلطان شيبوط  
University of Algiers 3 – Ibrahim Sultan Cheibout

**Rules of procedure**  
of the Digital Strategy Office of the  
University of Algiers 3  
« DSO »

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## LEGAL FRAMEWORK

The present rules of procedure are based on the current legislation and regulations, namely:

- Law No. 99-05 of 18 Dhu al-Hijjah 1419 corresponding to April 4, 1999, on the guidelines for higher education, amended and supplemented by Law 08-06 of 16 Safar 1429 corresponding to February 23, 2008.
- Law No. 15-21 of 18 Rabie El Aouel 1437 corresponding to December 30, 2015, on the guidelines for scientific research and technological development, amended and supplemented by Law No. 20-02 of 5 Chaâbane 1441 corresponding to March 30, 2020, amending Law 15-21 on the guidelines for scientific research and technological development.
- Presidential decree of 29 Dhu al-Hijjah 1441 corresponding to August 19, 2020, nominating Mr. Mokhtar MEZERREG as Rector of the University of Algiers 3..
- Executive Decree No. 06-343 of September 27, 2006, amending and supplementing Executive Decree No. 03-179 of August 23, 2003, setting out the missions and specific rules for the organization and functioning of the university.
- Executive Decree No. 09-341 of 3 Dhu al-Qidah 1430 corresponding to October 22, 2009, establishing the University of Delly Ibrahim.
- Executive Decree No. 10-185 of 2 Chaabane 1431 corresponding to July 14, 2010, changing the name of the University of Delly Ibrahim.
- Decision No. 31 of November 22, 2022, establishing the local Digital Strategy Office at the University of Algiers 3.
- Correspondence from the Regional Conference of Universities in the Center, dated November 1, 2022, regarding the establishment of local and regional committees for the creation of Digital Strategy Offices.

## **PREAMBLE**

The Digital Strategy Office (DSO) of the University of Algiers 3 is a body responsible for implementing legislative and regulatory texts related to scientific research and technological development, within the framework of the missions and prerogatives related to the preparation of the digital future of the University of Algiers 3, which are assigned to it by the guidelines of the Ministry of Higher Education and Scientific Research.

These rules of procedure are composed of twenty-eight (28) articles divided into seven (07) chapters, serving as a working directory.

The first chapter corresponds to the preliminary provisions; the second indicates the missions of the Digital Strategy office; the third shows the human composition of the office; the fourth aims to present the organization and functioning of the office; the fifth addresses the periodicity and holding of meetings; the sixth chapter deals with miscellaneous provisions; the last chapter includes the entry into force and implementation of these rules of procedure.

## CHAPTER 3

### PRELIMINARY PROVISIONS

**Article 1:** Pursuant to the correspondence of the Regional Conference of Central Universities dated November 1st, 2022, following the guidelines of the Ministry of Higher Education and Scientific Research regarding the installation of local and regional committees for the creation of Digital Strategy offices, the Digital Strategy office of University of Algiers 3 shall develop and adopt rules of procedure in accordance with the applicable rules.

**Art.2:** The purpose of this regulation is to identify the tasks assigned to the local Digital Strategy Office of the University of Algiers 3, in order to properly implement the Digital Master Plan through its roadmap, which is the path to take in order to achieve the overall objectives of the Higher Education and Scientific Research sector, whose goal is to fully digitize the University of Algiers 3.

**Art.3:**

The present rules of procedure contain twenty-eight (28) articles divided into seven (07) chapters as follows:

Chapter 1: Preliminary Provisions

Chapter 2: Missions of the Digital Strategy Office

Chapter 3: Composition of the Digital Strategy Office

Chapter 4: Organization and functioning of the Digital Strategy Office

Chapter 5: Frequency and holding of meetings of the Digital Strategy Office

Chapter 6: Miscellaneous provisions

Chapter 7: Final Provisions

## **CHAPTER 2**

### **MISSIONS OF THE DIGITAL STRATEGY OFFICE**

**Art.4:** According to the Digital Master Plan that sets out the organization and functioning of the Digital Strategy Offices, the Digital Strategy Office of the University of Algiers 3 is responsible, within the framework of the national policy for the digitization of higher education and scientific research institutions, for promoting, coordinating, evaluating, and developing the digital activities of the University of Algiers 3.

As such, the office is responsible for:

- Implementing the Digital Master Plan through its roadmap, this outlines the steps necessary to digitize the university;
- Identifying the digital resources necessary to achieve the university's digital project;
- Assessing and proposing the human and financial resources necessary to carry out the university's digitization program;
- Studying and proposing all measures that may promote the dissemination and valorization of the university's digitization results;
- Evaluating local cooperation activities between the university structures in the digital field;
- Establish an IT charter to define the conditions and terms of use of the university's IT resources;
- Developing a file of the digital potential of the university by identifying its digital equipment and platforms.

## CHAPTER 3

### COMPOSITION OF THE DIGITAL STRATEGY OFFICE

**Art.5:** The Digital Strategy Office of the University of Algiers 3 is composed of the following members:

- **Mr. Noufeyle HADID** ..... President  
(Faculty of Economics, Commerce and Management Sciences)
- **Mr. Khaled LADJEDEL** ..... Vice-President  
(Faculty of Economics, Commerce and Management Sciences)
- **Mr. Amara NADJI** ..... Member  
(Vice-Rector in charge of Development, Prospective and Orientation)
- **Mme. Doria Yasmina BENTEBIBEL** ..... Member  
(Vice-Rector in charge of Postgraduate Education, University Accreditation, and Scientific Research)
- **Mr. Zakaria HOCINE ;** ..... Member  
(Vice-rector in charge of external relations, cooperation, animation and communication, and scientific events)
- **Mr. Abdelhamid HASSIANI** ..... Member  
(Vice-Rector in charge of Higher education of First and Second Cycles, Continuing Education, Diplomas and Higher Graduate Education)
- **Mr. Samir AZEDINE** ..... Member  
(Dean of the Faculty of Economics, Commerce and Management sciences)
- **Mr. Slimane ARADJ** ..... Member  
(Dean of the Faculty of Political Science and International Relations)
- **Mme Malika ATOUI** ..... Member  
(Dean of the Faculty of Information and Communication Sciences)
- **Mr. Fethi YOUSFI** ..... Member  
(Director of the Institute of Physical Education and Sports)
- **Mr. Mhand YOUNDJOU** ..... Member  
(IT Manager at the University of Algiers 3)
- **Mr. Younes FEREDJ** ..... Member  
(Computer engineer at the University of Algiers 3)
- **Mr. Yacine HADDAD** ..... Member  
(Computer engineer at the Faculty of Economics, Commerce and Management sciences)

**Art.6:** The members of the Digital Strategy Office of University of Algiers 3 are appointed by the head of the institution. The replacement of any member of the Digital Strategy Office of University of Algiers 3 is made in the same manner.

## **CHAPTER 4**

### **ORGANIZATION AND FUNCTIONING OF THE DIGITAL STRATEGY OFFICE**

**Art.7:** The President of the Digital Strategy Office of University of Algiers 3 is responsible for the effective management and performance of the said DSO. They must take all reasonable measures to ensure that the DSO fully and effectively carries out its responsibilities.

**Art.8:** The president may invite any person he deems useful due to their expertise on matters on the agenda of the meetings.

**Art.9:** The members of the Digital Strategy Office of the University of Algiers 3 ensure the proper conduct of the work, particularly with regards to:

- organizing the meetings of the DSO of the University of Algiers 3;
- receiving any document addressed to the President of the DSO of the University of Algiers 3;
- preparing and transmitting documents related to proposed agenda items to the members of the BSN of the University of Algiers 3, prior to the meeting;
- preparing minutes of the meetings of the DSO of the University of Algiers 3;
- recording the approved minutes of the DSO of the University of Algiers 3 in a numbered and initialed register;
- archiving minutes and any other documents related to the preparation of the meetings;
- storing technical and scientific documents previously submitted to the DSO of the University of Algiers 3 for examination;
- preparing the annual report of the activities of the BSN of the University of Algiers 3.



**CHAPTER 5**  
**FREQUENCY AND HOLDING OF MEETINGS**  
**OF THE DIGITAL STRATEGY OFFICE**

**Art.10:** The Digital Strategy Office of the University of Algiers 3 meets on the convocation of its president in ordinary session once (01) a month and may meet in extraordinary session as needed at the request of its president or a simple majority of its members.

**Art.11:** The personal presence of members of the Digital Strategy Office of the University of Algiers 3 at meetings, whether held in person or via videoconference, is mandatory. A member of the Office cannot under any circumstances be represented.

**Art.12:** Absences must be justified and communicated to the president of the Digital Strategy Office of the University of Algiers 3 as soon as possible.

**Art.13:** The Bureau may meet at the University of Algiers 3 or at any other location appointed by its president in advance.

**Art.14:** The summons, agenda, and documents submitted for examination are sent to the members of the Digital Strategy Office of the University of Algiers 3, at least five (05) days before the meeting date.

This timeframe can be reduced to three (03) days for extraordinary sessions.

**Art. 15:** The meeting is opened by the president after verifying the quorum and approving the agenda.

**Art.16:** At the beginning of each session, the proposed agenda included in the convocation sent to the members of the Digital Strategy Office of the University of Algiers 3 is examined for adoption, as is or possibly modified and/or supplemented by the members.

**Art.17:** The Digital Strategy Office of the University of Algiers 3 can only validly hold a meeting if a simple majority of its members is present (50% +1).

If the quorum is not reached, a record of deficiency is immediately established, and the Digital Strategy Office of the University of Algiers 3 can only validly meet after a second convocation, and may deliberate regardless of the number of members present.

**Art.18:** Decisions and deliberations are made by a simple majority vote of the members present. In case of a tie, the president's vote shall be decisive.

Following each meeting, the recommendations and resolutions adopted by the Digital Strategy Office of the University of Algiers 3 are recorded in a minutes of the meeting, signed by the president, and transmitted to all members within a period not exceeding fifteen (15) days.

**Art.19:** The members of the Digital Strategy Office of the University of Algiers 3 have five (05) days from the date of receipt of the minutes to provide their comments.

Beyond this deadline, and if no comments have been raised, the minutes are deemed approved.

**Art.20:** If comments are provided within five (05) days from the date of receipt of the minutes, a new version is communicated for validation to the members present of the Digital Strategy Office of the University of Algiers 3, no later than five (05) days after the expiration of the first deadline of five (05) days.

The minutes are numbered, recorded, and transcribed in a register, initialed and signed by the president.

**Art.21:** When a meeting is not enough to complete the agenda, the Digital Strategy Office of the University of Algiers 3 holds additional sessions on a date that it sets at its convenience and keeps the meeting open.

In this case, an excerpt from the minutes is established in the same forms specified in Article 18 above.

## **CHAPTER 6**

### **MISCELLANEOUS PROVISIONS**

**Art.22:** The Digital Strategy Office of the University of Algiers 3 establishes an annual action plan for its activities, approved and validated by the simple majority of members present at the meeting, for the implementation of the Roadmap that serves to gather and synchronize all interested parties or those directly involved in the execution of the digitization project of the University of Algiers 3.

**Art.23:** The Digital Strategy Office prepares an annual report on its activities, which will be submitted to the Rector of the University of Algiers 3.

**Art.24:** The Digital Strategy Office establishes a budget forecast of expenses related to the implementation of the digital system at the University of Algiers 3.

**Art.25:** Thematic groups are set up within the Digital Strategy Office of the University of Algiers 3 based on the members' areas of expertise for better management of the activities carried out within the framework of its missions.

**Art.26:** Members of the Digital Strategy Office are required to maintain confidentiality on the activities carried out in the context of their missions, as well as any information or document made available to them that has not been subject to any publication by the owner.


**Art.27:** The members of the Digital Strategy Office appointed in accordance with Article 5 of this internal regulations shall receive a remuneration determined by the University of Algiers 3.

## CHAPTER 7 FINAL PROVISIONS

**Art.28:** These rules of procedure come into force from the date of their adoption by a simple majority of the members of the Digital Strategy Board of the University of Algiers 3.

If necessary, the provisions of these rules of procedure may be amended at the request of the President of the Digital Strategy Board of the University of Algiers 3 or by a simple majority of its members.

Done in Algiers, February 27, 2023

  
الأستاذ نوفيل حديد  
رئيس مكتب إستراتيجية الرقمنة  
جامعة الجزائر 3