



الهيئة العليا للاتصال السمعي البصري  
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Haute Autorité de la Communication Audiovisuelle

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## The Directorate-General

The DGCA, placed under the authority of the General Manager, regroups together the HACA's administrative and technical services.

### • Its missions

They consist of surveys of the audio-visual communication operators, of the preparation of files that must be investigated by the CSCA and of the implementation of its resolutions.

### • Its services

The General Directorate consists of:

The General Manager

### [The Administrative and Financial Department;](#)

It has the role of ensuring the High Authority the human, financial, technical and logistic means necessary to its correct operation, and of attending to the effective utilization of its resources.

Pursuant to this mission, the department:

- Implements the human resources policy such as defined by the general manager;
- Establishes, in coordination with the other entities, the recruitment and training plans and ensures their execution;
- Ensures the administrative management of the personnel in conformity with the provisions of internal procedure and staff regulations;
- Implements the evaluation procedures of the personnel output and performances;
- Elaborates the project of the annual budget and ensures its execution after its approval by the organs of the High Authority;
- Ensures the budget monitoring and establishes its monthly, quarterly and annual situations;
- Establishes the administrative account to be submitted by the High Authority for the Court of Auditors;
- Proposes and implements the management of the real estate holding, the furniture, the materials and equipment, and brings to the various entities the supplies and the services necessary to the achievement of their missions;

- Proposes and implements any measures likely to optimize the human, financial and material resources management.

The Administrative and Financial department is composed of three units:

- The "human resources" unit;
- The "financial and accounting" unit;
- The "general means" unit.

### **The Studies and Development Department:**

It carries out the studies and analyses necessary to the works of the Higher Council. Its mission consists in, particularly, preparing the Council decisions in the matter of accreditation and convention. For this reason, it investigates the accreditation requests and access requests to the market of the broadcasting and television operators whose services are broadcasted by terrestrial hertzian way, satellite or cable or any other means.

Pursuant to these missions, the department:

- Investigates the license and accreditation requests, the renewal and modification requests, from the initial application to the publication of the decision in the Official Bulletin;
- Conducts the calls for tenders and prepares the renewal decisions except for the calls for tenders;
- Prepares the decisions and follows the questions relating to the exploitation of radio and television services, as well as the networks and installations carrying them;
- Receives the files of the services submitted to the declaratory regime and carries out their analysis;
- Prepares the decisions relating to the approval of the specifications of public audio-visual national companies;
- Proceeds to the study of the requests for merger, acquisitions and transfers in the audio-visual communication sector;
- Takes part, in its fields of competence, in the development of the opinion and studies requests that are taken up or submitted to the Council;
- Carries out the analyses of economic and financial matters necessary to the compliance monitoring of the obligations of the audio-visual companies, in particular as regards to competition and integration;
- Gathers and analyses information about the media audience, and more generally on the public attitudes regarding the media, in particular audio-visual;
- Analyses the study methodologies of the media audience;
- Monitors the development and strategies of the actors of the audio-visual sector;
- Analyses the present and prospective evolution of the audio-visual sector.

The department functions on the basis of matrix management.

### **The Programme Monitoring Department:**

It ensures the monitoring and analysis of the programs and services provided by the audio-visual communication operators. On this account:

- It controls that the obligations falling on these operators in the matter of programming and production are complied to. It proceeds for this purpose to any useful investigation in accordance with the investigations powers granted to the controllers body of the General Directorate by the article 15 of the Dahir.
- It establishes quarterly and annual syntheses of its observations, as well as studies and surveys referring to its attributions; see the "Publications" part
- It establishes, quarterly and at the request of the general director, the recording of the speaking times of the political, trade-union and professional personalities on the radio and television channels;
- It prepares recommendations relating to the use of the audio-visual media in period of elections and of the monitoring of the implementation of the simulcast election campaigns.

The Programme Monitoring department is composed of three units:

- The "monitoring of radio programs" unit;
- The "monitoring of TV programs" unit;
- The "data compilation and processing" unit.

### **The Technical Infrastructures and Technological Survey Department;**

It ensures to the High Authority the technical means enabling it to achieve the missions relating to the control and monitoring of the programs diffused by the broadcasting operators. The department also contributes to the preparation of the Council Decisions by ensuring in particular the follow-up of the questions relating to:

- The planning and the use, on the technical level, of the frequencies whose management is entrusted to the High Authority;
- De velar por la eficacia de los medios y de los dispositivos de control para asegurarse de la conformidad de las acciones y las operaciones de los órganos de la Alta Autoridad con las normas y procedimientos internos;
- The telecommunication infrastructures and installations used for the diffusion of the audio-visual communication services;
- The control of the spectrum and the protection of the reception in the frequency bands whose attribution or assignment were entrusted to the High Authority;
- The standardization of the diffusion materials and techniques or the cable distribution of the audio-visual communication services;
- The technical specifications of the signals issued for the supply of the audio-visual communication services, including the cabled networks;
- The technological development in the sector of audio-visual and new technologies of communication (NTC).

The Infrastructures and Technological Survey department is composed of three units:

- The "fixed means of control" unit;
- The "mobile means of control" unit;
- The "technological survey" unit.

### **The Legal Department;**

It is charged to carry out the studies, to provide the necessary legal information and expertise to the High authority's execution of its duties. It is in particular assigned to:

- Elaborate the legal instruments of regulations of the audio-visual sector;
- Ensure the legal watch and formulate the draft amendments of the texts governing the audio-visual sector;
- Provide the legal assistance requested by the other departments and structures of the High authority;
- Ensure the management of the contentious cases.

The Legal Department is composed of three units:

- The "legal watch and proposals" unit;
- The "legal expertise and assistance" unit;
- The "litigation" unit.

### **The functional units "Information and Documentation", "Audit and Management Control " and "Data processing"**

These three functional units are placed under the authority of the General Director

#### **The "Information and Documentation" unit.**

Its mission consists of placing at the disposal of all the interlocutors of the High Authority, on various types of supports, information aiming at announcing its work and decisions. It is also in charge of meeting the needs for the various organs and entities of the High Authority in matters of documentation and reprography.

#### **The "Audit and Management Controls" unit.**

This unit in particular:

- Elaborates the procedures and standardizes the work supports;
- Takes care of the effectiveness of the means and monitoring devices to ensure the conformity of the projects and operations of the bodies of the High Authority with the internal rules and procedures;
- Monitors the protection of the assets of the High Authority;
- Sets up a monitoring and measurement system of the activities and performances of the entities;
- Proposes any measure likely to improve the general operation of the High Authority to ensure itself of the achievement of its missions and its objectives, and to optimize the use of the resources.

#### **The "Data-processing" Unit**

It is in charge of the development and realisation of projects to support the collection, organisation, maintenance, management and transmission of information. It is also in charge of the maintenance of the implementations and data-processing software, of the assistance to the departments and units to improve their management processes, the information flow, and its processing and decision-making processes. Its responsibility extends to the optimised management of the computer hardware.

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## Links

[1] <https://www.haca.ma/en/javascript%3A%3B>