

Emiri Resolution No. 35 of 2014 Organising the Qatar General Electricity and Water Corporation (Kahramaa)

Law Summary Record • **Type:** Emiri Decision • **Number:** 35

• **Date:** 20/02/2014 Corresponding to 20/04/1435 Hijri • **Number of Articles:** 43 • **Status:** In force

Official Gazette : • **Issue:** 4 Official Journal Issue

• **Publication Date:** 09/03/2014 Corresponding to 08/05/1435 Hijri • **Page from:** 363

Articles (1-43)



We, Tamim Bin Hamad Al-Thani, Emir of the State of Qatar,

Having perused the Constitution;

Emiri Resolution No. 45 of 2009 organising the Qatar General Electricity and Water Corporation (Kahramaa);

Emiri Resolution No. 19 of 2014 on the organisational structure of the Ministry of Energy and Industry;
and

The proposal of the Council of Ministers;

Hereby resolve the following:

Articles

Article 1

In implementing the provisions of this Resolution, the following words and expressions shall have the meanings assigned thereto, unless the context requires otherwise:

“Corporation” means the Qatar General Electricity and Water Corporation (Kahramaa);

“Minister” means the Minister of Energy and Industry;

“President” means the President of the Corporation.

Article 2

The Qatar General Electricity and Water Corporation (hereinafter “the Corporation”) shall have a legal personality and a budget attached to the budget of the Ministry of Energy and Industry.

Article 3

The Corporation shall follow the Minister of Energy and Industry and its headquarters shall be located in Doha City.

Article 4

The Corporation shall aim at achieving the highest performance rates to save and distribute electric power and drinking water to ensure that the country's needs are met permanently and regularly. In order to achieve these aims, the Corporation shall exercise the following competencies in coordination with the concerned bodies:

Acquiring, establishing, operating and maintaining facilities for the production, delivery and distribution of electricity and water.

Producing, delivering, distributing and selling electricity and water, and organising the processes thereof.

Conducting works for providing electricity and water to users and consumers.

Setting necessary plans and programmes for developing affiliate plants, facilities and networks.

Developing rules for regulating electrical and water connections to buildings and facilities, monitoring the implementation thereof and granting the necessary licences.

Proposing the standards and specifications of electrical and water materials and equipment.

Providing services and consultancy in its fields of activity.

Establishing companies, alone or with others, or owning or contributing to established companies, whether inside or outside the State, that conduct works which are within the competencies of the Corporation, after obtaining the approval of the Council of Ministers.

Contracting with companies or agencies that conduct similar works or that may assist it in achieving its objectives or participate with it in any way, whether inside or outside the State.

Article 5

The Minister shall be responsible for the overall performance of the Corporation and he shall have the power and authority necessary to manage its affairs and achieve its objectives, in particular the following:

Supervising generally the performance of the Corporation.

Proposing the estimated annual budget of the Corporation.

Submitting the annual report on the Corporation's achievements and work programmes to the Council of Ministers at the end of each fiscal year and discussing data and reports related thereto.

Article 6

The Corporation shall have a President appointed by an Emiri resolution.

An assistant to the President may be appointed by an Emiri resolution who shall take the President's place in his absence or when his office is vacant. The President may delegate certain competencies to the assistant thereof.

The President shall represent the Corporation before the courts and in its relations with third parties.

Article 7

The President shall conduct all technical, financial and administrative affairs under the supervision of the Minister and within the framework of the general policy of the Corporation, in accordance with prescribed laws, bylaws and regulations and within the limits of the annual budget. The President shall, in particular:

Developing the Corporation's general policy and supervise its implementation.

Adopting the Corporation's plans and project programmes and monitor their implementation.

Supervising the Corporation's proper functioning.

Proposing selling prices of electricity and water.

Proposing the fees and charges for services provided by the Corporation.

Proposing legislation relating to the Corporation's work.

Preparing the annual report on the Corporation's programmes and achievements, and submit a report thereon to the Minister at the end of each fiscal year.

The President's decision stated in subparagraph (a) shall not take effect unless first adopted by the Council of Ministers upon the submission of the Minister.

Article 8

The Corporation shall be comprised of administrative units illustrated in the organisational chart accompanying this Resolution. These units are as follows:

President's Office

Department of Internal Auditing

Department of Planning and Quality

Department of the Public Relations and Communication

Department of Legal Affairs

Department of Cooling Services

Department of Conservation and Energy Efficiency

Department of Customer Services

Department of Health, Safety and Environment

Electricity Networks Affairs:

Director's Office of Electricity Networks Affairs

Department of Electricity Networks Planning

Department of Electricity Delivery

Department of Electricity Distribution

Department of Electricity Control

Water Networks Affairs:

Director's Office of Water Networks Affairs

Department of Water Networks Planning

Department of Operation and Control

Department of Maintenance and Field Services

Technical Affairs:

- Director's Office of Technical Affairs
- Department of Electricity Projects
- Department of Water Projects
- Department of Supplies
- Projects of Electricity and Water Production Unit

13. Common Services Affairs:

- Director's Office of Common Services Affairs
- Department of Human Resources
- Department of Financial Affairs
- Department of Information Systems

- Department of General Services

Article 9

The Department of Internal Auditing shall be specialised in the following:

Drafting the annual auditing plan of the administrative units in the Corporation and submitting it to the President for adoption, and preparing reports on the auditing results.

Monitoring the commitment to the laws, regulations and decisions relating to the Corporation's activity.

Monitoring cash receipts, cash vouchers, journal vouchers and others financial documents after their exchange.

Reviewing the financial instructions and proposing the necessary amendments and monitoring the implementation thereof.

Monitoring the procedures of appointment, vacations, promotion and other matters relating to personnel affairs, and verifying the commitment to the organising laws, regulations and decisions.

Ensuring the safety of the Corporation's funds, covenants, furniture, tools, buildings and other assets owned or supervised by it.

Participating in taking the inventories of stores and other covenants.

Article 10

The Department of Planning and Quality shall be specialised in the following:

Preparing the Corporation's general strategic plan in coordination with concerned administrative units, and taking measures of the adoption thereof.

Proposing the Corporation's general strategies and plans to meet the demand for electricity and water and monitoring the purchase thereof from producers, in coordination with the competent bodies.

Submitting draft executive plans for projects and programmes of the various administrative units for approval by the President.

Monitoring the implementation of the strategic plan of the Corporation and evaluating its results and submitting periodic reports thereon.

Verifying of the compatibility of systems and methods of work with the competencies and objectives of the Corporation, and submitting the necessary proposals in this regard.

Proposing and studying ways of developing the Corporation's financial resources and proposing the fees for services in the light of the Corporation's anticipated future revenues.

Studying problems and obstacles encountering the implementation of the strategic plan and executive plans and proposing appropriate solutions thereto.

Setting programmes to evaluate institutional performance to ensure the quality of services in the administrative units.

Reviewing and evaluating the performance of the Corporation's administrative units and developing proposals to raise its overall efficiency.

Ensuring the compliance of the Corporation's projects for approved technical specifications and standards.

Studying problems and obstacles of the work at the Corporation, and discussing the causes thereof and proposing appropriate solutions thereto.

Proposing plans to develop systems and methods of work and simplifying procedures in coordination with the competent bodies and concerned administrative units.

Article 11

The Department of Legal Affairs shall be specialised in the following:

Researching, studying and following up legal issues related to the Corporation's activities, in coordination with the concerned administrative units.

Preparing the drafts of the Corporation's legislative tools and expressing opinions on draft laws referred to it.

Expressing legal opinions on issues referred to it.

Preparing drafts of contracts, agreements and memoranda of understanding on the Corporation's competencies, in coordination with the concerned administrative units.

Investigating alleged violations attributed to the Corporation's staff, preparing the necessary notes on the results of the investigation together with legal opinions and recommendations, presenting them to the competent authority and following up the implementation of the decisions taken on them.

Following up disputes and issues to which the Corporation is a party, in coordination with the competent bodies.

Article 12

The Department of Public Relations and Communication shall be specialised in the following:

Issuing media releases and programmes that aim at defining the role, activities and competencies of the Corporation, in coordination with the concerned administrative units.

Following up material published in newspapers and the media about the Corporation and competencies thereof, presenting them to the officials and preparing responses thereon.

Receiving client requests and complaints, referring them to the concerned administrative units and responding to their queries.

Arranging travel, hospitality and accommodation for the Corporation's guests and visiting delegates, in coordination with the concerned administrative units.

Organising cultural, social and sporting activities for the staff of the Corporation and supervising parties held or attended by the Corporation.

Organising conferences, seminars and exhibitions held by the Corporation and preparing the necessary budget for them, in coordination with the concerned administrative units.

Preparing worksheets related to local, regional and international conferences, seminars and meetings, with respect to the Corporation's activities, in coordination with the competent bodies.

Preparing reports and responses required by regional and international organisations, associations and authorities with respect to the Corporation's activities in coordination with the concerned administrative units, and following up their recommendations in coordination with the competent bodies in the State.

Preparing necessary reports on the efficiency and effectiveness of international cooperation with regional and international organisations, associations and authorities with respect to the Corporation's activities.

Article 13

The Department of Cooling Services shall be specialised in the following:

Proposing policies for cooling services.

Setting organising rules for cooling work and services, and monitoring their implementation.

Preparing cooling specifications and standards, and monitoring the compliance with them after adoption.

Identifying areas of cooling services in the State, according to the various priorities and economic feasibility of such services, in coordination with the competent bodies.

Proposing tariff imposed on subscribers with cooling services.

Issuing licences to practice the cooling's activities.

Developing comprehensive programmes in all fields related to cooling services.

Article 14

The Department of Conservation and Energy Efficiency shall be specialised in the following:

Preparing technical studies related to electrical and water appliances in order to develop new specifications for electrical and water tools which contribute to improving the efficiency of use of available water and electric resources, in coordination with the concerned administrative units.

Proposing legislation relating to the activities and programmes of rationalisation of electricity and water consumption in the State, in coordination with the competent bodies.

Preparing basic studies to set an integrated and developed educational programme for awareness and rationalisation in the consumption of electricity and water.

Preparing studies for the development and improvement of the operational efficiency of the current electricity and water production plants, in coordination with independent companies which own those plants.

Preparing studies and research in the field of application of the use of renewable energy to produce electricity and desalinate water.

Planning and implementing experimental projects for the development of the uses of solar energy.

Communicating and exchanging information with the competent bodies in other countries in the field of research and studies of the uses of renewable energy technology.

Article 15

The Department of Customer Services shall be specialised in the following:

Ensuring the continuity of supplying the national needs of electricity and water after connecting the services.

Endeavouring to the proper use of resources through adopting the principle of profitability institutions in operation.

Improving the performance and taking all measures related to the dealing with customers and responding to their complaints and communications.

Identifying the future needs for the service and developing the necessary studies and surveys which ensure the development of the service.

Ensuring the application of a high level of quality in customer service through monitoring the services and activities related to customers.

Coordinating with various administrative units to improve the services provided by the Corporation.

Implementing and monitoring the application of procedures related to the works of electricity supply and water connection.

Qualifying connection contractors and issuing licences thereof, and detecting the internal wiring of buildings and establishments.

Issuing licences of electricity and water connection for buildings and establishments in coordination with the competent bodies in the State related to the activities and programmes of rationalisation of electricity and water consumption in the State.

Installing and monitoring water meters and conducting periodic maintenance.

Article 16

The Department of Health, Safety and Environment shall be specialised in the following:

Setting Corporation policies and developing standards and specifications for health, safety, fire fighting, water quality and the environment.

Developing and implementing comprehensive programmes in the field of occupational safety and health, public safety, water quality, hazardous waste, environmental health and fire safety, and developing preventive programmes to determine and reduce risks.

Applying standards and specifications published by local governmental bodies on the environment, health, safety and water quality through the development and implementation of audits, examinations and monitoring programmes.

Monitoring substances and elements that affect water quality in its resources and during its storage and delivery in coordination with the concerned administrative units and the relevant bodies, providing technical support and monitoring, and contributing to the development of a water laboratory.

Issuing licences for the Corporation's importation and use of chemical substances, and setting the controls for the disposal thereof in coordination with the competent bodies.

Monitoring the application of occupational safety and health rules and reducing the risks to the Corporation's electricity and water facilities, staff and contractors.

Maintaining and developing emergency plans for the environment, health, safety, fire fighting and water quality in coordination with the competent administrative units.

Issuing environmental licences for the Corporation's projects in coordination with the competent bodies in the State.

Article 17

The Electricity Network Affairs shall be comprised of the following administrative units:

Director's Office of Electricity Networks Affairs

Department of Electricity Networks Planning

Department of Electricity Delivery

Department of Electricity Distribution

Department of Electricity Control

Article 18

The Department of Electricity Networks Planning shall be specialised in the following:

Setting the future development plans for electricity networks, in coordination with the competent bodies in the State.

Preparing the necessary studies for planning, designing, strengthening and developing the electricity networks according to the latest geographical information, in coordination with the competent bodies in the State.

Preparing the initial studies for the issuance of permits for networks buildings and setting the appropriate plans to meet the demand for electrical power.

Setting and developing technical standards for network components and following up their implementation, and planning and preparing the annual budget of the basic materials needed for the electrical network, in coordination with the concerned administrative units in the Corporation.

Managing the geographical information system of the electrical network and the databases associated with it.

Article 19

The Department of Electricity Delivery shall be specialised in the operation and maintenance of electricity delivery networks, in particular the following:

Setting regular maintenance plans and programmes for the electricity delivery networks.

Strengthening electricity delivery networks and developing them in accordance with the State's needs.

Working on restoring electrical power in cases of sudden failure, in cooperation with the concerned administrative units.

Ensuring the safe load flow of electricity between power production plants and customers.

Implementing, checking and operating new main delivery projects, in coordination with the concerned administrative units in the Corporation.

Article 20

The Department of Electricity Distribution shall be specialised in the distribution of electrical power, in particular the following:

Operating and maintaining electrical power distribution networks in order to ensure the continuous flow of power.

Implementing projects for connecting and strengthening high and low voltage at the State level.

Strengthening and developing the distribution networks according to the State's needs.

Working on restoring electrical power in cases of sudden failure, in cooperation with the concerned administrative units.

Setting regular maintenance plans and programmes for electrical power distribution networks.

Article 21

The Department of Electricity Control shall be specialised in conducting all necessary works for the operation, control, protection and safety of the networks of electricity delivery and distribution, in particular the following:

Designing and operating monitoring systems, conducting monitoring and control tasks on the production networks, distributing electricity continuously, and responding to emergency cases to achieve the continuous flow of electricity.

Operating and maintaining remote monitoring and control systems and centres.

Implementing construction, operation and maintenance programmes, as well as connection and disconnection works in normal and emergency conditions, in coordination with the concerned administrative units.

Planning the optimal economic operation of the networks and buying power from power plants for the short term, and preparing programmes for loading the production units through local and regional networks.

Article 22

The Water Networks Affairs shall be comprised of the following administrative units:

Director's Office of Water Networks Affairs

Department of Water Networks Planning

Department of Operation and Control

Department of Maintenance and Field Services

Article 23

The Department of Water Networks Planning shall be specialised in the planning and management of drinking water networks, in particular the following:

Planning and designing pumping stations, water reservoirs and networks for the delivery and distribution of drinking water.

Strengthening and developing water pumping stations and delivery and distribution networks according to the State's needs.

Determining the extent of the demand for water and setting the future plans to ensure the continuity of the water supply to customers.

Specifying water standards, specifications and geographical information systems.

Article 24

The Department of Operation and Control shall be specialised in transporting and distributing the water safely and effectively to all subscribers, in particular the following:

Operating pumping stations, water reservoirs and towers, and fields of drinking wells.

Operating the delivery and distribution networks and customers connections.

Monitoring and coordinating regularly with water production plants regarding the State's water needs.

Controlling pumping stations and water reservoirs and monitoring delivery and distribution networks to ensure a continuous water supply to all customers in the State.

Periodically collecting and analysing water samples from production plants, pumping stations, water reservoirs and distribution networks, in accordance with adopted programmes and plans to ensure its suitability for human use and complying with local and international specifications and standards.

Maintaining the strategic water reserve.

Supervising the implementation of the water emergency plan.

Receiving, following up and investigating customer complaints on water quality and preparing reports thereon.

Reducing water loss and using the latest equipment to detect leakage.

Receiving and testing the pumping stations, water reservoirs and towers, and delivery and distribution networks.

Article 25

The Department of Maintenance and Field Services shall be specialised in the following:

Implementing connections of secondary feeders to supply customers.

Supervising the management of water tanks stations to serve areas unreachable by water networks.

Maintaining pumping stations, water reservoirs and towers, and fields of drinking wells.

Maintaining delivery and distribution networks and customers' connections.

Coordinating with the competent bodies to provide water in emergency cases.

Receiving customer complaints in the event of a sudden cut in the water supply, in coordination with the concerned administrative units.

Article 26

The Technical Affairs shall be comprised of the following administrative units:

Director's Office of Technical Affairs

Department of Electricity Projects

Department of Water Projects

Department of Supplies

Projects of Electricity and Water Production Unit

Article 27

The Department of Electricity Projects shall be specialised in the following:

Determining electrical projects and conducting economic feasibility studies thereon.

Making preliminary designs for projects, specifying quantities, issuing contractual documents and selling them to bidders.

Assessing and qualifying construction companies and manufacturers of materials and equipment necessary for projects.

Supervising the implementation of electrical projects and ensuring compliance with health procedures and safety systems.

Developing and updating a database for electricity projects.

Article 28

The Department of Water Projects shall be specialised in the following:

Determining water projects and conducting economic feasibility studies thereon them.

Making preliminary designs for projects, specifying quantities, and issuing contractual documents and selling them to bidders.

Assessing and qualifying construction companies and manufacturers of materials and equipment necessary for projects.

Supervising the implementation of water projects and ensuring compliance with health procedures and safety systems.

Developing and updating a database for water projects.

Implementing construction projects of buildings and facilities for the Corporation, and projects of restoration, rehabilitation and maintenance thereof.

Article 29

The Department of Supplies shall be specialised in providing the necessary machinery, equipment, appliances and operating requirements, in particular the following:

Determining the needs of equipment, machinery, supplies and operating requirements, in coordination with the concerned administrative units.

Setting the technical specifications and standards required to be available in the equipment, machinery, supplies and operating requirements.

Ensuring the compliance of submitted data with introduced technical specifications at the bids and choosing the best submitted offers in technical and financial sides.

Receiving the equipment and supplies conformed to the introduced specifications.

Equipping the stores on scientific bases to keep the equipment, machinery and supplies and to discharging of them when needs, following the regular manners in classification of items and analysing their movement rates, and following up the classification of non-use items.

Purchasing and bidding according to the applicable rules and regulations in the State.

Article 30

The Projects of Electricity and Water Production Unit shall be specialised in the following:

Preparing technical and contractual documents for projects of electricity and water production plants, in coordination with the concerned administrative units.

Reviewing designs of projects of electricity and water production plants and supervising the implementation thereof.

Following up the application of engineering and technical specifications in projects of electricity and water production plants.

Studying and assessing the technical and financial offers for bids of the projects of electricity and water production plants, and preparing reports thereon.

Following up stages of the implementation of the projects assigned to the Unit, and cash payments paid to contractors.

Article 31

The Common Services Affairs shall be comprised of the following administrative units:

Director's Office of Common Services Affairs

Department of Human Resources

Department of Financial Affairs

Department of Information Systems

Department of General Services

Article 32

The Department of Human Resources shall be specialised in the following:

Implementing the laws, regulations and rules relating to personnel affairs.

Determining the needs of the Corporation's functions and employees, in coordination with the various administrative units.

Preparing draft descriptions, classifications and arrangements of the Corporation's functions and following up the implementation and development thereof.

Preparing a budget allocation draft of the First Chapter in coordination with the concerned administrative units.

Implementing procedures for staff performance evaluations.

Implementing procedures for staff appointment, transfer, delegation and secondment.

Studying staff leave entitlement in accordance with the law.

Preparing studies of the functional structure of the Corporation and providing the necessary proposals for the development of the administrative organisation.

Identifying and implementing the Corporation's staff training needs in coordination with the various administrative units, and assessing the benefits thereof.

Developing and updating the Corporation's staff affairs database.

Implementing the necessary procedures for the allocation of government housing and furniture allowances for the Corporation's staff, in coordination with the competent bodies.

Implementing all procedures relating to visas and residence permits for the Corporation's staff.

Article 33

The Department of Financial Affairs shall be specialised in the following:

Implementing the financial and administrative laws, rules and regulations related to the Corporation's work.

Preparing the Corporation's draft annual budget and final account in coordination with the concerned administrative units.

Supervising the implementation of appropriations and auditing the income and expense accounts.

Preparing vouchers and all other financial transactions.

Collecting fees for services provided by the Corporation.

Article 34

The Department of Information Systems shall be specialised in the following:

Preparing plans and policies for the use of computers in the Corporation's activities and following up the implementation thereof.

Programming, saving, retrieving and developing the information systems and data necessary for the Corporation's activities.

Providing and maintaining the hardware, software and electronic networks necessary for the Corporation's automated systems work in coordination with the concerned administrative units.

Designing, operating and managing databases and information of various kinds.

Providing technical support to electronic networks users in the Corporation and training them on the use of systems, programmes, computers and accessories.

Creating, following up, and updating the Corporation's website on the Internet.

Article 35

The Department of General Services shall be specialised in the following:

- Providing and maintaining means of transport, machinery and equipment, providing fuel and ensuring their optimal and proper use.
- Providing necessary vehicles and spare parts, in coordination with the concerned units.
- Providing, allocating and maintaining the Corporation's administrative buildings.
- Providing office services and furniture to all Corporation's buildings.
- Ensuring security in the Corporation's property, buildings, establishments and facilities.
- Providing security and safety systems in the Corporation's establishments, workshops, buildings and facilities.
- Providing fire and safety services for the protection of the Corporation's property.
- Supervising hygiene works in the Corporation's buildings.
- Receiving, classifying and recording incoming and outgoing mail.
- Organising the Corporation's archive and saving documents according to the latest methods.
- Supervising workers and cleaners and deploying them to the Corporation's regulatory divisions according to the needs and requirements of work.

Article 36

The financial resources of the Corporation shall be derived from:

- Financial appropriations allocated by the State.
- Other resources approved by the Council of Ministers upon the proposal of the Minister.

Article 37

The Minister of Finance may appoint one or more auditors for the Corporation who shall have the right to access the Corporation's books, records and documents at any time, to request any data deemed necessary for the proper performance of their duties, and to check the Corporation's assets and liabilities.

The auditor shall submit to the Minister of Finance a detailed report on the result of the audit of the Corporation's accounts, including suggestions and recommendations.

Article 38

The Minister may at any time request the Corporation to submit reports or information on its technical, financial and administrative condition or on any aspect relating to its activities.

The Minister may issue a general guidance to the Corporation, on what shall be followed in matters relating to public interest or policy.

Article 39

The President shall issue a decision to determine the competencies of Presidents' Office and Directors' Offices of Affairs.

Article 40

The Council of Ministers, upon a proposal of the Minister, may amend the organisation of the administrative units which comprise the Corporation by addition, deletion or merger, and may assign or amend the competencies thereof.

The divisions of the administrative units which comprise the Corporation may be created, merged or cancelled according to the public interests, and the competencies thereof may be assigned or amended by a decision of the Minister upon the proposal of the President. The Minister's decision shall take effect after being adopted by the Council of Ministers.

Article 41

The Minister shall, upon the proposal of the President, issue the necessary decisions and regulations to implement the provisions of this Resolution.

Article 42

Emiri Resolution No. 45 of 2009, referred to above, shall be rescinded.

Article 43

All competent authorities, each within its own jurisdiction, shall enforce this Resolution which shall come into force from the date of its issuance and shall be published in the *Official Gazette*.

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