

Ministerial resolution number (21) of the year 2009 on the organizational structure of the Ministry of Environment and Water

Article (1)

For the purpose of executing the provisions herein, the following words and terms have their meanings assigned to them except the text unless the context requires otherwise.

- State: The United Arab Emirates
- Ministry: Ministry of Environment and Water
- General Director: General Director of the Ministry Of Environment & Water

Article (2)

The organizational structure of the Ministry is consisted according to the attached organizational map as shown below:

Article (3)

Functions of the Ministry Of Environment & Water

The Ministry specializes in the following:

- 1- Putting down plans, strategies and policies in the fields of environment, resources of plant, animal, water and fish, desertification combat and conservation of biological diversity.
- 2- Developing programmes that ensure output promotion of the sectors of environment, water, and resources of plant, animal and fish to secure food security of the country and biological safety in the country by tightening implementation of procedures of safety and protection from diseases and epidemics .
- 3- Activating protection of environment in the economical and social plans and encouraging sustainable development of the vivid sources.
- 4- Evaluating water resources and determining the programmes and means that ensures good management and conservation thereof.
- 5- Upgrading quality of the plant, animal and fish production and putting suitable plans for the development thereof.
- 6- Setting up centres and laboratories for research and applied studies and conducting scientific researches and studies that guarantee the achievement of the objectives and functions of the Ministry.
- 7- Proposing legislations pertaining to the Ministry's functions.
- 8- Representing the state in the regional, Arabic and international assemblies, conferences and meetings relating to the work of the Ministry.
- 9- Carrying out operations of evaluating the efficiency of executing the federal legislations on the local level concerning the Ministry's functions.
- 10- Executing all the activities of the plant and veterinary quarantine and managing environmental and radiant disasters .

11- Any other functions invested in its capacity by laws, regulations and resolutions of the ministers council.

Article (4)

Minister

The Minister is the chief president of the Ministry who exercises the powers commissioned to him by the federal law number (1) of the year 1972 concerning functions of the ministries and powers of ministers, the laws amending thereto and the resolutions issued by the council of ministers.

The minister exercises the following functions:

- 1- Determining the general policies and the strategic orientation of the Ministry.
- 2- Supervising the development and approval of the Ministry's strategic plan and the executive programmes thereto and following its conclusion.
- 3- Representing the Ministry in the relevant authorities inside and outside the state.
- 4- General supervision of the Ministry's work progress, approving the resolutions organizing thereto and following up reports of completion.
- 5- General supervision of the preparation of the Ministry's balance sheet project and following its execution within the credits thereto.
- 6- Supervising the preparation of the projects of laws, protocols and by-laws relating to the work of the Ministry and forwarding them to the concerned authorities.
- 7- Any other functions entrusted to him under laws or resolutions issued by the councils of ministers.

The Minister is entitled to alienate some of his powers to the general director or to whoever he sees appropriate from the specialists in the Ministry.

Article (5)

Organizational units of the Minister

The following organizational units are subordinates of the Minister:

- 1- Minister's office
- 2- Internal auditing office
- 3- Advisers of the Minister
- 4- International Cooperation Department
- 5- Strategic planning and Performance Department
- 6- External auditing
- 7- Governmental communication Department
- 8- General director

Article(6)

Minister's office

The Minister's office concerns with providing administrative support and backing up, coordination and following all matters and exercises particularly the following jobs:

- 1- Providing the Minister with the information he requests and making preparation for all his meetings and visits and following up them.
- 2- Organizing the official communications and correspondences with the different parties and carrying out the activities of public relations and protocols of the Minister.
- 3- Conducting various secretarial jobs, securing preparation and typing communications and reports of the Minister.
- 4- Any other functions relating to the work nature of the office to be assigned by the Minister.

Article (7)

Internal auditing office

The Internal auditing office is concerned with practicing the internal auditing work in conformity with the bases, rules and standards that are acknowledged legally, financially and administratively . The office practices especially the following jobs:

- 1- Verifying the commitment of departments in implementing all the financial and administrative rules and regulations observed in the Ministry .
- 2- Submitting a comprehensive report to the Minister on the auditing results and presenting appropriate proposals and recommendations.
- 3- Any other functions to be commissioned by the Minister.

Article (8)

Advisers to the Minister

The Minister will have advisers in the different fields of work who will study, analyze and give opinions of the subjects transferred to them by the Minister .

Article (9)

International Cooperation Department

The International Cooperation Department conducts the following Functions:

- 1- Managing and organizing contact among the Ministry, organizations and the regional and international agencies and organizations having relation to the activity of the Ministry.
- 2- Suggesting conventions and memorandums of understanding with the international agencies and organizations and putting the necessary drafts in coordination with the concerned organizational units in the Ministry and following – up execution post conclusion.

- 3- Coordinating with the concerned units of the Ministry with regard to the agenda of the international and regional meetings and conferences which the Ministry takes part in them.
- 4- Any other functions to be commissioned by the Minister.

Article (10)

Department of strategic planning and performance

The Department of strategic planning and performance conducts the following Functions:

- 1- Establishing a specific methodology for drawing strategic and operational plans and work- programmes of the Ministry and putting policies and their priorities of executing and measuring mechanism in the Ministry .
- 2- Preparing and developing strategic and operational plans and work- programmes of the Ministry and evaluating the results of execution thereof in coordination with the different units of the Ministry .
- 3- Attaining conformity between the Ministry's plans and programmes and the standards of quality programmes and governmental excellence.
- 4- Coordinating with the organizational units in the Ministry for establishing plans of developing performance in the Ministry according to the performance evaluation results.
- 5- Designing the measurement indexes and reporting the performance reports of all the organizational units of the Ministry .
- 6- Any other functions to be commissioned by the Minister.

Article (11)

External auditing

The External auditing conducts the following functions:

- 1- Establishing and developing a system for following and evaluating the federal legislations execution efficiency on the local level that deals with the Ministry's functions.
- 2- Identifying the competencies required for following up and evaluation and rehabilitating them in coordination with the Human Resources Department .
- 3- Submitting a comprehensive report to the Minister on the following and evaluation results and presenting suitable proposals and recommendations >
- 4- Any other functions to be commissioned by the Minister.

Article (12)

Governmental Communication Department

The Governmental Communication Department conducts the following functions:

- 1- Establishing and implementing an integrated strategy for internal and external communication according to the government directives.
- 2- Discussing fields of communication and partnership with the different institutions and departments.
- 3- Carrying out different media activities and developing the effective communication instruments with various classes of customers .
- 4- Any other functions to be commissioned by the Minister.

Article (13)

General director

The general director assists the Minister, supervises the Ministry's sectors and practices especially the following:

- 1- Partaking in drawing the Ministry's policies, strategic plans and programmes and supervises their execution post approval .
- 2- General supervision of the organizational levels of the director, developing and empowering them and following their performance results.
- 3- Proposing regulations and procedures that help improve and develop performance.
- 4- Following up the preparation of the two projects; annual budgeting and balance sheet of the Ministry and reporting them to the Minister.
- 5- Proposing the Ministry - related laws projects, protocols, by-laws and regulations and presenting them to the Minister to take the necessary actions thereon.
- 6- Presenting periodic reports to the Minister on the Ministry's activities, deliverables and work progress.
- 7- Any other functions that are commissioned to him under laws, regulations or ministerial resolutions.

The general director may transfer some of his powers to one of the executive directors or to whoever he deems appropriate from the Ministry's specialized officials .

Article (14)

The following organizational units are subordinate to the general director:

- 1- General director office
- 2- Institutional excellence department
- 3- Regions and offices
- 4- Executive director for environment affairs
- 5- Executive director for agricultural and animal affairs
- 6- Executive director for Water resources and nature conservation
- 7- Executive director for technical affairs
- 8- Executive director for supporting services

Article (16)

Institutional excellence Department

The

The Institutional Excellence Department will handle the following functions:

- 1- Applying the quality systems and the forms and requirements of developing the institutional performance and governmental excellence in a way that strengthens the culture of the customers' excellence and excellent service.
- 2- Developing the directories, by-laws and procedures of work and re- designing them and preparing the different studies of developing work according to the performance measurement results.
- 3- Applying criteria and technologies of developing the governmental services according to the approved strategies and projects .

- 4- Any other functions to be entrusted to it by the general director.

Article (17)

Regions and offices

- 1- Executing in the field, the Ministry's operational plans relating to the Ministry's functions including the implementation of the work of the plant and veterinary quarantine, issuance of licenses and permits of import and export and other services which the Ministry offers in coordination with the different organizational units.
 - 2- Coordination and cooperation with the concerned local authorities for the execution of the Ministry's work in the field.
 - 3- Presenting the different development proposals to the general department.
 - 4- Any other functions to be entrusted with by the general director.
- The following regions and offices are subordinate to the general director:(
Western Region, Northern Region, Eastern Region, Central region, Dubai office, Sharjah office, Ajman office, Umm AlQuiwain office)

Article (18)

The executive director for environment affairs

The executive director for environment affairs specializes in handling the following jobs:

- 1- Partaking in drawing the Ministry's policies, putting the strategic plan and supervising their execution within the environment affairs sector.
 - 2- Establishing plans of work and the main programmes of the environment sector and supervising them post approval.
 - 3- Coordination with its organizational units and supervising their performance and achievements to the general director.
 - 4- Following the performance development in his organizational units.
 - 5- Any other jobs he might be commissioned by the general director.
- The executive director for environment affairs may transfer some of his powers to his department managers or to whoever he deems appropriate from the specialized official.

Article (19)

The organizational units of the executive director for environment affairs are:

- 1- Air department
- 2- Climate change department
- 3- Department of chemicals and dangerous wastes
- 4- Radiation department
- 5- Department of environmental disasters and emergencies

Article (20)

Air department

The Air department will handle the following functions:

- 1- Proposing and developing policies and legislations on air protection and contamination
- 2- Establishing and developing the strategy of air protection and contamination control
- 3- Putting unified national criteria and specifications of air pollution management.
- 4- Coordination and cooperation with local partners related to air
- 5- Any other functions to be entrusted to by the executive director for environment affairs.

Article (22)

Climate change department

The Climate change department will handle the following functions:

- 1- Proposing and developing policies and legislations on climate change and renewable energies
- 2- Establishing and developing the strategy of climate change and that of the renewable energies
- 3- Putting unified national criteria and specifications of mitigation and adaptation with climate change.
- 4- Coordination and cooperation with local partners concerning climate change and renewable energies
- 6- 5- Any other functions to be entrusted to by the executive director for environment affairs.

Article (22)

Department of chemicals and dangerous wastes

The Department of chemicals and dangerous wastes will handle the following functions:

- 1- Proposing and developing policies and legislations on chemicals and dangerous wastes
- 2- Establishing and developing the strategies of chemicals and dangerous wastes
- 3- Putting unified national criteria and specifications on management of chemicals and dangerous wastes
- 4- Coordination and cooperation with local partners concerning management of chemicals and dangerous wastes
- 5- Coordination and cooperation with the regional and international organizations concerning chemicals and dangerous wastes

6 - Any other functions to be entrusted to by the executive director for environment affairs.

Article (23)

Radiation Department

The Radiation Department will handle the following functions:

- 1- Proposing and developing policies and legislations on radiation
- 2- Establishing and developing a strategy for the radiation department
- 3- Putting unified national criteria and specifications on radiation management
- 4- Coordination and cooperation with the local partners concerning the radiation management.
- 5- Reviewing and monitoring control procedures and the authorized limits of the radiation materials in water,air, soil and food on the level of the country.
- 6- Conducting and studies on improving the radiation strategy efficiency and preparing a report on the state of the radiation programmes and and activities.
- 7-Any other functions to be entrusted to by the executive director for environment affairs.

Article (24)

The Department of environmental disasters and emergencies will handle the following functions:

- 1- Proposing and developing policies and legislations on environmental disasters and emergencies
- 2-Establishing and developing the strategy of the environmental disasters and emergencies department
- 3- Executing the activities of environmental disasters and emergencies according to the observed rules of the country.
- 4- Coordination and cooperation with the local partners concerning environmental disasters and emergencies
- 5- Developing methods appropriata for prediction and mitigation of natural disasters damages. .
- 6- Any other functions to be entrusted to by the executive director for environment affairs.

Article (25)

Executive director for agricultural and animal affairs

The executive director for agricultural and animal affairs specializes in handling the following jobs:

- 1-Partaking in drawing the Ministry's policies, putting the strategic plan and supervising their execution within the agricultural and animal affairs sector.
- 2-Establishing plans of work and the main programmes of the agricultural and animal affairs sector and supervising them post approval.
- 3-Coordination with its organizational units and supervising their performance and achievements and reports them to the general director.
- 5- Following the performance development in his organizational units.

- 6- Any other jobs he might be commissioned by the general director.
- The executive director for agricultural and animal affairs may transfer some of his powers to his department managers or to whoever he deems appropriate from the specialized officials.

Article (26)

The organizational units of the Executive director for agricultural and animal affairs:

- 1- Animal and Plant Health Department
- 2- Quarantine
- 3- Agricultural Development Department
- 4- Animal Wealth Development Department
- 5- Food safety Department

Article (27)

Animal and Plant Health Department

The Animal and Plant Health Department will handle the following functions:

- 1- Proposing and developing policies and legislations on Animal and Plant Health.
 - 2- Proposing and developing strategies and legislations that are eligible to strengthen Animal and Plant Health especially in the field of animal diseases, animal contagious diseases, clinics, vet hospitals, vaccinations, vet medicines and others relating to the department.
 - 3- Putting and developing the strategy of strengthening animal and plant health.
 - 4- Putting and developing the programmes of vaccinating the animal wealth in the country in coordination and cooperation with the local agencies and the private sector.
 - 5- Coordination and cooperation with the local and international agencies concerned with Animal and Plant Health.
- 6-Any other functions to be entrusted to by the executive director for agricultural and animal affairs.

Article (28)

Quarantine Department

- 1- Proposing and developing strategies and legislations that are eligible to strengthen control of plant and veterinary quarantines.
- 2- Putting and developing the strategy of the plant and veterinary quarantine.
- 3- Putting and developing the the programmes of strengthening control of plant and veterinary quarantines
- 4- Tightening control on plant and veterinary quarantines at the level of the country.
- 5- Control of import and export of plant, animal and fish products to verify the safety of such products from all that harm the public health whether polluted with pesticides and harmful radiation or infected with diseases and pests
- 6- Coordination and cooperation with the local and international agencies concerned with consolidating control of plant and veterinary quarantines.
- 7- Issuing import and export licenses and permits on materials of plants, animals and fish .
- 8- Surveilling the international trade with the endangered plants and animals.

- 9- Issuing import and export licenses and permits of plants and animals included in the convention on trade with the endangered plants and animals (CITES).
- 10- Any other functions to be entrusted to by the executive director for agricultural and animal affairs.

Article (29)

Agricultural Development Department

The Agricultural Development Department will handle the following functions:

- 1- Proposing and developing strategies and legislations on Agricultural wealth development
- 2- Putting and developing the strategy of the agricultural development
- 3- Coordination and cooperation with the local and international agencies on agricultural development
- 4- Any other functions to be entrusted to by the executive director for agricultural and animal affairs.

Article (30)

Animal Wealth Development Department will handle the following functions:

- 1- Proposing and developing strategies and legislations on animal wealth development
- 2- Putting and developing the strategy of the animal wealth development
- 3- Putting and developing programmes that can strengthen the animal wealth development.
- 4- Coordination and cooperation with the local and international agencies on animal wealth development
- 5- Any other functions to be entrusted to by the executive director for by the executive director for agricultural and animal affairs.

Article (31)

Food Safety Department

The Food Safety Department will handle the following functions:

- 1- Proposing and developing strategies, legislations and systems on Food Safety.
- 2- Putting and developing the strategy of Food Safety.
- 3- Coordination with the local concerned authorities on implementing the policies and systems of food safety.
- 4- Any other functions to be entrusted to by the executive director for by the executive director for agricultural and animal affairs.

Article (32)

The executive director for Water Resources Affairs and Nature conservation

The executive director for Water Resources Affairs and Nature conservation specializes in handling the following jobs:

- 1-Partaking in drawing the Ministry's policies, putting the strategic plan and supervising their execution within the Water Resources Affairs and Nature conservation sector.

2-Establishing plans of work and the main programmes of the Water Resources Affairs and Nature conservation sector and supervising their implementation post approval.

3-Coordination with its organizational units and supervising their performance and achievements and reports them to the general director.

4-Following the performance development in his organizational units.

5- Any other jobs he might be commissioned by the general director.

- The executive director for Water Resources Affairs and Nature conservation Water Resources Affairs and Nature conservation may transfer some of his powers to his department managers or to whoever he deems appropriate from the specialized officials.

Article (33)

The organizational units of the executive director for Water Resources Affairs and Nature conservation

The following The executive director for Water Resources Affairs and Nature conservation are sub-obedient to the The executive director for Water Resources Affairs and Nature conservation:

- 1- Water resources Department
- 2- The Department of Marine Environment and Coastal Areas
- 3- Fish Wealth Department
- 4- Department of the Biological Diversity and Natural Sanctuaries
- 5- Desertification Control Department
- 6- Dams Department

Article (34)

Water Resources Department

The Water Resources Department will handle the following functions:

- 1- Proposing and developing strategies and legislations on Water Resources Department
- 2- Proposing and developing strategies, legislations and unified work mechanisms on waste Water, drainage issues, water quality and water use rationalization.
- 3- Putting and developing the strategy of managing water resources and protecting them.
- 4-Putting and developing unified national criteria for managing water resources and protecting them.
- 5- Coordination and cooperation with the local and private agencies concerned with managing water resources and protecting them.
- 6- Any other functions to be entrusted to by the executive director for Water Resources Affairs and Nature conservation .

Article (35)

The Department of Marine Environment and Coastal Areas

The Department of Marine Environment and Coastal Areas will handle the following functions:

- 1- Proposing and developing strategies and legislations on The Department of Marine Environment and Coastal Areas
- 2- Putting and developing a strategy for protecting the Marine Environment and Coastal Areas.
- 3- Putting and developing unified national criteria and specifications for protecting the Marine Environment and Coastal Areas.
- 4-Coordination and cooperation with the local partners on Marine Environment and Coastal Areas.
- 5- Evaluating and developing protective measures to mitigate the pollution of marine environment
- 6-Any other functions to be entrusted to by the executive director for Water Resources Affairs and Nature conservation .

Article (36)

Fish Wealth Department

The Fish Wealth Department will handle the following functions:

- 1- Proposing and developing strategies and legislations on Fish Wealth Department
- 2- Putting and developing a strategy for protecting Fish Wealth Department
- 3- Putting and developing unified national criteria and specifications for protecting the Fish Wealth in export and import
- 4-Coordination and cooperation with the local partners protecting and developing Fish Wealth .
- 5-Any other functions to be entrusted to by the executive director for Water Resources Affairs and Nature conservation .

Article (37)

Department of Biological Diversity and Natural Sanctuaries

The Department of Biological Diversity and Natural Sanctuaries will handle the following functions:

- 1- Proposing and developing strategies and legislations on Biological Diversity and Natural Sanctuaries

2- Putting and developing a strategy for protecting the Biological Diversity and Natural Sanctuaries

3- Putting and developing unified national criteria and specifications for protecting the biological diversity and the natural sanctuaries.

4-Coordination and cooperation with the local partners on the biological diversity and the natural sanctuaries.

5-Any other functions to be entrusted to by the executive director for Water Resources Affairs and Nature conservation .

Article (38)

Desertification Control Department

The Desertification Control Department will handle the following functions:

1- Proposing and developing strategies and legislations on the Desertification Control

2- Putting and developing a strategy for Controlling Desertification and developing the desert areas.

3- Coordination and cooperation with the local partners on Desertification control

4- Any other functions to be entrusted to by the executive director for Water Resources Affairs and Nature conservation .

Article (39)

Dams Department

The Dams Department will handle the following functions:

- Proposing and developing strategies and legislations on Dams Department And water constructions

2- Putting and developing a strategy for Dams Department and water constructions

3- Putting and developing unified national criteria and specifications for Dams Department And water constructions

4-Coordination and cooperation with the local partners concerning Dams Department And water constructions

5- Putting programmes of dams control and water constructions and supervising their building and maintenance.

6- Conducting initial valleys studies and technical operations and suggesting dams locations, means of water catchments and evaluating its efficiency in replenishing ground aquifers.

7-Any other functions to be entrusted to by the executive director for Water Resources Affairs and Nature conservation .

Article (40)

Executive director for technical affairs

The executive director for technical affairs specializes in handling the following jobs:

- 1-Partaking in drawing the Ministry's policies, putting the strategic plan and supervising their execution within the technical affairs sector.
- 2-Establishing plans of work and the main programmes of the technical affairs and supervising them post approval.
- 3-Coordination with its organizational units and supervising their performance and achievements and reports them to the general director.
- 4- Following the performance development in his organizational units.
- 5- Any other jobs he might be commissioned to by the general director.

- The executive director for technical affairs may transfer some of his powers to his department managers or to whoever he deems appropriate from the specialized officials.

Article (41)

The organizational units of the Executive director for technical affairs

- 1- Laboratories Department
- 2- Department of Marine Environment Researches Centre
- 3- Experiments Stations Department
- 4- Information Centre and Statistic Department
- 5- Education and Awareness Department

Article (42)

The Laboratories Department will handle the following functions:

- 1- Putting and developing a strategy for the Laboratories Department in the Ministry
- 2- Putting and developing the work mechanism of the Ministry's laboratories and obtaining international accreditation .
- 3- Testing and analyzing all the samples- related Ministry activities
- 4- Participating with the organizational units in studies and researches relating to the Ministry work.
- 5- Any other functions to be entrusted to by the executive director for technical affairs.

Article (43)

Department of Marine Environment Researches Centre

The Department of Marine Environment Researches Centre will handle the following functions:

- 1- Putting and developing a strategy for the Department of Marine Environment Researches Centre
- 2- Conducting joint studies with the local, regional and international authorities on marine environment.
- 3- Conducting joint studies and researches on the biological, chemical and physical seas sciences.

- 4- Monitoring the environment pollutants in coordination with the organizational units and local authorities.
- 5- Publishing the results of studies and researches and conveying them to society.
- 6- Cooperation and coordination with the local, regional and international authorities on marine environment development.
- 7- Any other functions to be entrusted to by the executive director for technical affairs.

Article (44)

Experiment Stations Department

The Experiment Stations Department will handle the following functions:

- 1- Putting and developing a strategy for the Experiment Stations Department
- 2- Putting a plan of work on the experiments and researches being conducted in coordination with the different Ministry's sectors.
- 3- Conducting studies, researches and experiments concerning cultivation, water and animal wealth.
- 4- Documenting and publishing the results of researches in the stations according to the acknowledged systems.
- 5- Coordination and cooperation with the local, regional and international authorities relating to the Ministry's work.
- 6- Any other functions to be entrusted to by the executive director for technical affairs.

Article (45)

Information Centre and Statistic Department

The Information Centre and Statistic Department will handle the following functions:

- 1- Putting and developing a strategy for the Information Centre and Statistic Department
- 2- Collecting, keeping, treating, classifying and publishing the information and statistics of the Ministry's work.
- 3- Putting and developing criteria and systems on Collecting, keeping, treating, classifying and publishing the information and statistics of the Ministry's work.
- 4- Putting and developing the policies and criteria of the knowledge management culture relating to the Ministry's activity.
- 5- Coordination and cooperation with the local agencies and regional and international organizations on developing and publishing the information and statistics relating to the Ministry's activity and exchanging information by the most modern information technologies.
- 6- Designing and developing the site of the centre on the Internet in harmony with the future developments in management of the environmental and agricultural information
- 7- Any other functions to be entrusted to by the executive director for technical affairs.

Article (46)

Education and Awareness Department

The Education and Awareness Department will handle the following functions:

- 1- Putting and developing a strategies for education and awareness on the Ministry's work
- 2- Putting and developing programmes of education and awareness in the country in Coordination and cooperation with the local agencies and the private sector on things relating to the work of the Ministry.
- 3- Preparing and issuing educational and awareness pamphlets and magazines in the work of the Ministry.
- 4- Coordination and cooperation with the regional and international agencies on Education and Awareness on things relating to the work of the Ministry.
- 5- Any other functions to be entrusted to by the executive director for technical affairs.

Article (47)

Executive Director for Supporting Services

The Executive director for Executive Director for Supporting Services will handle the following functions:

- 1-Partaking in drawing the Ministry's policies, putting the strategic plan and supervising their execution within the Supporting Services sector
 - 2-Establishing plans of work and the main programmes of the Supporting Services sector and supervising them post approval.
 - 3-Coordination with its organizational units and supervising their performance and achievements and reports them to the general director.
 - 4- Following the performance development in his organizational units.
 - 7- Any other jobs he might be commissioned by the general director.
- The executive director for Supporting Services may transfer some of his powers to his department managers or to whoever he deems appropriate from the specialized officials.

Article (48)

The organizational units of the Executive Director for Supporting Services are:

- 1- Human resources Department
- 2- Financial recources Deparment
- 3- Legal affairs Department
- 4- Services department
- 5- Information technology department

Article (49)

Human resources Department

The Human resources Department will handle the following functions:

- 1- Planning, developing, training and emiratizing the human resources within the framework of the policies and federal strategic planning for the human resources according to the needs of the organizational units.
- 2- Providing qualified human resources according to the actual needs of the organizational units.
- 3- Enforcing the human resources procedures on the basis of the human resources policies and the human resources law.
- 4- Any other jobs he might be commissioned by the executive director for Supporting Service

Article (51)

Legal affairs department

The Legal Supporting Services will handle the following functions:

- 1- Preparing studies and projects of laws, resolutions, agreements and by-laws related to the Ministry for submission to the competent authorities in coordination with the different organizational units .
- 2- Preparation for lawsuits in which the Ministry is a part and coordinating with the competent authorities
- 3- Studying complaints and grievances and conducting the administrative investigations in the matters transferred to it.
- 4- Preparing and reviewing the management contracts related to the work of the ministry.
- 5- Any other jobs he might be commissioned by the executive director for Supporting Service

Article (52)

Services Department

The Services Department will address the following functions:

- 1- Providing means of the administrative and logistic support and assistance for all the organizational units of the Ministry .
- 2- Establishing an annual plan to keep the Ministry's properties in safe by carrying out periodic maintenance and insuring them according to the enforced laws and by-laws.
- 3- Putting and implementing the systems and criteria related to security, safety and cleanliness of the Ministry's building and offices.
- 4- Organizing and using transport means and communication and following up contract procedures of such services.
- 5- Documenting, classifying and keeping the Ministry's documents according to the observed systems and keep them in secrecy and security to be recovered as the need may arise by using Information technology.
- 6- Carrying out the different public relations activities of the Ministry's work.
- 7- Providing and developing out- customers services.
- 8- Any other jobs he might be commissioned by the executive director for Supporting Service

Article (53)

Information technology Department

The Information technology Department will handle the following functions:

- 1- Identifying the needs for equipments, programmes and the technological systems and developing them and consolidating the operations of electronic link according to the needs of the electronic government and strategy of the Ministry.
- 2- Making sure of the readiness, safety and security of all the equipments, programmes and the technological operating systems and following up their performance.
- 3- Providing the technological supporting and assisting services for all the organizational units of the Ministry.
- 4- Preparing systems for managing the content of the Ministry's website.

- 5- Any other jobs he might be commissioned by the executive director for Supporting Service

General provisions

Article (54)

It is impermissible to amend the approved organizational structure except by a decision from the cabinet according to the observed procedures.

Article (55)

The Minister will issue the necessary resolutions to determine the powers of those responsible for the regions, offices and their organizational units .

Article (56)

The Minister will issue the necessary resolutions for enforcing the organizational structure and he may establish, create and amend the organizational units of the departments in the organizational structure (section/ division) and identifying their functions according to the procedures observed in this concern.

Article (57)

The previous texts that contradict the provisions herein are deemed to void and nil .

Article (58)

This resolution will be published in the official gazette and enforced as from the date of its issuance.

Mohammed Bin Rashid Al Mektoom
Prime Minister

Issued by us on:

17th. Jamadi ElAwali 1430 H.

Corresponding to: 12th. May 2009 AD

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