

**Emiri Decision No (50) of 2009
Organising the General Secretariat for
Developmental Planning (GSDP)**

We, Tamim Bin Hamad Al Thani, Deputy Emir of the State of Qatar,
After viewing the Constitution,

And the Emiri decision No (39) of 2006 establishing the General Secretariat for
Developmental Planning (GSDP),
And the suggestion submitted by the Council of Ministers,
Have decided the following:

Article (1)

For the enforcement of this decision, the following words and phrases carry definitions
written against each, unless the text requires otherwise:

The General Secretariat:	The General Secretariat for Developmental Planning
The Secretary General:	Secretary General of the GSDP
The General Director:	General Director of the GSDP

Article (2)

The General Secretariat for Developmental Planning shall be a body corporate with a
budget attached to the State general budget.

Article (3)

The General Secretariat shall report to the Heir Apparent and located in Doha.

Article (4)

The General Secretariat shall aim at monitoring the implementation of the
comprehensive development vision, for which purpose it shall carry out the following
tasks:

- 1- Prepare the development general strategic plan for the achievement of the
comprehensive development vision– stating in it the development priorities,
its quantitative objectives in the economic, social and demographic fields as
well as determining the mechanisms necessary for achieving them – after
consultation with the government agencies and surveying the opinion of the
private sector and civil society organizations.
- 2- Explain the comprehensive vision and the development general strategic plan
to the concerned agencies, stakeholders and civil society organizations.
- 3- Conduct research and studies related to the comprehensive vision and the
development general strategic plan.

- 4- Explain the comprehensive vision and the development general strategic plan to the different agencies and provide technical assistance on the preparation of executive plans.
- 5- Review executive plans set by different agencies to ensure effective coordination among these agencies, verify the consistency of these plans with the development general strategic plan to confirm the absence of contradiction among the executive plans provided by the different agencies in the State and inform the concerned agencies and the higher authorities about any inconsistency if found.
- 6- Periodically monitor the progresses achieved in the implementation the plans and prepare performance assessment reports that include the necessary corrective measures.
- 7- Analyze the results of the official statistical data and utilize these results in activating the General Secretariat's functions and preparation of plans.
- 8- Connect the planning with the official statistical indicators in different economic, social and demographic fields among other areas.
- 9- Activate the results of the quantitative and qualitative official statistical data in the formulation of the development comprehensive vision and in the preparation of the related strategic plans.
- 10- Any tasks - within its competence -assigned by the Heir Apparent.

Article (5)

The comprehensive vision and the development general strategic plan may both be adjusted whenever necessary.

Article (6)

All Ministries, government agencies and public organizations shall prepare medium – term implementation plans including activities, projects and programs through which they engage in the implementation of the development strategic plan.

Article (7)

The General Secretariat shall be presided by a Secretary General of expertise and efficiency in the planning field and shall work on a full-time basis. The Secretary General shall be appointed by an Emiri decision, which defines his grade.

Article (8)

The Secretary General shall oversee all technical, administrative and financial works required by the General Secretariat, and he may- in particular- carry out the following:

1. Develop a general policy for the General Secretariat and monitor its implementation.
2. Oversee the preparation of long-term development studies in the State.
3. Approve the General Secretariat's short- term plans, programs and projects and follow up their implementation.
4. Oversee the preparation of the development general strategic plan.
5. Submit periodical report to the Heir apparent on the General Secretariat's activities and technical, administrative and financial status.
6. Prepare a report, every three months, on the GSDP's work and activities and the implemented plans and programs, together with his recommendations and suggestions.
7. Propose legislations related to the General Secretariat's functions.
8. Propose the General Secretariat's estimated annual budget.
9. Any other tasks assigned by the Heir apparent.

Article (9)

The General Secretariat shall have a Director General, whose appointment shall be by an Emiri Decision, and shall carry out under the supervision the Secretary General all technical, financial and administrative affairs according to the agreed regulations and systems within the annual budget's limits. The Director General shall, in particular, pursue the following:

1. Propose the general policy for the General Secretariat and monitor its implementation.
2. Propose the General Secretariat's short- term plans, programs and projects and follow up their implementation.
3. Oversee the General Secretariat's work and ensure efficiency.
4. Follow up the long-term development studies in the State.
5. Engage in the preparation of the comprehensive vision and the development general strategic plan.
6. Any other tasks assigned by the Secretary General.

Article (10)

The Director General represents the General Secretariat before the judicial authority and other parties.

Article (11)

The General Secretariat shall consist of the administrative units described in the attached organisation structure, as follows:

A. Administrative units report to the Secretary General:

1. Secretary Generals Office.
2. Public Relations and Communications Unit
3. Internal Auditing Unit.

B. Administrative units report to the Director General:

1. Director General's Office.
2. Economic Development Department
3. Social Development Department
4. Institutional Development Department
5. Joint Services Department

Article (12)

The Public Relations and Communications Unit shall carry out the following tasks:

1. Issue media programs, bulletins and newsletters that introduce the GSDP's roles, responsibilities and activities, in coordination with the concerned administrative unit.
2. Follow up media stories and reports on the GSDP appeared in daily newspapers and other media and forward them to the concerned official for response.
3. Arrange necessary preparations for the GSDP's guests, including hotel reservation, entry visa, hospitality arrangements, and welcome and farewell reception in coordination with the Joint Services Department.
4. Organise social, cultural and sports activities for the GSDP's employees and oversee the organisation of festivals hosted or co-hosted by the GSDP.
5. Organise conferences, seminars and exhibitions hosted by the GSDP and prepare their budgets, in coordination with the Joint Services Department.

Article (13)

The Internal Auditing Unit shall carry out the following tasks:

- 1- Develop a draft for the GSDP's annual auditing plan and submit it to the Secretary General for approval and prepare reports on auditing results.
- 2- Monitor the extent of implementation of laws, regulations and decisions related to the GSDP's activities.
- 3- Verify the coherence and consistency of the work systems with the GSDP's responsibilities and objectives and submit necessary proposals in this regard.
- 4- Monitor and maintain different the general ledger and financial documents, payment order, receipt invoices and other documents following the payment process.
- 5- Examine the GSDP work problems and obstacles, review reasons behind work-related problems and propose appropriate solutions.
- 6- Review the applied financial instructions, propose adequate changes and monitor the implementation.
- 7- Monitor the procedures set for recruitment of employees, staff leave, promotion and other personnel-related issues and verify adherence to the applied laws, regulations, rules and decisions.
- 8- Ensure accuracy of funds, furniture, equipment, buildings and assets owned or supervised by the GSDP.
- 9- Participate in the inventory of the contents of the GSDP stores and assets.

Article (14)

The Economic Development Department shall carry out the following tasks:

- 1- Participate in setting a concept for the comprehensive vision and the general strategic plan for the economic development in the State.
- 2- Assist the GSDP Director General in presenting the economic aspects of the comprehensive vision and the general strategic plan to the concerned agencies and stakeholders.
- 3- Monitor and follow up of the growth of the State's economic development.
- 4- Prepare studies on long-term economic development.
- 5- Prepare studies on economic analysis and economic expectation.
- 6- Activate the results of the statistical indicators and analysis adopted in the department activities.

Article (15)

The Social Development Department shall carry out the following tasks:

- 1- Participate in setting a concept for the comprehensive vision and the general strategic plan for the social development in the State.
- 2- Assist the General Secretary in presenting the social aspects of the comprehensive vision and the general strategic plan to the stakeholders and concerned agencies and help them engage in the progress of the social development in the State.
- 3- Monitor and follow up of the development of the demographic structure in the State in educational, labor, health and other aspects related to the social status.
- 4- Prepare studies on long term social development.
- 5- Utilize the results of the statistical indicators and analysis in the department activities.

Article (16)

The Institutional development Department shall carry out the following tasks:

- 1- Participate in setting a concept for the comprehensive vision and the general strategic plan for improving the performance of government agencies in the State.
- 2- Conduct studies on the government agencies' performance and its progress through different stages for the purpose of implementing the development strategic plan.
- 3- Propose economic activities and areas pursued by the private sector.
- 4- Provide the necessary support to government agencies regarding the formulation of their strategic plans.
- 5- Utilize the results of the statistical indicators and analysis in the department activities.

- 6- Provide the necessary support to government agencies for building capacities in planning and institutional development areas.

Article (17)

The Joint Services Department shall carry out the following tasks:

- 1- Enforce financial and administrative laws, regulations and systems related to the GSDP functions.
- 2- Carry out the GSDP legal affairs-related issues.
- 3- Provide the GSDP administrative units with the required equipment and services necessary for performing their tasks, in coordination with other administrative units.
- 4- Determine the GSDP's needs in terms of jobs and staff, in coordination with other administrative units.
- 5- Determine the GSDP's training requirements, in coordination with different administrative units, implement training programs and evaluate the business impact and effectiveness of training programs.
- 6- Carry out the procurement, tender and auction tasks according to the rules and systems applied in the State.
- 7- Prepare different payment documents and orders and other financial transactions.
- 8- Prepare the GSDP's estimated general budget.
- 9- Oversee the implementation of financial statements, credits, auditing and revenues and expenditure tasks.
- 10- Carry out all tasks related to the information systems and computer software and hardware.
- 11- Carry out maintenance works necessary for the GSDP's buildings, facilities, tools and equipment in coordination with the concerned agencies.
- 12- Provide administrative services and oversee the work of the GSDP's stores.
- 13- Receive and record the incoming/outgoing mail and organize the GSDP's archive according to advanced filing methods.

Article (18)

The General Secretariat may seek outsourced technical expertise from accredited experts, consulting firms or concerned agencies to help the GSDP perform its tasks, achieve its goals, or prepare the necessary plans, programmes, studies and research in the area of its responsibilities.

Article (19)

The roles and responsibilities of the Secretary General's Office and the Director General's office shall be defined by a decision to be issued by the Secretary General.

Article (20)

The Heir Apparent may change the organisation of the GSDP's administrative units by addition, cancellation or merger, and define their roles and responsibilities based on a suggestion submitted by the Secretary General.

The Secretary General may issue a decision - for the public interest - establishing sections within the GSDP's departments, adding, canceling or merging these sections, and define their roles and responsibilities based on a suggestion submitted by the Director General.

Article (21)

The referred to Emiri Decision No (39) of 2006 shall be null void.

Article (22)

All competent authorities, each within its area of competence, shall implement this decision, which shall come into force from the date of issue and published in the Official Gazette.

Tamim Bin Hamad Al Thani
Deputy Emir of the State of Qatar

Issued at the Emiri Diwan on 14 Sha'ban, 1430 Hijri
C/t. 05 August 2009.

GSDP Organization Structure

