

Decree-Law No. 35 of 1995 organising the Emiri Diwan and assigning its Competencies 35 / 1995

Number of Articles: 20



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We, Hamad Bin Khalifa Al-Thani, Emir of the State of Qatar,
Having perused the Amended Provisional Constitution, in particular Articles 23, 27, 31 and 34 thereof;
Law No. 5 of 1970 determining the powers of the Ministers and assigning the competencies of the Ministries and other government agencies, and the amending laws thereof;
Decree-Law No. 22 of 1990 organising the Ministry of Emiri Diwan Affairs and assigning the competencies thereof;
Emiri Order No. 2 of 1995 reforming the Council of Ministers; and
The draft Law submitted by the Council of Ministers;
Hereby promulgate the following:

Articles

Article 1

The Emiri Diwan shall be organised and its competencies assigned as set out in this Law.

Article 2

The Head of the Emiri Diwan shall be appointed by an Emiri Order, shall hold the rank of minister with the same powers prescribed legally to the Minister, and shall be an *ex-officio* manager of the Emir's Office.

Article 3

The Emiri Diwan shall exercise the competencies determined in this Law for its different administrative units stated therein, as well as the general competencies stated in Law No. 5 of 1970 referred to above.

Article 4

Taking into account the Minister's general competence in accordance with the provisions of Law No. 5 of 1970, referred to above, the Head of the Emiri Diwan shall exercise the following competencies:

1. Supervising the management of the Diwan's affairs generally and the methods of conducting its competencies.
2. Issuing the decisions necessary for the organisation of work in the Diwan.
3. Supervising all matters related to visits by heads of state to the Emir and the visits by the Emir to them.
4. Presenting the following matters to the Emir and implementing his instructions thereon:
 1. Letters addressed to the Emir by heads of state and governments.
 2. Proposed legislative tools.
1. Informing the Emir of the important matters in the political, economic and other fields.
2. Informing the concerned authorities of the Emir's instructions.
3. Any other tasks assigned to him by the Emir.

Article 5

The Head of the Diwan shall have an office manager who shall follow him directly and shall exercise the following competencies:

1. Organising the files, correspondence and papers of the Head of the Diwan's office.
2. Receiving and delivering correspondence addressed to the Head of the Diwan.
3. Distributing such correspondence to the competent bodies to study it according to the instructions of the Head of the Diwan.
4. Preparing memoranda and correspondence assigned to him by the Head of the Diwan.
5. Contacting various bodies regarding submission of the required documents and data.
6. Notifying the competent authorities of the Head of the Diwan's instructions and informing him of action taken thereon.
7. Attending meetings and discussions and preparing a record thereof.

Article 6

A unit for planning and following-up shall be established by a decision of the Head of the Diwan. This unit shall exercise the competencies stated in Emiri Resolution No. 4 of 1989 establishing the Supreme Council for Planning

The Emiri Diwan shall consist of the following administrative units:

1. Department of Emiri Protocol.
2. Department of Political Affairs.
3. Department of Media Affairs.
4. Department of Economic Studies.
5. Department of Legal Studies.
6. Department of Administrative and Financial Affairs.
7. Department of Follow-up.

Article 8

Each Department of the Diwan shall have a Manager, who shall be directly responsible to the Head of the Diwan and exercise the following competencies:

1. Managing the Department's affairs, following up its work flow and coordinating the sections and offices which follow it.
2. Proposing balanced decisions that are required for the development of the Department's activity.
3. Preparing the draft budget allocation of the Department.
4. Making decisions and identifying the various transactions that falls within its competencies.

Article 9

The Department of Emiri Protocol shall be specialised in the following:

1. Organising reception ceremonies for heads of state, Crown Princes, Emirs, Vice-Presidents and heads of governments, and organising their residence and farewell ceremonies.
2. Arranging programmes of the Emir's visits inside and outside the State.
3. Organising presentation ceremonies for the accreditation of ambassadors.
4. Receiving the Diwan's senior visitors and determining their meetings and appointments with the Emir.
5. Arranging honours ceremonies at official events and organising invitations to official parties and banquets called by the Emir.
6. Preparing telegrams sent by the Emir to heads of state on different occasions.
7. Conducting procedures for the granting of medals and making suggestions and recommendations thereon.
8. Organising and supervising the Department's transportation affairs.

Article 10

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

1. Preparing, analysing and assessing studies on local, regional and international events and developments and commenting thereon.
2. Preparing draft letters and books of the Diwan.

Article 11

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

1. Publishing the most important news and articles provided by the various media related to local, regional and international affairs.
2. Preparing draft statements and declarations issued by the Diwan.
3. Reviewing books, articles and pamphlets referred to it and preparing a summary thereon.
4. Conducting translation work referred to it.

Article 12

The Department of Economic Studies shall be specialised in the following:

1. Following up local economic, financial and oil developments in particular and regional and international developments in general that have important implications for the Qatari economy.
2. Providing advice on the making of economic development policies in the State and analysing and evaluating laws and procedures that affect such policies.
3. Expressing an opinion on the economic issues referred to it and preparing necessary studies or reports.

Article 13

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

1. Expressing an opinion on draft laws and other legislative tools referred to it.
2. Expressing an opinion on legal issues referred to it.
3. Studying correspondence relevant to legal matters addressed to the Diwan and responding to them.
4. Conducting legal studies and research.

Article 14

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

1. Applying all administrative and financial rules and regulations.
2. Implementing procedures related to personnel affairs.
3. Determining the Diwan's manpower requirements in coordination with other Departments.
4. Estimating the Diwan's personnel training requirements in coordination with other Departments.
5. Preparing the Diwan's draft allocation budget and following up its implementation.
6. Establishing and managing information technology.
7. Proposing the establishment and development of the Diwan's rules, regulations and

working methods in coordination with other Departments.

8. Providing supplies and equipment necessary for the work of the administrative units in the Diwan.

Article 15

The Amiri Flight shall be specialised in the following:

1. Organising flights of the Emiri airplanes.
2. Operating and maintaining the Emiri airplanes and keeping their safety.
3. Organising the use of airplanes and distributing the work among them.

The Amiri Flight shall have an independent annual budget attached to the Emiri Diwan budget.

The Unit of Amiri Flight has been abolished by Emiri Resolution No. 54 of 1998.

ألغيت وحدة الطيران الأميري بالقرار الأميري رقم 54 (لسنة 1998)

Article 16

The organisation of the administrative units which comprising the Diwan may be amended by addition, deletion and merger and their competences may be assigned and amended by a Resolution of the Emir upon the proposal of the Head of Diwan.

Article 17

Sections in the administrative units which comprise the Diwan may be established, abolished and merged as required by the public interest and their competencies may be determined and amended by a resolution of the Head of Diwan.

Article 18

The Head of Diwan shall issue the regulations and decisions necessary for the implementation of this Law.

Article 19

Each provision that violates the provisions of this Law and Decree-Law No. 22 of 1990 organising the Ministry of Emiri Diwan Affairs and assigning the competencies thereof shall be rescinded.

Article 20

All competent authorities, each within its jurisdiction, shall enforce this Law which shall come into force from the date of its publication in the *Official Gazette*.

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