

IN THE NAME OF GOD THE MERCIFUL,
THE COMPASSIONATE





FOLLOW UP BUREAU

**PRINCIPLES AND OBJECTIVES
OF LABOUR AND SOCIAL POLICIES
AND INTERNAL RULES AND REGULATIONS.**



DOCUMENTARY SERIES (8)

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*In the Name of God
The Merciful,
The Compassionate*





FOREWORD

The Council of Ministers of Labour and Social Affairs of the Arab Gulf States is being established as an embodiment of the free will of these States. Their unanimity, reflecting their awakeness, realisation of the most critical and historical stage of the region, amidst challenges and changeable social events associated with the development and welfare of humanity in the region being as the targetted means and objectives to build communities and nations to secure their prosperity.

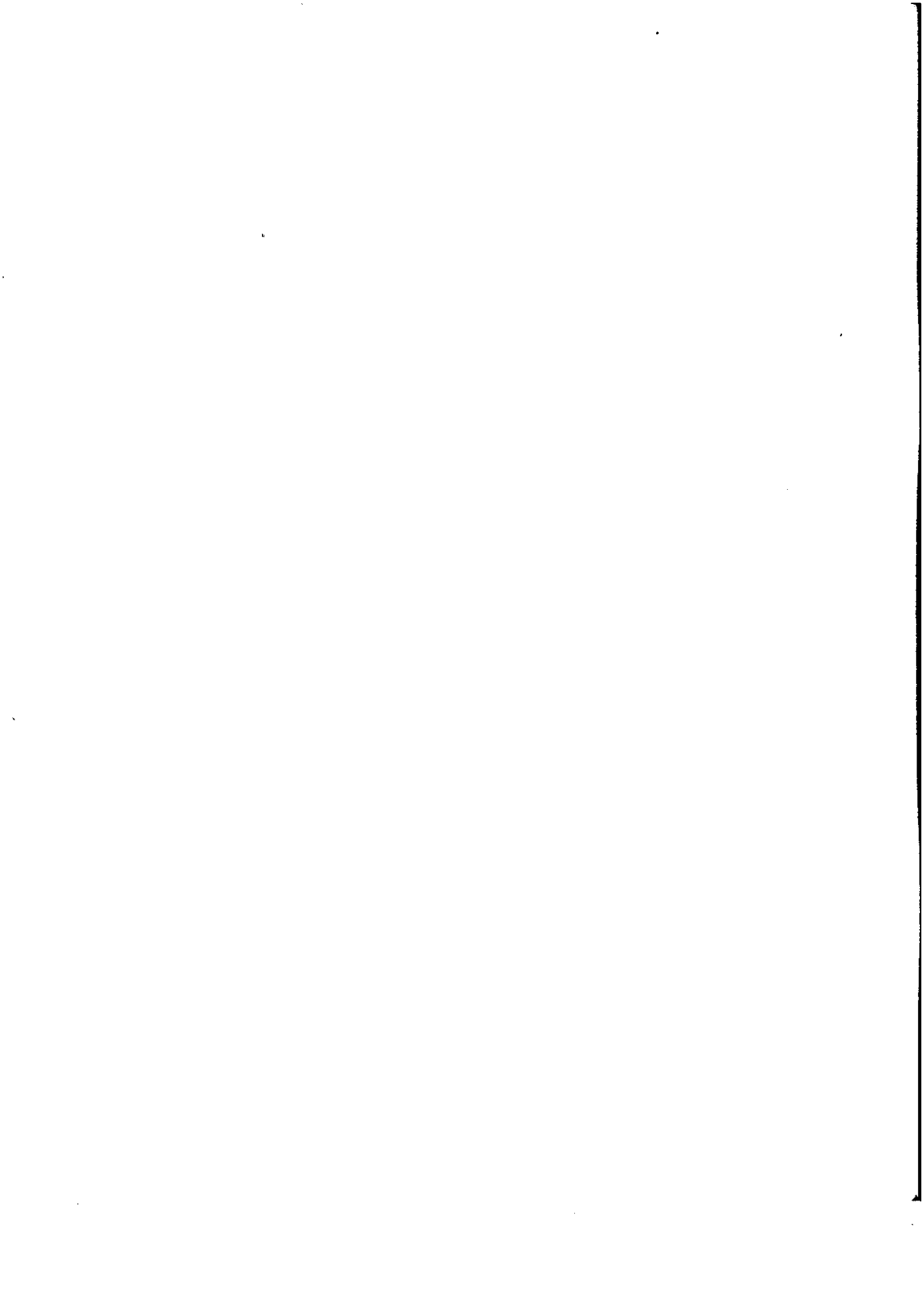
The Council has been established as a necessity for the joint Gulf projects based on co-operation, co-ordination and integrity among the Arab States in the Gulf, in order to ensure the upraising of the community and the man in the region. The basic principles and the general objectives of the labour and social policies approved by the Constituent Conference in 1978 have constituted in their formula and content the objective as a principle and a premise and as a mean and technique for framework to form a joint view for the Member States towards the scopes and fields of collective work. It would determine the targets of the Arab States in the Gulf and the framework for the Council and its future plans.

The first edition of such documentary series, previously published by the Council contain principles and objectives of the Constituent Conference. In this new publication the Bureau re-publishes this document translated into English language, being the Bureau's first publications. It also contains the principles and objectives of the Constituent Conference including a set of regulations for the Council of Ministers and the Committee of Under-Secretaries as well as the organisational structure and work system for the Follow-Up Bureau.

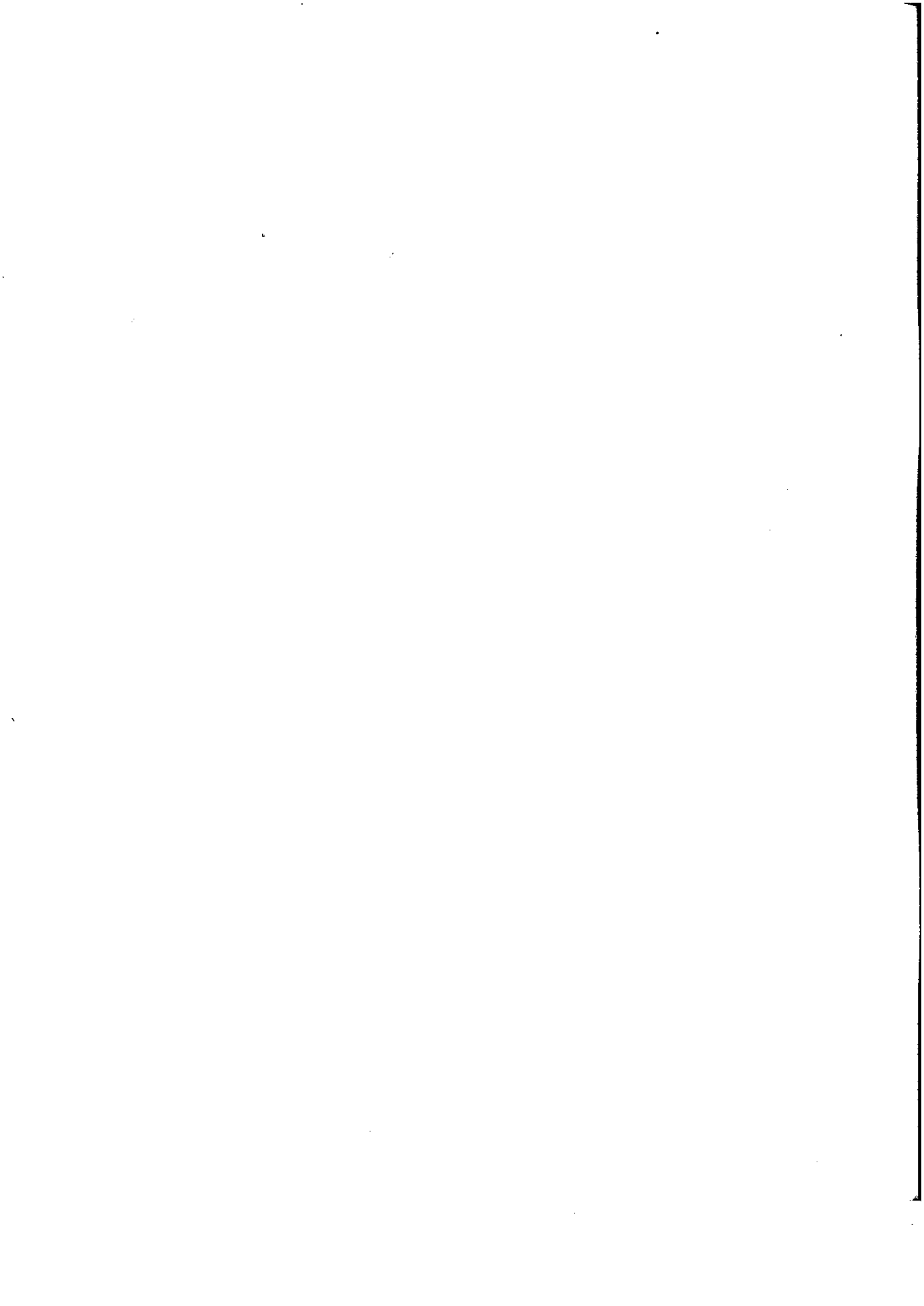
In publishing such series we envisage to meet the needs for the introduction of the principles and objectives of the Council. Moreover, this would assist in broadening the insights pertaining to the activities performed by the Follow-Up Bureau and its competencies.

August 1988

FOLLOW-UP BUREAU

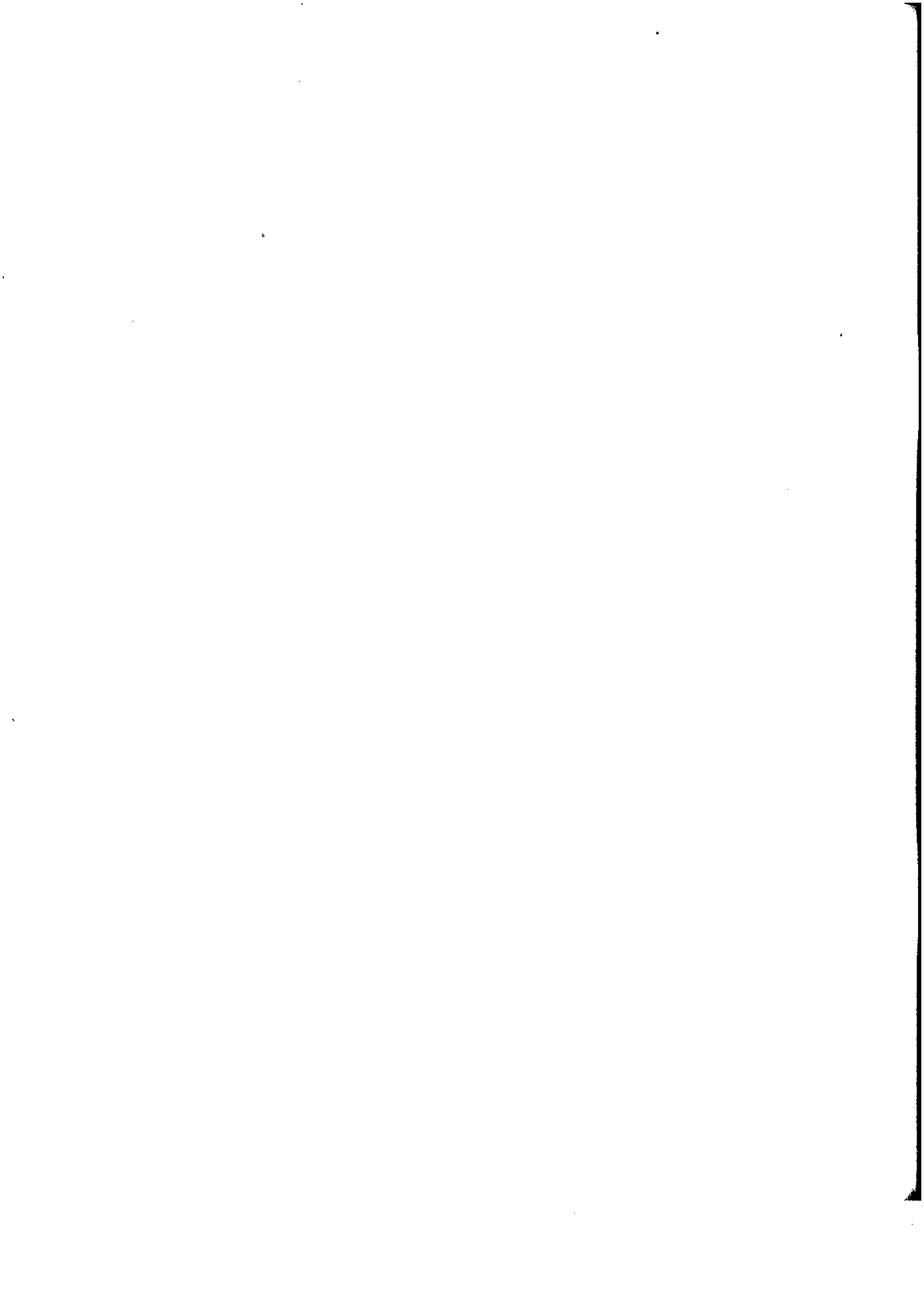


**PRINCIPLES AND OBJECTIVES
OF LABOUR AND SOCIAL POLICIES
AND INTERNAL RULES AND REGULATIONS**



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**BASIC PRINCIPLES AND GENERAL OBJECTIVES
OF LABOUR AND SOCIAL POLICIES
OF THE ARAB GULF STATES**



Basic Principles and General Objectives of Labour and Social Policies of the Arab Gulf States

Believing that the Arab Gulf States form an intergrated unity in values, reality, and conditions,

and that the strengthening of co-operation and co-ordination in the Labour and Social fields among these states would enhance such unity,

and in accordance with His Excellency Shaikh Issa Bin Mohamed Al-Khalifa, the Minister of Labour and Social Affairs of the State of Bahrain initiative,

and in line with what was agreed upon by their Excellencies the Ministers of Labour and Social Affairs of the Arab Gulf States in January 1977 in the 3rd Conference of the Arab Ministers of Social Affairs in Riyadh, Saudi Arabia,

and in March 1977 in the 6th Arab Labour Conference in Alexandria, the Arab Republic of Egypt,

and in June 1977 in the 63rd Session of the International Labour Conference in Geneva, and in November 1977 during the 4th Conference of the Arab Ministers of Social Affairs in Cairo,

and in line with of the recommendations of the Committee of the Under-Secretaries of the Ministers of Labour and Social Affairs of the Arab Gulf States issued in the meetings which was convened on 7 and 8 January 1978 in Bahrain.

The 1st Conference of Ministers of Labour and Social Affairs of the Arab Gulf States, (*) by God's blessing, was convened between 6th & 8th February 1978 in Bahrain. The Conference discussed a series of basic principles and general objectives of the Labour and Social policies and adopted the following resolutions:

(*) Under the 4th resolution of the Conference it was established that the 1st Conference of Ministers of Labour and Social Affairs of the Arab Gulf States would be considered as a Constituent Conference. The delegations participating in the said Conference represented the Governments of the United Arab Emirates, The State of Bahrain, The Kingdom of Saudi Arabia, The Republic of Iraq, The Sultanate of Oman, The State of Qatar and The State of Kuwait.

First : In the Labour Field

Believing in the importance of the role of the Arab manpower in the Gulf States in achieving economic and social development, and to achieve social peace in the area, and in compliance with the principles and objectives included in the Arab Labour Charter, and by the guidance of the Arab and International Labour Agreements, the 1st Conference of Ministers of Labour and Social Affairs of the Arab Gulf States hereby declare that the basic principles and objectives of the Labour policy are as follows:

I. The participation in the achievement of economic & social development :

The Member States shall so contribute by the co-ordination of the policies of manpower planning & development through the following means:

- a. Determining the means and methods which will maintain full utilization of manpower in the Member States.
- b. Establishing equality in all labour fields, and working to secure the freedom of travel, residence and employment among the Member States within their respective laws and regulations.
- c. Agreeing on the best possible means to ensure the provision of the necessary manpower for the carrying out of development projects in each state, and establishing the programmes which will utilise the said manpower.
- d. Attracting the Arab manpower working outside the Arab world, and providing them employment opportunities and the necessary guarantees for their settlement.
- e. Setting up the necessary programmes for the best utilization of the available and expected manpower in the Member States through the co-ordination of the planning instruction and vocational training programmes.

II. The participation in the achievement of social peace:

The Member States shall work to achieve this objective through mutual co-ordination in the field of labour legislation, and in particular those relating to the wage policy, social insurance and stability of industrial relations guided by the Arab and International Labour agreements.

III. The participation in increasing & improving productivity:

The Member States shall work to achieve this objective through co-ordination in the following areas:

- a. Agreeing on the basic principles on which each state shall provide social services to workers in order to improve productivity and to keep the workers in a good standard of living.
- b. Setting up the necessary programmes for the protection of human resources, and co-ordinating these programmes in the field of health and occupational safety and providing the means and methods to prevent industrial injuries and occupational diseases.
- c. Co-ordinating the labour educational programmes in order to ensure an Arab labour education to help developing human resources.

IV. To stress on the exchange of technical experience in the various labour fields:

The Member States shall work to achieve this objective through:

- a. Exploratory and scientific visits.
- b. The convocation of seminars and specialized conferences.
- c. The exchange of researches and scientific studies.
- d. The participation in training programmes.
- e. The exchange of experience and technical consultations.
- f. The exchange of information.

Any other means which may help to achieve this objective.

Second : In the Social Field

Believing that social progress is the basic objective of the development programmes, and with the conviction of the close connection between economic and social development, and realising the necessity to create a balance between the same in order to achieve prosperity and a better life for every citizen, and in assurance of the principles of the charter of the social labour for the Arab States.

The 1st conference of the Ministers of Labour and Social Affairs of the Arab Gulf States hereby declares that the principles and main objectives of the social policy are as follows:

I. The participation in the social development which is concerned with the promotion of the individual:

The Member States shall work to achieve this objective by co-ordination in the fields which help achieving the same and that by determining the social projects and programmes which serve social development according to the particular conditions of each Member State and which will realise the integration and co-ordination of these programmes particularly those concerned with family and child care, and by providing social services to enable the family to play an effective role in the social development, and to use all possible means to increase income and to participate in solving other problems.

II. The participation in establishing a secured society which will present and future stability and security of each citizen:

The Member States shall work to achieve this objective through co-ordination, particularly in social rehabilitation and defence projects, through the following means:

- a. Preparing studies and designating projects which take care of disabled and rehabilitating them for suitable work, and co-ordinating the said projects.
- b. Setting up programmes and projects for the protection and treatment of individual prone to immoral behaviour and working for the co-ordination and integration of such projects and programmes.

III. The participation in providing the means which ensure a higher level and efficiency of social programmes and work for improving the standard of performance:

The Member States shall work to this objective through the co-ordination of the policies and plannings of the various researches and training programmes, by the following means:

- a. Taking care of and supporting scientific research agencies in a co-ordinated and co-operative framework, between the said agencies and the Member States.
- b. Setting up common training programmes in the different field of social work in the governmental and private sectors in order to create and develop technicians and executives necessary for social development.

IV. The development of social awareness among the citizens:

The Member States shall work to achieve this objective through co-ordination in social guidance policies by the following means:

- a. Establishing unified policy for the programmes of social awareness and guidance in the said states according to the principles and values of Islam, as well as strengthening the trends relevant to the said principles and values.
- b. Setting up social guidance programmes within the policy so established, and working for the achievement of co-ordination and intergration of said programmes.

V. Stressing on the co-operative movements:

The Member States shall work to achieve this objective through the following means:

- a. Establishing common policy for the co-operative movements, taking into consideration the conditions and circumstances of the area.
- b. Creating and developing co-operative staff, projects and programmes in accordance with the modern scientific methods.
- c. Encouraging the formation of different co-operative unions within the policies of each Member State.
- d. Undertaking scientific studies and researches in the field of co-operation.
- e. Utilising the experience of the Member States in the various field of co-operation.
- f. Disseminating co-operative awareness among the citizens of the Member States.

VI. Stressing on the exchange of technical experience in the various social fields:

The Member States shall work to achieve this objective through the following means:

- a. Exploratory and scientific visits.
- b. The convocation of specialised seminars and conferences.
- c. The exchange of scientific studies and researches.
- d. The participation in training programmes.

e. The exchange of experience and technical consultations.

f. The exchange of information.

Any other means which may help to achieve this objective.

VII. Helping the less-able Member States with the necessary means to enable such states carry out the various social projects and programmes.



**COUNCIL OF MINISTERS
OF LABOUR AND SOCIAL AFFAIRS
OF THE ARAB GULF STATES**

- The Constitution of the Council of Ministers**
- Internal Regulation of the Council of Ministers**

The Constitution of the Council of Ministers of Labour and Social Affairs of the Arab Gulf States(*)

Article 1

The Council shall consist of the Ministers of Labour and Social Affairs in the Arab Gulf States or their proxies. (**)

Objectives of the Council

Article 2

The Council aims to achieve the following principles and objectives:

1. To participate in the achievement of economic and social development of the Member States.
2. To participate in the realisation of social peace.
3. To participate in increasing and improving productivity in the Member States.
4. To stress on the exchange of technical experience in various fields of Labour.
5. To participate in the social development which is concerned with the promotion of the individual.
6. To participate in establishing a secured society which will ensure present and future stability and security of the citizens of the Member States.
7. To participate in providing the means which will ensure a higher level and efficiency of the social programmes and to work for improving the standard of performance in the Member States.

(*) The Member States of the Council are: The United Arab Emirates, The State of Bahrain, The Kingdom of Saudi Arabia, The Republic of Iraq, The Sultanate of Oman, The State of Qatar and the State of Kuwait.

(**) This constitution was adopted in the 1st Session of the Council, and was amended under Resolution (3) of the 8th Session convened in Doha on the 7th and 8th of January 1986.

8. To develop social awareness among the citizens of the Member States.
9. To stress on the co-operative movement.
10. To stress on the exchange of technical experience in the various social fields among the Member States.
11. To help the less-able Member States with the necessary means to enable such states to carry out the various social projects and programmes.

The Council aims to achieve the above mentioned principles and objectives through the means adopted by the Bahrain preliminary Constituent Conference, convened from 6th-8th February 1978.

Jurisdiction of the Council

Article 3

In order to achieve the principles and objectives stipulated in Article (11) hereof, the Council shall have the following jurisdiction:-

1. To establish policies and plans necessary for the achievement of the said objectives.
2. To form technical committees and delegate experts to carry out specific studies or undertake researches, in the fields of labour, social affairs and co-operation, whenever needed.
3. To discuss and approve reports, studies and researches presented to the Council by the Committee of Under-Secretaries, the Follow-Up Bureau and the Technical Committee.
4. To approve the budget of the agencies affiliated to the Council, and to determine the method of allocation of subscription of the Member States.
5. To appoint the Secretary General of the Follow-Up Bureau and the necessary staff.
6. To determine the agenda of the following session of the Council and to approve the same in a final form at the beginning of the said session.
7. To issue the necessary by-laws for the implementation of the constitution.

Meetings of the Council

Article 4

The Council shall hold its meetings in the headquarters (The State of Bahrain) or in any other Member States at the request of such state with the consent of the Council.

Article 5

The Council shall hold its meetings once every two years during the second week of January. Nevertheless the Council may be called for an extra-ordinary session or for the postponement of its ordinary session at the request of one or more of the Member States with the consent of two-thirds of the Member States.

Article 6

The meeting shall be a quorum if attended by the majority of the members, and the resolutions shall be adopted by the majority of vote of the members present. Each member is entitled one vote.

Article 7

The meetings shall be held in public, except where the Council decides to have a closed meeting.

Article 8

Attendance of the meetings shall be restricted to the Ministers or their proxies, the accompanying delegates, the Secretary General of the Follow-Up Bureau and the secretarial staff. The Follow-Up Bureau, with the consent of the Council, shall invite delegates from other Arab States and International Organizations to attend a meeting as observers with the right to participate in the discussions but not to vote.

The Chairmanship of the Council

Article 9

At the beginning of each session, the Council shall elect a Chairman a Deputy Chairman, and a Rapporteur for the entire session. The Chairman shall have the following powers:

1. To open and end the sessions.
2. To conduct the course of discussions, and to ensure that the Internal Regulations of the Council are complied with.
3. To conduct voting and to announce the result.

Article 10

The Chairman shall not participate in the discussions or voting.

Article 11

In the absence of the Chairman from a meeting or part thereof the Deputy Chairman shall assume the duties of the Chairman with the same powers.



Internal Regulations of the Council of Ministers of Labour and Social Affairs of the Arab Gulf States(*)

Definitions

Article 1

These regulations shall be cited as "The Internal Regulations of the Council of Ministers of Labour and Social Affairs of the Arab Gulf States," and shall include the rules of convening the Council and of exercising its jurisdiction.

Article 2

The following terms shall have the meanings respectively assigned to whenever they are cited in these regulations:

The Council: The Council of Ministers of Labour and Social Affairs of the Arab Gulf States.

The Member States: The Member States in the Council of Ministers of Labour and Social Affairs of the Arab Gulf States.

The Committee of Under-Secretaries: The Committee of the Under-Secretaries of the Ministries of Labour and Social Affairs of the Arab Gulf States.

The Bureau: The Follow-Up Bureau.

The Secretary General: The Secretary General of the Follow-Up Bureau.

The Committees: The Sub-Committees formed by the Council of Ministers and Committee of Under-Secretaries.

(*) These regulations were adopted under Resolution (8) of the 3rd Session of the Council of Ministers of Labour and Social Affairs of the Arab Gulf States convened in Abu Dhabi, from 10th-13th January 1981, and were amended under Resolution (3) of the 8th Session, convened in Doha on the 7th & 8th January 1986.

Article 3

The Council shall consist of the Ministers of Labour and Social Affairs of the Arab Gulf States or their proxies. The said States are:

- The United Arab Emirates
- The State of Bahrain
- The Kingdom of Saudi Arabia
- The Republic of Iraq
- The Sultanate of Oman
- The State of Qatar
- The State of Kuwait

Article 4

Each Member State shall nominate its delegates to the sessions of the Council, and shall notify the Secretary General, thereof at least one month prior to the meeting of the Council.

The Meetings and Agenda of the Council

Article 5

Under the provision of Article (4) of the constitution, the Council shall hold its meetings at the headquarters state or at any other Member States, at the request of such state with the consent of the Council.

Article 6

The Council shall hold its meetings once every two years during the second week of January. However the ordinary session of the Council may be postponed at the request of one or more of the Member States, with the consent of two thirds of the Members.

Article 7

The Council may be called to hold an extra-ordinary session according to a resolution of the Council issued in the previous ordinary session, or at the request of one or more Member States with the consent of two-thirds of the Members. The agenda of the extra-ordinary session shall not include items other than those for which the session is called for, except where the Council decides otherwise by the majority of two-thirds of the Members present.

Article 8

The commencing and ending dates of the sessions shall be determined in accordance with the proposal of the Secretary General with the consent of the majority of the Member States. The Secretary General shall invite the Member States for the meetings, at about two months prior to the commencing date of the ordinary session, and at least ten days prior to the commencing date of the extra-ordinary session.

Article 9

The invitation shall include the agenda adopted by the Council during the previous session and the Bureau shall forward the documents relating to the agenda to the Member States as soon as they are available but not later than September of the year preceding the session.

Article 10

The Secretary General shall invite other Arab States and International Organizations which the Council decides to invite to the meetings. Such states and organizations shall be notified of the agenda and the date of the meeting and their delegates shall attend as observers with the right to participate in the discussions but not to vote.

Article 11

The Council meeting shall be a quorum if attended by the majority of the members, and the resolutions shall be adopted by the majority of vote of the members attending unless otherwise decided.

Article 12

The Council meetings shall be public except where the Council decides to have a closed meeting.

Article 13

At the beginning of each session the Council shall approve the agenda, but the Council may amend, drop or add any new items thereto, suggested by a Member State or the Follow-Up Bureau, and the Council's decision in such cases shall be by majority of votes.

The Chairmanship of the Council

Article 14

At the beginning of its meetings, the Council shall elect a Chairman, a Deputy Chairman and a Rapporteur for the entire session. The Chairman shall have the following powers:

1. To open and end the sessions.
2. To conduct and close the discussions and to grant the right to speak according to the order of request.
3. To take decisions in points of order, and to put forward proposals for discussion.
4. To present matters for deliberation and voting and to announce the results.
5. To announce the resolutions and follow-up the work of the Committees.
6. To speak on behalf of the Council and to inform the Council of correspondence.
7. To ensure that the regulations herein are complied with.
8. Any other duties necessitated by the observed principles.

Article 15

The Chairman shall exercise his powers as a Chairman until they rest in his successor at the opening of the following session, and the Chairman shall also chair every extra-ordinary session held before the termination of his chairmanship, and in the absence of the Chairman from a session or part thereof, his deputy shall assume his responsibility with the same powers.

Article 16

The Chairman shall not participate in the discussion or voting.

The Discussions of the Council, the Proposals and Voting

Article 17

Each Member State may take part in the discussions of the Council and its Committees. The Chairman shall conduct the course of discussions of the matters in the order presented on the agenda, and the delegates shall have the right during the discussions to raise a point of order to which the Chairman shall immediately take a decision, which decision shall be binding, unless revoked by the majority of the members present.

Article 18

The Chairman shall grant the right to speak according to the order of request, but he may give priority of such right to the Chairman or the Rapporteur of one of the committees to present its report or to clarify certain points in it. Moreover the Chairman may invite the Secretary General or his representative or an expert to clarify certain points relating to any items of the agenda, if he sees it necessary to do so.

Article 19

During the discussions any Member State may propose the adjournment or closure of the same in which case the said proposal shall not be discussed but shall be put by the Chairman, to immediate voting, if seconded by another member. Such proposal shall be given priority to all other matters.

Article 20

Except for proposals relating to drafting or procedure matters, all draft resolutions and the essential amendments thereof shall be presented in writing to the Chairman and shall be circulated to the delegations by the Secretary General or his representative as soon as possible. A draft resolution may not be discussed or put to voting before it is circulated to all delegations. Moreover a proposal previously discussed in the same session shall not be reviewed, unless the Council decides otherwise by the majority of the members.

Article 21

Each Member State is entitled to one vote, but a member failing to pay its contribution in the budget of the Bureau, or other agencies affiliated to the Council, for the two financial years immediately preceding voting, shall not have the right to vote. Nevertheless the Council may by a majority of two thirds of the members exempt such member from payment if the Council considers that the delay in settling its financial obligation is due to exceptional circumstances.

Article 22

Voting shall be by show of hands or by calling according to the alphabetical order of the names of the members. However voting may be by secret ballot at the proposal of any member with the consent of the majority of the members. Each member shall have the right to abstain or to put forward reservation which shall be recorded and read when the resolution is announced. Moreover any member shall present clarifications about their position in the voting after it is completed.

Article 23

Where a member suggests the amendment of a proposal, the proposed amendment shall be put to voting first, and if there are more than one proposal for amendment, voting shall be taken in the order they were presented. If one amendment or more are adopted, then the amended original proposal shall be put to voting.

The Committees of the Council

Article 24

The Council shall form a Drafting Committee at the beginning of each ordinary session as well as any other committee the Council deems necessary to ensure the running of its business in such a way that allows an in-depth study of the agenda.

Article 25

Any member may join the membership of the Committees formed by the Council with one or more delegates. The meeting of such Committees shall be a quorum if attended by delegates of the majority of the members, and the Secretary General, or his representative, may attend such meetings.

Article 26

The Drafting Committee shall consist of five members: three of whom shall be members of the Council in addition to the Rapporteur of the Council and the representative of the Council's Secretariat. The Committee shall draft the resolutions, recommendations and agreements adopted by the Council.

Article 27

Each Committee shall elect a Chairman, a Deputy Chairman and a Rapporteur at the beginning of its session. The Chairman shall be responsible for the opening and ending of session, for conducting the course of discussions and for ensuring that the provisions of these regulations are complied with as well as any other duties necessitated by the observed principles.

Article 28

The Committees shall fix the dates for their meetings in a way which will not clash with the Council meetings. The Committees shall complete their work and submit their reports to the Council within a reasonable time prior to the date set for ending the session.

Article 29

The final balance sheet of the previous financial year shall be adopted by two-thirds majority of votes.

The Secretariat of the Council

Article 30

The Secretary General shall act as a Secretary for the meetings of the Council and its Committees, and he shall be responsible for supervising and determining the sufficient number of the Bureau staff who will undertake the Secretarial work.

Article 31

The Secretariat of the Council shall have the following duties:

1. To distribute the documents and reports relating to the agenda to the delegations.

2. To receive, print and distribute the resolutions, recommendations and reports of the Committees.
3. To undertake all printing work for the meetings.
4. To keep the documents and registers of the Council.
5. To print and distribute the reports and minutes of the sessions and to publish the final records of proceedings.
6. To co-ordinate the work and meetings of the Council and the Committees.
7. Any other matters assigned by the Council.

Article 32

The Secretary General or his representative may address the Council or any of the Committees to clarify points relating to the agenda.

General Provisions

Article 33

No proposal for the amendment of any of the regulations herein provided shall be considered unless sent to the members at least two months prior to the presentation thereof to the Council. Such proposals for amendment shall be adopted in the Council by two thirds of votes.

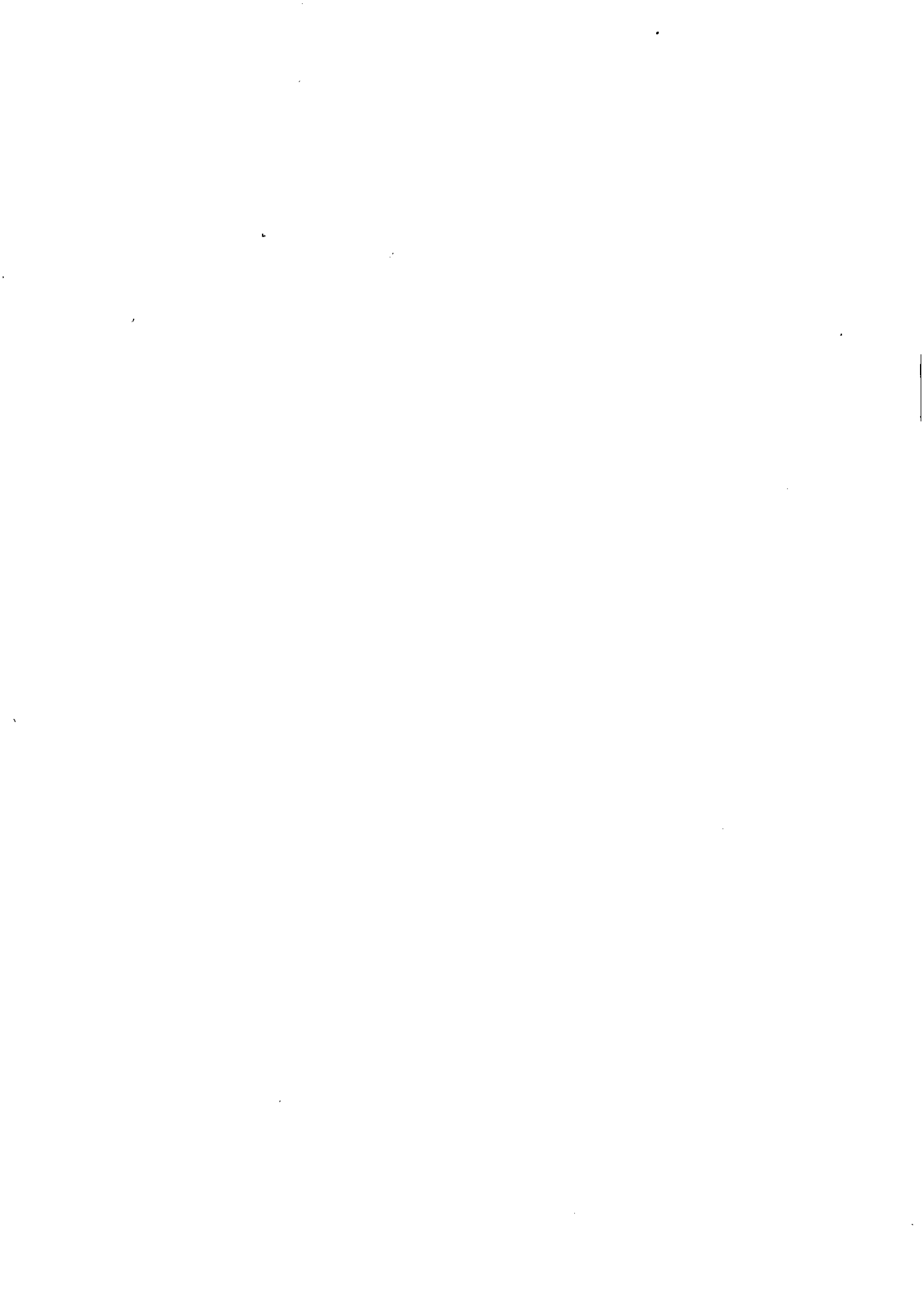
Article 34

The regulations herein provided shall be implemented as of the date they are adopted by the Council.



**COMMITTEE OF UNDER-SECRETARIES OF THE
MINISTRIES OF LABOUR AND SOCIAL AFFAIRS
OF THE ARAB GULF STATES**

- Rules of Procedure of the Committee of Under-Secretaries**
- Internal Regulations of the Committee of Under-Secretaries**



Rules of Procedure of the Committee of Under-Secretaries of the Ministries of Labour and Social Affairs of the Arab Gulf States(*)

Article 1

There shall be formed a Committee to be called the "Committee of Under-Secretaries of the Ministries of Labour and Social Affairs of the Arab Gulf States", and shall consist of the Under-Secretaries of the Ministries of Labour and Social Affairs of the Member States or their proxies. The Committee may form sub-committees from its members to study the specialized subjects of its agenda.

Article 2

The Committee shall hold its periodical meetings during the last week of October every year, provided that the first meeting shall be held in the Headquarter State and the other one, preceding the Council meeting, in the Member State where the Council is supposed to meet.

Article 3

The Committee shall elect a Chairman, a Deputy Chairman and a Rapporteur at the beginning of its session.

Article 4

The Committee shall have the following jurisdiction:

1. To study the documents of the draft agenda of the Council of Ministers prepared by the Follow-Up Bureau, and to make the necessary recommendations.
2. To prepare drafts of the technical co-operation in the field of Labour, Social Affairs and Co-operation.
3. To make cognizance of the provisional financial report of the budget.

(*) These Rules of procedure were adopted in the Council's first session and were amended under Resolution (3) of the 8th Session convened in Doha on the 7th and 8th January 1986.

4. To discuss the draft budget of the organs of the Council.
5. To follow up the implementation of the Council's resolutions and recommendations regarding urgent procedure matters and to take appropriate steps for the implementation thereof.
6. To follow up the activities of the Follow-Up Bureau.
7. Any other matters assigned by the Council.



Internal Regulations of the Committee of Under-Secretaries of the Ministries of Labour and Social Affairs of the Arab Gulf States(*)

Definitions

Article 1

These regulations shall be cited as the "Internal Regulations of the Committee of Under-Secretaries of the Ministries of Labour and Social Affairs of the Arab Gulf States," and shall include the rules of procedure of the Committee and the exercise of its jurisdiction.

Article 2

The following terms shall have the meanings respectively assigned to each one whenever they are cited in these regulations:

The Council: The Council of Ministers of Labour and Social Affairs of the Arab Gulf States

The Member States: The Member States of the Council of Ministers of Labour and Social Affairs of the Arab Gulf States.

The Committee of Under-Secretaries: The Committee of Under-Secretaries of the Ministries of Labour and Social Affairs of the Arab Gulf States.

The Committees: The Sub-committees formed by the Committee of Under-Secretaries.

The Rules of procedure: The Rules of procedure of the Committee of Under-Secretaries.

The Bureau: The Follow-Up Bureau.

The Secretary General: The Secretary General of the Follow-Up Bureau.

(*) These Regulations were adopted under Resolution (8) of the 3rd Session of the Council of Ministers of Labour and Social Affairs of the Gulf States convened in Abu Dhabi from 10th-13th January 1981, and were amended under Resolution (3) of the 8th Session, convened in Doha on the 7th-8th January 1986.

Structure of the Committee

Article 3

The Committee of Under-Secretaries shall consist of the Under-Secretaries of the Ministries of Labour and Social Affairs of the Member States or their proxies.

Article 4

Each Member State shall nominate its delegates for the sessions of the Under-Secretaries and shall notify the Secretary General thereof at least one month prior to the date set for the meeting of the Committee.

The Meetings and the Agenda of the Committee of Under-Secretaries

Article 5

Under the provision of Article (2) of the Rules of Procedure, the Committee of the Under-Secretaries shall hold its meetings in the state where the Council is supposed to meet.

Article 6

The Committee of Under-Secretaries shall hold its meetings periodically during the last week of October every year.

Article 7

Should the Council decide to hold on extra-ordinary session, the Committee of Under-Secretaries shall also hold an extra-ordinary session to look into the same matters for which the Council extra-ordinary session is held, in which case, the Committee shall hold its meetings within reasonable time prior to the Council meetings.

Article 8

The commencing and ending dates of the sessions of the Committee of Under-Secretaries are determined by the majority of the members on the recommendation of the Secretary General who shall invite the Member States for the meeting at least two months prior to the commencing date of the ordinary session and at least five days prior to the commencing date of the extra-ordinary session.

Article 9

1. The invitation for the meetings of the Committee of Under-Secretaries preceding the meeting of the Council of Ministers shall include the same items as those on the agenda of the Council meetings for its session immediately following the Committee meetings. The Bureau shall forward the documents relating to the agenda to the Member States as soon as they are available, but not later than end of September.
2. In its meeting which is not followed by a Council's meeting, the Committee of Under-Secretaries shall deal with the matters included in its agenda, and the Bureau shall forward the documents relating to such agenda to the Member States not later than September.

Article 10

The meetings of the Committee of Under-Secretaries shall be held in public, except in the cases when the committee decides to have a closed meeting.

Article 11

The meeting of the Committee of Under-Secretaries shall be a quorum if attended by majority of the Member States.

The Chairmanship of the Committee

Article 12

The Committee of Under-Secretaries shall elect a Chairman, a Deputy Chairman and a Rapporteur at the beginning of its sessions. The Chairman shall have the following powers:

1. To open and end the sessions.
2. To conduct and close the discussions and to grant the right to speak according to the order of request.
3. To take decisions in points of order and to present proposals for considerations.
4. To follow up the proceedings of the sub-committees.

5. To speak on behalf of and to notify the Committee of the letters received and to announce the resolutions.
6. To ensure that the regulations herein are complied with.
7. Any other duties necessitated by the observed principles.

Article 13

The Chairman shall assume the Chairmanship responsibilities until they rest in his successor at the opening of the Committee of Under-Secretaries session followed by the Council's meeting and the Chairman shall also chair all extra-ordinary sessions held before the termination of his Chairmanship. In case of the Chairman's absence from a session or part thereof, his deputy shall assume his responsibilities with the same powers.

Discussions and Recommendations

Article 14

Any member may participate in the discussions of the Committee of Under-Secretaries as well as any other sub-committees formed thereby. The Chairman shall conduct the course of discussions of the matters presented according to their order on the agenda and any delegate may raise a point of order during the discussions to which the Chairman shall immediately take a decision, which decision shall be binding, unless revoked by the two thirds of the members present.

Article 15

The Chairman shall grant the right to speak according to the order of request, but he may give priority of such right to the Chairman or the Rapporteur of any of the sub-committees, formed by the Committee of Under-Secretaries to present a report or to clarify certain points therein. Moreover the Chairman may invite the Secretary General, or his representative or an expert to clarify points relating to any items of the agenda, if he sees it necessary to do so.

Article 16

At the end of the discussion of all the matters on the agenda, and during the period set for its meetings, the Committee of Under-Secretaries shall present a report to the Council, which report shall include a summary of its work and the recommendations suggested in relation to

each matter and the justifications for such recommendations. In the case of difference of opinion about any of the matters on the agenda, the report shall include the major opinions presented as well as the justifications for each opinion, and any reservations put forward by any delegate.

The Sub-Committees

Article 17

At the beginning of each ordinary session the Committee of Under-Secretaries shall form a Drafting Committee and whenever necessary, any other sub-committees, one of which shall be a Financial Committee in order to ensure the running of its business in such a way to allow an in-depth study of the matters on the agenda.

Article 18

The Financial Committee shall be responsible to look into all financial matters on the agenda of the session, and shall in particular look into the following:

1. Studying the draft annual budget.
2. The special preparations for the adoption of the annual budget of the Bureau and the other agencies affiliated to the Council, as well as determining the shares of each Member State and the means for settling the same.
3. Any other financial or administrative matters referred by the Council.

Article 19

Each Member State may join the membership of the sub-committees formed by the Committee of Under-Secretaries with one or more delegates in the sub-committees except the Drafting Committee which shall be set up in accordance with Article (20) hereof. The meetings of the sub-committees shall be a quorum if attended by the majority of the Member States. The Secretary General or his representative may also attend the meetings of all committees.

Article 20

The Drafting Committee shall consist of five members: three of whom shall be members of the Council, the Rapporteur of the Committee of Under-Secretaries and the representative of the Council Secretariate. The Drafting Committee shall prepare the final report of the Committee, as well as the recommendation.

Article 21

At the beginning of their sessions, each sub-committee shall elect a Chairman and a Rapporteur, and shall have a secretary from the Bureau staff. In the absence of the Chairman, the Rapporteur shall assume the Chairmanship of the Committee and shall exercise the Chairman's powers which are the same as those of the Chairman of the Committee of Under-Secretaries provided for under Article (12) hereof.

Article 22

The Drafting Committee, and the other sub-committees, shall study the matters referred to it on the agenda of the Committee of Under-Secretaries.

The Secretariat of the Under-Secretaries Committee

Article 23

The Secretary General or his representative shall assume the duties of the Secretary of the Committee of Under-Secretaries and the other sub-committees and shall be responsible for the running and supervision of the secretarial work.

Article 24

The Secretariat of the Committee shall have the following duties:

1. To distribute the documents and reports relating the agenda items to the delegations.
2. To receive, print and distribute the reports and recommendations of the Committee of Under-Secretaries and the sub-committees.
3. To undertake all printing work for the meetings.
4. To keep the documents and registers of the Committees.

5. To print and distribute the minutes of the sessions and to publish the final records of the proceedings.
6. To co-ordinate the work and meetings of the Committee of Under-Secretaries and the sub-committees.
7. Any other matters assigned by the Committee.

Article 25

The Secretary General or his representative may address the Committee of Under-Secretaries or any of the sub-committees to clarify points relating to the agenda.

General Provisions

Article 26

No proposal for the amendment of any of the regulations herein provided shall be considered unless sent to the members at least two months prior to its presentation to the Council, and such proposal shall be adopted in the Council by two thirds majority.

Article 27

The regulations herein provided shall be implemented as of the date they are endorsed by the Council.



FOLLOW-UP BUREAU

- Rules of Procedure of the Follow-Up Bureau**
- The Regulations of the Organisational Structure of the Follow-Up Bureau**

Rules of Procedure of the Follow-Up Bureau(*)

Article 1

There shall be established a technical office to be called the Follow-Up Bureau with its headquarters in the State of Bahrain, to assume the Secretarial duties of the Council of Ministers and the Committee of Under-Secretaries. The Bureau shall be headed by a Secretary General appointed by the Council for a renewable term of four years.

Article 2

The Secretary General of the Follow-Up Bureau shall assume the duties of the Secretary General of the Council of Ministers and the Committee of Under-Secretaries and shall be responsible to the Council for the running of the Follow-Up Bureau.

Article 3

The Secretary General of the Follow-Up Bureau shall appoint the staff of the Bureau as far as possible from the nationals of the Member States who shall be competent and of technical experience, which appointment shall be in accordance with the personnel regulations.

Article 4

The Secretary General of the Follow-Up Bureau shall not, in his capacity as such, address any governmental department of any Member State except through the channels designated by such state and shall not take any other post during his term of office.

Article 5

The Follow-Up Bureau shall have the following jurisdiction:

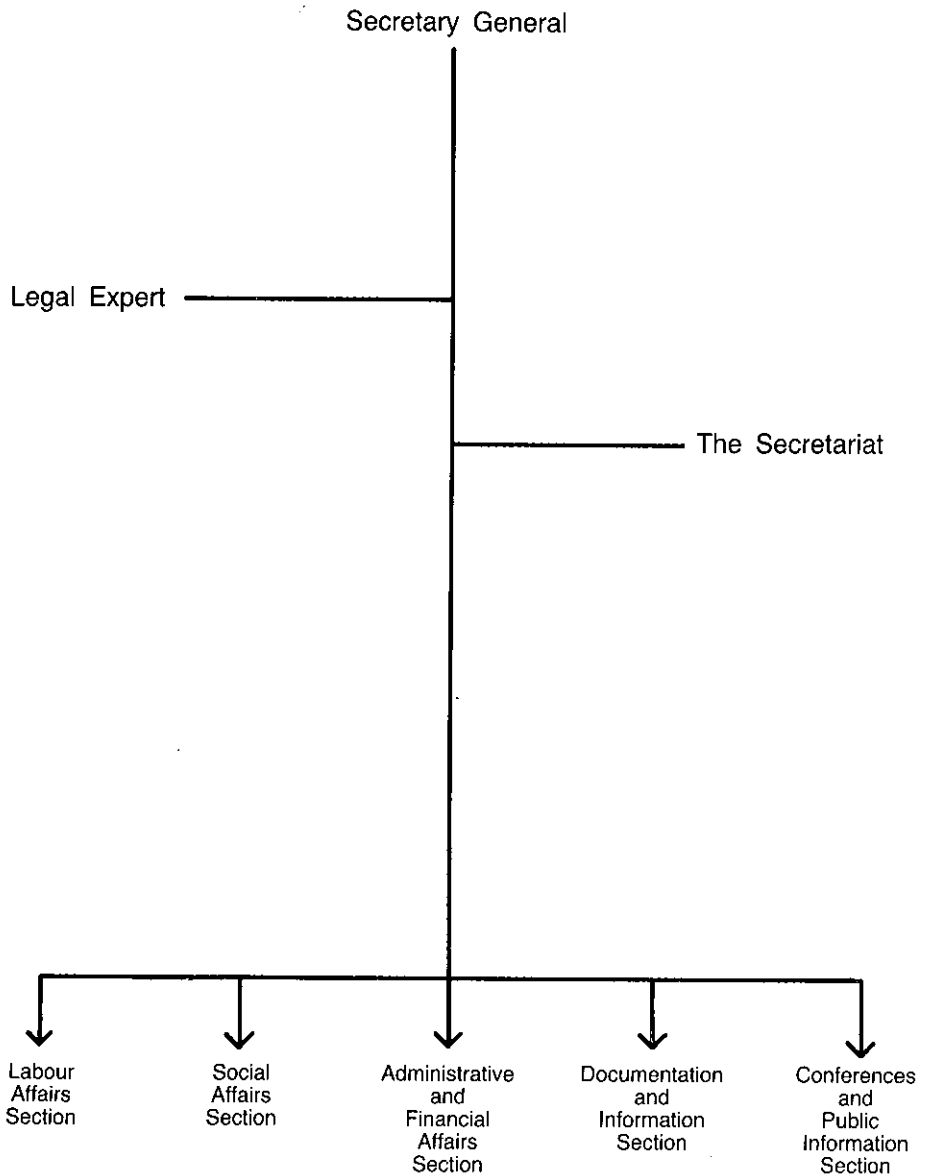
1. To prepare the documents and studies relating to the agenda of the Council and dispatch the same to the Member States sufficiently before the time of the Council meetings.

(*) These rules of procedure were adopted in the Council's first session and were amended under Resolution (3) of the 8th Session, convened in Doha on the 7th and 8th of January 1986.

2. To receive and study the replies of the Member States relating to Labour and Social issues which are sent in the form of reports or questionnaires.
3. To call for the meetings of the Council, the Committee of Under-Secretaries and the other technical committees and to prepare for the said meetings.
4. To receive, print, distribute and follow up the documents, reports and resolutions.
5. To print and distribute the reports and minutes of the sessions and to publish the final records of the proceedings of the Council and the Committee of Under-Secretaries.
6. To keep the documents and registers of the Council.
7. To prepare the Financial draft regulations, and the annual draft budget of the agencies affiliated to the Council.
8. Any other matters assigned by the Council.



The Organizational Structure of the Follow-Up Bureau



The Regulations of the Organisational Structure of the Follow-Up Bureau (*)

Definitions

Article 1

For the implementation of the regulations herein provided, the following terms shall have the meanings respectively assigned to them:

The Council: The Council of Ministers of Labour and Social Affairs of the Arab Gulf States.

The Member States: The Member States of the Council of Ministers of Labour and Social Affairs of the Arab Gulf States.

The Committee of Under-Secretaries: The Committee of Under-Secretaries of the Ministries of Labour and Social Affairs of the Arab Gulf States.

The Bureau: The Follow-Up Bureau.

The Secretary General: The Secretary General of the Follow-Up Bureau.

The Section: The appropriate section in the Follow-Up Bureau.

The Jurisdiction of the Bureau

Article 2

The Bureau shall have the powers and responsibilities required to carry out its duties, referred to in Article (5) of the Rules of Procedure of the Bureau through the Bureau administrative units.

(*) These regulations were adopted under Resolution (8) of the 3rd Session of the Council of Ministers of Labour and Social Affairs of the Arab Gulf States convened in Abu Dhabi from 10th-13th January 1981, and were amended under Resolution (3) of 8th Session, convened in Doha on the 7th and 8th January 1986.

The Sections and Jurisdiction of the Bureau

Article 3(*)

In order to exercise its duties and responsibilities, the Bureau shall consist of the following sections:

First : Labour Affairs Section

The Labour Affairs Section shall be responsible for the preparation of documents and studies relating to Labour Affairs and the follow-up of the related procedures within the Bureau and other agencies approved by the Council and in particular it shall have the following duties:

1. To draft the proposals relating to the programmes and work plan of the Bureau in the Labour Affairs and different Labour fields.
2. To follow up the implementation of the resolutions and recommendations of the Council in the Labour fields.
3. To study the matters on the agenda of the Council and the Committee of the Under-Secretaries which relate to Labour Affairs and to prepare the necessary documents and reports thereof.
4. To prepare studies, researches and field surveys in the Labour fields, and to nominate the agencies which may participate in the said fields whenever appropriate.
5. To organise the programming of scientific symposia, specialized training courses, and exploratory visits in the fields of Labour Affairs which the Bureau is required to organise.
6. To participate in the preparation of the Council, the Committee of Under-Secretaries and other technical committees, as well as other meetings organized by the Bureau, and to help in the secretarial work.

(*) Amended under Resolution (4) of the 4th Session of the Council convened in Riyadh between 9-11 January 1982, and under Resolution (5) of the 5th Session convened in Muscat between 9-11 January 1983.

7. To make preparations for participation of the Bureau in the Arab and International Conferences and meetings relating to Labour which the Council decides that the Bureau should participate in, and to study the related documents and reports.
8. To enumerate, collect and keep the documents, statistics and registers of the Bureau and other agencies approved by the Council which relate to Labour Affairs.
9. To study the correspondence received by the Bureau in the fields of Labour Affairs, to reply to the same and to follow up the replies of the Member States which are sent in the form of reports or answers to questionnaires.
10. To participate in receiving, printing and distributing the documents, reports, resolutions, minutes and final records of the proceedings of the Council and the Committee of Under-Secretaries.
11. To prepare printed matters relating to Labour Affairs and in particular to prepare an annual report about the activities of the Section.
12. Any other duties assigned by the Secretary General.

Second : Social Affairs Section

The Social Affairs Section shall be responsible for the preparation of documents and studies relating to Social Affairs and the follow-up of the related procedures within the Bureau and other agencies approved by the Council and in particular it shall have the following duties:

1. To draft the proposals relating to the programmes and work plan of the Bureau in the fields of Development and Social Affairs.
2. To follow up the implementation of the resolutions and recommendations issued by the Council in the fields of Development and Social Affairs.
3. To study the matters on the agenda of the Council and the Committee of Under-Secretaries relating to Social Affairs and to prepare the necessary documents and reports.
4. To prepare studies, researches and field surveys in different fields of Social Affairs, and to nominate the agencies which may participate in the said studies whenever appropriate.

5. To organise the programming of scientific symposia, specialized training courses and exploratory visits in the fields of Social Affairs which the Bureau is required to organise.
6. To participate in the preparation of the sessions of the Council, the Committee of Under-Secretaries and other technical committees, as well as the other meetings organised by the Bureau, and to help in the secretarial work.
7. To make preparations for the participation of the Bureau in the Arab and International Conferences and meetings relating to Social Affairs, which the Council decides that the Bureau should participate in, and to study the related documents and reports.
8. To enumerate, collect and keep the documents, statistics and registers of the Bureau and other agencies approved by the Council which relate to Social Affairs.
9. To study the correspondence received by the Bureau in the fields of Development and Social Affairs, to reply to the same and to follow up the replies of the Member States which are sent in the form of reports or answers to questionnaires.
10. To participate in receiving, printing and distributing the documents, reports, resolutions, the minutes and final records of the proceedings of the Council and the Committee of Under-Secretaries.
11. To prepare printed matters relating to Development and Social Affairs, and in particular to prepare an annual report about the activities of the Section.
12. Any other duties assigned by the Secretary General.

Third : Administrative and Financial Affairs Section

The Administrative and Financial Affairs Section shall be responsible for matters relating to Administrative and Financial Affairs of the Bureau and other agencies approved by the Council, and for the co-operation and co-ordination with other concerned Sections, and in particular it shall have the following duties:

1. To study the Financial and Administrative aspects of the programme and work plan of the Bureau.

2. To follow up the implementation of the Financial and Administrative aspects of the resolutions and recommendations issued by the Council.
3. To study the matters on the agenda of the Council and the Committee of Under-Secretaries relating to Administrative and Financial Affairs, and to prepare the necessary documents and reports.
4. To prepare the annual draft budget of the Bureau and to follow up its implementation, to prepare the related, statistic and financial statements, thereof.
5. To undertake accountancy registers and book-keepings required for the financial procedures, and to follow up the same with the chartered accountants appointed to audit the accounts, budget and financial situation of the Bureau.
6. To prepare the final accounts and the monthly statement of the expenditure of the Bureau.
7. To prepare the Administrative, Financial and Personnel draft regulations and to follow up the implementation of the same and suggest any amendments.
8. To undertake all personnel duties such as staff recruitment, wages, annual and other leaves, indemnities, increments, promotions, duty travels, termination of service and any other duties relating to the Bureau staff.
9. To participate in the preparation of the session of the Council, the Committee of Under-Secretaries, and other technical committees, as well as other meetings organised by the Bureau, and participate in the secretarial work.
10. To undertake all secretarial work, printing, copying, filing, and the incoming and outgoing mail and all the related duties.
11. To undertake all the duties relating to purchasing, storing, furnishing, office services, printing, maintenance and use of the Bureau cars and all other related duties.

12. To prepare the annual report about the activities and work of the Bureau according to the information received from other sections of the Bureau.
13. Any other duties assigned by the Secretary General.

Fourth : Documentation and Information Section

The Documentation and Information Section shall be responsible, with the co-ordination and co-operation of the concerned Sections of the Bureau, for the matters relating to the documentation of scientific researches, field studies, collecting statistics, keeping data, studies and information relating to Social and Labour activities in the Member States which are of interest to the Council of Ministers and the Committee of Under-Secretaries and are within the jurisdiction of the Follow-Up Bureau and in particular it shall have the following duties:

1. To draft the proposals relating to the programmes and work plan of the Bureau as well as collecting and documenting data concerning Social and Labour statistics.
2. To follow up with the co-operation of other concerned Sections, the implementation of the resolutions and recommendations issued by the Council relating to the duties of the Section.
3. To participate in the preparation for the meetings of the Council, the Committee of Under-Secretaries, other technical committees, and the meetings organised by the Bureau, and to participate in the secretarial work.
4. To establish systems and to follow up the procedures for collecting, dealing with and documenting data, information, statistics, studies and researches which relate to Labour and Social Affairs.
5. To provide the information and statistics necessary for studies, researches and fields surveys in the Labour and Social fields.
6. To co-operate with research centres, Arab, Regional and International Organizations, and the research sections in the Ministries of Labour and Social Affairs of the Member States for the exchange of information, data, researches, studies and documents.

7. To prepare, publish and distribute researches and studies relating to fields of Labour and Social Affairs.
8. To supervise the Bureau library, arrange its contents, to organize borrowing procedures, and to prepare the necessary forms and registers.
9. To prepare an annual report of the activities of the Section.
10. Any other duties assigned by the Secretary General.

Fifth : Conferences and Public Information Section

The Conference and Public Information Section shall be responsible for the preparation for the sessions of the Council of Ministers, the Committee of Under-Secretaries and other meetings and for all related organisational and information duties, as well as following up matters relating to Public Relations, and in particular it shall have the following duties:

1. To prepare for the sessions of the Council of Ministers, and the Committee of Under-Secretaries and for seminars, scientific symposia, and any other meetings including those arranged for by the Bureau in collaboration with other agencies, and also for all related technical and organisational duties.
2. To undertake the secretarial duties of the said meetings while in session and to provide all other services required such as shorthand recording, all other necessary services.
3. To liaise contacts with the agencies concerned in the host states for the co-ordination of the organisational matters relating to the said meetings in order to achieve the best results of such meetings.
4. To make arrangements to ensure the participation of all agencies, experts and lecturers in the seminars, scientific symposia and other meetings, and to take the necessary measures relating thereto.
5. To organise and co-ordinate the participation of the Bureau in the conferences and meetings which the Bureau participates in organising or those to which it is invited, and to co-operate with other sections in the matters relating thereto.

6. To prepare records and the minutes of the various meetings and to supervise recording, printing, revision and distributing the said minutes.
7. To make contact with the press and the media, to co-operate there with and to prepare the bulletins and informative materials relating to the activities and achievements of the Council and the agencies affiliated to it, and to make the public familiar with the principles and basic objectives adopted by the Council.
8. To follow up all the duties relating public relations, and in particular those relating to receiving and seeing off delegates and guests of the Bureau, to escort them and to make the necessary arrangements for their accommodation and departure.
9. To prepare an annual report of the activities of the Section.
10. Any other duties assigned by the Secretary General.

Article 4

The Secretary General shall be responsible for the organization and distribution of the work in the Sections approved by the Council in accordance with the exigencies of work to the limit approved in the annual budget of the Bureau.

Article 5

The Sections of the Bureau shall perform the duties provided for under Article (3) hereof in accordance with the principles and basic objectives of the Labour and Social policy adopted by the Constituent Conference of the Ministers of Labour and Social Affairs of the Arab Gulf States, by means endorsed by the Conference, and in accordance with the rules and regulations issued in connection thereof.

Article 6

The Secretary General shall issue the necessary administrative orders and instructions for the implementation of the regulations, herein provided.

Article 7

The regulations provided shall be implemented as the date they are endorsed by the Council.





بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



مكتب المتابعة

مبادئ وأهداف السياسات العمالية والاجتماعية والنظم واللوائح الداخلية

« ترجمة باللغة الإنجليزية »

مطبوعات وثائقية (٨)