

Administrative Resolution No. (5) of 2019
Issuing the Implementing Bylaw of Law No. (5) of 2018
Regulating Volunteer Work in the Emirate of Dubai¹

The Director General of the Community Development Authority in Dubai,

After perusal of:

Law No. (8) of 2015 Concerning the Community Development Authority in Dubai; and

Law No. (5) of 2018 Regulating Volunteer Work in the Emirate of Dubai,

Does hereby issue this Resolution.

Definitions

Article (1)

The following words and expressions, wherever mentioned in this Resolution, will have the meaning indicated opposite each of them unless the context implies otherwise:

Emirate:	The Emirate of Dubai.
CDA:	The Community Development Authority in Dubai.
Law:	Law No. (5) of 2018 Regulating Volunteer Work in the Emirate of Dubai.
Volunteer Work:	Any work that is aimed at achieving public benefit and carried out in accordance with the governing framework of a Volunteering Agreement under which a Volunteer contributes, by his own choice and outside of his family

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¹Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.

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	circle, his time, effort, or skills with no intent to derive any material gain for himself.
Specialised Volunteer Work:	The Volunteer Work whose performance requires the Volunteer to have specific qualifications or experience, or to meet specific requirements, that exceed those necessary for undertaking non-specialised Volunteer Work.
Volunteer:	Any person who, willingly and under no duress or coercion, dedicates himself to performing Volunteer Work without pay.
Volunteer Work Team:	A group of individuals who form together a team to perform Volunteer Work in areas of common interest in accordance with the provisions of the Law and the resolutions issued in pursuance thereof.
Volunteer Work Organising Entity:	Any Government Entity or private entity, including Civil Society Organisations licensed to operate in the Emirate.
Permit:	A document issued by the CDA whereby a Volunteer Work Organising Entity or Volunteer Work Team is authorised to perform Volunteer Work in the Emirate.
Approval:	An approval issued by the CDA to a Volunteer to participate in Volunteer Work authorised in the Emirate.
Volunteering Platform:	The electronic platform for Volunteer Work created at the CDA pursuant to this Resolution.

Creation of the Volunteering Platform

Article (2)

Pursuant to this Resolution, an electronic database named the “Volunteering Platform” will be created at the CDA in the form of a smart application or a website. The platform will be used for registration of the following:

1. details of Volunteers;
2. details of Volunteer Work Teams;

3. details of Volunteer Work Organising Entities;
4. Volunteer Work authorised in the Emirate;
5. type of Volunteer Work performed by each Volunteer;
6. number of Volunteer Work hours done by each Volunteer; and
7. any other volunteering-related information determined by the CDA.

Registration on the Volunteering Platform Article (3)

a. Volunteers

An application for registration of a Volunteer on the Volunteering Platform will be submitted on the form prescribed for this purpose and will contain the following information:

1. name, nationality, gender, and birthdate of the Volunteer;
2. Emirates ID card number of the Volunteer;
3. name of the Volunteer's employer or educational institution; and
4. contact details of the Volunteer.

b. Volunteer Work Teams

An application for registration of a Volunteer Work Team on the Volunteering Platform will be submitted on the form prescribed for this purpose and will contain the following information:

1. names, nationalities, genders, and birthdates of the leader and members of the Volunteer Work Team;
2. Emirates ID card numbers of the leader and members of the Volunteer Work Team;
3. contact details of the leader and members of the Volunteer Work Team;
4. legal form and type of the Volunteer Work Team; and
5. objectives and common interests of the Volunteer Work Team.

c. Volunteer Work Organising Entities

An application for registration of a Volunteer Work Organising Entity on the Volunteering Platform will be submitted on the form prescribed for this purpose and will contain the following information:

1. name of the Volunteer Work Organising Entity;
2. address and contact details of the Volunteer Work Organising Entity;
3. legal form of the Volunteer Work Organising Entity, and whether it is a public or private entity; and
4. name and contact details of the general coordinator who represents the Volunteer Work Organising Entity.

**Requirements for Issuing Permits
Article (4)**

The issuance of a Permit will be subject to the following requirements:

1. The applicant must be registered on the Volunteering Platform.
2. The scope of the Volunteer Work must be limited to the Emirate.
3. The Volunteer Work that a Volunteer Work Organising Entity wishes to perform must be authorised in the Emirate.
4. The applicant must undertake not to engage any Volunteers who are not registered on the Volunteering Platform to perform the Volunteer Work.
5. In case of performing Specialised Volunteer Work, Volunteers must meet the conditions prescribed by the Volunteer Work Organising Entity for performing that work.

**Procedures for Issuing Permits
Article (5)**

When issuing a Permit, the following procedures will be followed:

1. An application for the Permit will be submitted to the CDA through the Volunteering Platform on the form prescribed for this purpose. The application will contain the required information, including the type of Volunteer Work to be performed.
2. The CDA will consider the application for the Permit and verify that it meets all the conditions and requirements stipulated in the Law and in this Resolution. For this purpose, the CDA may conduct field visits and request any information it deems necessary to enable it to determine the application.
3. The CDA will issue its decision on the application, which meets all relevant conditions, within five (5) working days from the date of its submission. The CDA may, based on valid reasons, extend this time frame once for the same period. An application will be deemed rejected where the CDA does not issue its decision within the time frame stated in this sub-paragraph.
4. Where an application for a Permit is rejected, the CDA will notify the applicant of the reasons for rejection. An applicant whose application is rejected may submit to the CDA another application provided that the reasons for rejection cease to exist.
5. Where the application for the Permit is approved, the CDA will issue the Permit. The Permit will state the type of Volunteer Work that the Volunteer Work Organising Entity or the Volunteer Work Team is authorised to perform and the period required for completing such work. The CDA may, upon the request of the Permit holder, extend the period required for performing the Volunteer Work for the same period, provided that the request for extension is submitted at least five (5) working days prior to expiry of the period stated in the Permit, whether it is an original or extended period.

Requirements for Issuing Approvals

Article (6)

The issuance of an Approval will be subject to the following requirements:

1. The Volunteer must be registered on the Volunteering Platform.
2. The Volunteer must meet all the relevant requirements prescribed in the Law and in this Resolution.
3. The scope of Volunteer Work must be limited to the Emirate.

4. In case of performing Specialised Volunteer Work, Volunteers must meet the conditions prescribed by the competent entities for performing that work.
5. In case of performing Volunteer Work for a Volunteer Work Organising Entity, Volunteers must obtain the approval of that entity.

Requirements for Forming Volunteer Work Teams

Article (7)

Forming a Volunteer Work Team will be subject to the following requirements:

1. The approval of the CDA on forming the Volunteer Work Team must be obtained by completing the form prescribed for this purpose in the Volunteering Platform.
2. A leader for the Volunteer Work Team must be appointed. The leader will register the team on the Volunteering Platform.
3. A name must be assigned to the Volunteer Work Team and approved by the CDA.
4. The Volunteer Work Team leader and members must be registered as Volunteers on the Volunteering Platform.
5. The number of Volunteer Work Team members, including the team leader, must not be less than five (5).

Categories of Volunteer Work Teams

Article (8)

- a. Volunteer Work Teams will be categorised based on the type of their Volunteer Work as follows:
 1. ceremony and event organising teams;
 2. people of determination and most vulnerable groups support teams;
 3. environment protection and preservation teams;
 4. emergency and disaster response teams; and
 5. any other categories of teams approved by the CDA.

- b. The provisions governing the issuance of Permits will apply to the categories of Volunteer Work Teams stipulated in paragraph (a) of this Article. The provisions governing the registration of Volunteers and any other provisions related to Volunteers will apply to Volunteer Work Team leaders and members.

Obligations of Volunteer Work Teams

Article (9)

A Volunteer Work Team must:

1. not perform any Volunteer Work in the Emirate without first obtaining the relevant Permit;
2. not create a social media account or publish, by any means, an announcement concerning the team and its work without first obtaining the relevant approval of the CDA;
3. ensure that all Volunteers who work with the team but are not members thereof are registered on the Volunteering Platform;
4. notify the CDA of any variation to the details of the team leader or members for the purpose of updating these details on the Volunteering Platform;
5. not add any new member to the team before registering him on the Volunteering Platform;
6. notify the CDA in case of replacing the team leader, in which case a new leader must be appointed and registered on the Volunteering Platform; and
7. in case of replacing the team leader, not perform any Volunteer Work before the appointment of the new team leader.

Participation in other Volunteer Work Teams

Article (10)

- a. A Volunteer Work Team leader or member may serve as a team leader or member in more than one (1) Volunteer Work Team.

- b. A Volunteer Work Team leader or member may personally participate in any Volunteer Work organised by any other Volunteer Work Team or by any Volunteer Work Organising Entity in the Emirate.

Dissolution of Volunteer Work Teams

Article (11)

The CDA may dissolve a Volunteer Work Team in any of the following cases:

- 1. multiple complaints filed against the Volunteer Work Team or against its leader;
- 2. insoluble disputes among Volunteer Work Team members;
- 3. failure by the Volunteer Work Team to comply with its obligations under this Resolution;
or
- 4. any other relevant cases determined by the CDA.

Additional Requirements for Volunteers

Article (12)

- a. In addition to the requirements stipulated in Article (14) of the Law, a Volunteer must be a UAE national or resident holding a valid Emirates ID card.
- b. The requirements referred to in paragraph (a) of this Article will not apply to:
 - 1. nationals of the Gulf Cooperation Council countries; and
 - 2. any person authorised by the CDA Director General to participate in Volunteer Work in the Emirate.

Publication and Commencement

Article (13)

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Ahmed Abdul Karim Julfar

Director General
Community Development Authority in Dubai

Issued in Dubai on 28 January 2019

Corresponding to 22 Jumada al-Ula 1440 A.H.