

Executive Council Resolution No. (12) of 2015
Concerning
Planning of the Government of Dubai Manpower¹

We, Hamdan bin Mohammed bin Rashid Al Maktoum, Crown Prince of Dubai, Chairman of the Executive Council,

After perusal of:

Law No. (3) of 2003 Establishing the Executive Council of the Emirate of Dubai;

Law No. (27) of 2006 Concerning Management of the Government of Dubai Human Resources and its amendments;

Law No. (19) of 2007 Authorising the Chairman of the Executive Council to Issue the Government of Dubai Human Resources Management Legislation; and

Law No. (31) of 2009 Establishing the Dubai Government Human Resources Department,

Do 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:

Government:	The Government of Dubai.
Executive Council:	The Executive Council of the Emirate of Dubai.
Law:	Law No. (27) of 2006 Concerning Management of the Government of Dubai Human Resources and its amendments.
System:	The Government of Dubai Manpower Planning System.
Government Entity:	Any of the Government departments, public agencies or corporations, councils, authorities, or any other entity affiliated to the Government.

¹*Every 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.*

Director General:	A director general of a Government Entity, including an executive director / chief executive officer, a secretary general, or an officer in a similar position.
DGHR:	The Dubai Government Human Resources Department.
Employee:	A male or female person who occupies a budgeted post in a Government Entity.
Manpower:	The total number of existing or future Employees of a Government Entity appointed to full-time or part-time jobs approved in the budget of the Government Entity.
Manpower Planning:	The process of determining the Manpower needs of a Government Entity over a specific period of time, and setting the measures required for ensuring the availability of the adequate number of Employees to work at the appropriate jobs at the right time to ensure the implementation, by the Government Entity, of the plans and programmes approved for the coming year(s), and ensure the effective and efficient performance of the functions and duties assigned to it.
Manpower Descriptive Analysis:	A detailed statistical analysis of the qualitative and quantitative characteristics of Manpower, including the prevailing Manpower trends and patterns, and the outcomes of Human Resources Key Performance Indicators.
Professional Competencies:	The set of knowledge, skills, and behaviours required for effective performance of job duties.
Staffing Budget:	The budget appropriations allocated to the approved jobs of a Government Entity.

Scope of Application

Article (2)

The provisions of this Resolution will apply to the Government Entities governed by the Law, and to any other entity affiliated to the Government to which the application of this Resolution is extended by a relevant resolution issued by the Chairman of the Executive Council.

Objectives of the System

Article (3)

The System will have the following objectives:

1. to set a regulatory and functional framework for Manpower Planning at Government Entities with a view to striking the required balance in the Manpower and Professional Competencies needed on the short term and the long term; and to promoting Emiratisation of jobs at Government Entities in accordance with the policies and directives adopted in this respect; and
2. to clearly define the roles and responsibilities of Government Entities with regards to Manpower Planning.

Constituents of the System

Article (4)

The System is comprised of:

1. the Government Manpower Planning template, which is an illustration of the basic steps and stages that Government Entities must follow, and includes the main constituents required for Manpower Planning at Government Entities; and
2. the Government Manpower Planning practical guide, which is a reference guide for Government Entities, including a detailed explanation of the System and the steps, procedures, templates, forms, and helping tools needed for the effective application of the System.

Functions of the DGHR

Article (5)

For purposes of this Resolution, the DGHR will have the duties and powers to:

1. create the System and provide Government Entities with it within two (2) months from the effective date of this Resolution;
2. set a specific timeline for the phases of implementing the System on Government Entities;
3. follow up the implementation of the System at Government Entities; monitor their compliance with the System; and submit the relevant reports to the Executive Council;
4. prepare the annual Government Manpower Descriptive Analysis report and submit the same to the Executive Council;
5. develop, design, and provide specialised training programmes in Manpower Planning for the Employees in charge of Manpower Planning at Government Entities;
6. provide technical support for Government Entities to enable them to implement the System;
7. computerise the System processes at the level of Government Entities; and

8. conduct a periodic check-up on the System, assess the outcomes of its implementation, and take the required action based on these outcomes.

Obligations of Government Entities

Article (6)

A Government Entity must:

1. conduct its Manpower Planning in accordance with the Government Manpower Planning template, and periodically update its Manpower plans;
2. prepare the annual Manpower Descriptive Analysis report and provide the DGHR with a copy of the same;
3. develop and implement the plans, programmes, and initiatives required to address the gaps in the number of its Employees and their Professional Competencies;
4. provide all requirements for the implementation of the System at the Government Entity, and remove any obstacles that may prevent its proper and effective implementation;
5. provide the DGHR with periodic reports on the outcomes of implementing the System and the action taken by the Government Entity based on these outcomes; and
6. perform any other obligations related to the implementation of the System as prescribed pursuant to the relevant resolutions issued by the DGHR .

Staffing Budget

Article (7)

A Government Entity must draft a Staffing Budget as part of its annual budget, based on the outcomes of its Manpower Planning. The cost of initiatives associated with Manpower Planning must be included in this budget.

**Approval of the Manpower Plan
Article (8)**

A Director General will approve the Manpower plan, and any updates thereto, in accordance with the operational and organisational variables at his Government Entity.

**Issuing Implementing Resolutions
Article (9)**

The Director General of the DGHR will issue the resolutions required for the implementation of the provisions of this Resolution.

**Repeals
Article (10)**

Any provision in any other resolution will be repealed to the extent that it contradicts the provisions of this Resolution.

**Publication and Commencement
Article (11)**

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

Hamdan bin Mohammed bin Rashid Al Maktoum
Crown Prince of Dubai
Chairman of the Executive Council

Issued in Dubai on 14 April 2015
Corresponding to 25 Jumada al-Thaniyah 1436 A.H.