

Executive Council Resolution No. (81) of 2024
Approving the
Job Succession Planning System in the Government of Dubai¹

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

After perusal of:

Law No. (31) of 2009 Establishing the Dubai Government Human Resources Department and its amendments;

Law No. (8) of 2018 Concerning Management of the Government of Dubai Human Resources and its amendments;

Law No. (26) of 2023 Concerning the Executive Council of the Emirate of Dubai;

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

Executive Council Resolution No. (13) of 2015 Concerning the Frameworks of Behavioural and Technical Competencies of Employees of the Government of Dubai;

Executive Council Resolution No. (39) of 2018 Concerning the Performance Management System of Employees of the Government of Dubai; and

Executive Council Resolution No. (108) of 2023 Concerning the Learning and Development System of Employees of the Government of Dubai,

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.

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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.

Law:	Law No. (8) of 2018 Concerning Management of the Government of Dubai Human Resources and its amendments.
Department:	Any of the Government departments; public agencies or corporations; Government councils or authorities; or other entities affiliated to the Government to which the provisions of the Law apply.
DGHR:	The Dubai Government Human Resources Department.
System:	The Job Succession Planning System of Employees of the Government of Dubai regulated pursuant to this Resolution and the Procedural Manual.
Procedural Manual:	The document adopted by the DGHR, which contains the procedures, steps, time frames, and forms required for implementation of the System.
Director General:	A director general, executive director/ chief executive officer, or secretary general of a Department or a person holding a similar position.
Competent Directorate:	The Human Resources Directorate or any other Organisational Unit within a Department in charge of the learning and development affairs of the Employees or of talent management therein.
Employee:	A male or female person who occupies a budgeted post in a Department.
Immediate Supervisor:	An Employee who undertakes direct supervision of the performance of other Employees.
Job Succession Planning:	An integrated and systematic process through which Critical Positions and Targeted Positions are identified, whether in the administrative track or the technical track, within a Department. It also involves selecting the Employees nominated to occupy these positions in the present and the future, upon assessment of their competencies and capabilities, and their development to acquire the necessary knowledge, skills, and experience to occupy these positions.

Critical Positions:	Positions that significantly contribute to achieving a Department's objectives and the continuity of its operations. These positions require complex or unique specialised skills that must be possessed by incumbents, who are difficult to attract and retain.
Targeted Positions:	These include Critical Positions and any other positions designated by a Department due to their importance and impact on its operations.
Individual Development Plan:	A document which includes the development tasks and goals, and the Training Programmes and Development Programmes, which a talented Employee must undergo within a specified period, for the purpose of Job Succession Planning.
Talent Pool:	A list containing the names of a Department's Employees who possess promising skills, abilities, and competencies, and who will be included in the Job Succession Planning process.

Scope of Application Article (2)

The provisions of this Resolution apply to all UAE National civilian Employees working in a Department, but do not apply to:

1. Employees appointed on a temporary basis;
2. Employees appointed under special contracts;
3. seconded Employees; and
4. the retirees appointed to the Department.

Objectives of the System Article (3)

The System aims to:

1. promote a culture of institutional risk management and ensure business continuity;

2. establish a clear and defined methodology for identifying Targeted Positions, in line with the strategic priorities of Departments;
3. contribute to supporting plans for Emiratisation and the replacement of Non-UAE National Employees;
4. enable Departments to engage in strategic planning to ensure that their Employees are prepared to assume Targeted Positions;
5. establish appropriate procedures for selecting Employees with outstanding competencies, including them in the Talent Pool, and preparing them to assume Targeted Positions and other posts; and
6. enable integration and alignment across the human resources systems implemented by Departments.

Functions of the DGHR Article (4)

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

1. prepare, approve, and update the Procedural Manual; and circulate it to Departments;
2. follow up on the implementation of the System by Departments;
3. measure and assess the impact of implementation of the System in order to improve and develop it;
4. provide the advice and support required by Departments on all matters related to implementation of the System;
5. review the provisions of this Resolution on a regular basis, propose any necessary amendments thereto, and submit the same to the competent entities for approval; and
6. exercise any other duties or powers required for the achievement of the objectives of the System, as determined pursuant to the relevant resolution[s] of the Director General of the DGHR.

Functions of Departments Article (5)

For purposes of this Resolution, a Department will have the duties to:

1. identify Targeted Positions and the Talent Pool in accordance with the System's requirements;
2. take the necessary measures to comply with the procedures, steps, time frames, and forms, prescribed by the Procedural Manual;
3. provide the financial, material, and human resources required for ensuring efficient and effective implementation of the System;
4. link the System to the plans and indicators of the institutional and individual performance management systems;
5. provide the DGHR with the data and information it requests regarding the implementation of the System, in accordance with the procedures and within the time frames prescribed by the DGHR; and
6. exercise any other duties or powers required for the achievement of the objectives of the System, as determined pursuant to the relevant resolution[s] of the Director General of the DGHR.

Obligations of Competent Directorates

Article (6)

A Competent Directorate must:

1. verify that the System is linked to the relevant human resources systems implemented by the Department;
2. raise Employees' awareness about the System and its significance;
3. provide the required technical support and training to the heads of the concerned Organisational Units within the Department on the implementation of the System;
4. meticulously prepare a list of Targeted Positions, in coordination with the Organisational Units within the Department, and submit the same it to the Director General for approval;
5. develop the selection criteria for nominating Employees for the Talent Pool, and submit the same to the Director General for approval;
6. prepare a list of Employees nominated for Job Succession Planning, in accordance with the provisions of the Procedural Manual, and submit the same to the Director General for approval;

7. compile performance appraisal data and ratings of the Employees to whom Job Succession Planning applies, and submit the same to the Director General for approval;
8. coordinate with the Immediate Supervisors of the Employees included in the Talent Pool to ensure their involvement in all phases of the System;
9. supervise the preparation of the Individual Development Plans related to Job Succession Planning across the Department, and oversee their implementation;
10. measure the indicators related to the implementation of the System;
11. prepare reports on the implementation of the System and submit the same to the Director General to give the relevant directives as he deems appropriate;
12. follow up on the implementation of the System, study and analyse its outcomes, and take the necessary actions in this regard; and
13. fulfil any other obligations as determined pursuant to the relevant resolution of the Director General of the DGHR.

Components of Job Succession Planning Article (7)

The Procedural Manual specifies the components of Job Succession Planning, including the guidelines for identifying Targeted Positions, establishing the Talent Pool, and defining the System implementation phases, in accordance with the Departments' strategic plans, objectives, and operational requirements.

Obligations of Immediate Supervisors Article (8)

The Immediate Supervisor of an Employee included in the Talent Pool must:

1. provide the necessary support to the Employee to ensure the implementation of his approved Individual Development Plan;
2. perform the roles assigned to him under the System and the Procedural Manual, in accordance with the prescribed procedures, forms, and time frames;
3. encourage the Employee to achieve outstanding performance ratings in implementing his approved Individual Development Plan;
4. cooperate and coordinate with all relevant parties within the Department for the implementation of the System;

5. provide the Competent Directorate with the performance rating of the Employee included in the Talent Pool; and
6. fulfil any other obligations stipulated in the Procedural Manual or in the resolutions and directives issued by the Director General.

Obligations of Employees **Article (9)**

An Employee included in the Talent Pool must:

1. actively contribute to the preparation of his Individual Development Plan, in coordination with his Immediate Supervisor and the Competent Directorate;
2. implement his approved Individual Development Plan in coordination with his Immediate Supervisor and the Competent Directorate, without compromising the duties and responsibilities of his current position; and
3. fulfil any other obligations stipulated in the Procedural Manual, or in the resolutions and directives issued by the Director General or the Employee's Immediate Supervisor.

Nominating Employees for Job Succession Planning **Article (10)**

- a. An Employee will be nominated for Job Succession Planning by the Competent Directorate, in coordination with the heads of Organisational Units within the Department, and upon obtaining the Employee's consent.
- b. Nominating an Employee for Job Succession Planning must be subject to the provisions of this Resolution and the Procedural Manual, the Department's strategic plans and objectives, its operational requirements, and the general policies related to Emiratisation and the replacement of Non-UAE National Employees.
- c. The Competent Directorate may, in coordination with the head of the Organisational Unit to which the Employee reports, cancel the Employee's nomination for Job Succession Planning at any time, provided there are justified reasons for doing so.

Issuing Implementing Resolutions **Article (11)**

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

Publication and Commencement
Article (12)

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 30 October 2024
Corresponding to 27 Rabi al-Thani 1446 A.H.