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**Ministry of Municipalities Affairs and Agriculture**

**Decision No. (33) of 2023 on Restructuring the Grievances Committee for the Employees of the Ministry of Municipalities Affairs and Agriculture**

The Minister of Municipalities Affairs and Agriculture:

Having reviewed Municipality Law promulgated by Legislative Decree No. (35) of 2001, as amended, and its Implementing Regulation promulgated by Decision No. (16) of 2002 as amended;

Civil Service Law promulgated by Legislative Decree No. (48) of 2010 as amended, and its Implementing Regulation promulgated by Decision No. (51) of 2012, as amended;

Decree No. (15) of 2023 on the Reorganisation of the Ministry of Municipalities Affairs and Agriculture;

And Decision No. (27) of 2022 on the restructuring of the Grievances Committee for the Employees of the Ministry of Works, Municipalities Affairs and Urban Planning (Municipalities Affairs, Agriculture and Marine Animal Wealth);

And upon the submission of the Undersecretary of the Ministry for Municipalities Affairs,

**Hereby Decides:**

**Article (1)**

The committee in charge of reviewing grievances of the employees of the Ministry of Works, Municipalities Affairs and Agriculture shall be restructured under the presidency of the Assistant Undersecretary for the Joint Municipal Services, and the membership of the following:

1- Director of the Acquisition and Compensation Department

Vice President.

-2 Director of Animal Health Department

Member.

-3 Director of Human Resources Directorate

Member.

-4 Head of Human Resources and Administrative Services Directorate at the Capital Municipality

Member.

-5 Head of Human Resources and Administrative Services Directorate at the Muharraq Municipality

Member.

-6 Head of Human Resources and Administrative Services Directorate at the Northern Municipality

Member.

-7 Head of Human Resources and Administrative Services Directorate at the Southern Municipality

Member.

-8 The Legal Advisor of the Ministry of Municipalities Affairs and Agriculture

Member.

**Article (2)**

The committee shall be responsible for reviewing the grievances submitted by employees of the Ministry of Works, Municipalities Affairs and Agriculture, including senior positions holders and their equivalents, regarding the administrative decisions that affect their job rights. The review process shall follow the rules and procedures outlined in the Civil Service Law, its implementing regulation, and the instructions of the Civil Service Bureau. Grievances from senior positions holders and their equivalents regarding decisions concerning them shall be directed to the Council of Ministers within thirty days from the date of notification of these decisions.

**Article (3)**

The committee's president shall appoint an employee from among the employees of the Ministry of Works, Municipalities Affairs and Agriculture to serve as its a secretary for the aforementioned committee.

**Article (4)**

The committee shall hold its meetings upon the request of its president or his deputy, and its validity shall require the presence of the majority of its members, including the president or his deputy. The committee shall issue its decisions and by a majority vote of the members present, and in case of a tie, the side of the president shall prevail.

The committee may seek the assistance of experts from the Civil Service Bureau, the Ministry of Works, Municipalities Affairs and Agriculture, or any other public authority without having a counted vote.

**Article (5)**

Employees shall submit their grievances to the committee within fifteen days from the date of being notified of the decision they are filing a grievance against. The grievance shall be recorded in the committee's register dedicated for that purpose. After reviewing the relevant documents, the committee shall schedule a date to consider and decide on the grievance. The committee may listen to the grievant and, if necessary, hear other relevant parties and take all the necessary procedures needed to consider the grievance before making a decision on it.

**Article (6)**

The committee shall make a decision on the grievance within fifteen working days from the date of its submission. The committee may extend this period by ten additional working days if deemed necessary.

**Article (7)**

The committee shall issue its decisions in the form of recommendations submitted to the relevant Assistant Undersecretary - as the case may be - for further review before presenting them to the Minister of Works, Municipalities Affairs and Agriculture for approval, amendment or cancellation. The grievant employee shall be notified of this decision by the competent authority within a period not exceeding five working days from the date of its issuance by registered mail to the employee's permanent residence address listed in his service file, or to the residence of any of his registered relatives or through any other suitable means.

**Article (8)**

Decision No. (27) of 2022 on the restructuring of the Grievances Committee for the Employees of the Ministry of Works, Municipalities Affairs and Urban Planning (Municipalities Affairs, Agriculture and Marine Animal Wealth) shall be repealed and any provision contrary to the provisions of this decision shall be repealed.

**Article (9)**

The Undersecretary of the Ministry for Municipalities affairs and the Undersecretary of the Ministry for Agriculture and Animal Wealth - each within his jurisdiction - shall implement the provisions of this Decision, and it shall come into force the day following the date of its publication in the Official Gazette.

**The Minister of Municipalities Affairs and Agriculture**

**Engineer Wael bin Nasser Al-Mubarak**

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