



هيئة قطر للأسواق المالية  
*Qatar Financial Markets Authority*

**The QFMA's Board Decision No. 2 of 2016  
Concerning the Organizational Structure of  
Qatar Financial Markets Authority  
(QFMA)**

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**The Board of Directors,**

Having considered Law No. 8 of 2012 of Qatar Financial Markets Authority;

Law of Qatar Central Bank and the Regulation of Financial Institutions,  
Promulgated by virtue of Law No. 13 of 2012;

Proposal of the QFMA's Chief Executive Officer;

And the Council of Ministers' approval on the draft of this decision at its 18th  
ordinary meeting of 2015 on 6/5/2015;

**We have decided the following:**

**Article (1)**

The organizational structure of the Qatar Financial Markets Authority annexed to  
this decision shall come into full force and effect.

## **Article (2)**

All competent departments and sections, each within its jurisdiction, shall implement this decision. The decision shall be effective on the next day of the publish date in the Official Gazette.

**Abdulla Bin Saoud Al-Thani**  
**The Governor – Qatar Central Bank**  
**Chairman of the Board of Directors**

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# **The QFMA's Organizational Structure**

## **Article (1)**

The QFMA's Organizational Structure consists of the Board of Directors, the departments set out in the organizational chart annexed to this decision as follows:

1. CEO Office.
2. Internal Audit Department.
3. Complaints Department.
4. New Financial Products Department.
5. Risk Unit.
6. Legal Affairs & Enforcement Department.
7. Planning and Quality Department.
8. Public Relations and Communication Department.
9. International Cooperation Unit.
10. Securities Offering & Listing Affairs Department.
11. Corporate Governance & Disclosure Department.
12. Inspection & Surveillance Department.
13. Licensing Department.
14. Human Resources Department.
15. Finance and Administration Department.
16. Information Systems Department.

## **Article (2)**

### **Internal Audit Department is responsible for:**

1. Developing annual audit plans of the QFMA's departments, seeking chairman approval and preparing reports of audit findings.
2. Making sure the implementation of laws, regulation and decisions relating to QFMA's activities.
3. Monitoring financial documents such as receipts, invoices, vouchers, etc.
4. Reviewing financial instructions, proposing necessary amendments and monitoring their implementation.
5. Monitoring procedures related to recruitment, leave entitlements, promotions, and other personnel related issues and ensuring the compliance with relevant laws, rules, regulations and decisions.
6. Ensuring the safety and security of QFMA owned and controlled funds, properties, furniture, equipment, buildings and other assets.
7. Participating in the inspection of stores inventories, and other controlled properties.

## **Article (3)**

### **Complaints Department is responsible for:**

1. Developing a manual for complaint and investigation procedures.
2. Receiving and considering complaints filed by investors and persons dealing in the market and taking the necessary measures for suitable solutions.
3. Considering complaints and acting appropriately to control violations of entities subject to the QFMA's jurisdiction.
4. Participating in the investigation of violations of the QFMA Law and the relevant legislations.

5. Participating in the investigation of electronic violations, suspicious breaches of accounts, investment portfolios and others.
6. Coordinating with the regulatory authorities in investigations of violations of relevant legislations.

#### **Article (4)**

#### **Complaints Department consists of the following two sections:**

- Complaints Section.
- Investigations Section.

#### **Article (5)**

#### **Complaints Section is responsible for:**

- 1- Preparing the manual and procedures of complaint.
- 2- Receiving and considering complaints filed by investors and persons dealing in the market and taking the necessary measures for suitable solutions.
- 3- Considering complaints and acting appropriately to control violations of entities subject to the QFMA's jurisdiction.

#### **Article (6)**

#### **Investigations Section is responsible for:**

1. Preparing the manual and procedures of investigations.
2. Participating in the investigation of violations of the QFMA Law and the relevant legislations.
3. Participating in the investigation of electronic violations, suspicious breaches of accounts, investment portfolios and others.
4. Coordinating with the regulatory authorities in investigations of violations of relevant legislations.

## **Article (7)**

### **New Financial Products Department is responsible for:**

1. Developing the capital market and providing innovative frameworks to facilitate the issuance of new securities.
2. Submitting proposals to develop the financial institutions and technical aspects, which would facilitate and raise the growth potential of the financial market.
3. Following up the key indicators of the financial market performance and developing long-term solutions to address deficiencies.
4. Proposing new investment products that enhance the depth and width of the financial market and enhance access to capital as to make the market compatible for new investment product.
5. Identifying the weaknesses of financial market performance, and proposing to address them, promoting the development of the financial market and the working financial institutions, through coordination with the competent authorities.
6. Proposing initiatives to effectively implement disclosure rules of product and product risks.
7. Proposing and developing standards of disclosure practices, in particular with respect to assessments and risks.
8. Reviewing the disclosure practices of companies obtained by external auditors.

## **Article (8)**

### **New Financial Products Department consists of the following two sections:**

- Innovative Products & Research Section.
- Disclosure Development Section.

## **Article (9)**

### **Innovative Products & Research Section is responsible for:**

1. Developing the capital market and providing innovative frameworks to facilitate the issuance of new securities.
2. Submitting proposals to develop the financial institutions and technical aspects, which would facilitate and raise the growth potential of the financial market.
3. Following up the key indicators of the financial market performance and developing long-term solutions to address deficiencies.
4. Proposing new investment products that enhance the depth and width of the financial market and enhance access to capital as to make the market compatible for new investment product.
5. Identifying the weaknesses of financial market performance, and proposing to address them, promoting the development of the financial market and the working financial institutions, through coordination with the competent authorities.
6. Preparing studies and research related to global practices, regulations and procedures for regulating the capital market sector, proposing business development frameworks and facilitating the issuance of new securities.
7. Preparing studies and researches related to financial markets and new financial instruments.
8. Proposing mechanisms and regulations relating to the disclosure and risk of new products.
9. Preparing feasibility studies for new products projects and proposing timetables for their implementation.
10. Following up and preparing reports on projects of new financial products.
11. Preparing and developing a database of information and developments in capital markets.
12. Preparing studies related to offering new financial instruments and making recommendations thereon.

## **Article (10)**

### **Disclosure Development Section is responsible for:**

1. Proposing initiatives to effectively implement disclosure rules of product and product risks.
2. Proposing and developing standards of disclosure practices, in particular with respect to assessments and risks.
3. Reviewing the disclosure practices of companies obtained by external auditors.

## **Article (11)**

### **Risk Unit is responsible for:**

1. Proposing and developing policies and foundations of the QFMA's work according to the approved standards.
2. Proposing the foundations for addressing risks of non-compliance with the approved standards by participants in the capital market.
3. Considering and following the implementation of the work policies proposed by the QFMA's departments based on the approved policies.
4. Considering the reports issued by Surveillance and Inspection Department to develop addressing strategies for different risks.
5. Considering projects proposed by the competent departments based on the approved policies.
6. Identifying risks of the work of QFMA and financial markets and regulatory risks, as well as proposing and following up evaluation mechanisms.



## **Article (12)**

### **Legal Affairs & Enforcement Department is responsible for:**

1. Researching and pursuing legal issues relating to the QFMA's activities, in coordination with relevant departments.
2. Preparing QFMA's legislative drafts and expressing its opinion on drafts of laws, regulations and executive decisions referred to it.
3. Expressing legal opinion on topics referred to it.
4. Drafting contracts, agreements and memorandums of understanding relating to the QFMA's activities, in coordination with the relevant departments.
5. Investigating facts and violations attributed to QFMA staff, preparing the required notes for the investigation results along with the legal opinion and recommendations to be presented to the competent authority, as well as following up the implementation of the decisions made thereof.
6. Following up the implementation of Disciplinary Committee decisions.
7. Following up disputes and issues that relate to the QFMA, in coordination with the competent authorities.

## **Article (13)**

### **Legal Affairs & Enforcement Department consists of the following sections:**

- Legal Studies Section.
- Litigation & Investigations Section.

## **Article (14)**

### **Legal Studies Section is responsible for:**

1. Researching, considering and following up the legal issues on the legislations relating to the QFMA's activities, in coordination with the relevant departments.

2. Preparing and drafting QFMA's legislative drafts and expressing its opinion on drafts of laws referred to it.
3. Preparing and drafting the memoranda to be presented to the Council of Ministers and circulars drafts issued by the QFMA.
4. Expressing legal opinion on topics referred to it and preparing memoranda on the study outcome.
5. Coordinating with the Ministry of Justice regarding the publication of the QFMA's legislations in the Official Gazette.
6. Preparing a register for legislative instruments, decisions and circulars issued by the QFMA.
7. Drafting the international agreements relating to the QFMA's activities, in coordination with the relevant departments, and keeping a copy of the signed agreement.
8. Preparing and reviewing the contracts to which the QFMA is a party and ensuring the legal safety of all contract terms to preserve the QFMA's rights.
9. Coordinating with the Department of State Affairs in the Ministry of Justice regarding matters of reconciliation or arbitration, where set forth in any contract to which the QFMA is a party.
10. Considering and proposing appropriate solutions for any problems that may prevent the enforcement of contract terms.

## **Article (15)**

### **Litigation & Investigations Section is responsible for:**

1. Considering and following up the QFMA's related issues, whether filed by or against the QFMA, and preparing and following up legal reports and memoranda containing recommendations and appropriate legal procedures thereon.

2. Coordinating with the Department of State Affairs in the Ministry of Justice regarding the processing of the filed cases with its decisions and judgments issued thereon, and following-up their implementation.
3. Following up implementation of the judgments, in coordination with the Department of State Affairs, Ministry of Justice.
4. Conducting investigation on the violations attributed to the QFMA's employees, and preparing and submitting to the competent authority the memoranda of the results together with legal opinion and recommendations.
5. Providing legal opinion on any disputes that may arise between the QFMA and others or among the QFMA's departments.
6. Following up the implementation of decisions and disciplinary sanctions.

## **Article (16)**

### **Planning and Quality Department is responsible for:**

1. Developing and obtaining approval on the QFMA's general strategic plan in coordination with the competent authorities and relative departments.
2. Obtaining chairman approval on departments' executive plans and programs.
3. Implementing and evaluating the QFMA's strategic, executive plans and results and raising regular reports thereon.
4. Identifying and resolving any issues and obstacles encountered the implementation of the strategic and executive plans.
5. Ensuring work methodology used is aligned with the QFMA's functions and objectives and recommending improvements accordingly.
6. Developing evaluation programs that measure institutional performance to ensure the service quality in the departments.
7. Reviewing and evaluating the departments' performance and recommend improvements to increase overall efficiency.
8. Developing solutions for potential issues and obstacles within the QFMA's departments.
9. Proposing, in coordination with competent entities and relevant departments, the plans for development and simplification of the internal processes and procedures.

10. Preparing studies and researches related to international practices in terms of planning and quality and ways of optimizing the available resources.

### **Article (17)**

**Planning and Quality Department consists of the following two sections:**

- Planning section.
- Quality section.

### **Article (18)**

**Planning Section is responsible for:**

1. Developing and obtaining approval on the QFMA's general strategic plan in coordination with the competent authorities and relative departments.
2. Obtaining chairman approval on departments' executive plans and programs.
3. Implementing and evaluating the QFMA's strategic, executive plans and results and raising regular reports thereon.
4. Identifying and resolving any issues and obstacles encountered the implementation of the strategic and executive plans.

### **Article (19)**

**Quality Section is responsible for:**

1. Ensuring work methodology used is aligned with the QFMA's functions and objectives and recommending improvements accordingly.
2. Developing evaluation programs that measure institutional performance to ensure the service quality in the departments.
3. Reviewing and evaluating the departments' performance and recommend improvements to increase overall efficiency.
4. Developing solutions for potential issues and obstacles within the QFMA's departments.

5. Proposing, in coordination with competent entities and relevant departments, the plans for development and simplification of the internal processes and procedures.

### **Article (20)**

#### **Public Relations and Communication Department is responsible for:**

1. Issuing publications and media programs to raise awareness on the QFMA's responsibilities and activities in coordination with relevant departments.
2. Following up media coverage relating to the QFMA, presenting to officials and drafting replies when needed.
3. Processing public enquiries and complaints, referring them to the relevant departments.
4. Arranging travel, hospitality and accommodation requirements for the QFMA's guests and delegations in coordination with relevant departments.
5. Organising cultural, social and sports activities for QFMA staff and supervising events organized or in participation of the QFMA.
6. Organising conferences, seminars and exhibitions held by the QFMA and preparing the budgets needed therefor, in collaboration with relevant departments.

### **Article (21)**

#### **Public Relations and Communication Department consists of the following two sections:**

- Communication Section.
- Public Relations Section.

## **Article (22)**

### **-Communication Section is responsible for:**

1. Issuing publications and media programs to raise awareness on the QFMA's responsibilities and activities in coordination with relevant departments.
2. Following up media coverage relating to the QFMA, presenting to officials and drafting replies when needed.
3. Preparing and presenting to officials reports on the QFMA's actions and solutions taken towards the issues published in newspapers and the media.

## **Article (23)**

### **Public Relations Section is responsible for:**

1. Processing public enquiries and complaints, referring them to the relevant departments.
2. Arranging travel, hospitality and accommodation requirements for the QFMA's guests and delegations in coordination with relevant departments.
3. Organising cultural, social and sports activities for QFMA staff and supervising events organized or in participation of the QFMA.
4. Organising conferences, seminars and exhibitions held by the QFMA and preparing the budgets needed therefor, in collaboration with relevant departments.

## **Article (24)**

### **International Cooperation Unit is responsible for:**

1. Developing material related to (local, regional and international) conferences, seminars and meetings concerning the QFMA's activities, in coordination with the relevant departments and competent entities.
2. Making the needed preparations to attend relevant conferences, meetings held by regional and international organisations and authorities of which the State of Qatar is a member.

3. Preparing reports and responses required by regional and international organisations and authorities concerning the QFMA's activities in coordination with relevant departments.
4. Monitoring the implementation of recommendations of regional and international organisations and authorities, in coordination with competent entities in the State.
5. Preparing reports on regional and international organisations' contribution in developing and supporting the various activities of the QFMA's work, in coordination with the competent entities.
6. Following-up on the payments of the State's financial contributions in the organizations in relation with the QFMA's work, in coordination with competent entities.
7. Researching ways of activating Qatar's role in the QFMA's activities among regional and international organisations and authorities.
8. Collecting information and publishing research issued by relevant local, regional and international organisations and authorities.

## **Article (25)**

### **Securities Offering & Listing Affairs Department is responsible for:**

1. Regulating and monitoring mergers and acquisitions.
2. Preparing and publishing rules and regulations relating to offering and listing, and making sure compliance with them.
3. Increasing awareness regarding new products, procedures and securities offering and listing.
4. Ensuring transparency in international acquisitions, mergers and IPOs.
5. Improving the procedures of securities offering and listing, and procedures of issuing investment plans, as well as adoption of mergers and acquisitions, in order to promote efficiency of such transactions and to align them with the best international practices.

6. Supervising the limited and additional rules of registration and listing.
7. Receiving and considering license applications of securities issuance.
8. Reviewing and approving of securities prospectus.
9. Regulating offering and listing of investment funds, including units of funds index and Real Estate Investment Traits (REITs).

### **Article (26)**

**Securities Offering & Listing Affairs Department consists of the following two sections:**

- Offering & Listing Section.
- Mergers & Acquisitions Section.

### **Article (27)**

**Offering & Listing Section is responsible for:**

- 1- Following-up the information disclosed by the listed companies.
- 2- Monitoring the compliance of the listed companies with the QFMA's regulations, and taking disciplinary action in case of non - compliance.
- 3- Considering and following the procedures of the applications for securities public offering and listing.
- 4- Ensuring that applications, induction bulletins and all annexes prepared by the companies comply with the QFMA's requirements.
- 5- Considering and following up the capital increase applications for listed companies, and ensuring their compliance with the QFMA's legislations.



## **Article (28)**

### **Mergers & Acquisitions Section is responsible for:**

- 1- Considering the applications of acquisitions and mergers.
- 2- Considering the separation applications for companies, and guide them to the applicable procedures.
- 3- Ensuring transparency in acquisitions and mergers.

## **Article (29)**

### **Corporate Governance & Disclosure Department is responsible for:**

1. Auditing the financial statements of the companies and verifying their fulfillment of disclosure requirements, the extent of compatible of such requirements with the international accounting and auditing standards, as well as analyzing them for financial periods to be provided to the QFMA within the determined period, and preparing the reports and recommendation thereon.
2. Monitoring the compliance of the companies and entities subject to the QFMA's jurisdiction with disclosure and corporate governance principals.
3. Reviewing and identifying shortcomings of corporate governance reports, and making sure that they are issued in a timely manner and in line with Corporate Governance Code.

## **Article (30)**

### **Corporate Governance & Disclosure Department consists of the following two sections:**

- Corporate Governance Section.
- Financial Disclosure Section.

## **Article (31)**

### **Corporate Governance Section is responsible for:**

1. Monitoring the compliance of the companies and entities subject to the QFMA's jurisdiction with corporate governance principals.
2. Receiving corporate governance reports and ensuring that they are issued at the required time determined by the Governance Code.
3. Reviewing and evaluating the governance reports, and ensuring their fulfillment of the procedures, and the information and data required.

## **Article (32)**

### **Financial Disclosure Section is responsible for:**

1. Monitoring the compliance of the companies and entities subject to the QFMA's jurisdiction with disclosure requirement.
2. Auditing the financial statements of the companies and verifying their fulfillment of disclosure requirements, as well as preparing the reports of their analysis for each financial period to be provided to the QFMA within the determined period, and raising recommendation thereon.
3. Monitoring the compliance of the companies with disclosure and preparing the reports and studies in this regard.
4. Reviewing the financial assessment studies.
5. Auditing the financial statements of the companies and verifying their compliance with the international accounting and auditing standards.

## **Article (33)**

### **Inspection & Surveillance Department is responsible for:**

1. Proposing a plan for periodic inspection over the financial services companies, financial markets, depository and other licensed entities.

2. Proposing the procedures of periodic and sudden inspections, controls and cases of sudden inspections, and prior notification over the financial services companies, financial markets, depository and other licensed entities.
3. Conducting on periodic and sudden inspections over the financial services companies, financial markets and depository, and preparing reports thereon.
4. Conducting documentary surveillance over the financial services companies, financial markets, depository, and their staff to ensure their compliance with QFMA's legal legislations.
5. Implementing, as per the relevant rules, specialized inspection programs over licensed persons to ensure the efficiency and effectiveness of their programs and procedures of combating anti-money laundering and combating terrorist financing and relevant regulations.
6. Implementing special inspection programs for non-licensed persons who are suspected of their involvement in practicing securities activities or money laundering.
7. Monitoring the compliance with the rules of dealing among people dealing in securities trading activities.
8. Following-up and monitoring trading transactions, preparing periodic reports on daily analysis of market dealings, orders and executed transactions, to ensure compliance with legislation and regulations.
9. Analyzing the alerts issued by the electronic program of trading surveillance and reporting thereon.

### **Article (34)**

#### **Inspection & Surveillance Department consists of the following sections:**

- Financial Markets and Depositories Inspection & Surveillance Section.
- Financial Services Companies Inspection & Surveillance Section.
- Trading Surveillance Section.
- Anti-Money Laundering Section.

## **Article (35)**

### **Financial Markets and Depositories Inspection & Surveillance Section is responsible for:**

1. Proposing a plan for periodic inspection over the financial markets and depositories.
2. Proposing the procedures of periodic and sudden inspections, controls and cases of sudden inspections, and prior notification over the financial markets and depositories.
3. Conducting on periodic and sudden inspections and surveillance over the financial markets and depositories, and preparing reports thereon.
4. Conducting documentary surveillance over the financial markets, depositories and their staff to ensure their compliance with the legal rules and legislations.
5. Proposing the rules of conduct to be followed by the financial markets and the depositors.

## **Article (36)**

### **Financial Services Companies Inspection & Surveillance Section is responsible for:**

1. Proposing a plan for periodic inspection over the financial services companies.
2. Proposing the procedures of periodic and sudden inspections, controls and cases of sudden inspections, and prior notification over the financial services companies.
3. Conducting on periodic and sudden inspections and surveillance over the financial services companies, and preparing reports thereon.

4. Conducting documentary surveillance over the financial services companies and their staff to ensure their compliance with the legal rules and legislations.

### **Article (37)**

#### **Trading Surveillance Section is responsible for:**

1. Analyzing market data and reviewing orders and transactions executed with analysis, in accordance with intensive research procedures in trading and transactions in the market.
2. Analyzing the alerts issued by the electronic program of trading surveillance and reporting thereon.
3. Monitoring the compliance with the rules of dealing among people dealing in securities trading activities.

### **Article (38)**

#### **Anti-Money Laundering Section is responsible for:**

1. Implementing, as per the relevant rules, specialized inspection programs over licensed persons to ensure the efficiency and effectiveness of their programs and procedures of combating anti-money laundering.
2. Implementing, as per the relevant rules, special inspection programs for non-licensed persons who are suspected of their involvement in practicing securities activities or money laundering.
3. Following-up and monitoring trading transactions, preparing periodic reports on daily analysis of market dealings to ensure compliance with legislation and regulations.

## **Article (39)**

### **Licensing Department is responsible for:**

1. Receiving and considering license applications for performing financial markets activities.
2. Studying the controls and rules proposed by various financial markets to proceed them and express opinion on them to be approved.
3. Reviewing market membership controls, trading controls proposed by the financial markets and table of financial penalties of market members, and expressing opinion to be approved.
4. Receiving and considering license applications for performing depository activities, financial services activities and opening branches for financial services companies.
5. Receiving and considering the license applications for approved individuals working for the financial markets, depositories and financial services companies, according to the controls developed by the QFMA.
6. Receiving and considering license applications for external auditors who are eligible to work to the financial markets, depositories, financial services companies, and listed companies.
7. Receiving and considering license applications for financial evaluators.
8. Conducting ongoing assessment to ensure availability of licensing requirements and approvals granted for the professionals working in the financial markets, depositories and financial services companies.

## **Article (40)**

### **Licensing Department consists of the following two sections:**

- Financial Services Companies & Professionals Licensing Section.
- Financial Markets & Depositories Licensing Section.

## **Article (41)**

**Financial Services Companies & Professionals Licensing Section is responsible for:**

1. Receiving and considering license applications for performing financial services activities and their staff.
2. Receiving and considering license applications for branches of financial services activities.
3. Receiving and considering license applications for external auditors who are eligible to work to the financial services companies and the listed companies in financial markets.
4. Receiving and considering license applications for financial evaluators.
5. Following up the availability of licensing requirements and approvals granted for the professionals working in the financial services companies.

**Article (42)**

**Financial Markets & Depositories Licensing Section is responsible for:**

1. Receiving and considering license applications for performing the activities of the financial markets and depositories.
2. Studying the controls and rules proposed by various financial markets and depositories to proceed them and express opinion thereon.
3. Receiving and considering license applications for external auditors who are eligible to work to the financial markets and depositories.
4. Following up the availability of licensing requirements and approvals granted for the professionals working in various financial markets and depositories.
5. Reviewing market membership controls, trading controls proposed by the financial markets and table of financial penalties of market members, and expressing opinion thereon.

**Article (43)**

**Human Resources Department is responsible for:**

1. Implementing laws, regulations and policies related to personnel affairs.

2. Identifying QFMA needs of staff in coordination with various departments.
3. Preparing, implementing and developing job descriptions and job classifications.
4. Preparing draft of part one of the budget in collaboration with relevant departments.
5. Implementing procedures of performance reviews and appraisals for employee.
6. Processing appointment, transfer, secondment and delegation details.
7. Processing employee leave entitlements according to the Law.
8. Preparing studies for QFMA career structure and presenting proposals needed for developing its organisational structure.
9. Identifying, implementing and evaluating the staff training needs and programmes in coordination with various departments.
10. Developing and updating databases of the QFMA personnel.

#### **Article (44)**

**Human Resources & Training Department consists of the following sections:**

- Recruitment & Manpower Planning Section.
- Personnel Affairs Section.
- Administrative Development & Training Section.

#### **Article (45)**

**Recruitment & Manpower Planning Section is responsible for:**

1. Planning and identifying QFMA needs of career positions in coordination with various departments.
2. Planning and implementing the policy of selecting nominees from different specializations.



3. Advertising about job vacancies according to the needs of the departments.
4. Processing the procedures of appointing those who have been chosen and preparing their relevant administrative decisions.
5. Following up the appointed employees during the probation period and issue decisions on completion of their probation period.

## **Article (46)**

### **Personnel Affairs Section is responsible for:**

1. Implementing the procedures required to grant, modify or suspend the bonuses, remunerations and allowances, and preparing the memorandums, correspondence and draft decisions in this regard.
2. Carrying out the procedures of the QFMA's personnel affairs in relation to human resources matters.
3. Implementing procedures of performance reviews and appraisals for employee.
4. Taking action for promotion of employees who meet the requirements of promotion in accordance with the provisions prescribed therefor.
5. Preparing the financial adjustments for the employees' entitlements as contained in those resolutions or contracts for some employees in this regard.
6. Entering and reviewing data regarding monthly salaries and entitlements in the used automated payroll system.
7. Preparing monthly payrolls of employees and taking action to transfer them to banks.
8. Maintaining and modifying the functional cards of each employee, including personal and financial data.
9. Preparing draft of part one of the budget in collaboration with relevant departments.
10. Developing and updating the databases of the QFMA's staff.
11. Following-up the QFMA's staff attendance in accordance with the procedures prescribed.

## **Article (47)**

### **Administrative Development & Training Section is responsible for:**

1. Identifying QFMA needs of staff in coordination with various departments.
2. Preparing the annual training plan in coordination with the relevant departments and following up on their implementation, after the approval by the competent entity.
3. Preparing an annual report on the results of the training activity in coordination with the relevant departments.
4. Preparing the necessary studies on the planning and linking of training programs with the career path of each employee, in coordination with the competent entity and the relevant departments.
5. Preparing, following-up and implementing a draft of description, classification and arrangement of the QFMA's careers.
6. Preparing the draft of QFMA's organizational structure.
7. Submitting proposals on the development of QFMA's administrative organization.

## **Article (48)**

### **Finance & Administration Department is responsible for:**

1. Implementing financial and administrative laws, regulations and policies related to the QFMA's activities.
2. Preparing annual budgets and final accounts in coordination with the relevant departments.
3. Providing QFMA and its departments with required support for appropriate performance, in coordination with the relevant departments.
4. Implementing processes of procurement, tenders and auctions in line with rules and regulations in force.
5. Monitoring the execution of endorsements, audit revenues and expenditure accounts.
6. Processing all QFMA's mail.
7. Organising and safeguarding the archives.

8. Preparing of financial documents and transactions.
9. Taking the necessary measures for allocating government accommodation and furniture allowance for QFMA employees, in coordination with the competent entities.
10. Collecting service fees provided by the QFMA.
11. Performing all administration services.
12. Monitoring the QFMA's stores.

### **Article (49)**

**Finance & Administration Department consists of the following sections:**

- Finance Section.
- Procurement Section.
- Administration Section.
- Archiving Section.

### **Article (50)**

**Finance Section is responsible for:**

1. Implementing financial laws, regulations and policies related to the QFMA's activities.
2. Preparing and following-up the QFMA's annual budgets and final accounts in coordination with the relevant departments.
3. Reviewing the expenditures authorized to be disbursed against the budget appropriations.
4. Preparing of financial documents and transactions.
5. Monitoring the execution of endorsements, audit revenues and expenditure accounts and preparing the necessary periodic reports.
6. Auditing the treasury accounts for income or expenditure, and making the related accounting adjustments.

7. Collecting and taking the necessary measures for service fees provided by the QFMA.
8. Following-up the collection of revenues due to the QFMA.
9. Coordinating with the financial regulators regarding the regulations and contracts, and responding to the comments of these entities about the QFMA's financial operations.
10. Holding and checking all records and books of the covenant in accordance with the applicable rules, regulations and decisions.

### **Article (51)**

#### **Procurement Section is responsible for:**

1. Implementing financial laws, regulations and policies related to the procurement.
2. Estimating the cost of the QFMA's annual procurement requirements, in coordination with the various departments.
3. Processing in all financial works for the purchase of equipment, tools, furniture and machinery.
4. Implementing processes of procurement, tenders and auctions in line with applicable rules and regulations in the State.

### **Article (52)**

#### **Administration Section is responsible for:**

1. Developing the maintenance plans and arrangements for the QFMA's premises, furniture and equipment.
2. Processing the maintenance and cleaning contracts in coordination with the concerned departments.
3. Following-up the communication services and the related payments.
4. Monitoring all QFMA's internal services including electricity, water, air conditioning, lighting for the work safety and efficiency.
5. Developing security and safety plans and following up their implementation.
6. Monitoring the QFMA's services workers and distributing them to the various departments as needed.

7. Identifying the QFMA's needs of procurement and services, in coordination with the relevant departments and including them within the annual budget draft.
8. Receiving and storing the items by proper methods, monitoring the needs of the various departments of such items, and keeping the necessary records in this regard.
9. Taking the necessary measures for allocating government accommodation and furniture allowance for QFMA employees, in coordination with the competent entities.
10. Carrying out all services related to visas and residency permits of non-Qatari employees.

### **Article (53)**

#### **Archiving Section is responsible for:**

1. Receiving, coding, registering, and saving the external e-mail.
2. Distributing incoming mail to the concerned departments, as per the procedures followed.
3. Distributing external outgoing mail after coding and registration in as per the procedures followed, after verifying that all the attachments are completed.
4. Safeguarding a copy of the outgoing mail and sending copies to the concerned entities as per the procedures followed.
5. Opening and holding files needed to keep copies of all kind of incoming and outgoing mail, as per the procedures followed.
6. Reviewing the numbers on incoming and outgoing mail to make sure they match the file numbers.
7. Processing and safeguarding files in such a way that it is easy to refer to and preserve them from damage and loss.

### **Article (54)**

#### **Information Systems Department is responsible for:**

1. Developing, supervising and updating, in coordination with the competent entities, the financial information systems in line with the e-Government Strategy.

2. Designing, managing, and maintaining, in coordination with the governmental entities, the QFMA systems and render protection thereof, and provide the technical support thereto.
3. Developing and implementing plans and policies of using the computer in the QFMA's activities.
4. Developing, designing and implementing the E-crisis response plan.
5. Developing information systems and databases required to perform the QFMA's activities.
6. Identifying the specifications of hardware, software and networks required for the QFMA's electronic systems.
7. Providing and maintaining electronic equipment, software and networks for the QFMA's electronic systems in coordination with relevant departments.
8. Developing and managing all types of databases.
9. Providing training and required technical support for the QFMA's electronic network users.
10. Developing and maintaining the QFMA's website.

### **Article (55)**

**Information Systems Department consists of the following two sections:**

- Systems & Programs Section.
- Networks and Technical Support Section.

### **Article (56)**

**Systems & Programs Section is responsible for:**

1. Developing and implementing electronic systems and services in line with the e-Government Strategy.

2. Maintaining the systems and applications and providing a technical support thereto.
3. Developing and implementing IT related projects and solutions to automate the QFMA's IT work.
4. Evaluating and improving applicable IT systems.
5. Developing and sustaining the QFMA's databases.
6. Verifying the authenticity of all software and information systems used by the QFMA.
7. Providing the QFMA's central statistical data, and developing the application programs enabling each department to have its own statistical data.
8. Developing and maintaining continuously the QFMA's website.
9. Developing general and specialized training programmes for the staff across the departments.

### **Article (57)**

#### **Networks and Technical Support Section is responsible for:**

1. Developing and maintaining all communication network equipment.
2. Monitoring and improving the communication networks.
3. Supervising electronic connections with the various relevant entities, especially equipment and connectivity lines and their respective settings
4. Implementing security systems protecting the internal networks against security threats.
5. Providing technical support and maintenance of all IT equipment.
6. Providing technical support to employees using computers and existing systems and programs.
7. Maintaining backup storage systems.
8. Improving and enhancing operating systems continuously.
9. Developing and implementing technical equipment safety and maintenance policies.