

Republic of Yemen
Ministry of Civil Service & Insurance
Minister's Office

H.E. Mr. Prime Minister

We are so pleased to enclose the draft organizational bylaw of the Ministry of Agriculture & Irrigation after having it reviewed in terms of the technical and administrative aspects by the specialists at the Ministry of Civil Service & Insurance, taking into consideration the inclusion of the duties and responsibilities of the Ministry in a way that goes in line with the orientations of the Government in the administrative and financial reform.

The proposed organizational structure in the draft organizational bylaw consists of three sectors as follows:

- Agricultural Production Development Sector;
- Irrigation & Reclamation Sector;
- Agricultural Services Sector.

The number of the general departments is (21), as (8) general departments increased in comparison with the organizational bylaw issued by the republican decree No. (5) of 1996, on re-organizing the Ministry of Agriculture and Irrigation. This increase is attributed to the attention being paid so as to highlight the specialized activities associated with the basic job of the Ministry as an entity on which the state is relying in controlling and steering the agricultural development at the national level in contrary to the existing one in which it is in favor of the auxiliary activities (Standard General Department).

The draft organizational bylaw included the formulation of the Ministry's mission, vision, and strategic objectives based on the state orientations towards the administrative and economic reforms and good governance, being included in the Yemen's Strategic vision 2000-2025 and the strategic matrix of the agriculture sector for 2006-2010, and other relevant documents as they are the start to re-structure the Ministry and to re-consider its roles and functions during the next review.

I appreciate you go through it and direct the necessary formal procedures to be completed so as to pass the draft.

Mansour Ahmed Al Houshabi

Hamoud Khaled Al Soufi

Minister of Agriculture & Irrigation

Minister of Civil Service & Insurance

Draft Republican Decree No (_____) for the year 2008
on Re-Structuring the Ministry of Agriculture & Irrigation

President of the Republic:

- Having viewed the Constitution of the Yemen Republic
- The Law No. (19) for the year 1991 on the Civil Service.
- And the Law No. (3) for 2004 on the Council of Ministers.
- And the Republican Decree No. (5) for the year 1996 on the re-structuring the Ministry of Agriculture & Water Resources.
- And the Republican decree No. (50) for the year 2007 on the formation of the government and its amendments.
- And based on the proposal of the Minister of Agriculture and Irrigation
- And after the approval of the Council of Minister.

It has been decided

Chapter One

Section One

Appellations and Definitions

Article (1)

This bylaw is cited the “the Organizational bylaw of Ministry of Agriculture & Irrigation”.

Article (2)

For the purposes of the application of this bylaw, terms and expressions will have the meaning shown against unless the context presumes otherwise.

1. The Republic: Yemen Republic
2. The Ministry: The Ministry of Agriculture & Irrigation
3. The Minister: The Minister of Agriculture & Irrigation
4. The : The Organizational bylaw of the Ministry

Chapter Two

Mission, Strategic Vision, and general duties and responsibilities

Article (3):

a. The Ministry's Mission

The Ministry of Agriculture & Irrigation works to develop and well-exploit agricultural resources and potentials of the state in a way that fulfills the needs of citizens and the national economy in terms of agricultural products and mainly contribute to achieving food security and a comprehensive sustainable development of the community.

b. The Ministry's vision

To improve the annual growth rate of the agricultural sector and raise its contribution to the Gross Domestic Product (GDP) of the national economy in the next period through working on improving the efficiency and productivity of the various agricultural activities.

C. Strategic objectives;

To achieve its vision, the Ministry is working to implement the following strategic objectives

1. Reviewing policies and techniques being followed in managing the agricultural sector based on the state's general strategic trends in the scope of the administrative, financial and economic reform.
2. Re-structuring and raising the efficiency and quality of service performance provided by the Ministry and relevant state authorities and bodies to support and develop the agricultural activities in a way that keeps abreast with the variables in the role and the functions of the state and the local authority system.
3. Expanding the actual agricultural area through adopting a catalyst policies to invest in land reclamation and contributing to preparing the necessary infrastructure.
4. Encouraging orientations toward the cultivation of off-farm agricultural and economic income-generating crops and paying attention to raise the productive capacities of products which have high demand abroad, mainly honey.
5. Motivating the private sector to increase and diversify its investments in the different agricultural production scopes, quality and quantity, especially in the scopes which are considered as priorities in the state's general agricultural strategy.
6. Improving the quality of agricultural products and raising its competitive edge with similar foreign products in the local and foreign markets.
7. Optimally exploiting rain-irrigation water and ground water used in the agriculture.
8. Activating the partnership with the community and its role in the agricultural production through encouraging cooperative activity and contributing to developing the rural communities, particularly the rural women which is considered a basic partner in this respect.

d. General duties and responsibilities:

The Ministry, according to its mission and vision and strategic objectives, based on the constitution, laws and general policies of the state and the economic and social development plans, takes over the following duties and responsibilities:

1. Proposing general state policies in the scope of agriculture and irrigation and setting plans, programs and projects to develop agricultural production and following their implementation;
2. Proposing legislations which regulate the performance of the agricultural sector and working to apply all laws and regulations related to the Ministry's activities.
3. Proposing policies aiming at encouraging and regulating investments in the agricultural sector in all its forms and providing the required units to investors to achieve association with the state social and economic development plans and increasing the scale of exports.
4. Conducting scientific and applied researches with scientific and economic value which aim to increase and improve the animal and plant production and expanding the agricultural areas and adopting modern technologies in agriculture.
5. Regulating and encouraging the introduction and promotion of technology and the appropriate modern techniques and methods in agriculture and irrigation and setting training and educational programs to improve the efficiency of its use with aim of reducing the costs and increasing the production.
6. Regulating and improving the efficient and sound use of the inherited resources and its used technologies in agriculture in a way that promotes the efficiency and productivity of work with no adverse impacts on human and animal health or even the environment.
7. Applying agricultural quarantine systems and setting plans and programs for field observation and monitoring of pests and epidemic diseases which infect plants and animals and implementing national campaigns to combat them.
8. Preparing technical studies and designs and economic feasibility studies for agricultural projects and supervising their implementation in coordination with the relevant agencies.
9. Setting marketing and storage policies for agricultural products in a way that enhances the marketing performance of products at home or abroad.
10. Assessing the needs of the agricultural sector in terms of the agricultural appliances and inputs and coordinating with the relevant agencies to provide them and regulating their sound use to avoid its threat to human and animal and plant health and the environment according to the applicable legislations.
11. Setting up labs and experiment stations to develop agricultural researches and benefiting from their results in setting policies and programs and developing production in quality and quantity.
12. Proposing the establishment of regional projects and centers to protect plants in the various environment areas and setting integral plans and programs to supervise the activities of protection in the various Republic regions.
13. Establishing and encouraging an integral network of nurseries and seed proliferation and seeds.
14. Setting and implementing integral plans for agricultural extension that guarantees developing the skills of farmers and cattle keepers and improving their performance and developing their production methods.
15. Establishing woods and forest nurseries and pastures and working to protect and develop them to ensure protecting the environment from desertification and protecting the animal wealth and wild animals from extinction;
16. Proposing policies and setting plans aiming to encourage the reclamation and leveling of lands and increasing the agricultural area within the total state area.
17. Preserving the agricultural lands and protecting them from floods and other natural factors and protecting the agricultural terraces and valleys from land-sliding.

18. Making surveys and classifying agricultural lands and making topographic surveys and setting its different maps with purpose of getting optimal exploitation and also protecting it from erosion and desertification.
19. Establishing and operating and doing maintenance to irrigation establishments and organizing its uses in coordination with the relevant agencies.
20. Contributing to setting the rural development plans and activating the women's role in the agricultural development in coordination with the relevant agencies;
21. Proposing policies aiming at encouraging and sponsoring the agricultural cooperatives and working to regulate and develop it in coordination with the relevant agencies according to the existing legislations.
22. Orienting and supervising the government agricultural authorities and establishments according to the regulating laws and decisions.
23. Preparing necessary plans and programs to prepare technical cadres specialized in the Ministry's activities in different scopes and coordinating with the agencies concerned with developing human resources in the agricultural training domain at different levels.
24. Establishing and developing cooperation relations with the similar ministries in the Arab and foreign countries and representing the Republic to the international organizations and agencies and the scientific centers specialized in the agriculture and irrigation to serve the implementation of plans and strategic objectives of the Ministry in coordination with the related agencies.
25. Optimally using loans and appropriations allocated to agricultural development and ensuring the achievement of objectives for which they have been set.
26. Proposing and setting plans and programs which aim at promoting the efficient financial and administrative performance and practicing efficient expending and developing the Ministry's financial resources.

Chapter Two

Ministry Leadership

Section One

Duties and functions of the Minister

Article (4)

The Minister is the higher chairman of the Ministry and supervises its activities and manages its affairs in a manner that ensures achieving the state general policy in the scope of agriculture according to the Constitution and existing laws, regulations and decisions based on the personal responsibility and collective consultation with regard to the basic issues. He also holds the individual responsibility for the Ministry's activity as a whole before the Council of Ministers and exercises particularly the following duties and functions:

1. Issue decisions, orders and instructions and directives necessary for managing and planning the functions and duties of the Ministry.
2. Supervise and direct and monitor its subordinates and requests reports from them and supervises the implementation of the Ministry's basic duties and also the units under his supervision and he has the right to amend or rescind their decisions in case they are contrary to the existing law, regulation and decision or for the purposes of improving the tasks.

3. Supervises the setting of plans and work programs of the Ministry and the units under his supervision and follows up its implementation and provide the progress reports according to the applicable system.
4. Supervises the setting of the Ministry's plan within the plan of the Council of Ministers and follows up its implementation and provides progress reports on implementation of the decisions of the Council of Ministers in accordance with the system.
5. Endorses the decisions of the Boards of the Units under his supervision or rescinds, amends or freezes them according to the law.
6. Reports the Prime Minister and the Council of Minister about the incidents and gross violations of the state system and policies which hinder the implementation of the laws and decisions or that might disrupt its implementation, including the duties of the Ministry.
7. Coordinates with the concerned ministers and the heads of the other central authority bodies with regard to the affairs falling within their responsibilities or directly related to some activities to promote the Ministry activity performance and achieve integration in the planning and implementation processes.
8. Coordinates with the local authorities upon implementing the tasks which are relevant to the Ministry's activities in a way that does not violate the existing decisions and laws.
9. Nominates leading cadres in the Ministry and the units under his supervision according to the existing laws and regulations.
10. Represents the Ministry locally and abroad when the representation rises to his level.
11. Exercises other duties related to the Ministry's activities or according to the existing laws and regulation.

Chapter Three

Duties and responsibilities of the Deputies

Article (5)

The Deputy Minister under the supervision of the Minister and within the duties of the sector he heads, exercises the following duties and functions:-

1. Supervises directly the activities of the sector in light of the laws and decisions and directives issued by the Minister.
2. Coordinates between the general departments under his supervision and follows up and evaluates the implementation of the assigned tasks to each of them.
3. Evaluates the results of the general performance of the sector and provides reports and developing proposals in this respect to the Minister.
4. Issues the executive and administrative instructions within his jurisdiction and evaluates the performance of subordinates according to the existing regulation.
5. Supervises the preparation of the development plans and programs related to the sector and follows up its implementation and evaluates the efficiency of performance and the progress level.
6. Holds the necessary meetings between the general departments under his supervision and the other general departments.
7. Represents the Ministry locally and abroad when the representation rises to his level.
8. Any other duties or functions related to the sector he heads, prescribed by the laws and regulations and the decisions or required by the nature of his job or even assigned to him by the Minister.

Chapter Four

Council of the Ministry

Article (6):

- a. The Council of Ministry is formed by the Minister as a chairman and the following members:
 - Deputies of the Ministry.
 - Heads and general managers of the agricultural authorities and bodies.
 - Consultants of the Ministry
 - Directors of the general departments in the Ministry.

- b. The Council of Ministry considers and provides advices to the Minister with regard to the Ministry's activities, particularly the following: -
 1. The annual action plans of the Ministry.
 2. The economic and social development plans.
 3. The financial plans and manpower plans;
 4. The issues which are raised to the Council of Ministers and the Minister deems to be presented to the Council of the Ministry.
 5. The periodic progress reports and evaluating them.
 6. The draft laws and regulations which regulate the Ministry's activities.
 7. The annual reports on the activities and functions of the Ministry.
 8. Develops the functions of the Ministry and organizes its activities and amend its structure.
 9. Any other issues the Minister deems to be presented to the Council.

- c. The Minister issues the Council activity system and schedules its meetings.

Chapter Three

The Ministry's Organizational Organogram

Section One

The Ministry's Organizational Structure

Article (7)

The Ministry's organizational structure consists of its office, and offices across the governorates and the capital secretariat and the bodies and corporations and the public companies under its control as follows:

First: The Minister and under his supervision directly are the following bodies:

1. Fund for Promoting Agricultural & Fish Production
2. Cooperative & Agricultural Credit Bank (CAC Bank).
3. The public authorities and corporations and the other public service units whose establishment decisions stipulate that they are under the Minister's supervision.
4. Representatives of Yemen to Food and Agriculture Organization (FAO).
5. The Council of Ministers
6. The Consultants
7. The Minister's Office

8. The following General Departments

1. The General Department for Planning, Monitoring and Evaluation.
2. The General Department for Agricultural Statistics and Information.
3. The General Department for Agricultural Projects
4. The General Department for Public Relations and International Cooperation.
5. The General Department for Legal Affairs.
6. The General Department for Controlling and Inspection
7. The General Department for Personnel Affairs
8. The General Department for Financial Affairs.

Second: The Sector of Agricultural Production Development

1. The General Department for Plant Production
2. The General Department for Animal Wealth Development
3. The General Department for Rural Women Development
4. The General Department for Controlling on Quality of Production Equipment

Third: The Agricultural Services Sector and under which:

1. The General Department for Agricultural Extension and Training
2. The General Department for Plant Prevention
3. The General Department for Animal Health & Veterinary Quarantine.
4. The General Department for Agricultural Marketing and Trade.

Fourth: Irrigation & Agricultural Reclamation Sector:-

1. The General Department for Farm Irrigation.
2. The General Department for Irrigation Establishments.
3. The General Department for Forests, Pastures and Desertification Combating.
4. The General Department for Surveys & Reclamation.

Article (8):

Each sector is headed by a deputy and every general department is headed by a general manager.

Article (9)

The organizational level of the Minister's Office is to be a general department and its duties are determined by a decision from the Minister.

Section Two

The duties and functions of the general departments within each sector

Sub-section One

Article (10)

The Agricultural Production Development Sector and under which the following general departments:

First: The General Department for Plant Production whose duties are as follows:

1. Proposing policies and setting plans, programs, and studies related to the plant production development within the Ministry's general plan.
2. Specifying the types appropriate for Yemeni environment in terms of appliances and inputs of agricultural plant production based on the applied research experiments in coordination with the related agencies.
3. Participating in preparing guiding materials in the scope of plant production and coordinating with Agriculture Research Authority and the related agencies to circulate the results of researches which are implemented in this respect.
4. Supervising the production of agricultural crop seeds and using the improved and clean seeds and participating in adopting the locally proliferated seeds.
5. Preparing studies and programs necessary to encourage the expansion of cultivating fruit and coffee trees and the high quality strategic and exporting economic crops in coordination with the related agencies.
6. Encouraging the expansion in the protected agriculture to increase productivity and improve quality.
7. Proposing legislations and regulations which regulate plant production activity.
8. Regulating and monitoring the process of adopting and extracting the seeds and saplings.
9. Classifying and describing the types and categories of plant production and register them as inherited assets with aim of protecting them and ensuring the right of Yemen's intellectual property in coordination with the related agencies.
10. Providing technical support for the activities of the agricultural cooperatives and proposing policies that aim at encouraging their establishment and sponsoring to ensure their success and achieving its objectives and activating their roles in developing the agricultural production.

11. Coordinating with the related agencies in monitoring the progress of implementing plant production programs in the rural development projects.
12. Any other tasks related to its duties or prescribed by the existing laws and decisions or assigned by the leadership of the Ministry.

Second: The General Department for Animal Wealth Development and concerned with the following:

1. Proposing policies and setting programs and plans in the scope of the animal wealth development and protecting them and following up its implementation.
2. Doing field applied studies in the scopes related to the cultivation and feeding animals, poultry and birds and benefiting from the plant and animal waste in manufacturing food fodders for animals locally.
3. Exploring investment opportunities in the domain of animal production and preparing economic feasibility studies for the investment projects in the domain of the animal wealth.
4. Doing surveys and classifying the types and classification of the animal wealth and recording them as inheritance assets with aim of protecting them and ensuring the right of the Yemen's intellectual property.
5. Doing surveys and studying different types of animals and wild birds and classifying them and locating their places and its reproduction and seasons of movements and their relation with the environmental balancing and the affecting factors and proposing the necessary legislations for protecting them and preserving the rest of which in collaboration and coordination with the related agencies.
6. Building a special database with regard to animal wealth through collecting and analyzing data and publishing its results to benefit from them.
7. Technically supervising the activities of operating animal and livestock production in the republic and participating in establishing typical stations to guide farmers to adopt the sound horticulture methods.
8. Studying and determining the needs of the country in terms of the requirements of animal and livestock production inputs in quantity and quality.
9. Assessing the Ministry's needs for technical and specialized cadres in the scope of animal and veterinary production and proposing training programs to develop their skills in coordination with the related agencies.
10. Supervising and monitoring the activities of artificial pollination and embryos transplantation and issuing licenses to establish the related centers.
11. Proposing criteria with regard to determining food content and the fodder balancing and other technical conditions related to the safe food of fodders.
12. Contributing to preparing field guiding messages to develop the skills of farmers in the scope of feeding and keeping animals and increasing its productivity in coordination with the related agencies.
13. Participating in studies related to pasture development and protecting them and proposing fodder alternatives suitable for animal feeding.
14. Encouraging and regulating apiculture and honey production and developing inherited experiences in this scope and providing it with the care and regulating the process of importing bees and its requirements, in coordination with the related agencies.
15. Any other tasks related to its work or prescribed by the exiting laws and decisions or assigned by the Ministry's leadership.

Third: The General Department for Rural Woman Development:

1. Proposing policies and setting plans and programs to enhance the economic role of the rural woman in the agricultural sector and following up its implementation.
2. Coordinating various activities related to the rural woman development implemented by the units of the Ministry (offices, authorities and projects) in order to achieve the general objectives and policies determined by the Ministry.
3. Proposing plans and programs of the rural woman development in the domains of home craft industries and cattle keeping and dairy products and preserving and manufacturing food and apiculture and rural extension works and home economics in coordination with the related agencies.
4. Coordinating and cooperating with the related agencies concerned with the rural development and environment health and promoting the level of the rural family to receive support for programs and projects of the rural woman development from government and non-government agencies and the countries and international organizations.
5. Contributing to create marketing channels suitable and acceptable to the rural woman products.
6. Collecting data and information on rural woman and producing and issuing them in form of periodic publication in coordination with the related agencies and departments and preparing the necessary studies and reports accordingly.
7. Monitoring the activities of the rural woman in the domain of the plant and animal production and proposing the projects that support its activities in these domains.
8. Regulating and participating in conferences and symposiums and workshops related to the rural woman development in coordination with the related agencies.
9. Any other tasks related to its work and prescribed by the existing laws and decisions or assigned by the Ministry's leadership.

Fourth: The General Department for Quality Control on Production Requirements

1. Proposing policies and setting plans and programs and studies related to the quality of production requirements and its safe use.
2. Regulating activities of control on requirements and the agricultural production inputs and proposing regulations and procedures that aim to ensure its quality and safe circulation and use according to the locally and internationally practiced criteria.
3. Controlling the quality and validity of materials and requirements of production and their stores and taking the necessary actions to achieve the general safety and preservation of the environment.
4. Doing periodic and sudden inspections to places where materials and requirements of production are handled to ensure the application of the existing laws and decisions and being compliant to the criteria of quality and general professional safety.
5. Controlling on projects and farms of animal keeping and production and on fodder producing factories to ensure the quality and inputs of production and sound manufacturing in compliance with the practiced legal criteria in cooperation with the related agencies.
6. Providing reports on the results of periodic and sudden inspections and proposing necessary procedures and measures to be taken against lawbreakers according to the related laws and regulations.
7. Issuing licenses to import pesticides in coordination with the General Department for Plant Prevention.
8. Issuing licenses to import fodders in coordination with the General Department for Animal Health & Veterinary Quarantine.
9. Any other tasks related to its job or prescribed by the existing laws and decisions or assigned by the Ministry leadership.

Sub-section Two

Article (11)

The Agricultural Services Sector:

First: The General Department for Agricultural Extension and Training:

1. Setting regulations that regulate the activities of the agricultural extension and proposing policies and plans and programs in this scope at the national level and supervising its implementation and development.
2. Preparing and issuing guiding publications and posters and radio and TV programs dedicated to raise awareness and introduction of the latest techniques adopted in agriculture in coordination with the General Departments and other related agencies.
3. Planning and implementing media campaigns related to the activities of the agricultural extension in coordination with the various mass media and re-valuating and raising the necessary reports on the achievement progress of objectives.
4. Coordinating with the Agricultural Research Authority to study the agricultural problems and circulate the research recommendations and transferring the results of agricultural research to the production locations through the extension bodies in coordination with the concerned agencies.
5. Working with the related agencies to develop the basic structure of the agricultural extension and proposing the building of extension complexes and centers and cadres and providing the necessary equipment for operation.
6. Activating the joint planning for extension programs to allow farmers to participate in identifying their problems and proposing the appropriate solutions.
7. Preparing plans and programs to spread knowledge about the modern technologies used in agriculture and irrigation such as using agricultural inputs and fertilizers and pesticides and fungicides and modern irrigation systems in coordination with the competent general departments and other related agencies.
8. Supervising the bodies of the agricultural extension in the governorates and providing technical orientation and support to develop its performance.
9. Any other tasks related to its work or prescribed by the existing laws and decisions or assigned by the Ministry leadership.

Second: The General Department for Plant Prevention

1. Proposing policies and setting plans and programs with regard to improving and developing plant protection and environment prevention and following its implementation.
2. Setting annual and seasonal fighting programs and plans and following and evaluating the implementation level based on the definite objectives.
3. Benefiting from the reached results of researches within and outside the republic to be used in the scope of plant protection and coordinating with the General Department for Agricultural Extension & Training and other related agencies in order to deliver them to farmers by the applied and theoretical means.
4. Contributing, along with the competent departments, to proposing training programs to combat the agricultural pests and plant quarantine with purpose of qualifying the national cadres working in this scope.
5. Proposing rules and providing proposals for preserving the environment and protecting them from pollution due to the use of pesticides to avoid its threats and poisonous effects and natural enemies and the useful economic insect.
6. Proposing establishment of national and regional programs and centers to observe and diagnose and combat plant pests in the different environment areas.

7. Studying and defining annual needs of the country in terms of the protective inputs in coordination with the related agencies.
8. Conducting applied experiments to the pesticides and the combating mechanisms to select the most effective and economic and safer one and examining the imported pesticides and ensuring their compliance with specifications and proposing the introduction of new technologies for biological combating.
9. Making field observations and implementing periodic surveys and classifications of plant pests and documenting their whereabouts and all other necessary information in coordination with the related agencies.
10. Monitoring the movement of epidemic pests and forecasting their existence and preparing and implementing campaigns to combat them in coordination with the concerned agencies locally and abroad.
11. Participating in preparing guiding booklets and publications and illustrative aids to protect plants.
12. Preparing and implementing integral combating programs and taking the necessary measures to prevent or control the movement of biological combating elements and other creatures concerned with the plant health.
13. Declaring fossil pests and non-fossil pests and preparing standard lists and informing the concerned agencies according to the regulations.
14. Preparing legislations and regulations which regulate the conditions and requirements of the plant quarantine and the system and work procedures of quarantines and providing proposals to establish plant quarantine centers and stations and directly supervising its activities in coordination with the related agencies within and outside the Ministry.
15. Defining conditions and the requirements of the plant health which regulate the importation of plants and its products and useful creatures and other relevant materials according to the legislations of the plant quarantine and issuing their importing licenses accordingly.
16. Recording pesticides of plant pests used and preparing a database for them.
17. Regulating control on importing and exporting and transit of plants and its products through the plant quarantine stations and following their movements in coordination with the related departments.
18. Proposing appointment and transfer of plant quarantine inspectors and supervising them and evaluating their performance.
19. Any other tasks related to its job and prescribed by the existing laws and decisions or assigned by the Ministry leadership.

Third: The General Department for Animal Health and Veterinary Quarantine:

1. Setting studies in the scope of animal health and monitoring and combating and eliminating epidemics and infectious animal diseases including diseases of bees and mutual animal-human diseases in coordination with the related agencies to identify their causes and select the best method to prevent from them.
2. Proposing legislations, regulations and procedures which regulate veterinary services and combating epidemics and circulating and selling medicines and veterinary vaccinations and requirements of production in the animal wealth, poultry and birds sector.
3. Proposing the establishment of national and regional projects and centers to diagnose and combat epidemics and animal diseases as well as exercising field observation to monitor its movement and the typical veterinary control on production inputs and animal health and animal health and animal products.
4. Conducting field surveys in the animal health scope and conducting the analysis of threats of epidemics and animal diseases in order to find out scientific methods to control them and avoid its negative effects on the community and environment in collaboration with the other agencies in the sector and the Ministry.

5. Preparing plans on national veterinary campaigns (survey, observation, vaccination) and working to implement them and provide evaluating reports on objectives achievement.
6. Monitoring and supervising the Combating and Epidemics and Animal Diseases Controlling Network and drawing up an epidemic map of the Republic and taking the necessary procedures to prevent the movement of animals between all or some areas or the Republic governorates to avoid the incidence of epidemic in the territories of the Yemen Republic when necessary, in collaboration with the other agencies in the sector and the Ministry.
7. Studying and identifying the needs of the country for animal health in terms of vaccination and medicines and others, in quantity and quality.
8. Regulating and evaluating operations of the veterinary supervision on the projects and farms of animal production and keeping and on domestic and wild animals in a way compliant with the veterinary health conditions in collaboration with the other agencies.
9. Regulating confiscation and destruction of animals or its products and defining the list of diseases about which it should be reported.
10. Regulating the monitoring & controlling on veterinary professions and participating in issuing licenses for establishing veterinary medicine stores in coordination with the related agencies.
11. Proposing technical and health conditions and constraints which regulate the operation of slaughterhouses and meat markets and veterinary health inspection on animals and poultry before and after slaughtering and regulating reporting on epidemic cases and infectious diseases and proper disposal of animal wastes and the not-fit-for-consumption meat in coordination with the related agencies.
12. Regulating exporting and importing and transit of animals and poultry and live birds and issuing licenses for importing and exporting or transit of animal dispatch or surveying them and issuing licenses for importing of veterinary medicine and vaccination and the requirements of production and concentrated fodders in coordination with the other departments in the sector.
13. Preparing legislations and regulations that regulate conditions and requirements of animal quarantines and system of quarantine work procedures and providing proposals on establishing quarantine centers and stations and directly supervising its activities in coordination with the related agencies in and out the Ministry.
14. Establishing a national record on the requirements of animal health and production.
15. Proposing appointment and transfer of the veterinary quarantine inspectors and supervising them and evaluating their performance.
16. Any other tasks related to its work or prescribed by the existing laws and decisions or assigned by the Ministry leadership.

Fifth: The General Department for Agricultural Marketing and Trade:

1. Proposing policies and setting plans and programs to develop and improve marketing agricultural products locally and abroad.
2. Technically supervising agricultural marketing activities in the Republic.
3. Conducting studies related to the economies of agricultural marketing and prices of various national agricultural products at the local or foreign markets in coordination with the concerned agencies.
4. Coordinating with the related agencies over the marketing researches after harvesting.
5. Collecting and analyzing and issuing and publishing marketing data and information on the “local” agricultural products and imported and exported, and setting an effective system for marketing information in coordination with the related agencies.
6. Proposing technical legislations and constraints which regulate the operations of circulating and marketing agricultural products and following up its implementation with the related agencies in a way that enhances the efficient marketing locally and abroad.

7. Proposing marketing criteria to classify agricultural products and its quality and control on its application in coordination with the General Authority for Standardization and Metrology and the related agency.
8. Encouraging the establishment of specialized marketing organizations and giving a technical advice to help them in performing their tasks in a way that is compliant with the requirements of marketing system in the Republic.
9. Organizing publicity and promotional campaigns for agricultural products in the local and foreign markets through issuing the promotional materials and publications and establishing the exhibitions or participating in them.
10. Offering technical advice and counseling and contributing to raise marketing awareness for farmers and concerned with marketing the agricultural products over the conditions of setting storing methods and the circulation of agricultural products and appropriate methods for picking and packing and transporting and storing and having these products matured to enhance its competitive edge and improve its marketing opportunities locally and abroad in coordination with the general departments and related agencies.
11. Setting reference bases for establishing agricultural markets and providing advice on their organization and management to achieve the state marketing policies in a way that goes in line with the rules of the world agriculture and trade organization.
12. Developing relations with the local and foreign related corporations and bodies in order to improve the agricultural marketing services and encourage the agricultural exports.
13. Participating in the local and international conferences and events with regard to the agricultural marketing.
14. Any other tasks related to its job or prescribed by the existing laws and decisions or assigned by the Ministry leadership.

Sub-Section Three

Article (12)

The Irrigation and Agricultural Reclamation Sector

First: The General Department for Farm Irrigation:

1. Proposing policies and legislations which regulate the use of irrigation water in a way that goes in line with the state general water policies and plans and allows an optimal benefit from agricultural sector water share and following its implementation.
2. Contributing to setting programs to determine water specimen for field crops and determining integrity of irrigation methods through analyzing soil and water for each crop according to the climate of the region and in order to ensure raising the efficient use of irrigation water and its distribution system and reducing waste rate.
3. Proposing determination of the appropriate and modern irrigation methods and planning and designing its networks and encouraging farmers to introduce the modern technology in irrigation.
4. Participating in general water studies and studies linked to water use and benefiting from its results in setting plans and programs related to exploiting and managing irrigation water sources and protecting and developing and rationalizing its use in order to achieve the coverage of agricultural growth requirements in coordination with the related agencies.
5. Contributing to awareness and extension programs and to preparation and implementation of training programs for farmers in the irrigation in coordination with the related agencies.
6. Proposing criteria with regard to distributing dam waters between farmers taking into consideration the current customs in the areas and encouraging the formation of associations

- and societies for irrigation water users and preparing its statute for public interest in coordination with the related agencies.
7. Proposing legislations regulating the use of sanitation or artificial water for purposes of irrigation in coordination with the related agencies.
 8. Establishing and operating agricultural observation network and collecting data and information from the meteorological centers and recording them and analyzing the results in coordination with the related agencies to benefit from them.
 9. Taking actions with aim of protecting irrigation water from pollution in coordination with the related agencies.
 10. Collecting information on the development of productivity of water in agriculture and conducting experiments to recognize the productivity of types of water fit for irrigation and providing its results and putting them handy for the concerned and specialized people.
 11. Any other tasks related to its job or prescribed by the existing laws and decisions or assigned by the Ministry leadership.

Second: The General Department for Irrigation Establishments:

1. Proposing policies and legislations that regulate the setting up and managing irrigation establishments in coordination with the related agencies.
2. Conducting field and topographic studies and surveys to determine the suitable locations to establish irrigation establishments and participating in preparing studies related to the social and economic feasibility studies to establish them in coordination with the related agencies.
3. Proposing the general technical criteria to establish irrigation establishments and the conditions of classifying and qualifying contractors working in this area.
4. Contributing to preparing and reviewing the technical designs and tables of quantities and the documents of bids for irrigation establishments to be set up and participating in studying the tenders presented by companies to select the best in coordination with the related agencies.
5. Studying the nature of topographic valleys and its courses and work to trim them and protecting the agricultural lands and terraces from land-sliding in coordination with the related agencies.
6. Supervising implementation progress of irrigation establishment projects and providing necessary reports on implementation level in coordination with the related agencies.
7. Participating in setting constraints and systems for operation and maintenance of irrigation establishment and controlling the proper operation and maintenance according to the technical rules and the applicable operation systems in coordination with the related agencies.
8. Supervising the operation of main irrigation establishment and regulating the exploitation and disposal of water into main and branch channels and following up the implementation of maintenance programs and doing periodic inspection and raising the necessary reports.
9. Setting the systems of storing water behind dams to ensure protecting villages, houses and lands located in its area from environmental threats and floods in coordination with the related agencies.
10. Doing surveys and registering the existing irrigation establishments and making maps for their locations and collecting and documenting data and information about their storage capacities and sources and quantities of incoming and out-coming water in coordination with the related agencies.
11. Taking precautionary procedures against threats of floods to preserve irrigation water from waste and pollution in coordination with the related agencies.
12. Any other task related to its job or prescribed by the existing laws and decisions or prescribed by the Ministry leadership.

Third: The General Department for Forests, Pastures and Desertification Combating:

1. Proposing policies and setting plans and programs which target desertification combating and developing forestry wealth and natural pastures in coordination with the related agencies to implement them.
2. Surveying and identifying the areas of desertification and setting illustrative maps and establishing special database using the GPS.
3. Supervising the implementation of plans and projects related to the forests and pastures in coordination with the related agencies.
4. Surveying and classifying the forests and natural pastures and doing technical, economic and social studies with aim of developing and preserving them in coordination with the related agencies.
5. Contributing to raising awareness about forest issues and desertification combating and about importance of tree-planting to increase the green areas.
6. Collecting and classifying forest plant types and locate where they grow and preserving them in plant banks.
7. Proliferating forest and pasture types and classes appropriate for different environmental conditions and participating in defining the quality of seeds and nurseries in this scope in light of the scientific researches.
8. Studying and identifying the annual needs in terms of the requirements and inputs of nurseries and producing forest nurslings based on the annual tree-planting plans and programs.
9. Issuing licenses and permits to invest the products of forests and monitoring the production of coal and transport and export it and entering the natural conservations according to the existing laws and regulation.
10. Any other tasks related to the job or prescribed by the existing laws and decisions or assigned by the Ministry leadership.

Fourth: The General Department for Surveys and Land Reclamation:

1. Proposing policies, plans, programs in the scope of land reclamation to increase the agricultural productive area and following up its implementation.
2. Surveying and classifying the agricultural lands and establishing and managing related data in order to improve the setting of policies and plans and decision-taking related to developing the agricultural sector in coordination with the related agencies.
3. Conducting technical studies and topographic surveys for the agricultural lands and setting maps for optimal use and protecting them from the erosion factors and desertification in coordination with the related agencies.
4. Identifying promising investment areas in the domain of land reclamation and preparing economic feasibility studies and proposing policies and necessary incentives to attract investors in coordination with the related agencies.
5. Conducting soil analysis to determine the levels of exploited agricultural lands fertility and proposing appropriate fertilizers for soil and crops to raise its productive efficiency in coordination with the related agencies.
6. Conducting studies related the saline lands to determine the best crops and water shares to raise its efficiency in coordination with the related agencies.
7. Preparing technical studies and economic and social feasibility studies and proposing plans and programs for the projects that aim to the desert lands reclamation.
8. Working to develop the used machineries in the agricultural operations and encouraging the introduction of modern technologies in this domain.
9. Proposing laws and legislations related to preserving the agricultural lands and raising the efficient exploitation in coordination with the related agencies.

10. Any other tasks related to its job or prescribed by the existing laws and decisions or assigned by the Ministry leadership.

Chapter Three

Duties and tasks of the Assisting General Departments

Article (13)

The tasks and duties of the general departments under the Minister are determined as follows:

1. Providing proposals to develop strategies of agricultural development and setting plans and programs necessary for implementation in coordination with the related agencies.
2. Collecting and reviewing draft plans related to the tasks of the Ministry and discussing them with the competent people and coordinating and formulating them in a comprehensive plan and preparing the related explanatory memo in coordination with the related departments.
3. Defining the main objectives and indicators for the Ministry's draft plan in light of data and general trends for the state plan in coordination with the related agencies.
4. Providing proposals on amendments which should be made into the plan in light of the developed conditions.
5. Monitoring and evaluating the implementation of the plan and preparing detailed and annual reports and providing them to the concerned agencies and proposing solutions to implementation problems and difficulties, if any.
6. Participating in preparing researches and studies in the scope of the Ministry activity in coordination with the related departments.
7. Collecting and analyzing and documenting statistical figures, data, and information related to the activity of the Ministry.
8. Participating with the competent departments in preparing the annual and general budget of manpower and qualification and training programs.
9. Monitoring and evaluating the general performance of the Ministry to ensure proper application of the general policies and developing and providing periodic and extraordinary monitoring reports.
10. Any other tasks required by the job and prescribed the existing laws and decisions or assigned by the Ministry leadership.

Second: The General Department for Agricultural Statistics and Information

1. Setting a modern and complete system for agricultural statistics and information and conducting the technical studies necessary for determining systems, networks and main and assisting equipment and the specialized cadres necessary for operating and developing it in coordination with the related agencies within and outside the Ministry.
2. Establishing and managing main database including and serving all aspects of agricultural development in coordination with the related agencies within and outside the Ministry.
3. Supervising establishment and management of the secondary database which are required by some agricultural activities and providing technical support necessary for the competent general departments in order to achieve the objectives for which they were established.
4. Conducting statistical studies and researches related to the agricultural sector and determining priorities and needs from data and adopting the best possible methods to

- develop them and following implementation of statistical programs on field and taking actions to improve work progress.
5. Cooperating with the related agencies in conducting periodic agricultural surveys and circulating its results after approval.
 6. Participating in collecting and archiving and indexing and documenting all agricultural scientific subjects and encouraging the movement of agricultural authorship and publishing and working to produce and distribute agricultural scientific materials and making conditions appropriate for researchers and decision-takers to obtain and use them.
 7. Preparing comprehensive and detailed statistical publications about the activities of the Ministry on a regular basis and analyzing them and extracting important indicators in coordination with the related agencies and raising them to the Ministry leadership.
 8. Designing statistical models related to the activities of the Ministry in coordination with the related agencies within and outside the Ministry.
 9. Providing the concerned agencies with statistical data and information related to the agricultural sector.
 10. Any other tasks required by its job or prescribed by the existing laws and decisions or assigned by the Minister.

Third: The General Department for Agricultural Projects:

1. Developing the general infrastructure of the agricultural sector and providing technical conceptualizations and proposals for the strategic projects necessary for developing them in order to serve achieve the strategic plans and orientations of the state in the agricultural development domain.
2. Participating in preparing the economic and social feasibility studies for the agricultural projects and investment opportunities and doing technical reviews for documents and studies which are provided to the Ministry and giving its opinion about it to the Minister.
3. Supervising the different projects related to the Ministry activities in coordination with the related agencies.
4. Participating in setting programs and plans, and estimated investment budgets for the projects related to the activities of the Ministry and in discussing them with the competent agencies within and outside the Ministry.
5. Preparing administrative regulations and mechanisms to regulate the supervision of the Ministry over projects and discussing them with the Ministry leadership for approval and working accordingly.
6. Following up the implementation of projects according to the time schedule and evaluating the progress level in every time stage and raising reports and necessary recommendations to the Ministry leadership.
7. Setting standard criteria and specifications to measure the performance of each project and evaluating achieved results during the implementation stages.
8. Coordinating between different project under the Ministry and also among its workers when the coordination is required.
9. Studying and analyzing the periodic reports provided by the departments of the projects and giving opinions about it to the Minister.
10. Archiving and documenting all data and documents and drawings of achieved projects and those underway.
11. Any other tasks related to its job or prescribed by the existing laws and decisions or assigned by the Ministry's leadership.

Fourth: The General Department for Relations and International Cooperation

1. Participating in setting studies of bilateral, regional and international agreements and proposing the means and venues of benefiting from them and from our country's membership in the Arab, regional and international organizations in the domains related to the Ministry's activity in coordination with the related agencies.
2. Providing proposals aiming to develop the aspects of cooperation with the sisterly and friendly states and the Arab, regional, and international organizations in relation to the Ministry's activity and determining the aspects and types of assistance which can be obtained in coordination with the related general department.
3. Monitoring and evaluating and implementing agreements and protocols and the minutes of cooperation which is relevant to the Ministry's activity and also the agreements signed by the state with the other states and the international organizations and proposing the necessary measures to facilitate implementation in coordination with the related agencies.
4. Providing the general departments and the units under the Ministry or the Minister with copies of agreements, correspondences coming from foreign agencies and circulating the decisions and recommendations issued by the conferences, and the related regional, Arab, international seminars.
5. Preparing arrangements for conferences, seminars, and Arab and international meetings and the joint committees on the agriculture and irrigation which are held in the Yemen Republic in coordination with the related agencies.
6. Coordinating with the competent agencies to participate in the conferences, meetings and symposiums and workshops on agriculture and irrigation which are held outside by the Arab, regional and international federations, organizations, and institutions, and proposing the size of participating representatives and following up achieving documents required to be prepared by the mandated delegates and providing participants from the Ministry and the related units with the documents and information and following the results.
7. Making necessary arrangements for receiving, and hosting and bidding farewell to delegates and experts visiting the Ministry and preparing the visit, residence programs and appointing companions and interpreters and preparing travel and authorization documents in coordination with the related agencies.
8. Translating subjects and correspondences related to the Ministry's activity and its projects.
9. Following up the settlement of the Ministry's subscriptions to federations, organizations, and the Arab, regional and international institutions specialized in the agricultural scope.
10. Preparing periodic reports with regard to our country's bilateral relations with the states, organization and following the best developments.
11. Working to study the trends of the public opinion about the Ministry's activity through polling and receiving correspondence related to the tasks of the Ministry in coordination with the related departments and presenting them to the Ministry leadership.
12. Participating in preparing the draft agreements or any documents relevant to the cooperation with the countries or Arab and international organizations in the agricultural and irrigation aspects in coordination with the related agencies within and outside the Ministry and regularly archiving all agreements and documents.
13. Recognizing the efforts exerted by the Ministry in achieving its tasks and objectives and tightening relationship with the agencies with whom they are dealing.
14. Following up the news in the newspapers, magazines, mass media about the Ministry's activities and preparing the right replies in coordination with the relevant departments according to the directives of the Ministry leadership.
15. Participating in preparing and arranging for the joint committees between our country and the sisterly and friendly countries in relation to the activity of the Ministry and providing the proposals of the Ministry required to be presented within this scope.
16. Any other tasks required by its job or prescribed by the existing laws and decisions or assigned by the Minister.

Fifth: The General Department for the Legal Affairs:

1. Preparing draft laws and decisions and regulations related to the Ministry according to the existing laws and systems.
2. Participating in preparing contracts and agreements signed by the Ministry with the other parties.
3. Following up all legal issues with the Ministry of Legal Affairs and others.
4. Representing the Ministry and its units before the judiciary and other agencies according to the law of the state issues.
5. Giving legal advice to the Ministry and institutions and its branches.
6. Explaining different laws and regulations for workers in the Ministry and its institutions and working to raise the legal awareness among workers.
7. Preparing draft ministerial decisions and following up its issuance and numbering and archiving its originals and distributing its copies to the concerned with implementation.
8. Documenting laws, decisions, regulations, agreements and legal records related to the Ministry's work and archiving and organizing them in an easy way for reference when required.
9. Preparing studies and legal researches and providing proposals with aim of developing the systems of Ministry and participating in developing the systems and regulations related to improving the technical and administrative performance of the workers.
10. Dissolving complaints and appeals in the different issues which are referred by the Ministry leadership.
11. Monitoring the application and implementing laws and decisions in the Ministry and raising reports about any legal breaches.
12. Any other tasks required by its job or prescribed by the existing laws and decisions or assigned by the Ministry leadership.

Sixth: The General Department for Controlling and Internal Inspection:

1. Exercising tasks and duties according to the decision of Council of Ministers No. (217) for the year 1999 on the Controlling and Internal Inspection.
2. Any other tasks assigned or required by its job or according to the existing legislations.

Seventh: The General Department for Personnel Affairs:

1. Preparing draft plan of manpower and wages and training according to the needs of work and human development programs of the Ministry.
2. Preparing draft budget of the Ministry in relation with the budget of the Chapter One in coordination with the officials in the financial department and participating in discussing it with the concerned agencies.
3. Preparing payrolls and tackling the issues of wages, incentives, bonuses and allowances, rewards, and extra wages and adjustments and other entitlements for the staff of the Ministry according to the existing regulations and laws and systems.
4. Handling issues related to the personnel affairs in terms of appointments, secondment, resignation, and transferring and other service cases according to the legislations of the civil service.
5. Applying the systems related to the evaluation of performance and proposing procedures and measures necessary to improve the level of performance.
6. Preparing studies related to developing human resources and setting rules and short and long-run plans to qualify and train staff according to existing regulations and laws in collaboration with the departments relevant to the Ministry.
7. Preparing studies related the administrative organizations and classifying jobs and proposing the methods of regulating and simplifying the procedures of work in the Ministry.

8. Applying the systems related to the administrative discipline and raising periodic reports about this.
9. Applying the systems of penalties and the principle of reward and punishment according to the existing laws and regulation.
10. Maintaining comprehensive data about the staff of the Ministry and classifying them and preparing summaries and statistics about them.
11. Keeping confidential and non-confidential files with respect to the Ministry's staff and developing the related information management.
12. Providing proposals about deployment and re-deployment of manpower in the Ministry according to the needs in order to ensure running the works of the Ministry.
13. Organizing the works of secretarial works and keeping records of the incoming and outgoing mails and archiving all correspondences and documents related to the Ministry's work.
14. Setting a plan for the annual leaves and scheduling them and handling the issues of other leaves.
15. Applying the systems related to the professional health and safety in the Ministry and social security like retirement pensions and the service-end emolument and work injury.
16. Any other tasks required by the job and prescribed by the civil service legislations or assigned by it.

Eight: The General Department for financial affairs:

1. Setting plans and programs necessary to raise the efficiency of the financial performance and rationalizing expenditures and developing resources of the Ministry and monitoring and controlling its implementation in coordination with the related agencies within and outside the Ministry.
2. Preparing draft annual budget of the Ministry according to the regulating criteria and rules and instructions in coordination with the related agencies and following up approval.
3. Setting programs to implement the Ministry's general budget and preparing the periodic reports about the implementation level.
4. Organizing and controlling the accounting activities of the Ministry and keeping accounting books and records dedicated for all financial activity of the Ministry based on the financial law and the executive regulation and providing reports and periodic data to the Ministry leadership.
5. Managing the Ministry's day-to-day financial affairs and assisting the branches in improving its activities in the financial and accounting scope and reporting them about the latest financial systems and practices that help achieve quick achievement of the works.
6. Closing the accounts and presenting the final account on the scheduled times and preparing the related reports.
7. Quick responding to the enquiries and reports of the Central Organization for Controlling and Auditing.
8. Notifying the Ministry leadership about the breaches, embezzlements, or any manipulation of the public funds and properties to take the necessary legal actions.
9. Assessing the needs of the Ministry in terms of the fixed and current assets like building, vehicles, equipments, stationeries, and setting a purchase plan as per the quantity and value and type in the right time according to the applicable rules.
10. Preserving the properties of the Ministries and insuring them according to the necessity and insurance rules.
11. Registering the fixed and current assets of the Ministry in the quantity and value according to the designed forms in a manner that helps in identifying the changes of these properties, such as its destruction, maintenance, burning and sales or others.

12. Organizing the stores of the Ministry and managing and taking inventory for them on periodic basis according to the existing systems and procedures with consideration to the application of the technical rules of storing.
13. Organizing the movement of transportation and communication in the Ministry and following up services of water and electricity and procedures of registration and licensing and fees settlement.
14. Preparing and implementing periodic programs to do maintenance to the properties of the Ministry and work processes and repairing them in order to avoid the disruption of work during the implementation of maintenance programs.
15. Providing necessary services of guarding and security and cleaning to the Ministry and following its works.
16. Any other tasks required by its job and objectives or by the existing laws and decisions or assigned the Ministry leadership.

Chapter Four

Joint Tasks of the General Departments

Article (14) The General Departments have the following tasks:

1. Preparing draft financial and human plan every year which is necessary to implement its duties and responsibilities.
2. Preparing periodic reports and organized data about its activities and achievements and the achievement level of plans and programs.
3. Applying the basic principles to manage and implement the definite activities in the section four of this chapter.
4. Contributing to preparing and developing training curricula and materials of the Ministry.
5. Preparing studies and researches in its scope and contributing to the research activity at the level of the Ministry.
6. Doing any other tasks assigned by the Minister or the competent deputy.

Section Five

Principles of Organization and Performance of the Ministry's tasks

Article (15) For the purposes of the optimal implementation , the Ministry is adopting the following regulating principles and bases:

1. In organizing its operations and activities, the Ministry applies scientific principles and techniques in management and organization as well as adopting the rules and techniques of other sciences in setting its plans and programs or the system of treatment or analyzing problems and phenomena which occur in the sphere of the management.
2. The general departments in the Ministry prepares seasonal and annual programs and plans to implement its tasks.
3. The relation between the Ministry leadership is based on continuous cooperation and consultation and coordination.
4. The organizational relation in terms of the authority of supervision and responsibility is based on the flowing lines of authority and the escalating lines of responsibilities in different administrative levels for organization, without prejudice to the adopted organizational formats and techniques to achieve the principle of partnership and consultation in managing the work.

5. At the level of the internal organizational relations, and those with the general department units, the Ministry works to apply the principle of delegating authority and expanding it according to the development of the general department of the state in a way that serves the objectives of the administrative reform.
6. The Ministry leadership and its administrative chairmanship ensures the organization of the subjects to implement its tasks and achieve the continuous and effective coordination in terms of organization and implementation in its internal relations with the related general department units, and also ensures the development of the communication system in order to serve the coordination purposes and providing the instruments of the basic work.
7. Preparing work maps and organizational booklets that explain the stages and procedures of implementing tasks, especially those related with the audience and using them as guiding manuals for the Ministry's staff and those who benefit from its services and working to review them on periodic basis with aim of developing them.
8. The administrative heads in capacity of their jobs are considered responsible for training the personnel in addition to their basic role in organizing and simplifying the works and orientation and controlling.
9. The Ministry works to prepare qualified and specialized cadres in all its activities and motivating the innovative competent people and developing the interpersonal relationships and work relations with aim of continuous promoting of its activities and management.
10. The Ministry works to apply the principle of rewarding and punishment in the public job based on the commitment to the obligations according to the laws and systems.
11. The Ministry works to develop its offices in the governorates, especially the remote areas in terms of the financial and human aspects in a way that enable it implement its tasks and effectively participating in the administrative and rural development.
12. All organizational divisions of the Ministry are committed to collect and classify and analyze information and statistics related to its various activities as a scientific technique to take decisions and planning and evaluating its works and proposing solutions for the problems of the administrative development.
13. The Ministry leadership pays a special attention to the activities of recording, documenting, and controlling on applying its regulations as they are considered the center of memory of the Ministry.
14. The employee should, when tackling a new issue not dealt clearly by the existing laws and regulations, raise it to his line manager to tackle it with the Ministry top leadership through the line of authority.
15. The tasks and duties, and authorities of each job are determined precisely in a way that ensures the achievement of balancing between the authority and responsibility.
16. Every general department in the Ministry takes over the activities of secretary of the committees and councils formed in its jurisdiction, unless expressed otherwise in the organization related to these formations.

Chapter Four

General Provisions

Article (16)

The Minister gives a special attention to develop the work and simplify its procedures and improving the implementation of works through applying the principles of organization, especially in relation to delegating some of his authorities to his subordinates in the Ministry and the units under his responsibility in the governorates and encouraging and applying this principle within the Ministry.

Article (17)

A decision is issued by the Minister with regard to the branch organizational divisions of the general departments and determination of its tasks and responsibility in coordination with the Minister of Civil Service and Insurance.

Article (18)

The Minister issues all decisions and instructions necessary to implement this bylaw and achieving its purposes.

Article (19)

When necessary, it is permissible to establish specialized centers under the Ministry which takes over the implementation of some technical services and activities set forth in the jurisdictions of the Ministry, taking into consideration being committed to the organizational and legal rules and standards.

Article (20)

The articles from () to () in the Republican Decree No. () for the year on establishing the General Authority for Researches and Agricultural Extension.

Article (21)

The Minister issues a decision of merger or canceling of a branch department or division, provided that their establishment should follow the administrative organization rules.

Article (22)

The republican decree No. (5) for the year 1996 on re-organization of the Ministry of Agriculture and Water Resources is to be revoked.

Article (23)

This decision is to be effective from the issuing date and to be published in the Official Gazette.