

**Republic of Yemen**

**Ministry of Legal Affairs**

**REPUBLICAN DECREE NO (218) OF 2004 CONCERNING THE ORGANIZATIONAL BYLAW OF THE  
MINISTRY OF WATER AND ENVIRONMENT**

President of the Republic

After reviewing the Constitution of the Republic of Yemen,  
Law No (3) of 2004, Concerning the Council of Ministers,  
And Republican Decree No (105) of 2003 Concerning the Formation of the Cabinet and Naming of  
its Members,  
And based on the proposal by the Minister of Water & Environment and the approval of the  
Council of Ministers,

Hereby Decrees as Follows:

**SECTION ONE**

Nomenclature, Objectives and Functions

Article(1) This Bylaw shall be called(The Organizational Bylaw of the Ministry of Water and Environment).

Article (2) The Ministry shall aim at developing water resources on the basis of the approach of integrated water resources management; providing clean drinking water and sanitation services, allocating water for other uses; and protecting the environment from pollution and desertification, conserving natural resources and rationalizing their exploitation; all through the adoption and enforcement of relevant legislations; implementation of awareness-raising programs; encouragement of local communities, nongovernmental organizations and other civil society organization, private sector and women to participate in efforts to reform water and environment conditions in a way that is conducive to the improvement of public health and alleviation of poverty and unemployment.

Article (3) The Ministry and its affiliated corporations and authorities shall strive to achieve their objectives through exercising the powers and functions vested in them by legal statues and water and environment plans in accordance with the Water Sector Reform Strategy and the public policy of the government. The Ministry may in this regard exercise the following powers and functions:

- 1) Establish and review public strategies and policies for water resources development and management, upgrading water supply and sanitation services in rural and urban areas and protection of the environment, as well as policies and controls for building and maintaining dams and water installations, in a way that is compatible with scientific method, economic feasibility and in line with laws in force and government programs, and submit them when needed to the Council of Ministers for approval.
- 2) Act to develop, review, and approve amendments and take action to implement laws and regulations concerning authorities and corporations affiliated to the Ministry.
- 3) Enforce the integrated approach in water and environment resources management and act to rationalize demand of water and natural resources in general.
- 4) Act to develop and 'cultivate traditional water resources such as rainwater harvesting and non-conventional water resources such as desalination and treated wastewat6r and define special criteria for their development and use.

- 5) Act to enhance the role and contribution of local communities in cost, operation, maintenance and management rural water supply and sanitation schemes; and in the management of water basin, environmental resources and natural protectorates; and strengthen the role of local organizations in these areas.
- 6) Act to develop rural and urban water supply and sanitation services and expand them in a way that achieves Ministry's objectives and ensures sustainability of such services on the long run.
- 7) Adopt rules regulating partnership between government and private sector in the area of water, sanitation and environment services; submit these to Council of Ministers to approve them and encourage private sector to invest in this field in accordance with laws in force.
- 8) Establish water and sanitation tariff policies based on technical, economic and social data, in line with laws in force.
- 9) Act to implement water supply and sanitation sector reform policies and agree to local water supply and sanitation corporation establishment proposals according to controls regulating such establishment and adopted plans.
- 10) Act to protect environment and preserve its safety and equilibrium, and maintain and develop its natural systems in a way that is not harmful to the rights of future generations; preserve national bio-diversity; propose declaration of protected zones; and encourage local organizations and communities to participate in such efforts.
- 11) Establish Ministry's policy on national environment protection from hazardous impacts resulting from activities that take place abroad and act to implement such policy in coordination with relevant bodies.
- 12) Participate with relevant bodies to establish a public policy on Environmental tourism.
- 13) Define quantitative and qualitative objectives in the Ministry's scope of work and adopt them as a basis for water and environment agencies' detailed plans.
- 14) Prepare Ministry's annual and 5 year action plans, coordinate them with draft plans submitted by Ministry's affiliated authorities and corporations, adopt them as a unified plan for the Ministry and act to overcome implementation difficulties.
- 15) Receive and review all investment needs from authorities and corporations affiliated to the Ministry, define their priorities, coordinate their funding with the Ministry of Planning and International Cooperation and Ministry of Finance, on the basis of approved policy and Poverty Reduction Strategy.
- 16) .Adopt pilot projects in various environment, water and sanitation fields, in coordination with relevant authorities and corporations.
- 17) Review and approve annual water balance on the national as well as basin level, and determine allocations due to each sector in accordance with use priorities.
- 18) Sanction protected and water restricted zones in water basins and regions, as proposed by the National Water Resources authority and submit them to the Council of Ministers for approval.
- 19) Establish plans to face environmental and water hazards and coordinate with relevant bodies in this regard.
- 20) Take measures and means to ensure combating pollution in its various forms and act t'o prevent any direct or indirect and long term or short term harmful or negative impacts that may result from development programs, and drive forward the process of environmental

impact assessment studies as an implemental tool to face up to, and limit, environmental degradation, and to achieve an environmentally sustainable development.

- 21) Develop relations with international organizations and donor governments and coordinate their activities in the fields of water and environmental resources and water supply and sanitation services, in coordination with relevant bodies.
- 22) Submit draft international loan and grant agreements concerning water resources, environment and water. supply and sanitation, in coordination with relevant bodies, to the competent authorities for approval and ratification.
- 23) Develop a national water and environment information system.
- 24) Coordinate water and environment policies, monitor and evaluate the degree of their implementation, and take necessary measures to ensure compliance.
- 25) Coordinate plans and investment programs of the Ministry's affiliated agencies.
- 26) Act to coordinate development projects related to water, sanitation and environment, implemented by other ministries and funds, and provide recommendations concerning them in the context of their inclusion in development plans and the investment budget of the state in accordance with laws in force.
- 27) Oversee authorities, corporations and projects affiliated to the Ministry and coordinate their activities, follow up and evaluate their performance, and guide them in accordance with legislations in force, and in the light of approved policies and plans.
- 28) Monitor the level of implementation of legislations in force concerning water resources, water supply and sanitation services and environment, and take necessary action to enforce them in cooperation with relevant bodies.
- 29) Approve draft contracts and agreements related to activities of authorities, corporations and projects affiliated to the Ministry, in accordance with legislations in force, including partnership contracts with the private sector.
- 30) Submit international and regional draft agreements, related to water and environment, which Yemen will be a partner to, to the competent authorities for approval, and act to implement international commitments of Yemen resulting from such agreements, in accordance with legislations in force.
- 31) Any other tasks required by the nature of work of the Ministry, in accordance with laws in force, or commissioned with by higher authorities.

## **SECTION TWO**

### Tasks and Functions of the Leadership of the Ministry

#### Chapter 1:

#### Tasks and Functions of the Minister

Article(4) The Minister shall undertake the following tasks and functions:

1. Implement the government's public policy related to the Ministry in accordance with legislations in force.
2. Oversee the inclusion of the overall plan of the Ministry within the plan of the Council of Ministers, follow up its implantation, submit reports on the level of implementation of the decisions and orders of the Council of Ministers to the Council, in accordance with regulations, oversee the preparation of executive plans and programs for the activities of the ministry and its affiliated authorities, corporations and utilities and follow up the level of progress.
3. Coordinate with relevant ministers in planning or implantation related to the activities of the Ministry.
4. Oversee the Ministry and guide its departments, offices and utilities. The Minister shall be deemed the supreme head of the Ministry and he shall manage it in accordance with the principle of individual responsibility and collective consultation, and be responsible for its activity vis-a.-vis the Council of Ministers.
5. Pass the necessary resolutions concerning the management, coordination, organization and evaluation of the level of implementation of the tasks and functions of the Ministry in the framework of his jurisdictions in accordance with legislations in force.
6. Form the Council of Ministry, project steering committees, coordination committees and any other committees the formation of which he deems necessary to run the activities of the Ministry, and precisely define their tasks in accordance with the provisions of this Bylaw.
7. Oversee the authorities and corporations affiliated to the Ministry in accordance with legislations in force.
8. Approve the annual water balance, determine allocations due to each sector according to priorities of use in every basin, and submit to the Council of Ministers for approval.
9. Adopt rules, criteria and procedures regulating the participation of local communities and community organizations in the field of water resources protection and management, and water supply, sanitation and environment project management, in accordance with legislations in force.
10. Adopt national rules, criteria and regulations for environmental protection from pollution and conservation of natural resources, and technical specifications and standards in the field of water and sanitation, and submit them to the Council of Ministers for approval.
11. Adopt regulating rules and partnership contracts with the private sector in the field of water supply and sanitation services and environment in accordance with legislations and policies in force, and submit them to the Council of Ministers for approval.
12. Submit international and regional agreements related to the scope of work of the Ministry, which Yemen is a party to, and bilateral agreements in this regard, to the Council of Ministers for approval, in coordination with the relevant bodies. .
13. Coordinate with the Minister of Planning and International Cooperation on international loan and grant agreements concerning the scope of work of the Ministry.

14. Nominate, appoint, promote, train and discharge leading staff in the Ministry and the agencies affiliated to it, in accordance with laws and legislations in force.

15. Represent the Ministry in Yemen or abroad when representation is at his level.

16. Coordinate with local authorities when implementing tasks related to the activities of the Ministry in compliance with laws in force.

17. Inform the Prime Minister and the Council of Ministers of major violations of the system and policy of the state, and whatever breaches the implementation of laws and resolutions or frustrates their implementation, concerning the functions of the Ministry.

18. Carry out any other tasks or functions assigned to him in accordance with laws and legislations in force.

## Chapter 2

### Task and Functions of the Deputy Minister

Article (5) The Deputy Minister shall, in the framework of the sector headed by him, carry out the following tasks and functions:

1. Propose the annual sector plan and executive programs, oversee their implementation and submit regular reports thereon.
2. Directly oversee sector activities in the framework of tasks and functions assigned to him in this Bylaw and directives issued by the Minister.
3. Monitor, review, develop and oversee implementation of sector directorates' annual plans; prepare reports on implementation level and submit them to the :Minister.
4. Directly oversee sector directorates, evaluate the level of their performance and submit proposals on performance improvement to the Minister.
5. Coordinate between sector directorates and hold necessary meetings for this purpose.
6. Act to coordinate (through the Minister) between sector directorates and agencies affiliated to the Ministry to ensure the fulfillment of Ministry's tasks and functions.
7. Coordinate with other sectors in the Ministry and exchange reports, information and memorandums therewith to ensure the integration of planning and executive functions in the Ministry.
8. Review and discuss plans and budgets submitted by utilities responsible to the Minister within the sector supervised by him, prepare draft sector plan and follow up its implementation.
9. Improve work operations and streamline its procedures.
10. Carry out any other tasks or functions assigned to him by the Minister.

## Chapter 3

### The Council of the Ministry

Article (6) First: Formation of the Council of the Ministry:

A. The Council of the Ministry shall be formed as follows:

1-The Minister	Chairman	
2-Deputy Ministers	Members	
3-Ministry Advisors	Members	
4 -Directors		Members
5-Director of the Minister's office	Secretary	

B.

The Chairman of the Council may call any specialist to attend Council's meetings when necessary.

Second: The Council's functions:

The Council of the Ministry shall advise the Minister in matters related to the activities of the Ministry and in particular the following/matters:

- 1) Annual action plans of the Ministry and its Offices.
- 2) Financial plan and manpower plan
- 3) Development of the Ministry's functions and performance and organization of its operations and proposals for amendment of its structure.
- 4) Topics which the Minister considers to refer to the Council of the Ministry before submitting them to the Council of Ministers.
- 5) Draft laws and regulations concerning the business of the Ministry and its corporations and authorities.
- 6) Progress and evaluation reports.
- 7) Any other topics the Minister may consider to refer to the Council.

Third: The Minister shall issue the bylaw regulating the operation of the council of the Ministry. It shall hold regular and, when necessary, emergency meetings.

## **SECTION THREE**

### THE ORGANIZATIONAL STRUCTURE OF THE MINISTRY

#### Chapter 1

#### The Organization of the Ministry (Organizational Structure)

Article (7) The Ministry's organizational structure shall consist of its Main Office, its Regional Offices, and authorized bodies, in the Capital Trust and governorates.

First: The minister directly responsible for:

A

1. Advisors' Office.
2. Council of the Ministry.
3. Minister's Office, the level of which is defined as a General Directorate.
4. General Directorate of Legal Affairs
5. General Directorate of Internal Audit and Control.
6. General Directorate of Planning, Policies and International Cooperation.
7. General Directorate of Financial Affairs, Logistics and Maintenance
8. General Directorate of Staff Affairs

9. Project management units of the Ministry's Main Office and projects not responsible directly to the Ministry :
10. Ministry's Offices in the Capital Trust and governorates.

- B. The National Water Resources Authority
- C. The National Environmental Protection Authority
- D. The General Authority for Rural Water Projects
- E. The National Water and Sanitation Authority
- F. Local Water Supply and Sanitation Corporations

Second: The Deputy Minister for Water and Sanitation Sector, and is responsible for the following:

1. General Directorate of Water Resources
2. General Directorate of Water Supply and Sanitation Sector Reform.
3. General Directorate of Urban and Rural Water Supply and Sanitation.

Third: The Deputy Minister for Environment Sector, and is responsible for the following:

1. General Directorate of Environmental Policies and Programs.
2. General Directorate of Environmental Agreements and Systems
3. General Directorate of Emergencies and Environment.



Chapter 2  
Tasks and Functions of General Directorates

**Article (8) General Directorate of the Minister's Office is concerned with the following:**

1. Receive calls and correspondence addressed to the Minister, hand them over to him and prepare and draft the needed replies thereto.
2. Communicate the decisions, instructions and directives of the Minister and follow up their implementation.
3. Receive, study and summarize topics referred to the Minister and obtain data and information needed by the Minister to take decisions.
4. Prepare and organize the Minister's daily meetings and interviews.
5. Prepare and arrange for the meetings chaired by the Minister, draft and write their minutes and notify those concerned with their implementation of what decisions have been made therein, including meetings of the Council of the Ministry.
6. Classify and document correspondence outgoing from, and incoming to, the Minister and the instructions issued by him.
7. Follow up General Directorates (through the respective Deputy Ministers) concerning tasks assigned to them by the Minister, especially tasks related to the Ministry's and the Council of Minister's operational plans, to be achieved in time.
8. Receive agenda and documents of the Council of Ministers' meetings and sort out what is related to the Ministry's scope of work and express opinion (in writing) thereon, in coordination with the concerned Deputy Minister; and receive the documents of each meeting subsequent to each session held, archive and save them in a way that is easy to retrieve, and notify whoever is concerned, with copies thereof and decisions and orders issuing from them.
9. Act to develop coordination and cooperation with the media and make use of them in raising public awareness of Ministry's activities and public policies adopted in areas of water and environment.
10. Receive complaints and petitions raised to the Minister, summarize them and arrange their submittal to him.
11. Prepare regular reports on the activities and progress of the Directorate,
12. Any other tasks or functions related to the tasks or functions of the Directorate or assigned to it by the Minister.

**Article (9) The General Directorate of Legal Affairs shall undertake the following tasks and functions:**

1. Prepare draft Ministerial Resolutions and follow up their enactment, numbering and filing their originals and distribution of copies thereof to bodies concerned with their implementation.
2. Take part in the preparation of draft laws, bylaws and regulations concerning the business of the Ministry and its affiliated corporations and authorities and revise them before their submittal by the Ministry' for completion of legal formalities for enactment.
3. Submit proposals concerning the required amendments of legislations in force such that conflicts and overlapping of jurisdictions with other ministries, or between the Ministry's corporations and authorities, in the area of water and environment, are lifted" .
4. Provide legal opinion to the Ministry and its affiliated corporations and authorities in legal disputes related to the scope of work of the Ministry and represent Ministry in litigations when commissioned to do so' .
5. Participate in discussing draft laws and other legislations related to water and environment, as referred to by other government bodies.
6. Contribute to the identification of obstacles to enforcement of laws and regulations related to the Ministry's cope of work, and propose suitable solutions.
7. Follow up, with the Ministry of Legal Affairs and other bodies of the state, all legal matters assigned to the Directorate.
8. Document and file laws; legislations; agreements; and international, regional and bilateral treaties and agreements related to the scope of work of the Ministry and its corporations, authorities, and other affiliated entities, in a form that facilitates their retrieval when needed, and coordinate in this regard with the Ministry of Legal Affairs and other relevant bodies.
9. Follow up legal procedure concerning ratification of international and regional treaties and agreements related to water and environment and lodge them with the concerned bodies.
10. Prepare draft generic cdntracts and agreements for implementation of Ministry's project.
11. Revise draft generic contracts and agreements, prepared by corporations, authorities and bodies affiliated to the Ministry, prior to approval by the Minister and whenever asked to do so
12. Revise draft agreements with external dono'rs and provide legal opinlOn thereon.
13. Participate in investigations of financial and administrative violations referred to it by the Ministry's leadership.
14. Prepare regular reports on the Directorate's activity and progress.
15. Any other tasks or functions assigned by the Minister in accordance to legislations in force.

**Article (10) The General Directorate of Internal Audit and Control shall undertake the following tasks and functions:**

1. Ensure that all laws and regulations are applied in the Ministry's Main Office and affiliated bodies.
2. Take part in annual stock taking of the Ministry's stores and stock, and annual stock taking of the stores and stock of the bodies affiliated to the Ministry, as the Minister may see fit.
3. Study reports by control and audit departments in the bodies affiliated to the Ministry' and recommend to the Minister what action(s) is required thereon.
4. Follow up replies to reports by the Central Organ for Control and Audit and the Ministry of Finance addressed to the Ministry and its affiliated bodies.
5. Propose procedures for developing the adopted internal audit systems, according to needs and variable circumstances, in order to improve its effectiveness and efficiency,
6. Carry out sudden or regular stock taking, when needed and after the agreement of the Minister, of treasuries, safes, stores and warehouses, and prepare minutes of results, including appropriate recommendations, in accordance with rules regulating thereof.
7. Revise payment documents to, ensure that payment processes are done in accordance with legal procedure, and that all documents supporting the validity of the payment are satisfactory, and verify tender procedures, bid evaluations and final decisions to ensure that actions taken are sound and payments made are legal.
8. Revise the Ministry's revenue .to ensure that funds have been collected, entered in records and deposited in accordance with adopted regulations.
9. Check payrolls and other types of entitlements in the Ministry's Main Office,ITom the arithmetic and accounting aspects.
10. Audit cashiers' turnover regularly and ensure tha~ no payments are made except in accordance with regulations.
11. Keep copies of authorized signatures of officials in the Ministry Main Office, to authenticate them when needed.
12. Check and validate supporting documents of montWy accounts, supply account and final accounts and ensure that all accounts' books, in the Ministry Main Office, are kept and all entries are made and recorded, whenever asked to do so by the Ministry's leadership.
13. Prepare regular reports on the activities and progress of the Directorate
14. Other tasks and functions as stipulated by Prime Minister's Resolution No (217) of 1999 Concerning Tasks and Functions of General Directorates of Audit and Control.
15. Any other tasks assigned by the Minister or called for by the nature of its functions.

**Article (11) The General Directorate of Planning, Policies and International Cooperation shall undertake the following tasks and functions:**

1. Propose and review strategies and public policies related to water resources, environment and water supply and sanitation services in the light of government programs and development plans, and take necessary action for the approval and communication thereof to the bodies concerned in the Ministry Main Office and the affiliated corporations and authorities.
2. Propose priorities for plans and projects in the areas of water resources, environment and water supply and sanitation, and revise plans and investment programs referred thereto by the Minister in the light of adopted policies.
3. Take part in drafting the Ministry's general budget.
4. Prepare the Ministry's annual and five year plans, coordinate them with project plans submitted by corporations and authorities affiliated to the Ministry, submit periodic reports to the Minister concerning the progress of their implementation, and act as a secretariat for the plan committee in the Ministry.
5. Follow up General Directorates and entities subordinate to the Ministry in preparing executive programs concerning the share of each of them of the investment program, and submit such programs to the Minister for approval.
6. Follow up progress of implementing the investment program of the Ministry and affiliated corporations and authorities, record expenditure data in both local and foreign currency portions of the program, including loan accounts, coordinate in this regard with the implementing agencies inside and outside the Ministry, and projects implemented by project implementing units in, and out of, the Main Office, and prepare regular reports thereon.
7. Review and coordinate all development projects related to water resources, environment and water supply and sanitation included in other ministries, government agencies and funds plans and provide recommendations thereon in the framework of development plans and the investment budget of the state.
8. Collect and update data related to the water and environment situation, and water supply and sanitation service levels, and set up an information system to store and analyze such data to facilitate its use in planning, deciding investment needs, and in preparing periodic statistical reports.
9. Coordinate with the Ministry of Planning and International Cooperation in developing relations with international organizations and funding agencies for the implementation of water resources, water supply and sanitation and environment programs and projects submitted to the Ministry by its affiliated corporations and authorities.
10. Revise and express opinion regarding proposals for investment projects and programs in the fields of water and environment, submitted by corporations and authorities affiliated to the Ministry, before discussing them with relevant bodies.
11. Work with the Ministry of Planning and International Cooperation and the Ministry of Finance to coordinate operations of financing institutions and donors concerning water and environment projects.

12. Monitor and evaluate the level of coordination between agencies and corporations affiliated to the Ministry, and with other ministries, and submit report thereon to the Minister.
13. Prepare and arrange for national and international conferences and seminars, organized or partaken by the Ministry, in coordination with the relevant departments.
14. Prepare plans and programs for the development of the Ministry's human resources, with the objective of building, and development of, national capacities and abilities in the Ministry's field of work.
15. Review and coordinate the plans and programs of agencies affiliated to the Ministry in the area of training and education.
16. Prepare the Ministry's action plan within the framework of the overall plan of the Council of Ministers, follow up its implementation, and advise the Minister's office with the progress of implementation.
17. Participate in the preparation of draft cooperation protocols, which the Ministry intends to sign with others, and file document copies, and follow up the progress of implementation thereof, and submit reports thereon.
18. Prepare periodic reports on the activities and accomplishments of the Directorate.
19. Any other tasks or functions assigned to it by the Minister, and required by the nature of its functions.

**Article (12) The General Directorate of Financial Affairs, Logistics and Maintenance shall undertake the following tasks and functions:**

1. Prepare the draft annual budget and final accounts in accordance with laws, bylaws and regulations in force.
2. Implement all financial and administrative laws, bylaws and regulations and propose ways of developing them.
3. Manage and run financial affairs related to daily business in the Ministry such that jobs are done expeditiously.
4. Establish detailed programs to implement budget sections and items in coordination with the relevant General Directorates in the Ministry and provide timely and regular reports on implementation progress.
5. Determine the Ministry's needs of instruments, equipment, machinery, office implements and furniture; procure them in accordance with approved technical specifications; and carry out their procurement procedures in accordance with laws and regulations in force.
6. Revise and pay monthly salaries, allowances and all other entitlements due for Ministry's staff
7. Organize Ministry's stores and stores' management and make regular inventories of their contents in accordance with procedures and regulations in force .
8. Keep Ministry's property safe and insure it as required under laws in force.
9. Prepare and implement periodic programs for maintenance, repair and restoration of Ministry's property and its working facilities; and oversee all other daily tasks related to the safety and cleanliness of the Ministry.
10. Participate in replying to reports and enquiries by the Central Organization of Audit and control.
11. Organize traffic of transport and communications in the Ministry and follow up procedures for registration of its property, obtaining permits, and payment of fees.
12. Keep the Ministry's building clean and secure and organize and provide the necessary services in this respect.
13. Any other tasks or functions assigned to it by the Minister in accordance with legislations in force.

**Article (13) General Directorate of Staff Affairs shall undertake the following tasks and functions:**

1. Determine Ministry's needs of manpower in the financial and administrative field according to scope of work, the Ministry's organizational structure and other regulating procedures and bylaws, and follow up the provision of such requirements.
2. Coordinate with General Directorates in the Ministry to determine and provide for needs of technical manpower in accordance with regulating procedures and bylaws.
3. Prepare monthly payrolls and other entitlements of the staff of the Ministry's main office.
4. Apply regulations concerning evaluation of staff performance and propose necessary procedures and measures to improve the performance level in coordination with concerned departments in the Ministry's Main Office.
5. Address staff issues, including appointment, leaves, transfers, secondments, pensions, service insurance, and other cases and service entitlements in accordance with laws and regulations in force, and follow up their fulfillment with relevant bodies.
6. Decide and address issues related to promotion, incentives, bonuses, compensations, and allowances due to employees in accordance with regulations in force, and follow them up with the relevant government bodies.
7. Keep staff records in an orderly fashion and preserve confidentiality thereof
8. Carry out filing work related to incoming and outgoing correspondence and follow up actions related to their circulation and filing.
9. Carry out all other administrative services necessary for facilitating the working of the Ministry.
10. Prepare the draft Ministry staffing budget in accordance with laws, resolutions and bylaws in force.
11. Any other tasks or functions assigned to it by the Minister in accordance with legislations in force.

**Article (14) General Directorate of Water Resources shall undertake the following tasks and functions:**

1. Propose, review and oversee implementation of water resources policies and express opinion thereon.
2. Revise the annual water balance submitted by the National Water Resources Authority on the national and basin levels and express opinion thereon prior to its approval.
3. Revise water resources development plans in the light of quantitative and qualitative targets, development plan, and poverty combating strategy; and submit reports on the progress of their implementation.
4. Contribute with the National Water Resources Authority to the review, evaluation, and coordination of all project relevant to water installations, submitted by other ministries, government bodies, and the private sector; and provide recommendations thereon to the bodies concerned before approval and inclusion thereof in development plans or in the government investment budget.
5. Revise periodic reports submitted by the National Water Resources Authority concerning the water situation and express opinion thereon.
6. Revise criteria, specifications and controls in the area of water resources including controls for the use of unconventional water resources, drilling of wells, and protected and restricted areas; and submit them for approval.
7. Revise and express technical opinion on draft international loan and grant agreements related to water resources.
8. Revise plans for dealing with water disasters, in coordination with concerned bodies.
9. Encourage use and application of modern scientific methods in water management processes, in the framework of integrated water resources management; rationalize water demand; and raise awareness level.
10. Contribute to establishing a mechanism for building capacities of local communities that are related to water basin management, and strengthen their roles and the roles of community organizations in this respect, to achieve integrated water management objectives, in accordance with the Water Law, and in coordination with the National Water Resources Authority.
11. Propose policies and the provision of support and assistance to the development and nurturing of conventional water resources, such as water harvesting, and contribute with the National Water Resources Authority to establishing foundations and criteria for the optimum use of such resources.
12. Participate with the National Water Resources Authority in the preparation of guiding plans for the construction of surface water installations, such as dams and mountain lakes, on the water basin level in the framework of the water plan of each basin, in coordination with concerned bodies.
13. Study proposals by the National Water Resources Authority concerning the protected areas and water restricted zones, in water basins and regions, and submit them for approval.
14. Participate in establishing an awareness program for rationalizing water use and encouraging the use of unconventional water resources (desalinated water and treated wastewater) in various utilizations, in coordination and cooperation with concerned bodies.



15. Encourage and reinforce the role of conventional systems related to water resource management and development, and act to document and protect them in coordination with the National Water Resources Authority and bodies concerned.
16. Oversee the environmental, social and economic impact assessment studies, for activities related to water resources (water installations, dams, treatment plants, desalination plants, etc.) in cooperation and coordination with the National Water Resources Authority, the National Environment Protection Authority and other bodies concerned.
17. Any other tasks required by the nature of its functions or assigned to it by the Minister.

**Article (15) General Directorate of Water Supply and Sanitation Sector Reform shall undertake the following tasks and functions:**

1. Revise, upgrade and update policies and strategies required to reform the urban and rural water and sanitation sector in the light of approved public policy, and submit them for approval, including policies concerning tariffs, cost recovery, decentralization, financial and administrative autonomy, private sector participation, and the introduction of modern technologies in the water sector.
2. Follow up and evaluate the level of implementation of sector reform policies in water supply and sanitation corporations and the National Authority for Rural Water Projects, and provide support for the sector reform process in general.
3. Monitor the implementation of financial and administrative decentralization policy in water supply and sanitation corporations and the National Authority for Rural Water Projects, evaluate implementation level, propose appropriate measures for increased effectiveness and efficiency therein, including policy amendments when required, and discuss the implementation of such measures with concerned bodies.
4. Propose policies and approaches for the provision of support to the development of the role of local communities in their contribution to rural water supply and sanitation project costs, and develop their capacities in the operation, maintenance, and management of such projects.
5. Propose appropriate mechanisms for achieving the objectives of the Poverty Alleviation Strategy and the Millennium Declaration? in coordination with the General Directorate of Planning.
6. Propose and develop performance indicators, in the light of submitted reports on the activities of water and sanitation corporations and authorities affiliated to the Ministry.
7. Propose necessary measures for raising the level operational efficiency and performance of water and sanitation corporations and agencies and discuss them with bodies concerned, including capacity building and human resources development.
8. Evaluate proposals for establishing new local water supply and sanitation corporations, in the light of controls regulating them, and approved plans; in coordination with the General Directorate of Urban water Supply and Sanitation.
9. Propose and develop rules and basis for regulating private sector participation in the area of operation, maintenance and management of water supply and sanitation utilities and projects, and submit such rules and basis for approval.
10. Introduce and develop new ideas and initiatives aimed at improving water supply and sanitation services and water use efficiency.
11. Propose means and controls for the provision of support and assistance for the dissemination of the use of modern techniques and technologies for the rational use of water, and for the development of unconventional water resources, such as water desalination and recycling treated effluents, and propose standards for optimum use of such resources.
12. Propose rules and regulations concerning the organization of issuing (public, private, and mixed) water scheme permits; and amend them in the light of new events and variables.
13. Any other tasks required by the nature of its functions or assigned by the Minister.

**Article (16) General Directorate of Urban and Rural Water Supply and Sanitation shall undertake the following tasks and functions:**

1. Study investment plans submitted by various bodies working in urban and rural water supply and sanitation including proposals for project needing funding; express opinion concerning such plans, coordinate and refer them to the General Directorate of Planning, Policies, and International Cooperation for including them in the sector plan; evaluate the progress of their implementation in the light of indicators set for this purpose; and submit periodic reports on progress of implementation.
2. Follow up the implementation of the Poverty Alleviation Strategy Objectives and the Millennium Declaration Goals and submit periodic reports on implementation progress.
3. Revise periodic reports submitted by agencies affiliated to the Ministry to evaluate the level of achieving quantitative and qualitative targets, evaluate performance thereof in the light of indicators set for this purpose. prepare generic periodic reports on evaluation results, submit them showing deviations from plan and propose necessary measures to redress deviations from plan and raise performance efficiency in coordination with the General Directorate of Planning, Policies and International Cooperation.
4. Study tariff modification proposals and express opinion thereon in the light of technical, economic and social data in urban areas.
5. Establish policies related to rural water supply and sanitation tariff setting including tariff structures according to prevailing economic and social conditions and data, and submit thereof for approval.
6. Propose measures aimed at strengthening the participation of beneficiaries in rural water supply and sanitation schemes and their role in the management thereof
7. Oversee the implementation of policies, rules and bases related to urban and rural water supply and sanitation schemes implemented by agencies affiliated to the Ministry, bodies of local authorities and other relevant governmental bodies, such as the social Fund for development and non-governmental organizations working in the field of water supply and sanitation, and submit periodic reports on the implementation level.
8. Participate in developing indicators and criteria for the evaluation of urban and rural water supply and sanitation sector performance and follow up their implementation.
9. Propose and establish unified technical criteria and specifications for the implementation of urban and rural water supply and sanitation projects, submit them for approval, monitor compliance therewith and submit periodic reports thereon.
10. Revise and comment from a technical point of view on loan and grant aid agreements in the area of urban and rural water supply and sanitation in coordination with the General Directorate of Planning, Policies and International Cooperation.
11. Any tasks required by the nature of its functions or assigned by the Minister.

**Article (17) General Directorate of Environmental Policies and Programs shall undertake the following tasks and functions:.**

1. Propose and review environmental policies including the public policy on solid and hazardous waste and dumps in coordination with the National Environment Protection Authority, establish strategies and action plans, in coordination with hygiene and improvement funds in governorates, express opinion thereon, and submit reports on implementation progress.
2. Act to integrate environmental issues in the government's public plans and policies in coordination with concerned bodies.
3. Revise environment plans and reports submitted to the Ministry, express opinion thereon in the light of quantitative and qualitative objectives in this respect, developments plans, poverty alleviation strategy and other related strategies, and follow up the progress of their implementation.
4. Contribute, with the National Environment Protection Authority, to review, evaluation and coordination of all projects related to environment which are submitted by Ministries, all other governmental agencies and private sector and provide recommendations thereon to the concerned bodies prior to their approval or inclusion in development plans or the investment budget of the state.
5. Follow up the implementation of commitments concerning environment towards ministries and other government agencies in coordination with the National Environment Protection Authority and other relevant bodies.
6. Participate in the preparation of strategies, plans legislations and laws related to environmental aspects such that they are compatible with laws and legislations in force.
7. Revise quantitative and qualitative targets in the area of environment and ) express opinion thereon.
8. Contribute to establishing mechanisms for capacity building of relevant local communities in the area of natural resources management and strengthen their role and the role of community organizations in this respect.
9. Contribute to establishing public policy and measures to ensure linking environmental issues with sustainable development, including environmental impact assessment of development projects, in coordination and cooperation with concerned bodies.
10. Prepare periodic reports on the environmental situation in environmentally vulnerable areas in coordination and cooperation with corporations and authorities affiliated to the Ministry, and review periodic reports submitted in this respect and provide opinion thereon.
11. Participate, with the National Environment Protection Authority, in preparing a database for environmentally protected and vulnerable zones and update it regularly.
12. Contribute to establishing and activating public policy in the area of environmental tourism and follow up enactment of environmental tourism law in coordination and cooperation with the public tourism development authority.
13. Revise plans to complete mapping and documentation of environmentally vulnerable zones, which are rich with biodiversity, and take appropriate measures to protect them such as integrated coastal area management and establishing natural protectorates.
14. Adopt pilot projects in various environmental aspects in coordination with concerned bodies, international organizations and donor countries.

15. Contribute to establishing mechanisms for enhancing chemical safety in the framework of a national plan in coordination with concerned bodies.
16. Contribute to establishing an environmental emergency and disaster strategy and revise and adopt plans for facing environmental disasters in coordination with concerned bodies.
17. Any other tasks required by the nature of its functions or assigned by the Minister.

**Article (18) General Directorate of Environmental Agreements and Systems shall undertake the following tasks and functions:**

1. Revise international and regional agreements concerning environment which Yemen will be a party to and express technical opinion thereon.
2. Participate in preparing plans and measures to be taken by concerned bodies in implementing Yemen's commitments vis-a-vis international and regional agreements concerning environment and follow-up implementation of such agreements in coordination with concerned bodies.
3. Revise and express technical opinion regarding international loan and grant agreements concerning environment in coordination with the Ministry of Planning and International cooperation.
4. Prepare periodic pamphlets and statistics on the activities of the Ministry in the area of environment and continuously contact international bodies working in this area in coordination with the General Directorate of Planning, Policies and International Cooperation in the Ministry.
5. Participate with the General Directorate of Planning, Policies and International Cooperation concerning coordination of international donor organizations and their contributions in the field of environment in Yemen, mobilize and employ resources in various environmental activities and assist concerned bodies especially the National Environmental Protection Authority and non-governmental organizations in improving their environmental programs.
6. Coordinate with the General Directorate of Legal Affairs in follow-up of ratification procedures of international agreements and treaties concerning environment. .
7. Monitor commitment to enforcement of the public policy of the state concerning evaluation of the environmental impact of development projects and submit periodic reports thereon.
8. Participate in revising technical systems, criteria and rules for implementing international agreements and treaties concerning environment and propose mechanisms for their implementation.
9. Contribute with the National Water Resources Authority and the National Environmental Protection Authority to review, follow-up and approval of national quality standards in the area of water, air, and soil use and management of various environmental wastes, and act to strengthen and enhance mechanisms concerning reduction of environmental pollution and conservation of natural resources, act to follow up bodies concerned with monitoring and oversee their implementation in coordination with the Ministry.
10. Any other tasks required by the nature of its functions or assigned by the Minister.

**Article (19) General Directorate of Environmental Emergencies shall undertake the following tasks and functions:**

1. Contribute to preparation of national plans to public and environmental disasters.
2. Define activities and locations likely to be subject to environmental disasters resulting from human intervention or natural factors, and coordinate with bodies concerned with natural resources and environmental protection in establishing a database there for.
3. Contribute to establishing environmental safety rules and criteria in industrial and other activities with hazardous impact on the environment and take part in building and development of an early monitoring and warning system concerning activities leading to environmental disasters.
4. Contribute to building capacities of the concerned agencies to face environmental emergencies, accidents and disasters.
5. Propose establishing a mechanism for assessing damages and impacts resulting from environmental accidents and disasters and define necessary measures for redressing them.
6. Propose national, regional and international partnership programs for cooperation in facing environmental accidents and disasters.
7. Participate in raising public awareness of citizens in facing environmental accidents and disasters.
8. Any other tasks required by the nature of its functions or assigned by the Minister

## Chapter 3

### Common Tasks of General Directorates

Article (20) General Directorates shall carry out the following tasks and functions collectively:

1. Prepare the draft annual financial and human plan necessary for implementing their tasks and functions.
2. Prepare periodic reports and regular data on their accomplishments, activities, and level of implementation of their plans and programs.
3. Run business in a way conducive to achieving goals and basic functions defined in Section One of this Bylaw.
4. Prepare studies and research in the scope of their work and contribute to the field of research work of the Ministry.
5. Prepare work schedules and booklets to clarify stages and procedures of implementing tasks, especially tasks related to the public, and use them as media for guiding Ministry's staff and the public and revise them regularly in order to develop them and streamline procedures in coordination with corporations and authorities affiliated to the Ministry.
6. Each General Directorate in the Ministry shall undertake the function of secretariat of committees and councils formed in the scope of their work, except if provisions stipulate to the contrary.



## Chapter 4

### General Principles of Organization and Performance of Ministry's Functions

Article (21) The following organizational principles and bases shall be adopted by the Ministry for best implementation of the Ministry's tasks and functions:

1. The Ministry shall apply in the organization of its business and management of its activities scientific and practical principles and methods of management and organization and shall establish its plans and action programs on this basis.
2. General directorates in the Ministry shall undertake the preparation of quarterly and annual plans and action programs for the implementation of their tasks and functions.
3. The relationship between the Ministry's leadership is based upon continuous cooperation and consultation. Organizational relationships are built, regarding authority of oversight, on the basis of streamlined authority lines and rising responsibility lines on various administrative levels of the organization without prejudice to organizational methods and forms adopted achieve the principle of participation and consultation in running business.
4. The Ministry shall undertake, on the level of its internal organization and in its relationships with the General Directorates, to apply the principle of delegation of authority and its expansion, in line with the general trend of developing public management in the state and in conformity with the objectives of administrative reform. .
5. Ministry's leadership shall ensure the achievement of continuous and effective coordination in planning and implementation in its internal relations and with other related administrative units and shall also ensure the development of communication system with affiliated units for coordination purposes and for provisions of basic means of work.
6. The tasks, responsibilities and authority of each function shall be precisely defined in a way ensuring achieving balance between authority and responsibility.
7. Administrative heads shall be deemed responsible, by virtue of their positions, for training staff under their supervision in addition to their basic role of organizing and streamlining tasks, guiding and monitoring.
8. The Ministry shall act to prepare qualified and specialized staff in all aspects of its activities and shall motivate innovative abilities and develop human relationships and work relations with the aim of continuously upgrading the standards of its business and management.
9. The Ministry shall act to apply the principle of reward and punishment in public employment based on the extent of compliance with duties in accordance with laws and regulations in force.
10. The Ministry shall act to support and develop its offices in governorates especially in remote locations in physical and human aspects to enable them to implement their tasks and functions and participate in administrative and rural development in an effective way.
11. All organizational divisions of the Ministry shall be committed together and analyze information and statistics related to its various activities as a scientific decision making way and for planning and evaluation of business activities and propose solutions to administrative development problems.
12. The Ministry's leadership shall take special care to records, documents, and information, as a center for Ministry's memory.
13. Any member of staff who faces a situation constituting a novel case or when interpretations differ and laws and regulations in force do not address the issue in a coherent way, shall refer

the matter to his direct supervisor, who shall discuss the matter with the Ministry's leadership through authority lines.

#### **SECTION FOUR**

##### Final Provisions

Article (22) The Minister shall take special care to develop work, streamline its procedures and improve implementation of tasks through the application of organizational principles, especially concerning delegation of some of his authority to his subordinates in the Ministry and its affiliated units in governorates and encouragement of the application of this principle in his Ministry.

Article (23) The Minister shall issue all resolutions and instructions necessary for the implementation of this Bylaw and the fulfillment of its objectives.

Article (24) The Minister may with a Ministerial Decree re-assign some tasks and functions between General Directorates, should it, after the actual application of this Bylaw, become clear that there is a need to make such an amendment to define a responsibility or lift a duplicity in performing tasks, provided that administrative organizational rules are followed in this regard.

Article (25) The Ministry shall have, depending on circumstances, offices in governorates at the level of department or general directorate according to the nature and scope of work, number of beneficiaries of the services provided by the office, and other criteria, as to be agreed with the Ministry of Civil Service and Insurance.

Article (26) Branch divisions of General Directorates, and their tasks and functions shall be defined by a decree to be issued by the Minister in accordance with the provisions of this Bylaw and laws in force.

Article (27) any clause or provision conflicting with the provisions of this Bylaw shall be repealed.

Article (28) This Decree shall come into force since its date of issue and shall be published in the official Gazette.

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