



SUMMARY OF ACHIEVEMENTS OF THE FIRST HALF 2012



KEY ACTIVITIES PREPARED AND LAUNCHED BY THE AUTHORITY AT THE LEVEL OF FEDERAL AUTHORITIES

PREFACE :-

Federal Authority for Government Human Resources is pleased to provide with a summary of the report of the achievements of the first half of the year 2012.

This summary includes the key activities completed as per the strategic plan of the Authority and the indicators of operational performance which has been entered in the Government Performance Management System at the Office of Presidency of the Cabinet.

The Authority aims through this report to develop performance and to face the challenges of upgrading the same and to achieve the objectives of the Authority and its objectives and to follow up its activities and develop the same for the attainment of the best standards of Institutionalized performance investing all available opportunities and available potentials to make the work environment a grand success.

The Authority aims at boosting the principle of participation and transparency through publication of this summary on the website to make it available for public at large and to be reviewed by all customers and the Community in order to have a glimpse of the initiatives and activities and the work progress periodically.

| Activity | Achievement |
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| <p>1 Implementation of Performance Management System of the employees at Federal Government Authorities</p> | <ul style="list-style-type: none"> • The System was launched and effective implementation commenced in February 2012 ; • 7 Introductory workshops was held for the System in the presence of 70 Human Resources Specialized Employees from all Federal Authorities; • The percentage of participation of Federal Ministries amounted to 100% • The Support Team for the System was formed and the Circular related to the System was published • The workshops and targeted Authorities were determined in 12 Federal Authorities out of 18 Authorities • The average of achievement at Federal Authorities amounted to 70.2% ; • The follow up of implementation indicators at Federal Authorities is under progress |
| <p>2 Implementation of a general framework for Cadres and Behavioral Trustworthiness</p> | <ul style="list-style-type: none"> • A circular was issued and a training on a general framework for the Behavioral cadres through workshop of Performance Management System for the employees of the Federal Government |

| | Activity | Achievement |
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| 3 | Activation of program of development of leaderships at the Federal Government | <ul style="list-style-type: none"> • 34 Federal Employees have been Graduated from U.A.E. Leadership Program – Executive Category • Creation of new category for program (Young Leadership) and development of a new vision for program • Operational plan was laid down and a mechanism was made for classification of leaders |
| 4 | New Executive Regulations for Human Resources Law at Federal Government | <ul style="list-style-type: none"> • Approval and issuance of a new regulation as per the resolution of Cabinet # 13 for the year 2012 • Preparation of Implementation plan • Coordination with Bayanati Team work to project modifications in Bayanati System • Coordination with the Human Resources Departments at Federal Government to complete signing of U.A.E. National Contracts within a time frame in this regard |
| 5 | Unified regulations for Human Resources at the independent Authorities | <ul style="list-style-type: none"> • A workshop was held regarding the proposal and consultation with independent entities and to submit the proposal to the Cabinet and follow up is under way with the Secretariat General of the Cabinet regarding the resolution of approval of the Regulations |

| | Activity | Achievement |
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| 6 | Development of Human Resources Management Information System (HRMIS) (Bayanati) | <ul style="list-style-type: none"> • Operation o the first phase linked to Human Resources procedures and issuance of Circular # 1 and Circular # 8 for the year 2012 ; • Operation of the first phase ‘A’ / the new payroll for 12 Federal Authorities out of 18 Authorities and the liabilities were divided between Human Resources and Financial Affairs ; • Completion of design phase and development for self service system (second phase) ; • Collection of the data of independent Federal Authorities in Bayanati was commenced and a Circular # 14 was issued related to the plan of development of electronic approval service and a Circular # 16 for the year 2012 was made regarding activation of web linked to develop e-approval service |
| 7 | Preparation of a Development Program for the Officials of the Human Resources | <ul style="list-style-type: none"> • The project was completed 100% wherein the training material was developed in the year 2011 ; • A Memorandum of Understanding was signed with Abu Dhabi Centre for Technical and Professional Training and Teaching in the year 2012 to develop a training material with them and the basic performance indicators were made to measure the achievements; |

| | Activity | Achievement |
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| 8 | Implementation of Training and Development System at Federal Government Authorities | <ul style="list-style-type: none"> • Implementation plan was laid down and a schedule of follow up for Federal Authorities was made along with evidences ; • A Circular to introduce the System and to nominate a Coordinator for the System and declare the System at 18 Federal Authorities and to train the immediate Superiors at 8 Authorities ; • Implementation indicators follow up is under way at Federal Authorities |
| 9 | Preparation of proposal of Federal Government training Centre | <ul style="list-style-type: none"> • A Memorandum was sent for approval by the Cabinet including detailed proposal for establishment of a Centre |
| 10 | Activation of Human Resources Award | <ul style="list-style-type: none"> • Preparation of Implementation plan for the Award with the time frame ; • Preparation of the primary draft for the awareness material and Directory evidences for the basic and secondary standards for the Residents and for Arbitrators ; • Review of secondary standards and completion of the first work shop |

| | Activity | Achievement |
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| 11 | Activation and follow up of Emiratization program at Federal Government | <ul style="list-style-type: none"> • Completion of submittal of a report about implementation of Emiratization plan for the year 2011 whereby the percentage of Emiratization at the Federal Government Sector reached 53% and for Federal Ministries @ 60% and Federal Authorities @ 36% ; • Submittal of recommendations and proposals to activate Emiratization plan at Government Sector ; • Coordination for the meetings of Abu Dhabi Teaching and Professional and Technical Training with 'Tanmiya' and Ministry of Environment and Water and Ministry of Justice to identify job requirements for U.A.E. Nationals • Issuance of Statutory Resolutions which determine the objectives of Emiratization and replacement of all Government Authorities and the letter of Emiratization was printed for several Government Authorities ; • Half yearly reports will be prepared and handed over at the third quarter of the year 2012 and the first quarter of the year 2013 |
| 7 | Study and update of data of job cycle at the Federal Government | <ul style="list-style-type: none"> • The study was prepared and submitted to the Board of Directors in April 2012 and a Memorandum was submitted to be reviewed by the Honourable Cabinet |

| | Activity | Achievement |
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| 13 | Study regarding competitiveness of salaries and incentives at Federal Government Authorities | <ul style="list-style-type: none"> The target was prepared in the fourth quarter of the year 2013 but will be 100% completed during the second quarter of the year 2012 ; The Housing Allowance was included within the payroll project The Cabinet issued a Resolution # 23 for the year 2012 regarding approval of payroll at Federal Government and a Circular # 20 for the year 2012 was issued in this regard to all Federal Government Authorities |
| 14 | Development of Manpower Planning System | <ul style="list-style-type: none"> The scope was determined and development plan was prepared ; The first concept was prepared and discussed |
| 15 | Development of the System of Appraisal and Classification of Jobs at Federal Government Authorities | <ul style="list-style-type: none"> An internal workshop was held and review of modifications of the system and preparation of initial draft |

| | Activity | Achievement |
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| 16 | Publication and Generalization of the Professional Code of Ethics and the Ethics of Public Job | <ul style="list-style-type: none"> A soft copy was made of the code of ethics and training on the same through the Electronic Training Website at the website of the Authority and completion of preparation and approval of comprehensive implementation plan Issuance of Circular # 12 regarding Electronic training workshop regarding code of ethics and officially launching the same in the presence of His Excellency Chairman of the Authority on 14th May 2012 ; Holding of the training program for training coordinators at 18 Authorities and handing over the powers to the key user ; Follow up the Authorities regarding activation of Declaration Plans and internal training and follow up of implementation indicators |
| 17 | Human Resources Club | <ul style="list-style-type: none"> 4 activities have been held in the first half of the year 2012 (regarding appraisal of jobs and the leadership role of women and unconventional training) in presence of 350 affiliates |

| | Activity | Achievement |
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| 18 | International Human Resources Exhibition and Conference | <ul style="list-style-type: none"> • A conference was held titled 'Availability of Resources and challenges of management in a changing environment' on 27th & 28th March in presence of 400 Experts and Specialists in Human Resources ; • Coordination with Arab Organization for Administrative Development is under way regarding the second Arab Conference for the year 2013 ; • Moreover coordination and work is under way for holding Human Resources Conference in the month of December 2012 |
| 19 | Preparation of the framework for Introductory Program for the new employees at Federal Government | <ul style="list-style-type: none"> • The initial proposal was prepared |
| 20 | Preparation of Health and Occupational Safety System | <ul style="list-style-type: none"> • The applicable policies in U.A.E. and abroad has been reviewed and a scope was laid down for the Project ; • The target will be completed as of the last quarter of the year 2012 as per the operational plan of the Authority ; |

| | Activity | Achievement |
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| 21 | Project of key targeted jobs for the Federal Government Sector | <ul style="list-style-type: none"> • Completion of scrutiny of the quality of data related to Federal Ministries ; • Analysis of data will be completed to attain the key targeted jobs at the Federal Government Sector during the last quarter of the year 2012 |
| 22 | Development of Directory for Structuring Human Resources Departments at Federal Authorities | <ul style="list-style-type: none"> • The data related to the existing organizational structures at the Federal Ministries was commenced with determination of the affiliated employees ; • An initial concept was made for the Project |

| Activity | Achievement |
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| <p>23 Studies, Research and Legal Consultation in the field of Human Resources</p> | <ul style="list-style-type: none"> • Support of Human Resources Draft Law for the Government of Sharjah ; • The Authority received a set of Legal Consultancies and has been studied and replied to in addition to studies and researches regarding :- <ol style="list-style-type: none"> 1. Housing Allowance ; 2. Unified Regulation for the independent Authorities ; 3. Occupation of jobs at International Organizations ; 4. Human Resources Law for the Government of Sharjah ; • Knowledge and Documentation : <ol style="list-style-type: none"> 1. A number of questions received from Customers outside the Authority were documented through the first half of the year 2012 after replying to the same and posting in the website of the Authority ; 2. Study of a number of complaints submitted by the employees at Federal Government ; |

| Activity | Achievement |
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| <p>24 Update of the website</p> | <ul style="list-style-type: none"> • Launch of Human Resources Club • Launch of Bayanati Website as per the plan of Management ; • Posting of all studies, legislations and rules at the Authority on the website ; |

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