

Emiri Resolution No. 47 of 2009 on Organising the General Civil Aviation Authority 47 / 2009

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We, Tamim bin Hamad Al-Thani, Deputy Emir of Qatar,

Having perused the [Constitution](#),

[Law No. 15 of 2002](#) on civil aviation, as amended by [Law No. 21 of 2008](#),

[Emiri Resolution No. 38 of 2009](#) regarding the organisational structure of the Ministry of Business and Trade, and

The proposal of the Council of Ministers,

Do hereby resolve the following:

Articles

Article 1

In the application of the provisions of this resolution, the following words and phrases shall have the meanings assigned to them, unless the context otherwise requires:

“The Authority” means the General Civil Aviation Authority,
“The Minister” means the Minister of Business and Trade,
“The President” means the President of the Authority

Article 2

The Authority shall have a nominal identity and a budget annexed to the budget of the Ministry of Business and Trade

Article 3

The Authority shall be responsible to the Minister and its headquarters shall be based in Doha.

Article 4

The objective of the Authority shall be the advancement of both civil aviation and meteorological facilities to the highest levels of efficiency and accuracy in order to secure the safety of civil aviation and air transport. To achieve its objective, the Authority shall:

1. Develop and implement policies and plans for both civil

- aviation and meteorological facilities.
2. Implement international agreements in the field of civil aviation and strengthen the relationships with international Organisations and foreign countries.
3. Operate and manage civilian airports within the State and ensure their airworthiness.
4. Carry out, in coordination with the authorities concerned, air control duties and the management of related civil aviation and meteorological facilities, and develop the rules that will ensure the security and safety of air transport and signalsystems, including the determination of the heights of buildings and establishments in a manner that does not affect civil aviation and such signalsystems.
5. Maintain aviation equipment, stands and arcades, and carry out security and rescue services at civilian airports, in coordination with the relevant authorities.
6. Develop, in coordination with concerned parties, the rules related to the conditions of flight over the State's territory, of landing or taking off, and of carriage of passengers, goods and postage in accordance with the law.
7. Establish the conditions for the registration of aircraft in the State; carry out registration of and issue airworthiness certifications; identify the nationality and registration marks of aircraft; and notify the International Organisation of Civil Aviation about aircraft and of any changes thereto.
8. Verify the application of generally accepted international systems in the State's airports, and collaborate with similar Organisations, associations, regional bodies and the Arabic and international civilian airports, in coordination with the competent authorities.
9. Conduct investigations into aviation accidents according to established rules.
10. Supervise aircraft repair and maintenance and the extent to which aircraft comply with international standards, as well as the places where repairs are carried out and certifications, permits and licences therefor are issued.
11. Grant licences to air transport companies and exercise control over such licences with regard to the procedures pertaining to operating commercial and private airlines, as well as supervise such airlines to ensure their compliance with applicable rules.
12. Propose fees for landing, transit and departure of aircraft and how to collect such fees.
13. Administer, maintain and modernize air control stations, floating runways at sea, seismic stations, etc.
14. Prepare a weather forecast bulletin for the agencies responsible for air traffic and sea ports in the State and other concerned governmental organs.
15. Establish a meteorological information bank that includes all available publications relating to meteorology, climate, and statements or information issued periodically on the State of Qatar and the surrounding countries.
16. Contract with companies or Organisations that conduct similar business and are capable of assisting the Authority in the accomplishment of its purposes, or participate in any way with, or purchase, merge with or incorporate them therein, whether they be national or foreign, upon approval by the Council of Ministers.
17. Establish sole trader companies or take over existing companies or buy shares therein, within or outside the State, after approval of the Council of Ministers.
18. Propose laws and policies related to civil aviation and meteorological issues.
19. Represent the State in meetings, conferences and in connection with the activities of the Authority, in coordination with the competent authorities.

Article 5

The Minister shall be responsible for the overall performance of the Authority and shall have the powers and authority necessary to manage its affairs and realize its objectives, and in particular the following:

1. Proposing the Authority's estimated annual budget.
2. Submitting an annual report about the achievements and work programmes of the Authority to the Council of Ministers by the end of each financial year, and discussing the report and related data before the Council.
3. Discussing reports and matters related to the activities of the Authority before the Council of Ministers.

Article 6

The Authority shall have a president appointed by an Emiri resolution and an assistant president who may also be appointed by an Emiri resolution to replace the president in his absence or where his post is vacant. The president may delegate some of his duties to his assistant.

Article 7

The president shall, under the supervision of the Minister and within the general policy framework of the Authority, manage all technical and financial affairs in accordance with the administrative rules and regulations and within the limits of the budget, and shall in particular perform the following duties:

1. Setting out the general policies of the Authority and supervising their implementation
2. Adopting draft short- and long-term plans that relate to the Authority and following up their implementation.
3. Overseeing the proper functioning of the Authority.
4. Deciding on the fees and charges for services provided by the Authority.
5. Proposing the legislation that relates to the functioning of the Authority.
6. Preparing an annual report on the Authority's work programmes and achievements and presenting it to the Minister by the end of each financial year.

The provisions of subparagraphs (1), (2) and (4) above shall not take effect until after their adoption by the Council of Ministers, based on a proposal by the Minister.

[Article 8](#) (Amended By Cabinet Decision 33/2012)

The Authority shall consist of the following administrative units shown on the [organisational chart](#) attached herewith:

Firstly: Administrative units that should report to the Minister:

- Internal Audit Unit

Secondly: Administrative units that fall within the competencies of the president:

1.
 1. The Office of the President
 2. Public Relations and Communications Unit

3. International Cooperation Unit
4. The Legal Affairs Unit
5. Air Traffic Department
6. Air Safety Department
7. Air Transport and Airports Affairs Department
8. The Department of Meteorology
9. Joint Services Department:
2. Aviation security Unit.
3. Air Accident Investigation Unit

Article 9

The duties of the Internal Audit Unit shall be as follows:

1. Drafting annual audit plans for the administrative units of the Authority, submitting them to the Minister for authorization, and preparing reports on the results of the audit.
2. Monitoring compliance with laws and regulations and making decisions relating to the activities of the Authority.
3. Checking the compatibility of methods and systems of work within the functions and objectives of the Authority, and raising the necessary proposals in this regard.
4. Monitoring financial documents including receivable bonds, payable bonds and other bonds after payment.
5. Investigating the problems and obstacles of work within the Authority, determining the causes, and proposing appropriate solutions.
6. Reviewing the financial instructions, proposing the required amendments, and following up their implementation.
7. Controlling staff recruitment procedures, staff vacations and promotions, and all other employee-related matters, and verifying compliance with laws, policies and governing regulations.
8. Ensuring the safety of funds, covenants, furniture, tools, buildings and other assets owned or supervised by the Authority.
9. Taking part in stock-taking of the contents of warehouses and of other covenants.

Article 10

The duties of the Public Relations and Communications Unit shall be as follows:

1. Publishing information bulletins and media programmes designed to raise awareness about the role and activities of the Authority, in coordination with the concerned administrative units.
2. Monitoring information published in the press and other media channels about the Authority and its duties and presenting it to those responsible for preparing responses thereto.
3. Receiving customer complaints, referring them to the concerned parties, and responding to their queries.
4. Making travel, hospitality and accommodation arrangements for the Authority's guests, delegates and visitors in co-ordination with the Joint Services Department.
5. Organizing or participating in social, cultural and sporting activities for the staff and supervising concerts that are held by the Authority or other parties.
6. Organizing fora, conferences and shows that are held by the Authority, and preparing the appropriate budget in collaboration with the Joint Services Department.

Article 11

The duties of the International Cooperation Unit shall be as follows:

1. Preparing working papers in relation to local, regional and international meetings about the activities of the Authority, in coordination with the concerned parties.
2. Preparing to attend conferences and meetings that are convened by international and regional Organisations in connection with the activities of the Authority, and in which the State is a participating member.
3. Preparing reports and responses requested by international and regional organisations in connection with the activities of the Authority, in coordination with the concerned administrative units.
4. Studying and monitoring the implementation of the recommendations of regional and international authorities, in coordination with the concerned State agencies.
5. Preparing the necessary reports concerning the contributions of international and regional organisations and authorities in developing and strengthening the various activities in the fields of the Authority's work, in coordination with the concerned parties.
6. Monitoring payment of the financial contributions of the State to the organisations concerned with the Authority's fields of work and in which the State is a member, in coordination with the concerned parties.
7. Examining methods capable of activating the role of the State in relation to the Authority's fields of work with international and regional authorities and organisations.
8. Collecting information and research published by similar organisations and authorities regionally, internationally and locally, and disseminating them in order to benefit therefrom.
9. Translating documents, books, scientific research and foreign correspondence relating to the terms of reference of the Authority.

Article 12

The duties of the Legal Department shall be as follows:

1. Researching, studying and monitoring the legal issues related to the activities of the Authority, in coordination with the concerned administrative units.
2. Preparing drafts of legislative instruments that are related to the Authority, and expressing an opinion on the legal drafts that are referred to it.
3. Expressing legal opinions on matters that are referred to it.
4. Preparing draft agreements and memoranda of understanding that relate to the duties of the Authority, in coordination with the concerned administrative units.
5. Conducting investigations into incidents and irregularities attributed to the Authority's staff and preparing the necessary memos on the outcomes of such investigations, supported by legal opinion and recommendations, to be presented to the competent authority, and following up the implementation of decisions taken thereon.
6. Following up disputes and cases in which the Authority is a party, in coordination with the competent bodies.

Article 14

The duties of the Air Safety Department shall be as follows:

1. Establishing the safety, technical and operational competence applicable to aircraft registered in the State with regard to airworthiness and maintenance operations.
2. Developing internal rules and policies for registering airworthiness and maintenance of aircraft and licensing of individuals, in accordance with the standardized and recommended rules referred to in annexes 6,7 and 8 of the Chicago Convention on International Civil Aviation, as well as in local systems.
3. Specifying the fitness conditions for individuals to work as part of aircraft crew, and issuing the relevant certifications and documentation in accordance with the applicable international rules.
4. Identifying the documentation that should be on board aircraft operating in air transport, and checking and issuing documents required to be carried by State-registered aircraft.
5. Supervising civilian airports in the State to ensure their suitability for air transport with respect to the technical and professional competence of staff and other persons who provide aviation services.
6. Regulating and supervising the register of State-registered aircraft in accordance with annex No. (7) of the said Chicago Convention and with local systems.
7. Inspecting aircraft, issuing airworthiness certificates for aircraft registered within the State in compliance with annex No. (8) of the said Chicago Convention and local systems, defining nationality and registration marks, and notifying the International Organisation of Civil Aviation thereof and of any alterations thereto.
8. Issuing certifications necessary for inspecting aircraft maintenance procedures in accordance with annexes (1 and 6) of the said Chicago Convention and with local systems.
9. Granting certifications to individuals concerned with the operation and maintenance of aircraft in accordance with annex No. (1) of the said Chicago Convention.
10. Supervising and managing the certification process for persons required to possess certificates relating to the practice of their work.
11. Supervising and participating in the work of committees concerned with investigations into aviation accidents, search and rescue, and safe-keeping and maintenance of records.
12. Establishing the requirements for training and certification of individuals responsible for the operation and maintenance of aircraft in accordance with local and international systems.
13. Identifying the necessary training requirements on an annual basis in coordination with the concerned administrative units.
14. Authorizing centres that carry out maintenance on State-registered aircraft, including the external and internal centres that provide training in the fields of aviation.
15. Proposing fees for issuing licences for air safety and control personnel.

The duties of the Air Transport and Airports Affairs Department shall be as follows:

1. Preparing proposals of draft air transport agreements to be concluded with other countries and following up their conclusion and entry into force; proposing amendments to existing conventions; participating in related meetings and consultations; and reporting about conventions that are related to the activities of the Authority.
2. Developing plans and programmes for improving air transport movements; cooperating with the relevant international and regional organisations; applying their rules; and participating in conferences and meetings that the Department convenes.
3. Coordinating with the Ministry of Foreign Affairs and concerned bodies in relation to aircraft belonging to kings, presidents and V.I.Ps; and also with the general command of the armed forces with regard to the operation of military aircraft.
4. Ensuring that aviation companies comply with the implementation of the terms of air transport conventions.
5. Controlling the air transport rights that are granted to national and foreign carriers, and taking steps to secure such rights required by national carriers.
6. Reviewing air transport wages and monitoring their implementation after authorization; controlling competition and striking the balance required between public aviation companies working within the country; and investigating complaints made against the Department and collecting fines in accordance with the rules regulating the movement of air traffic.
7. Authorizing temporary private and public operating licences for aviation companies.
8. Monitoring compliance by travel agents with the provisions of the law; receiving and deciding on new licencing applications for the opening of new travel agencies; researching the conditions under which travel agencies operate with a view to recommending their modernization and the improvement of their regulating legislation.
9. Supervising the application of safety management systems in accordance with the airports licencing guide; monitoring the level of services provided by government authorities that work in airports and by ground services companies; and ensuring that such authorities and companies apply ground safety standards in accordance with the applicable local and international laws and systems.
10. Monitoring and controlling the application of the recommendations of the International Organisation of Civil Aviation with regard to the implementation of annex No. (9) of the said Chicago Convention, and supervising local airports affairs in accordance with the provisions of annex (14) of such Convention.
11. Coordinating with security authorities in the implementation of international conventions on the protection of airports against illegal acts of interference.
12. Developing general strategies, security programmes and emergency plans for airports and civil aviation; implementing procedures in coordination with security organs and other bodies; and controlling compliance with established security measures.

Article 16

1. The duties of the Department of Meteorology shall be as follows:

1. Managing, maintaining, developing and operating integrated systems of meteorological stations, including marine buoys, weather radars, as well as seismic stations and other operations of meteorological, hydrological and geophysical in relation to weather, climate and atmosphere.

2. Monitoring weather and marine conditions; collecting, exchanging and disseminating the results thereof; analyzing data and information; and issuing forecasts and warnings on climatic and marine conditions.
3. Developing methods and tools for collecting and analyzing meteorological information to improve weather forecasting.
4. Preparing meteorological bulletins for the authorities responsible for aviation, marine traffic and seaports, and for other relevant government bodies whose activities are affected by weather conditions.
5. Granting licences to local bodies to provide meteorological and weather forecasts in accordance with the standards of the International Meteorological Organisation.
6. Supervising local bodies that provide meteorological services within the State, and coordinating and cooperating with governmental institutions whose activities are connected to the Department.
7. Preparing studies and reports and providing recommendations and scientific advice on different weather and climate conditions for government agencies.
8. Monitoring and participating with the concerned State agencies to study, by satellite and other means, the effect of air pollution and weather conditions on the movement and control of air pollutants in the atmosphere.
9. Cooperating and coordinating with the International Meteorological Organisation and similar international Organisations and other countries with meteorological connections, and participating in scientific conferences that are held by the Department, in coordination with the competent authorities.

Article 17

The duties of the Joint Services Department shall be as follows:

1. Applying laws, policies and financial and administrative systems that relate to the work of the Authority.
2. Providing the Authority and its various administrative units with supplies, equipment and services necessary to perform its functions, in coordination with the relevant departments.
3. Identifying the Authority's staffing requirements in coordination with the various administrative units.
4. Identifying and implementing the training needs of the Authority's staff and evaluating the extent of the benefit derived therefrom, in coordination with the various administrative units.
5. Preparing the draft annual budget proposal and final accounts of the Authority, in coordination with the competent administrative units.
6. Conducting purchases, tenders and biddings in accordance with applicable systems in the State.
7. Preparing vouchers and all other financial transactions.
8. Supervising execution of appropriations allocation and auditing of income and expenditure.
9. Carrying out all services related to information systems and use of computers.
10. Maintaining the Authority's buildings and establishments in coordination with the competent authorities.
11. Providing administrative services and supervising the Authority's stores.
12. Collecting fees and considerations for services provided by the Authority.
13. Receiving, sorting and recording incoming and outgoing mail, organizing the archive, and safe-keeping the Authority's documents according to the latest methods.

Article 18

The president shall represent the Authority before the courts and in its relations with other parties.

Article 19

The Authority's financial resources shall comprise the following:

1. Funds allocated to it by the State.
 2. Other resources allocated by the Council of Ministers, based on the Minister's proposal.
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Article 20

The Minister of Economy and Finance shall appoint one or more auditors for the Authority. The auditors may, at any time, inspect all books, records and documents; they may request any information deemed necessary for the appropriate performance of their duties; and they may verify the existence of the Authority's assets and liabilities. Where the auditors are unable to exercise such rights, a report to that effect shall be submitted to the Minister of Economy and Finance.

Article 21

The Minister may, at any time, request the Authority to present reports about its technical, administrative and financial position, or about any aspect of its activities, or any information related thereto. The Minister shall issue general instructions to the Authority with regard to the tasks required of it on matters of interest or general policy.

Article 22

The terms of reference of the Office of the Minister shall be determined by a resolution of the Minister.

Article 23

1. The Council of Ministers may pass a resolution, based on the Minister's proposal, to amend the Organisation of the Authority's administrative units by addition, abolition or merger, and to define their terms of

reference.

1. The Minister may also pass a resolution, based on the president's proposal, to establish any entity for the sake of the public interest, including sections within the Authority's administrative units, and to define or amend their terms of reference. Such resolution shall take effect only after approval by the Council of Ministers

Article 24

All competent authorities, each within its own jurisdiction, shall implement this resolution which shall come into force from the date of its publication in the *Official Gazette*.

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