Chapter: 0350 Ombudsman Bureau

Creation: The Ombudsman Bureau was established as per law no. (11) for the year 2008 - Ombudsman

Bureau law.

Vision: Public administration that is fair, transparant, accountable with effective services.

Mission: Achieving prudent governance, ensuring fairness in the legal procedures, realizing the highest

possible level in terms of efficiency, effectiveness and fairness in services provided for individuals and protecting the society in its transactions with the public administration.

Tasks of the Ministry / Department:

 Receive complaints from citizines associated with the general administration and consider them to find solution.

- Conduct protective awareness campaigns and brochures to limit administrative practices and wrong decisions.
- Contact with the official and non-official authorities to establish the institutionalism of work and limit abuses when taking decisions.

Ministry/Department Contribution to the Achievement of the National Objectives:

- Public administration based on transparency, Integrity, Equality, and Accountability
- Enhance the spirit of trust, excellency, innovation and affiliation.
- Safe job environment aiming at providing the distinguished and fast service

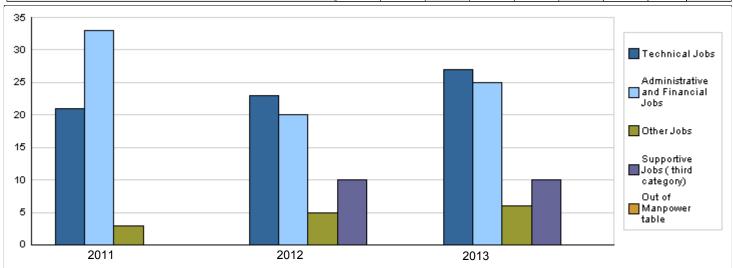
Major Issues and Challenges which face the Ministry / Department:

- Non-availability of a unified electronic system to receive, manage and archive cases and complaints
- Non-completion of Communication Network and Computer Network of the Building
- Non-approval of HR system and Administrative Regulation Bylaw of the Bureau.
- Non-completion of the infrastructure of administrative systems computerization

CHAPTER: 0350 Ombudsman Bureau

Strategic Objectives and Performance Indicators of the Ministry / Department											
Stratagia Objective	D. C L. C L.	base Value		base		Actual Value	Target Value	Primary Self Evaluation	Ta	arget Value	;
Strategic Objective	Performance Indicator	year		2011	2012	2012	2013	2014	2015		
1 - Enhancing wise governance and protecting citizens' rights guaranteed by constitution and applicable legislations in the Kingdom through finding democracy, accountability and justice guarantees.	Percentage of solved complaints and ombudsmans of total complaints and ombudsmans submitted to the Bureau.	2009	%70	%75	%82	%76	%77	%78	%79		

	Number of Staff o	f the M	inistry /	Depar	tment					
Group	Job		Actual 2011	·		Primary 2012		E	stimate 2013	d
·		Male	Female	Total	Male	Female	Total	Male	Female	Total
Technical Jobs	Consultant	3	0	3	4	0	4	5	0	5
	Senior investigator	4	0	4	6	0	6	6	0	6
	Researcher	1	2	3	1	1	2	1	1	2
	Specialist	3	1	4	3	0	3	6	0	6
	Investigator	3	0	3	4	3	7	4	3	7
	Auditor	4	0	4	1	0	1	1	0	1
Administrative and Financial Jobs		23	10	33	12	8	20	17	8	25
Other Jobs		3	0	3	1	4	5	1	5	6
Supportive Jobs (third category)		0	0	0	9	1	10	9	1	10
	Total	44	13	57	41	17	58	50	18	68
Out of Manpower table	0	0	0	0	0	0	0	0	0	
	Grand Total	44	13	57	41	17	58	50	18	68
	Total Cost of Salaries	427500	127695	555195	399020	162980	562000	469900	165100	635000

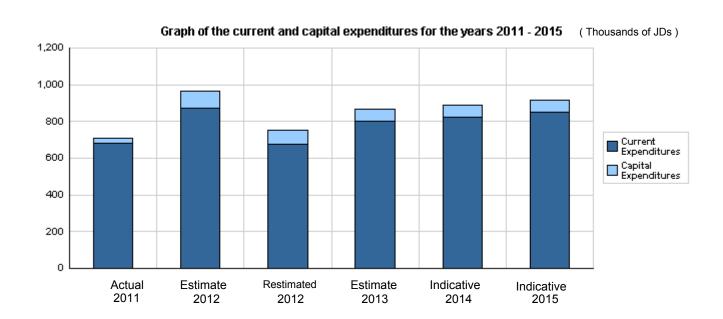


	Key Information of the Ministry / Department											
No. Description 2009 2010 2011 2012 2013												
1	Number of complaints provided to the Bureau.	2716	1572	2262	1648	1728						
2	Number of complaints considered by the Bureau.	1234	920	1420	889	933						
3	Number of awareness workshops and meetings.	47	70	30	50	50						

Overall Summary of Expenditures for Chapter 0350- Ombudsman Bureau for the years 2011 - 2015

(In JDs)

		Actual	Estimate	Re_Estimate	Estimate	Indic	ative
	Description	2011	2012	2012	2013	2014	2015
Group		Current Ex	penditures		'		
2111	Salaries, Wages and allowances	519,128	686,000	523,000	590,000	607,000	624,900
2121	Social Security Contributions	36,067	58,000	39,000	45,000	46,000	47,000
2211	Use of Goods and Services	112,209	111,500	95,000	148,500	152,500	161,600
2711	Pension and Compensations	0	0	0	0	0	0
2821	Other current expenses	14,181	18,000	18,000	19,500	19,500	19,500
	Total current expenditures	681,585	873,500	675,000	803,000	825,000	853,000
		Capital Ex	penditures			1	
2211	Use of Goods and Services	24,038	86,950	74,700	54,000	54,000	54,000
3112	Machinery and Equipment	2,794	2,300	2,300	8,000	8,000	8,000
3113	Other Fixed Assets	0	0	0	0	0	0
3122	Inventories	0	0	0	0	0	0
	Total capital expenditures	26,832	89,250	77,000	62,000	62,000	62,000
	Treasury	26,832	89,250	77,000	62,000	62,000	62,000
	Total current and capital expenditures	708,417	962,750	752,000	865,000	887,000	915,000

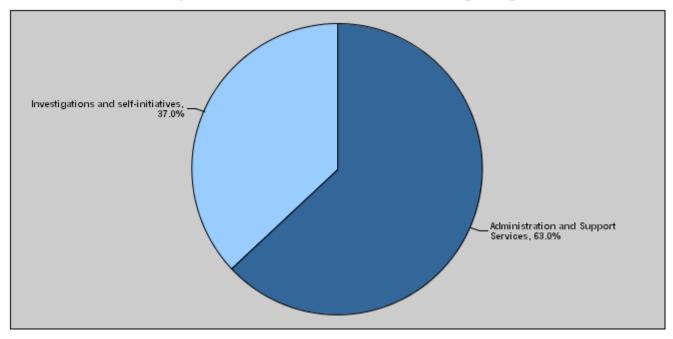


Budget of Chapter 0350 - Ombudsman Bureau For the Year 2013 Distributed According to Program

(InJDs)

Prog.	Description	Current Expenditures	Capital Expenditure	Total Expenditure
5601	Administration and Support Services	495,000	50,000	545,000
5605	Investigations and self-initiatives	308,000	12,000	320,000
	Total	803,000	62,000	865,000

Total Expenditurers for the Year 2013 Distributed According to Program



Estimated Allocations For Females distributed according to Programs for the Years 2011 - 2015

	Program	2011	2012	2013	2014	2015
5601	Administration and Support Services	107706	139908	144425	148000	153000
5605	Investigations and self-initiatives	53813	80428	84800	87053	89543
	Total	161519	220336	229225	235053	242543

5601 Administration and Support Services Program

Objective of the program :

A safe job environemnt aiming at providing the fast and distinguished service through the technical, administrative and media support for the main program which reflects the main task of the Bureau to enable it to implement its tasks and realize its objectibes with the higher level of efficiency and effectiveness.

The strategic objective related to the program :

Enhancing wise governance and protecting citizens' rights guaranteed by constitution and applicable legislations in the Kingdom through finding democracy, accountability and Justice guarantees

Directorates associated with the program:

- 1- Administrative and Financial affairs 2- Communication department.
- 3- Policies and planning development unit.
- 4- Control and internal auditing unit.

Services provided by the program :

Awareness and education programs of the role, specialization, tasks and works of the Bureau in order to introduce citizens with the objectives which the Bureau seeks to realize.2- Develop the Bureau policies and strategies. 3-Develop the internal regulations related to facilitate the Bureau administrative and financial affairs as well as HR. 4-Develop a unified e-system to manage the cases.

Staff working in the program :

The program is implemented through a functional staff in 2012 estimated with (35) staff, including (22) males and (13) females .

Performance Measurement Indicators for program									
Performance Measurement Indicator	Base	Value	Actual value	Target Value	First Self Evalution		Target		
	Year		2011	2012	2012	2013	2014	2015	
How much the program is capable to provide the technical, administrative and media susbsidy efficiently and effectively.	2010	%85	%85	%90	%85	%85	%86	%87	

Appropriations OF Administration and Support Services Program, as Per Activities and Projects

(In JDs.)

	Appropriations of Aut	illinotration and	Cupport Oct vice	o i rogiani ao i	Ci / totivitico aria	i rojecto.	(111003)
		Actual	Estimate	Re_Estimate	Estimate	Indic	cative
	Activities and Projects	2011	2012	2012	2013	2014	2015
Current E	xpenditures	445,565	532,000	415,500	495,000	508,500	527,100
601	Administrative and Support Service	445,565	532,000	415,500	495,000	508,500	527,100
Capital Ex	penditures	26,832	71,250	62,000	50,000	50,000	50,000
001	Administration Project	26,832	71,250	62,000	50,000	50,000	50,000
	Program / Treasury	26,832	71,250	62,000	50,000	50,000	50,000
	Total Program	472 397	603 250	477 500	545 000	558 500	577 100

5605 Investigations and self-initiatives Program

Objective of the program:

This program reflects the main function of the Bureau:-

- 1- Receive complaints and seek to realize justice with highest degrees of credibility.
- 2- Establish and strengthen pillars of good governance.
- 3- Enhance the principles of fairness, equality, rule of law and develop good practices through accounting and transparency in public administration practices.

The strategic objective related to the program :

Enhancing wise governance and protecting citizens' rights guaranteed by constitution and applicable legislations in the Kingdom through finding democracy, accountability and Justice guarantees

Directorates associated with the program :

- 1- Ombudsman
- 2- Investigation and settlement.
- 3- Studies and researches.

Services provided by the program :

Direct connection with ombudsman owners againts the public administration as well as discussion and verification of their issues and taking the necessary procedures.

Staff working in the program :

The program is implemented through a functional staff in 2012 estimated with (23) staff, including (19) males and (4) females .

Performance Measurement Indicators for program										
Performance Measurement Indicator	Base	Value	Actual value	Target Value	First Self Evalution		Target			
	Year		2011	2012	2012	2013	2014	2015		
Percentage of complaints to be solved of the total complaints presented to the Bureau.	2009	%70	%75	%80	%76	%77	%78	%79		
Appropriations OF Investigations and self-initiatives Program as Per Activities and Projects. (In JDs										

	, pp. op. a.a				7.00.71.00 0.110 1	0,000.	(020)
		Actual	Estimate	Re_Estimate	Estimate	Indic	cative
	Activities and Projects	2011	2012	2012 2013 2014 259,500 308,000 316,500 259,500 308,000 316,500 15,000 12,000 12,000		2014	2015
Current Expenditures		236,020	341,500	259,500	308,000	316,500	325,900
601	Investigations	236,020	341,500	259,500	308,000	316,500	325,900
Capital Ex	xpenditures	0	18,000	15,000	12,000	12,000	12,000
001 Education and Awareness		0	18,000	15,000	12,000	12,000	12,000
Program / Treasury		0	18,000	15,000	12,000	12,000	12,000
	Total Program	236 020	359 500	274 500	320 000	328 500	337 900

Chapter: 0350 Ombudsman Bureau

Vision Public administration that is fair, transparant, accountable with effective services.

presented to the Bureau.

Mission Achieving prudent governance, ensuring fairness in the legal procedures, realizing the highest possible level in terms of efficiency, effectiveness and fairness in services provided for individuals and protecting the society in its transactions with the public administration.

Legal Framework: Ombudsman Bureau Law no.(11) for the year 2008.

Strategic Plan:

Preparation Year :2010 Period Covered By The Plan :2013-2015

Stra	ategic Objective	s/	Perf	orm	nance Indicators								
	Strategic					Base	Value	Actual	Target	Initial			
	Objectives		Pei	rfor	mance Measurement	Base		Value	Value	Internal Evaluation		Target	
	Description				Indicators	Year	Value	2011	2012	2012	2013	2014	2015
gover citizer consti legisla throug accou guara	nhancing wise rnance and protecting ns' rights guarranteed by ititution and applicable ations in the Kingdom gh finding democracy, untability and justice antees.		ombud	Isma Isma	e of solved complaints and ns of total complaints and ns submitted to the Bureau.	2009	%70	%75	%82	%76	%77 %78		%79
Pro	grams / Perforn	nar	nce Ir	ndic	ators								
						Base	Value	Actual	Target	Initial			
Goal	Programs	S		De	screption of Performance	Base		Value	Value	Internal	Target		
					Indicators	Year	Value	2011	2012	2012	2013	2014	2015
1	5601 Administration Support Servic		ı		How much the program is capable to provide the technical, administrative and media susbsidy efficiently and effectively.	2010	%85	%85	%90	%85	%85	%86	%87
	5605 Investigations initiatives	and	self-	1	Percentage of complaints to be solved of the total complaints	2009	%70	%75	%80	%76	%77	%78	%79

Prog	rams /	Appropriations							
				Actual	Estemated	Indecative	Indecative		
Goal		Programs		2011	2012	2012	2013	2014	2015
		Administration and Support	Current	445565	532000	415500	495000	508500	527100
1	5601	Services	Capital	26832	71250	62000	50000	50000	50000
			Total	472397	603250	477500		558500	577100
		Investigations and self-initiatives	Current	236020	341500	259500	308000	316500	325900
	5605		Capital	0	18000	15000	12000	12000	12000
			Total	236020	359500	274500	320000	328500	337900
			Total of Current	681585	873500	675000	803000	825000	853000
			Total of Capital	26832	89250	77000	62000	62000	62000
			Total of Chapter	708417	962750	752000	865000	887000	915000

Current Activities Appropriations										
			Actual	Estemated	Re-stemated	Estemated	Indecative	Indecative		
Prog.	Projects		2011	2012	2012	2013	2014	2015		
5601	601	Administrative and Support Services	445565	532000	415500	495000	508500	527100		
		Total of Program	445565	532000	415500	495000	508500	527100		
5605	601	Investigations	236020	341500	259500	308000	316500	325900		
		Total of Program	236020	341500	259500	308000	316500	325900		
		Total	681585	873500	675000	803000	825000	853000		

Capital Projects Appropriations									
			Actual	Estemated	Re-stemated	Estemated	Indecative	Indecative	
Prog.		Projects	2011	2012	2012	2013	2014	2015	
5601	001	Administration Project	26832	71250	62000	50000	50000	50000	
		Total of Program	26832	71250	62000	50000	50000	50000	
5605	001	Education and Awareness	0	18000	15000	12000	12000	12000	
		Total of Program	0	18000	15000	12000	12000	12000	
		Total	26832	89250	77000	62000	62000	62000	

Overall Summary of Current Expenditures for the years 2011 - 2015

roup	Item	Description	Actual	Estimated	Re-stimated	Estimated	Indicative	Indicative
			2011	2012	2012	2013	2014	2015
21		Compensations of Employees						
111	101	Salaries, Wages and allowances	2222	00000	2222	2222		2222
	101	Classified Employees' Salaries	36000	36000	36000	36000	36000	36000
	102	Permanent Unclassified Employees' Salaries		84000	56000	88000	90000	93000
	103	Contract Employees' Salaries	452012	352520	281000		245500	252900
	105	Personal Cost of Living Allowance	0	54000	34000		60000	61500
	106	Family Allowance	8105	12500	9000	13000	14000	15000
	111	Additional Allowance	0	46000	33000		51000	53000
	112	Other Allowances	0	66980	47000	77000	79000	81000
	113	Transportation Allowance	15907	22500	16000	18000	18500	19000
	114	Transport Allowance	5604	6500	6000	7500	8000	8500
	116	Employees' bonuses	1500	5000	5000	5000	5000	5000
		Total	519128	686000	523000	590000	607000	624900
121		Social Security Contributions						
	301	Social Security	36067	58000	39000	45000	46000	47000
		Total	36067	58000	39000	45000	46000	47000
22		Use of Goods and Services						
211		Use of Goods and Services						
	201	Rents	70800	70800	63800	70800	70800	70800
	202	Telecommunications Services	3966	5000	2700	8700	9000	10000
	203	Water	878	1500	979		2500	3000
	204	Electricity	6309	6000	6000		13500	14500
	205	Fuels	3940	4500	3339		16200	17000
	206	Maintenance of Machines, furniture and acce		1000	725	3000	3000	4000
	207	Maintenance of Vehicles, Heavy Duty Machir		1500	1000		3500	4500
	208	Repair and maintenance of buildings and ac		1000	500		3500	4000
	209	Office Supplies	1917	2000	2000		3500	4000
	211	Cleaning Services and supplies (including of	-	9000	6900		12500	13500
	212	Insurance	1283	1500	557	4000	4000	4800
	213	Official Travel Missions	0	1000	900		2500	2500
	214	Other goods and services expenses	8766	6700	5600		8000	9000
	214	· .						
20		Total	112209	111500	95000	148500	152500	161600
28		Other expenditures						
821	200	Other current expenses			0	4500	4500	4500
	302	Contributions	0	0	0		1500	1500
	303	Scientific Scholarships and Training Course		500	500		500	500
	305	Non-Employees' Bonuses	13741	17500	17500		17500	17500
		Total	14181	18000	18000	19500	19500	19500
		Total of Chapter	681585	873500	675000	803000	825000	853000

Chapter : 0350 - Ombudsman Bureau (In JDs)

Progra	am :	5601 - Administration and Support	Services					(
Activi	ty :	601 - Administrative and Supp	ort Service	es				
		Description	Actual	Estimated	Re-estimated	Estimated	Indicative	Indicative
Group	Item	Description	2011	2012	2012	2013	2014	2015
21		Compensations of Employees			1		-	
2111	101	Salaries, Wages and allowances		2000	5000	5000		
	101	Classified Employees' Salaries Permanent Unclassified Employees' Salarie	36000	36000	36000		36000	36000
	102 103		u 232808	60000 136371	39000 107000		61000 72500	63000 75000
	105	Personal Cost of Living Allowance	232000 N	40000	24500		42000 42000	43000
	106		4656	6500	5000	6500	7000	7500
	111	Additional Allowance	0	28000	22000		29000	30000
	112	Other Allowances	0	30629	22000		34000	35000
	113	•	15907	22500	16000		18500	19000
	114		5604	6500	6000		8000	8500
	116		1500	5000	5000		5000	5000
	1		296475	371500	282500	304000	313000	322000
2121		Social Security Contributions						
	301		22700	31000				24000
			22700	31000	20000	23000	23500	24000
22		Use of Goods and Services						
2211		Use of Goods and Services						
	201		70800	70800	63800	70800	70800	70800
	202		3966	5000	2700		9000	10000
	203		878	1500	979		2500	3000
	204	Electricity	6309	6000	6000	13000	13500	14500
	205		3940	4500	3339		16200	17000
	206	Maintenance of Machines, furniture and acc		1000	725		3000	4000
	207	Maintenance of Vehicles, Heavy Duty Machi		1500	1000		3500	4500
	208	Repair and maintenance of buildings and ac		1000	500		3500	4000
	209	Office Supplies Cleaning Services and supplies (including	1917	2000	2000 6900		3500 12500	4000 13500
	211 212	Insurance	1283	9000 1500	557		4000	4800
	213	Official Travel Missions	0	1000	900		2 500	2500
	214		8766	6700	5600		8000	9000
			112209	111500	95000	148500	152500	161600
28		Other expenditures						
2821		Other current expenses						
2021	202	Contributions	•	0	0	4500	4500	4500
	302 303	Scientific Scholarships and Training Course	440	500	-	1500 500	1500 500	1500 500
	305	-	13741	17500	17500		17500	17500
	303		14181	18000	18000		19500	19500
			445565	532000	415500		508500	527100
		•	445565	532000	415500	495000	506500	527 100
		Total of Program	445565	532000	415500	495000	508500	527100
Progra	am ·	5605 - Investigations and self-initia		I.				
		•	atives					
Activi	ty :	601 - Investigations						
	_	Description	Actual	Estimated	Re-estimated	Estimated	Indicative	Indicative
Group	Item	-	2011	2012	2012	2013	2014	2015
21		Compensations of Employees						
					 			
2111		Salaries, Wages and allowances		<u> </u>				
	102	Permanent Unclassified Employees' Salarie	7	24000	17000		29000	30000
	103	Contract Employees' Salaries Personal Cost of Living Allowance	219204	216149	174000		173000	177900
	105 106	· ·	0 3449	14000 6000	9500 4000	17500 6500	18000 7000	18500 7500
	111	Additional Allowance	0	18000	11000		22000	23000
	112	Other Allowances	ō	36351	25000		45000 45000	46000
			222653	314500	240500		294000	302900
2121		Social Security Contributions						
£ 1 £ 1	204	_	12267	27000	19000	22000	22500	23000
	301		13367				22500 22500	23000 23000
			13367	27000	19000			Ļ
		Total of Activity	236020	341500	259500	308000	316500	325900
		Total of Program	236020	341500	259500	308000	316500	325900
			COAFOF	073500	675000	002000	925000	052000
		Total of Chapter	681585	873500	675000	803000	825000	853000

Overall Summary of Capital Expenditures For The Years 2011 - 2015

Chapter: 0350 Ombudsman Bureau (In JDs)

Group	Item	Description	Actual 2011	Estimated 2012	Re-Estimated 2012	Estimated 2013	Indicative 2014	Indicative 2015
		Expenditures						
22		Use of Goods and Services						
2211		Use of Goods and Services						
	512	Operating and maintenance Expenses	24038	86950	74700	54000	54000	54000
		Total	24038	86950	74700	54000	54000	54000
		Fixed Assets						
31		Non-financial Assets						
3112		Machinery and Equipment						
	505	Equipments, Machines and Apparatus	2794	2300	2300	8000	8000	8000
		Total	2794	2300	2300	8000	8000	8000
		Total of Chapter	26832	89250	77000	62000	62000	62000

Capital Expenditures According to Program and Projects For the years 2011 - 2015

Chapter: 0350 Ombudsman Bureau (In JDs)

Program 5601 Administration and Support Services										
Pr	oject	001 Adı	ministration Project							
Fund	Sourc	e102001	Capital (Treasury)							
Group	item		Description	Actual 2011	Estimated 2012	Re-Estimated 2012	Estimated 2013	Indicative 2014	Indicative 2015	
22		Use of Goods	and Services							
2211		Use of Goods	and Services							
	512	Operating and r	maintenance Expenses							
	011	Capacity building	ng expenses	6950	8250	8000	5000	5000	5000	
	014	Archiving and	Documentation	2419	5000	5000	5000	5000	5000	
	015	Operating systems and software		2951	15000	15000	10000	10000	10000	
	016	Software Licensing		2000	3000	3000	10000	10000	10000	
	017	Promotion, advertising and PR		6997	0	0	0	0	0	
	032	032 Conventions Celebrations and Workshops 999 n.e.c		2721	0	0	0	0	0	
	999			0	37700	28700	12000	12000	12000	
			Total of Item	24038	68950	59700	42000	42000	42000	
31		Non-financial	Assets							
3112		Machinery an	d Equipment							
	505	Equipments, Ma	achines and Apparatus							
	001	Computers and	accessories	2167	2000	2000	5000	5000	5000	
	003	Office apparatu	s and equipment	437	0	0	1000	1000	1000	
	006	General Safety	Apparatus and Equipment	0	100	100	1000	1000	1000	
	019	Communication	n Devices	190	200	200	1000	1000	1000	
		<u> </u>	Total of Item	2794	2300	2300	8000	8000	8000	
		-	Total of Project / Treasury	26832	71250	62000	50000	50000	50000	
	Total of Program				71250	62000	50000	50000	50000	

Capital Expenditures According to Program and Projects For the years 2011 - 2015

Chapter: 0350 Ombudsman Bureau (In JDs)

Program 5605 Investigations and self-initiatives										
Pr	Project 001 Education and Awareness									
Fund	Sourc	e102001 Capital (T	reasury)							
Group	item	Description	on	Actual 2011	Estimated 2012	Re-Estimated 2012	Estimated 2013	Indicative 2014	Indicative 2015	
22		Use of Goods and Service	s							
2211		Use of Goods and Service	s							
	512	12 Operating and maintenance Expenses								
	017	Promotion, advertising and Pr	?	0	9000	7000	6000	6000	6000	
	032	Conventions Celebrations and	l Workshops	0	9000	8000	6000	6000	6000	
			Total of Item	0	18000	15000	12000	12000	12000	
		Total of Pro	0	18000	15000	12000	12000	12000		
	Total of Program				18000	15000	12000	12000	12000	
		Tota	26832	89250	77000	62000	62000	62000		