

## UNOFFICIAL TRANSLATION

*Kingdom of Saudi Arabia*

*Council of Ministers Resolution no. ( 40 ) dated  
(27/3/2006 )*

### **e-Government Implementation Rules**

#### **The Government Information and Data:**

- 1- Government information and data are considered a national treasure that should be nourished by all government entities.
- 2- Government entities shall classify their information and data according to unified guidelines of specifications and levels set by the e- Government Program( referred to hereinafter as the Program )
- 3- Each government entity shall keep its documents in electronic form.
- 4- Government entities shall avoid duplication and repetition in their data bases , and the Program shall coordinate with other government entities to ensure the integrity of information and data , in a way that one entity becomes the sole responsible party for maintaining and keeping information and data of the same type according to the entity's specialization, so as to guarantee non -occurrence of repetition and duplication, discrepancy in the information and data, and multiplicity of their sources - provided that a back-up version shall be available for each data base .
- 5- Each government entity shall manage its own data bases and make the shared data electronically available to other user government entities to enable data integration amongst them and to facilitate electronic provision of the government services pursuant to the requirements specified by the Program.

- 6- For accuracy purposes, government entities shall set forth and follow specific and clear mechanisms for updating the information recorded in their data bases.
- 7- Each government entity shall electronically rely on the data and information available with relevant entities and minimize the data and information required to be provided in the government entity's applications and forms. No information or data shall be requested from the applicants except for cases where such a request is necessary, and for the purpose of fulfilling the delivery of service to the user
- 8- All government entities shall instruct all their staff to comply with the confidentiality and privacy protection criteria. Information and data relevant to the government service applicants shall be reviewed only by the authorized persons. Government authorities shall take all necessary actions to guarantee this right for the service user/beneficiary.

**Government Works and Services:**

- 9- Each government entity shall list and identify the services it offers, their requirements, and create the approved electronic forms for this purpose pursuant to the guiding methodology proposed by the Program for such a purpose.
- 10- Each government entity shall clearly and accurately document the administrative works and procedures for its services and business processes according to the guiding methodology proposed by the Program for such purposes.
- 11- Each government entity shall re-design and introduce improvements on an ongoing basis of its administrative works, processes, procedures and providing the services electronically, in order to meet the e-government transactions requirements pursuant to the guiding methodology prepared by the Program for such a purpose.

### **e-Government Applications:**

- 12- All government entities shall rely on telecommunications and information technology applications in performing all their internal work activities and their offered services such as using the electronic records specified in the executive plan for implementing the e- government interoperability applications as prepared by the Program
- 13- Each government entity shall use e-mail and e-communication media in performing its activities
- 14- Each government entity shall minimize reliance on traditional methods in providing government services as per the conditions and phases of implementing the e-government applications therein
- 15- Each government entity shall provide detailed information on the types and locations of its offered services as well as the procedures followed to obtain these services. It shall also provide the necessary electronic forms to obtain the above-mentioned services, display its regulations and executive by-laws, and publish them on its website or on other appropriate electronic access channels pursuant to the guiding criteria prepared by the Program for this purpose.
16. Each Government entity shall set a detailed plan for transformation and implementation of e – Government interoperability applications within a specified time frame in coordination with the Program.
17. Each Government entity shall form an internal committee to deal with issues related to e – government interoperability applications. This committee, which reports to the head of that government entity, shall comprise the manager of each division involved in the e – government interoperability, the head of Information Technology (IT), and the head of Administrative Development. The main function of this committee is to supervise and follow – up the implementation of the e – government plan, as well as to coordinate in this regards with the Program.
18. In collaboration with other government entities, the Program shall set an e – government interoperability framework and update it on a regular basis, to include the technical specifications and policies that facilitate exchanging the

information and data between government entities in a manner that government entities shall comply with the specifications and polices in respect of their e – government interoperability and Information Technology projects.

19. The Program shall establish the National Portal for e – government services to facilitate access to government information and obtain government services.
20. A - Each natural or legal person shall have a standard Identification (I.D.) code to access all the data systems in a manner that such an I.D code meets the requirements of all the parties involved in the e – business and e – government interoperability applications. The Program shall assume coordination with the concerned government entities ( as per area of responsibility ) to identify the nature and specification of such codes.  
B- Each government service shall have a standard I.D code to meet the e – government interoperability applications requirements, pursuant to the criteria as set by the Program.
21. Each government entity shall protect its data and information systems according to relevant international criteria and as per the guiding criteria prepared by the Program for this purpose.

**General Clauses:**

22. Each government entity shall measure – on semi annual basis - the degree of transformation to e – government, according to the indicators set by the Program and that these indicators shall be included in the entity's annual report, while a copy of the same is sent to the Program.
23. A semi annual general report – prepared by the Program – shall be submitted to the (Custodian of the Two Holy Mosques), to show the extent of the government entity transformation to the e – government environment, based on the indicators (as referred to in clause “22”) therein.
24. The Program shall issue all the instructions that it deems necessary to government entities, in compliance with the clauses and objectives of these Rules, taking into consideration the relevant regulations and by – laws.
25. These Rules shall apply in conformity with the established laws and regulations and without prejudice thereto.