

Ministerial Decision

The Minister of Social Affairs, based on the powers delegated to him, and based on the provisions stated in Council of Ministers Decision No. (45) dated 27/02/1432 H, crowned by the noble and generous approval communicated to the ministry by the telegram No. 6879/B dated 30/02/1432 H, which stipulates that this ministry shall supervise and follow up the activities of civil social research and studies centers, and to set the controls and conditions for the necessary licenses thereto in agreement with the Ministry of Interior, and to coordinate with the relevant authorities.

And after reviewing what His Excellency the Undersecretary for Social Development reported to us in this regard and after coordination with the Ministry of Interior regarding such issues that we received their statement according to telegram No. 144855 dated 25/12/1434 H, he decides as follows:

1. To approve the regulatory controls for civil social research and studies centers, as attached herein.
2. This decision shall be notified to whoever responsible for enforcement.

Minister of Social Affairs
Yusuf bin Ahmed Al Uthaimin

Kingdom Saudi Arabia
Ministry of Social Affairs
Ref. No.: 12713
Date: 06/02/1435
AH
Attachments: 17

Barcode Field

The Regulatory Controls for Civil Social Research and Studies Centers

Objectives and Definitions

Article (1):

These controls aim at organizing civil social research and studies centers, activating their role in society, and enabling them to carry out their specialization according to the modern scientific techniques.

Article (2):

These centers aim to monitor social issues, phenomena and problems within the Kingdom of Saudi Arabia, conducting research, studies and social surveys thereof, suggesting appropriate recommendations and solutions, holding training and qualifying courses, workshops, scientific meetings and forums related to social affairs, and not to conduct any research, studies, or consultations in contrast with this scope.

Article (3):

The following terms and expressions - wherever they are mentioned in these controls - shall have the meanings indicated therewith, unless otherwise is required by the context:

- The Ministry: Refers to the Ministry of Social Affairs.
- The Minister: Means the Minister of Social Affairs .



The Deputy: Refers to the Deputy Ministry for Social Development.

- The Deputy Minister: Refers to the Undersecretary for Social Development.
- The Competent Administration: The General Administration for Community Development.
- The Center: The National Social Research and Studies Center, whose ownership belongs to one of the citizens, or to one of the private bodies of legal entity, such as: charitable associations and institutions, cooperative societies, civil social development committees, scientific societies and so on.
- Controls: The regulatory controls for civil social research and studies centers.
- License: A document that permits its owner to practice the activity specified herewith.
- Initial License: An approval to start equipping the center and is valid for one year from the date of its issuance.
- Final License: The approval to commence providing the licensed service after equipping the centers, and it shall be effective for a period of three years from the date of its issuance.
- Principal Investigator: The person responsible before the center that provides the study or research.

General Provisions

Article (4):

1. Except for the centers owned by private entities with legal entity, the owner of the center is required to undertake the general supervision thereon.
2. In the field of its work, the center is committed to adhering to Sharia controls, applicable regulations, customs and values considered, and considering the modern scientific methods in the research, studies, or social surveys it prepares. As well as



- with regard to training or rehabilitation courses, scientific seminars, symposiums or workshops held by the center.
3. The Center shall be responsible for any incorrect information mentioned within the research, study, or consultation that it conducts, or which violates the regulations or instructions issued in this regard, or the official statistics issued by the competent authority.
 4. When the center intends to hold a scientific symposium, seminar, or workshop, it must obtain the official approval from the Deputy.
 5. The center is obligated to obtain statistical data on the Kingdom from the official authority authorized thereto, which is the Ministry of Economy and Planning (Department of General Statistics.)
 6. The center is committed not to conduct any studies, research, social surveys, or consultations on the Kingdom of Saudi Arabia or the Saudi society for foreign parties, whether directly or indirectly.
 7. The fees charged by the center for the services it provides must be related to the type, size and working hours of those services.
 8. Putting the license in a prominent place, and not using it for other than the licensed use, whose location is indicated in the license.

Article (5):

1. It is not permissible to open the center or commence its activity except after completing all the conditions and requirements of these controls, and obtaining a license from the Deputy Ministry. The license issued by the Deputy Ministry does not substitute obtaining of the necessary licenses from other government agencies that are required by the applicable laws and regulations. Including: Municipal and Civil Defense licenses regarding buildings and their structural safety.
2. Entities wishing to permanently stop practicing the activity must return the license to the competent administration, and obtain a letter therefrom to present it to the relevant authorities.

Article (6):

If the owner of the center wishes to entrust the management of that center to others, the entrusted must fulfill the following conditions:

1. To be a Saudi.
2. His academic degree, or the further degrees following the university degree, must be issued by a Saudi university, or from one of the universities recognized by the Ministry of Higher Education, and it must be related to the center's work field.
3. Must have experience or qualification in the center's work field.
4. Must be completely devoted thereto.
5. To have full powers to exercise his responsibilities.
6. The license holder and the director shall be responsible for the licensed activity, for any violation of the provisions of these controls, and for the instructions or circulars issued in thereupon.

Article (7):

The Deputy Ministry undertakes the technical supervision of these centers and monitors their performance, to ensure that they are applying the provisions of these controls and the decisions issued pursuant thereupon, and to rectify any violations that may exist thereon, and then take the necessary action regarding these centers.

Article (8):

The owner of the center shall comply with the following:

1. Keeping a statement that includes the names of the workers at the center, the nature of their work, and their documents.
2. Establishing an internal regulatory bylaw for the work of the center that defines the tasks, responsibilities, rights and duties of its employees, clients and collaborators, and then submitting them to the competent administration for approval.



3. Not to deal with foreign centers or to establish scientific or commercial partnerships with them except after obtaining prior written approval from the Deputy.
4. Full adherence to the licensed purview, and not to contravening it to practice other activities except to the extent required by the research or study required in accordance with its principles and scientific and research requirements.
5. Inclusion of the center's name on its license number, and this being recorded on its official name board and publications. The name of the ministry or its logo should not be placed on the center's name board or its official publications.

Article (9):

The Center has no right to advertise or announce itself or for the services it provides, or to contract with other beneficiaries except after obtaining the initial license.

Article (10):

It is not permissible to transfer the ownership of the center, change its location, or open branches thereof, except after obtaining written approval from the Deputy, and obtaining the necessary licenses for this from the relevant authorities.

Article (11):

1. The center shall provide the necessary national manpower to operate it, and include them in the social insurance system. It is not permissible to employ non-local workers except in the limited
2. cases, after a written approval by the Deputy, and in accordance with the provisions of the residency and work laws, and the decisions issued for their implementation.
3. Limiting the tasks of scientific research, field survey, studies, or providing consultations to citizens. If there is a need for the



Article (12):

The center shall keep a record to register information about all the research, studies and consultations that has been prepared therewith, provided that the record includes (the name of the research, study or consultation, the name of the beneficiary, the body to which it will be submitted, the date of its preparation, and other information), and enabling the representatives of the Deputy Ministry to view it upon request.

In addition, the center must keep at least one copy (paper and electronic) of any research, study or consultation conducted therewith.

Article (13):

The center, when conducting any research, study or consultation, shall adhere to the following controls:

1. To conduct all the required to be done according to a written contract between him and the beneficiary.
2. The required questionnaire shall not include questions that conflict with religion, values,
3. regulations, customs, or traditions prevailing in the Kingdom, or personal or family information.

Licensing Conditions and Procedures

Article (14):

The following conditions are required for granting a license:

1. To be a Saudi .
2. Not to be a government employee.
3. Must have a bachelor's, master's, or doctoral degree from a university in the Kingdom, or one of the universities recognized by the Ministry of Higher Education in one of the following specializations: (Sociology, Social Work, Education, Psychology), or other scientific disciplines of relevance relationship with social affairs.
4. To have practical experience in social work, or preparing research and social studies, whether in the governmental or private sector, as follows:



- Two years or more for a master's degree holder.
- 5. He should not have been dismissed from government service as a disciplinary penalty, unless at least three years have passed.
- 6. He should not have previously obtained a license for a preceding center that was closed for its violations, unless at least three years have passed since then.

Article (15):

The application for obtaining a license is submitted electronically through the ministry's website, or to one of the social development centers located in the area in which the center will be opened, accompanied by the following, with attaching the original for matching:

1. A photocopy of the applicant's national identity card.
2. A photocopy of his academic degree, and work experiences.
3. Statement that officially proving the profession.
4. A statement of the existence of the appropriate headquarters to practice the activity of the center for which a license is requested.
5. If there is no social development center in the area in which the center will be opened, the application is submitted or sent to the competent administration via mail.

Article (16):

The request is referred, after matching the submitted documents with their origins, to the competent administration to be examine it, and to ensure that the necessary conditions are met, and the completeness of its justifications, through the following stages and procedures:

- A. In the event that the conditions are met, the necessary justifications are complete and the need arises to establish the center, the applicant shall be notified, in writing, of the initial approval of the application.



- B. The proposed site of the center is inspected to ensure its suitability.
- C. In the event that the site is suitable to be the headquarters of the center, the applicant shall be notified to provide the following:
1. A certificate approved by the municipality stating the safety of the building from the structural aspect, as well as its suitability for the activity.
 2. A certificate from the civil defense stating the availability of the required safety means.
- D. In the event that the requirements in the aforementioned Paragraph (C) is available, the applicant shall be granted an initial license that is valid for a period of one year from the date of its issuance to complete the furnishing, equipping and providing manpower necessary for the center, and to obtain the necessary licenses from the competent authority, and thus, he shall apply for the final license.
- E. Upon providing the aforementioned in paragraphs (C and D) of this article, the final license for the center will be issued.

Article (17):

The Deputy Ministry shall issue the initial and final licenses to these centers upon completion of the necessary justifications thereof, after coordination - when necessary - with the relevant authorities.

Article (18):

In the event that the period specified for the initial license expires without fulfilling the requirements, the license will be canceled and considered null and void. Bearing in mind that the cancellation of the initial license by the lapse of the prescribed period pursuant to paragraph (D) of Article (sixteen) of these controls, does not preclude the possibility of renewing the application and re-studying it once again.



Upon a decision by the Deputy for justified reasons, the period of the initial license may be extended after its expiry for a period not exceeding non-renewable six months.

Article (19):

The term of the final license for the center is three years starting from the date of its issuance, and it may be renewed for a similar period or periods under the conditions stipulated herein.

Article (20):

The license holder must submit a renewal request at least three months before the end of its term, and rectify the notes that may be mentioned against the center, and he may not practice the activity as of the date of the expiration of the license period without renewing it. The license is deemed terminated by the end of its term in the event that its renewal is not approved. The center is subject to the penalties contained herein in the event that the renewal is not requested within the prescribed period.

Article (21):

Specialized technical committees of no less than (three members), shall be formed in each of the social development centers within the regions of the Kingdom, in order to undertake the following:

1. Examine licensing applications for these centers, conduct field visits to the proposed sites for centers, and reporting recommendations and proposals it deems appropriate in thereto.
2. Periodic follow-up of these centers according to a plan prepared for that purpose.
3. Verify the proper implementation of the provisions of controls and decisions issued pursuant thereupon, and take necessary action in this regard.
4. Submit reports to the competent department with periodic reports on field visits to these centers.
5. Determine the violations of the provisions of the controls and decisions issued in implementation thereof, and submit them to the competent department.
6. Monitor the quality levels of these centers.



7. A decision to form this committee shall be issued by the Deputy Minister, and it shall be for a period of three years, renewable or extendable for a similar period.

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Article (22):

The technical committee stipulated in Article Twenty-one of these controls shall submit, to the Director of the Social Development Center, the recommendations it proposes, and then refer them to the competent administration.

Penalties

Article (23):

1. Whoever violates any of the provisions of these controls shall be punished by one or more of the following penalties:
 - A. Written warning.
 - B. Suspension of activity for a period not exceeding one year.
 - C. Not renewing the license.
 - D. Withdrawing or canceling the license.
2. These penalties shall be enforced by a decision of the Deputy Minister, based on the recommendation of the committee stipulated in Article (Twenty-Four) of these controls.

Article (24):

By a decision made by him, the Minister shall form a committee of three members whose occupational rank is not less than ten or its equivalent, as follows:

- One of the Deputy Ministry's specialists.
- A specialist from the National Center for Social Studies and Research.
- Legal Advisor from the Ministry.
- Provided that the decision to form the committee stipulates the determination of its chairman and alternate members, and the method for performing its work. This committee is reconstituted every three years.
- This committee is responsible for examining violations of the provisions of these controls, and estimating penalties impacted



from those violations, and it may, when necessary, seek the assistance of whomever it deems appropriate. Its meeting shall not be legal except with the presence of all its members, and its recommendations are issued by the majority, and the dissenting opinion, if any, and the argument for each opinion shall be stated in the minutes of the committee.

Article (25):

The decision stipulating the penalty may be objected by the Deputy Minister to the minister within thirty days from the date of notification, and the immediate execution does not prevent the objection during the aforementioned period. A grievance may be made against the decisions issued by that committee before the competent administrative courts.

Article (26):

Violations are detected and investigated by whoever is formally assigned to do so by the Deputy Ministry, and it has the right to review all documents related to those violations, and the actions that have been taken in connection therewith.

Final Provisions

Article (27):

If one of the licensing conditions set forth in Article 14 of these controls is exiled from the owner of the center, the Deputy Minister may cancel the license.

Article (28):

If it is proven that the center - for any reason - has violated the provisions of these controls, or is unable to perform its tasks, or that the level of the consultations, research, studies, surveys, training or qualification courses or seminars it provides is below the required level, then the Deputy Ministry may - after exhausting the possible rectification means - revoke the license as required by the public interest.

Article (29):



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Suspending the center's activity or not renewing its license, withdrawing or canceling it, does not exempt its owner from fulfilling any financial dues or rights owed thereon.

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Article (30):

The owner of the center bears direct responsibility for the consequences of suspending the activity or not renewing, withdrawing, or canceling the license it in case he violates the provisions of these controls, decisions and circulars issued pursuant thereto.

Article (31):

It is not permissible for the license holder to assign it to others, or share it with a partner, except after obtaining the Deputy Minister's written approval of this matter, and the elapse of one year at least after the issuance of the final license, and the actual commencement of center's activities. If the assignment is for an individual, then he must fulfill the conditions mentioned in Article (Fourteen) of these controls.

Article (32):

The assignment of the license does not exempt its first holder from fulfilling any rights or obligations arising thereupon for the period preceding the assignment, unless the assignor explicitly states that the assignee shall bear any previous claims.

Article (33):

These controls shall be effective from the date they were issued.