

## Curriculum Vitae

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**Current position:** Professor of Public Administration  
College of Business - King Saud University

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### Education:

1. Ph.D degree in Public Administration from the University of Pittsburgh in 1992.
2. Higher Diploma in Information Systems Management from the University of Pittsburgh in 1989.
3. Master's degree in Public Administration from the University of Pittsburgh in 1987.
4. Bachelor's degree in Public Administration from the University of King Saud in 1984.
5. Public education in various schools in Saudi Arabia.

### Specialty:

- Management and Development of Human Resources

### Sub-specialties:

- Leadership Management
- Strategic Management
- Investment Management
- Information Systems Management

### Practical & Consultative experiences:

- Professor of Management, Department of Management, College of Business Administration, King Saud University (1/2/1428H to present).
- Professor of Public Administration, Department of Public Administration College of Administrative Sciences, King Saud University (17/10/1426H to 1/2/1428H).
- Consultant, Quality Assurance Administration at King Saud University (10/10/1429H to present).
- Chairman, KSU Strategic Plan Team at King Saud University (4/3/1429H to present).
- Chairman, Committee for Development, Department of Management, College of Business Administration (1428 to present).
- Chairman, Committee for the Ph.D. program in Public Administration, College of Business Administration (1428 to present).
- Editor-in-chief, King Saud University Journal–Business Administration (12/2/1429H to present).
- Editor-in-Chief, Scientific Journal of Management and the Scientific Committee in the Saudi Management Society (12/2/1428H to present).
- Associate Professor, Department of Management, College of Administrative Sciences, King Saud University (17/2/1418H to 17/10/1426H).
- Editor-in-Chief, "**Horizons of Management**" periodical issued by the Saudi Management Society (1425H to 12/2/1428H).
- Board member of the Saudi Management Society and the Chairman of Information Committee and Training Committee (1421H to 1428H).
- Consultant, globalization Center for Training and Consultancy (1419H to present).
- Member, Study Team "Strategy of higher education in the Kingdom of Saudi Arabia", AAFAQ project, King Fahd University of Petroleum and Minerals, (1247H to 1428H).
- Coordinator of the Master of Public Administration Committee, College of Administrative Sciences, King Saud University (1424H-1426H).
- Chairman of the Board, The Cooperative Association for the staff of King Saud University (1423H to 1425H).
- National Council Election Monitoring member in Saudi Arabia (1425H to 1426H).

- Vice-President, Work Team of the project for assessing the need for a foreign workforce in the Kingdom (1421H – 1425H).
- Director of Studies Administration, General Authority for Investment (Rabi I 1422H to Rabi I 1424H).
- Consultant, Management and Administration, General Authority for Investment (1421H).
- Vice-Chairman, The Cooperative Association for the staff of King Saud University (1418H – 1419H).
- Assistant professor, College of Administrative Sciences, King Saud University, (20/1/1412H to 10/2/1418H).
- Secretary of Finance, The Cooperative Association for the staff of King Saud University (1417H -1418H).
- Member of the committee for testing staff applying for employment at King Saud University (1/9 to 30/9/1419H).
- Part-time consultant, Banking Institute of SAMA (1417H – 1418H).
- Member of the Committee on Students' Affairs, College of Administrative Sciences (1417H -1418H).
- Chairman of the Advisory Team in charge of preparing the national project for the recruitment of civil sector, the Council of Chambers of Commerce and Industry (1417H – 1418H).
- Member of the committee for testing staff applying for employment at King Saud University (9/7/1417H-12/8/1417H).
- Member, Committee for Staff promotions, King Saud University (1415H.)
- Member, Committee for competitions and promotions in of King Saud University (1413H/1414H).
- Teaching Assistant, Department of Public Administration, College of Administrative Sciences, King Saud University (since 25/4/1404H).
- Communication Officer, the Unified Saudi Company's for Electricity (SCECO), Central Province (1404H).

### **Scientific Publications:**

- A study entitled: "Agreement between BS of public administration outcomes and the job market needs in Saudi Arabia" (with others) Research Center, College of Administrative Sciences, King Saud University (1425H).
- A study entitled: "The willingness of managers to use teams working in government agencies: a survey study of the administrative bodies in Riyadh" Journal of Public Administration, Riyadh in 2004.
- The book "Human resources in the era of the Custodian of the Two Holy Mosques" (joint authorship), King Saud University (2002).
- The book entitled: "Leadership Management: shift towards global leadership", Maramer, Riyadh (2002 m).
- The book entitled: "Methodology of behavioral sciences with SPSS applications ", (joint authorship), Al-Obaikan press, (second edition), Riyadh (2004 m).
- The book entitled: "The training of administrative leaderships" Translation revision, the Institute of Public Administration, Riyadh, in 2003.
- A study: "the determinants of innovation in administrative development personnel of government agencies in Saudi Arabia," King Saud University Journal 1421.
- A study: "Evolution of administrative instruction in Saudi Arabia," the symposium in the occasion of the kingdom's centennial, King Saud University 1420.
- A study: "Agreement between higher education outcomes and the job market needs", Journal of Public Administration, the Institute of Public Administration, King Saud University, 1419.
- A study: "organizational conflict management: a survey on public sector employees" (joint authorship) King Saud University journal 1419.
- Search "Handicapped Manpower working in civil service facilities in Saudi Arabia" (joint authorship), Studies Journal, University of Jordan, Amman, Jordan, 1418.
- A study: "Total Quality Management Applications In Some Saudi Public Sector Organizations", Journal of Economics and Management, King Abdulaziz University 1418.
- A study: "Measuring the quality of service in public and private sectors in Saudi Arabia", Journal of Economics and Administration, King Abdulaziz University, 1417.

- A study: "Saudi Arabia's experience in administrative development", symposium administrative development, the Institute of Public Administration, 1415.
- A study: "Effectiveness of follow-up management in government agencies in Saudi Arabia," Research Center, College of Administrative Sciences, King Saud University, 1416.
- A study: "Bureaucratic representation in some central agencies (governmental): a field study about Saudi Arabia" (joint authorship), Studies Journal, vol (4), No. 2, University of Jordan, Amman - Jordan, in July 1997.
- A study: "Islamic Institutions of Administrative Control, Administrative Research Journal. Volume: 8 No.: 1 & 2, 1996.
- A study: "total quality management and their possibility of its application in the government sector, Journal of Public Administration, the Institute of Public Administration, (Shawwal 1413, p. 7-39).

#### **Working papers at conferences, symposia and lectures:**

- A work paper entitled: "Islamic Institutions of Administrative Control: Retrospectives and Perspective for Today's Islamic Institutions" presented in Islamic Management Conference, Islamic University of Malaysia, KUALALUMPUR, Malaysia, November 2007.
- A work paper entitled: "comprehensive quality and its applications in the Ministry of Interior of the Government of Bahrain", submitted to the Second National Committee for Quality Conference in Dammam, November 2006.
- A work paper entitled: "Master degree Thesis Research in the two Master programs in Public Administration at King Saud and King Abdulaziz Universities: a comparative analytical study". Postgraduate studies and development plans Symposium, Imam Muhammad bin Saud Islamic University, 4-5 Rabi II 1427 H.
- A work paper entitled: "The criteria for evaluating management training," in Training and Development Forum 2006: Training for work in the knowledge society and its role in development ... Ambition and challenges, Saudi Management Society, Riyadh 3-5 Rabi II 1427.
- A work paper entitled: "strategic thinking between luxury and practical need" in a "leadership and strategic thinking forum ... the road to the future" administrative fourth annual meeting of the Saudi Management Society, Al-Khobar 21-22 Sarf 1427.

- A work paper entitled: "The municipal elections from the perspective of the citizens" periodic meetings of heads of municipalities and village clusters in Riyadh region in Zulfi, 2-3/4/1426.
- A work paper entitled: "The Future of the application of e-government in Saudi Arabia: a management point of view" in the first public administration, conference on "new public management and partnership between public and private sectors", held at Mu'tah University, Jordan, 1-3/3/1425H to 20-22/4/2004.
- A work paper entitled: "The role of work team in airport security success" presented in the first symposium of airport security organized by the Ministry of Interior, 13-15/3/1425.
- A work paper entitled: "Reform of the regulatory environment for local municipality investments". Partnership between municipal agencies and the private sector symposium, Deriyah, Rabi I 1425.
- A work paper entitled: "The future of e-government," Second Administrative meeting for the Saudi Management Society, Riyadh 16-17/1424.
- Lecture presentation on "The art of communication", presented for the general security staff, 1424.
- Lecture presentation on "Communication and dealing of security officers with the general public", presented for the staff security patrols in Riyadh area 1/12/1421.
- Lecture presentation on "Time management" in the "Leaders symposium" organized by the Cultural Institute. Presented for five days starting 20/6/1422.
- Participate in the annual meeting of the Assembly of the Saudi Economic Society, King Saud University, 1421.
- A work paper entitled: "Evolution of Administrative instruction in Saudi Arabia" presented in King Saud University great symposium, 18-19/7/1420.
- A work paper entitled: "Problems of training in the private sector," the first scientific forum for training in the private sector, organized by the General Organization for Technical Education and Vocational Training, 1/2/1420 to 29/1/1420.
- A work paper entitled: "Globalization and training in the private sector" in the Scientific Forum for training in the private sector held by the General Organization for Technical Education and Vocational Training in Riyadh during the period 24-27/8/1419.

- Participation in the Fourth Annual Conference of the Sadat Academy for Management Sciences, entitled "Human Development and New Communities", 24-29/1/1419.
- Participation in a symposium on investment, The Banking Institute – Saudi Arabian Monetary Agency (SAMA) 1419.
- Participation with a work paper entitled: "the appropriateness of higher education outcomes to job market requirements in Saudi Arabia", in the symposium "Higher education in Saudi Arabia: Visions of future" 15-17/11/1418.
- Lecture presentation in the symposium on "Saudization and its importance to the private sector and its impact on the progress of the nation and the development of the citizen" Hail Chamber of Commerce and Industry, 25/6/1418.
- Participation in a symposium on employment in the Saudi civil sector, Manpower Council, 1417.
- Participation with a work paper entitled: "Units of administrative development in government agencies" in a symposium on development of administrative units in government agencies, The Institute of Public Administration, 24/5/1417.
- Participation in the second meeting of representatives of universities and education sector and heads of chambers of commerce and industry. Jeddah Chamber of Commerce and Industry, Jeddah, Saudi Arabia 4/4/1417.
- Participation in a seminar on investment opportunities in Qassim region, 1417.
- Attendance of a symposium on "Future directions for privatization in the Gulf Cooperation Council", organized by the chambers of the Gulf Cooperation Council in cooperation with the Chamber of Commerce and Industry of Bahrain 26-27/10/1415.
- Keynote Speaker, Public Facilities symposium. The High Commission for the Development ArRiyadh, 1422.
- Keynote Speaker, The agricultural investment symposium in Jazan region and Tihama plains, 1422.
- A work paper entitled: "Evolution of administrative instruction in Saudi Arabia" at King Saud University Great Symposium in the occasion of the Kingdom's centennial, Riyadh, 1421.
- Attendance of the Fourth Conference on human resources, Sadat Academy, Cairo, 1419.

- Presentation of a paper on "harmonization of higher education outcomes to the demands of the labor market". The higher education symposium in Saudi Arabia, Riyadh, 1419.
- Attendance of the 23<sup>rd</sup> International Conference of Administrative Sciences, held in Dubai, United Arab Emirates, 1-5 July 1995. The International Institute of Public Administration.
- Attendance of the International Conference for Public Administration, American Society of Public Administration, 11-15/1992.
- Participation in a panel discussion on "Integrated Framework for resource development and management of human resources," Chamber of Commerce and Industry in Riyadh, 1415 (keynote speaker).
- Participation in a symposium on the future direction of privatization in the Gulf Cooperation Council states, Chambers of Commerce in the Gulf Cooperation Council and the Chamber of Commerce and Industry, Bahrain, Shawwal 1415.
- Participation in a symposium on employment in the Saudi civil sector, Manpower Council, Rajab 1415.
- Participation in the "Planning of facilities and educational institutions," Research Institute, King Fahd University of Petroleum and Minerals 1414.
- Participation in the "Technology symposium in Saudi Arabia: its present and its future", King Abdulaziz City for Science Technology (KACST) - Shaaban 1414.
- Participation in a symposium on the present situation of public relations administrations in governmental agencies and ways to improve them. The Institute of Public Administration in Riyadh 1413.
- Participation in the second symposium for training and Saudization, Chamber of Commerce and Industry, Eastern Province 1993.
- Participation in a symposium on global economic developments and their implications on the economy of Saudi Arabia and the economies of the Gulf Cooperation Council states, 18-20 Thu Al-Hijja 1413.
- Participation in a symposium on "Environment and development: integration not a collision", the Chamber of Commerce in Riyadh, 15-17 November 1992.
- Lecture Presentation: "Communication and dealing with the public" for security patrols staff, 1421.

- Lecture Presentation in the Third Conference of Police Directors of regions, the Ministry of Interior, Security Forces, 1416.
- Participation in the evaluation and development of the Civil Curriculum of King Faisal Military College, 1415.
- Visiting Professor, King Faisal Air Force College, 1413/1414.
- Attendance of the International Conference for Public Administration held by the American Society for Public Administration between 11-15/4/1992 (8-12/10/1412).
- Cooperation with the Arab Center for Security Studies and Training for the implementation of the "train the trainers", 1-6/6/1412.
- Publication of numerous articles and writings in local newspapers and weekly Magazines.
- Contribution with scientific opinions on many subjects that come to the university from various institutions of society.
- Participation in numerous television programs in the Saudi English and Arabic channels and other satellite channels for the discussion of a number of different subjects.
- Publication of several articles in daily and weekly newspapers in Saudi Arabia.

### **Teaching Workload:**

A. Teaching the following courses in different classes of Bachelor Students in Public Administration, College of Administrative Sciences, King Saud University since 1412 till now.

- 101 ( ) principles of public administration
- 225 ( ) administrative leadership
- 291 ( ) research methodology
- 275 ( ) Administration in Islam
- 312 ( ) organization and work manners
- 327 ( ) Public Relations Department
- 391 ( ) selected topics in English
- 415 ( ) administrative control
- 435 ( ) the general budget
- 443 ( ) organizations development
- 462 ( ) managerial decision-making

B. Teaching the following courses in different classes for Master of Public Administration students in the College of Administrative Sciences, King Saud University since 1420 till now.

- 526 ( ) research methodology
- 523 ( ) Human Resources Management
  
- Supervising more than 15 Master theses in Public Administration program in College of Administrative Sciences and Naif Arab University for Security Sciences.
- Discussion of more than 20 Master theses of Public Administration program in College of Administrative Sciences and Naif Arab University for Security Sciences.
- Teaching the course "administrative leadership" for female doctoral students, College of Education and Home Economics, 1424/1425.
- Teaching the course "secretariat" for students of executive secretarial diploma at Imam Mohammed bin Saud University, 1420.
- Teaching the course "Disaster management in times of crisis". Higher Institute of Security Studies, King Fahd Security College, first semester 1419/1420.
- Teaching the course "Decision Making" in an educational session about the administrative leadership in the Higher Institute of King Fahd College during the second semester 1417/1418.
- Teaching the course "Decision Making" in an educational session about the administrative leadership in the Higher Institute of King Fahd College during the second semester, 1416/1417.
- Teaching the course "General Budget" for technical courses students in King Faisal Air Force College during the first semester in 1412/1413.

**Training Workload:**

- Conduction of more than 360 training courses in "administrative work skills" in different institutions, 1417-now.
- Implementation of three courses annually in the "Task force development Engineering" in the Banking Institute in 1417-now.

- Implementing a training program on "strategic leadership" of the female pedagogic leaderships in the Ministry of Education, the Naif Arab University, College of training, Riyadh 1426.
- Conduction of a workshop on "leadership and strategic thinking" of the leaderships of the Ministry of Interior, Ministry of Interior in cooperation with the Naif Arab University, College of training, Riyadh 1426.
- Implementation of an educational session in "administrative leadership" and "human resources" for Constituent administration officers in Saudi Arabian air forces of during the period from 24/1/1426 to 26/5/1426.
- Implementation of an educational session in "human resources" for Constituent administration officers in Saudi Arabian air forces of during the period from 24/1/1426 to 26/5/1426.
- Participation in a workshop "special scientific seminar: strategic planning and strategic management" for the staff of the Ministry of Interior during the period 25-27/2/1426.
- Participation in the study "Assessment of the Kingdom's need of foreign work force" prepared with support from the King Abdulaziz City for Science and Technology "(1421 - 1425).
- Participation in the training of Ministry of Interior officers in King Fahd security College in the "administrative leadership" educational session for two weeks during the first quarter of the academic year 1424/1425.
- Participation in the in the implementation of the workshop "strategic planning", General Presidency of the intelligence 1424.
- Implementation of 11 training courses on selling skills for a number of private enterprises.
- Implementation of 23 training courses on customer care skills for the staff of STC between 1418-1420.
- Implementation of a workshop on "time management" in the "leaders symposium" organized by the Cultural Institute of the Directorate of officers and employees for five days from 4/7/1419.
- Implementation of a workshop on "total quality management" for a group of staff with leadership positions in the Secretariat of the Cooperation Council for the Arab Gulf states during the period 20-24/6/1419.

- Participation in the preparation of the qualifying program "Diploma of managing private establishments" with the two themes "Planning and problem analysis" and "Management of manpower," Chamber of Commerce and Industry in Riyadh, 1415 - 1419.
- Implementation of two workshops on "time management" in the "Symposium of leaders at the higher and central administrative leadership levels" organized by the Cultural Institute for its staff of the Directorate officers during the period 10-14/6/1418.
- Participation with the Consultative Group in charge of preparing the national project for the recruitment in the private sector, the Council of Chambers of Commerce and Industry (1417 - 1418).
- Implementation of the educational session "basics of secretarial work", community service center, King Saud University in Riyadh, 11-25/8/1417.
- Implementation of a training course on "Disaster, sheltering camps, emergency and evacuation Management ", community service and continuing education center, King Saud University, Riyadh, 1415.
- Implementation of a workshop on "Introduction to the traditional and contemporary theories in management", in the educational session entitled "methods of communication and reports preparation within the institutions", Ministry of Labor and Social Affairs of 13/10 to 13/11/1415.
- Implementation of a workshop on "bureaucratic, its theories, characteristics and causes of its existence" in the educational session entitled "methods of communication and reporting within the social institutions", Ministry of Labor and Social Affairs in Riyadh 5-9/6/1415.
- Implementation of a workshop on "Introduction to the administrative" in the educational session entitled "the development of social institutions management skills and planning their programs", Ministry of Labor and Social Affairs in Riyadh 29/4/1415.
- Implementation of the "Training managers", Arab Center for Security Studies, Riyadh, 1414.
- Implementation of the "Training managers", the Higher Academy for Security Sciences, Riyadh, 1413.
- Implementation of the "administrative leaderships", Arab Center for Security Studies, Riyadh, 1413.
- Preparation of a training bag: selling skills.
- Preparation of a training bag: total quality management.

- Preparation of a training bag: the development of leadership skills for department managers.
- Preparation of a training bag: strategic management in the public sector.
- Preparation of a training bag: the development of supervisory skills (joint work with others).
- Preparation of a training bag: stress management.
- Preparation of a training bag: development and management of work teams.
- Preparation of a training bag: strategic planning.
- Preparation of a training bag: display and presentation skills.
- Preparation of a training bag: Disaster Management and the problems of sheltering and emergency and evacuation operations (joint work with others).
- Implementation of many consultations and organizational and administrative studies for the private sector.

#### **Membership in Associations, Councils and Committees:**

- Member of the Board of the Saudi Management Society from 1421 to present.
- Member of the Board of Directors of the Globalization Center from 1419 to present.
- Chairman of the Board of King Saud University Staff Cooperative Association (1421-1423).
- Member of the Board of King Saud University Staff Cooperative Association 1418-1423.
- Member of the American Society for Public Administration.
- Member of the Saudi Economic Society.
- Chairman of the Committee of faculty members, demonstrators (Teaching Assistants) and Educational mission students abroad (1413 - 1420).
- Member of the Committee to Study the views of faculty members and students to assess the program's degree in public administration 1417 - 1419.

- Member of the curriculum committee 1413 - 1417.
- Member of the permanent appointment committee of the scientific council to consider some requests for appointment in the University, 1417.
- Member of the Committee for interviewing the applicants for joining the department 1413/1415/1416.
- Member of the Committee for reviewing the course “governmental accounting” required for students in the department, 1416.
- Member of Master of Public Administration Committee, 1413 - 1420.
- Member of the Committee to conduct competitions for administrative jobs, 1413/1415/1416.
- Member of Students Affairs’ Committee in the College 1417.
- Member of the Committee for interviewing of applicants for faculty positions 1415/1416.
- Member of the Committee for studying the issue of (anti-bribery) formulated at the request of the Administrative Investigation department in the Ministry of Interior 1414.
- Member of the committee for preparing the department five-year plan, 1414.
- Member of the Committee for examining peer-reviewed scientific journals published in Arabic in the field of public administration, 1413.

### **Contributions and expertise in the area of investment:**

#### **1- Studies:**

- Supervising the study on administrative obstacles to investment (in English and Arabic).
- Supervising the study on the competitive situation of the investment environment in the Kingdom. (English).
- Supervising the study on the development of investment in the agriculture sector (both Arabic and English).
- Supervising the study on the development of investment in the health sector (in Arabic and English).

- Supervising the study on development of investment in education and training sector (in Arabic and English).
- Supervising the study on evaluating procedures and policies of Saudization (in Arabic).
- Supervising the study on obstacles to women's investments (in Arabic).
- Supervising the study on the development of European investments (English).
- Supervising the study on alternatives to financing the building of schools (in Arabic).
- Supervising the preparation of a booklet on the investment in the era of the Custodian of the Two Holy Mosques (in Arabic).
- Supervising the preparation of a business directory in the Kingdom (map of procedures), a brochure explaining all the steps and procedures required to set up an investment project in all government departments and non-governmental organizations.
- Preparation of preliminary perception of the annual report of the General Authority for Investment 1422 (in Arabic).
- Supervising the preparation of the first phase of establishing investment database (information gathering).
- Preparation frame of reference for each of the previous studies.

## **2- Work papers:**

- Supervision and participation in preparing a work paper on the resettlement of the investment symposium organized by the Imam Muhammad bin Saud Islamic University 1422.
- Supervision and participation in the preparation and submission of a work paper in the Eighth Conference of Industrialists (Riyadh 2-3/10/2001).
- Supervision and participation in the preparation of a paper for the infrastructure in the Kingdom conference, held in Geneva on 17-18 October 2001.
- Supervision and participation in the preparation of a paper "Infrastructure in Saudi Arabia: Opportunities for European Companies"

- Supervision and participation in preparing a work paper for the investment authority at the “Investing in Saudi Arabia” conference held in London on 6-7 November 2001. ”.
- Supervision and participation in the preparation and submission of a work paper at the Forum agricultural investment Jazan region, which was held in Riyadh 15 - Jan. 17, 2002.
- Supervision and participation in the preparation and submission of a work paper in the scientific symposium on industrial development and oil in the era of the Custodian of the Two Holy Mosques (Dhahran 10-11/2/2002).
- Supervision and participation in the preparation and submission of a work paper at the conference ecotourism (Environmental Tourism) (Riyadh 24-28/4/2002).
- Supervision and participation in preparation of the Investment Authority work paper on the mechanisms for establishing joint Arab and Gulf project and in the meeting held in Dubai 20-21/5/2002.
- Supervision and participation in the preparation and submission of a work paper at the fourteenth annual meeting of the Assembly of the Saudi economic Society.
- Supervision and participation in the preparation of a work paper at the Arab Economic Conference (the conference was not held).
- Supervision and participation in the preparation of a work paper at the conference on “participation of Saudi women in the labor market”.
- Supervision and participation in the preparation and presentation of a work paper at the symposium on "financing and provision of public utilities" organized by the High Commission for the Development of ArRiyadh on 29/10/1422 (13/1/2002), which was held in Riyadh.
- Supervision and participation in the preparation and presentation of a work paper at the Second Saudi conference and Technical Exhibition entitled investment in education and training (26-30/10/2002).
- Supervision and participation in the preparation of a work paper at a symposium on “Dimensions and Elements of Economic Development”, Jazan region, 2002.
- Supervision and participation in the preparation and presentation of a work paper at the Saudi Lebanese conference held in Riyadh, in 2002.
- Supervision and participation in the preparation and presentation of a work paper at the olive conference entitled: "industry and agriculture", organized by AlJawf company for Agricultural Development (22-24/12/1423).

### **3- Investment opportunities:**

- Contribution in the collection and classification of 400 investment opportunities prepared by the various institutions such as the chambers of commerce and industry, SABIC, various ministries and the Gulf Organization for Consultations, with a view to providing them to investors. And preparing summaries of the most important indicators for each opportunity on one page for a large number of opportunities, according to a fixed model explaining the history of opportunity and the address at which investors can access the information to identify the full opportunity from its source.
- Contribution in the preparation and processing of summaries of investment opportunities for studying the development of different sectors (agriculture, health services, education and training), prepared by the administration.
- Contribution in the preparation of a special file on the incentives and facilities in various economic sectors in the kingdom to encourage investment.
- Preparation of a file on the volume of required investments in a number of economic sectors in the kingdom.

### **4- Reports' Preparation:**

- Supervising the preparation of a report on the cement industry in the Kingdom.
- Preparation of a report on the works of the Administration of Studies at the General Authority for Investment.
- Preparation of a report on the Eighth Industrialists Conference held in Riyadh on Rajab 1422.
- Supervising the preparation of a report on the Japanese bank for international cooperation "JBIC".
- Supervising the preparation of a report on the Japanese company "ITOCHU".
- Supervising the report on the views for enhancing economic performance in the Kingdom.
- Preparation of a report on the program of regulations and bylaws of the National Plan for tourism.

- Supervising the preparation of a report on “MANERA” group offer about the provision of certain services to investors.
- Supervising the preparation of a report on a symposium about the lessons learned from the Egyptian experience with the World Trade Organization.
- Preparation of a report on meetings of the sixty-ninth session of the Arab Economic and Social Council.
- Supervising the preparation of a report on Saudi shareholding companies.
- Supervising the preparation of a report on the most important economic sectors in the Kingdom.
- Supervising the preparation of a report on the largest 500 companies in the world.
- Preparation of a report on expressing an opinion on the information databases provided through the Arab Systems Company (Dialog, Profound, Moheut).
- Preparation of a report on the available studies on economic and technical ties that will give rise from the implementation of pivotal projects on gas.
- Supervising the preparation of a report on participating in the workshop: "Skill Training Workshop: Investment Promotion Through the Internet the Investment Promotion Agency Staff"
- Supervising the preparation of a report on the privatization of the Janadriyah Festival.
- Preparation of a report on the work of women escorting foreign laborers in the Kingdom.
- Supervising the preparation of a report on file of the integrated program for the care of investment in small and medium enterprises.
- Preparation of a report on the outcome of the Gulf industrialists, and the proceedings of the closing session.
- Supervising the preparation of a report on the role and functions of the Commission in collecting and providing statistics of foreign investment, for submission of ESCWA.
- Preparation of a detailed report on the problems and obstacles facing the Commission which includes the administrative obstacles to investment, and dealing with conflicts faced by investors and the obstacles within the Commission.

- Preparation of a report giving candid opinions on the reference sectors of Arab institutions in the League of Arab States.
- Supervising the preparation of a report on the participation of the Commission in the workshop of the “ESCWA” project.
- Supervising the preparation of the report of participation in the COMSEC (Social and Economic Commission of Organization of Islamic Countries) workshop.
- Supervising the preparation of reports of workshops organized by the Commission.
- Preparation of a report on impediments to the Saudi market.
- Preparation of a report on administrative obstacles to investment, which was presented to the Supreme Economic Council.
- Preparation of a report on impediments relating to investment and supply, which was presented to The Custodian of the Two Holy Mosques King Abdullah bin Abdulaziz and the Supreme Economic Council.
- Preparation of a report on the impact of minimum investment on the national economy.

##### **5- Summaries:**

- Preparation of a summary for the Council of the Board on the results of a study of administrative obstacles to investment.
- Preparation of a summary of the proposals for restructuring the telecommunications sector.
- Preparation of a summary of the book "A Model in Privatization"
- Supervising the preparation of a summary of the report “Saudi Arabia: On the Road to Reform"
- Supervising the preparation of a summary of the World Bank report "Human Resource Development" in 2001.
- Supervising the preparation of a summary of the SAMA report on "the impact of changing oil prices on industrial nations and oil producing states."

- Preparation of a summary on the recommendations of the Sixth businessmen conference.
- Preparation of a summary of the report by the Saudi-American Bank on the Saudi economy.
- Supervising the preparation of a summary on the World Investment Report in 2001.
- Preparation of a summary of an article published in Al-Watan Newspaper about "the Saudi job market."
- Supervising of a summary report of the Ministry of Finance on its response to claims by some investors about the existence of obstacles limiting their investments within the Kingdom.
- Preparation of a summary report on global corruption.
- Preparation of a summary report of human resource development and comparison of the Kingdom.
- Preparation of a summary report to follow up the implementation of development plan projects in their second year (Thu AlQida1423).

#### **6- speeches, articles and the press:**

- Preparation of an editorial of the "Ro'ya" newsletter published in the occasion of participation in a symposium on the future vision for the Saudi Economy 2020.
- Short-handing a speech by His Highness in a seminar on the future vision of the Saudi economy in King Faisal Conferences Hall and unloading it for print.
- Preparation of the speech of His Highness to be submitted to Asharq Alawsat Newspaper on the occasion of National Day.
- Preparation of a speech for His Highness the governor written in the booklet for hundred largest Gulf companies Exhibition.
- Preparation of a speech for His Highness the Governor at the Caabu-Arab Conference in Britain.
- Preparation of the speech by His Excellency the Deputy Governor for the "Sixth Businessmen Conference" held in Taif.

- Preparation of the speech for His Excellency the Deputy Governor at the opening ceremony of the Medina investment Council.
- Preparation of a speech for His Highness the Governor for the "The Middle East Public Private Investment Forum" held in Dubai, 29/4 - 1/5/2002.
- Preparation of the speech by His Excellency the Deputy Governor in the establishment of mechanisms for joint Arab-Gulf projects meeting in Dubai 20-21/5/2002.
- Preparation of a lecture for His Excellency the Deputy Governor for businesswomen in the eastern region.
- Preparation of the elements of a speech for His Highness the Governor at Saudi Lebanese Conference held in Riyadh.
- Preparation of the elements of a speech for His Highness the Governor at the Energy Conference (CERA).
- Preparation of the elements of a speech for His Highness the Governor at the Second Saudi Technical Exhibition and Conference.
- Preparation of the elements of a speech for His Highness the Governor in his meeting with businessmen in Qassim.
- Preparing elements of the Commission work paper at the Saudi Economic Society Meeting.
- Preparation of His Highness the Governor speech at the "Eco-tourism Symposium" 24-28 March 2002.
- Preparation of His Highness the Governor's speech elements at the "International Investment Forum" in Kuwait.
- Preparation of His Highness the Governor's speech elements at the "Agricultural Investment Forum" held in Jazan.
- Preparation of His Highness the Governor's speech elements at the "Present situation of Small and Medium Enterprises Symposium".
- Writing of a newspaper article about the "achievements of King Fahd during twenty years" for the magazine of Chamber of Commerce and Industry in Al-Baha area.
- Writing a newspaper article to mark "the passage of the twentieth anniversary since the Custodian of the Two Holy Mosques, took the reigns of government" for the King Abdulaziz House Magazine.

- Writing a newspaper article about "economic reforms in the era of the Custodian of the Two Holy Mosques," for Al-Yamama Magazine.
- Writing a newspaper article about the effects of the events of Sept. 11 on the investment in the Kingdom.
- Writing a newspaper article about the justification for the establishment of the General Authority for Investment.
- Preparation of answers to the questions addressed to His Highness the governor by the Chamber of Commerce and Industry in Al-Ahsa.
- Preparation of answers to press questions submitted to His Highness the governor by insurance magazines ("Investor", "Economics and Business"), and newspapers "Al-Watan", "Al-Eqtisadiyah" and "Al-Khaleej".
- The formulation of the news about a workshop to benefit from the experiences of foreign investment in the Kingdom.
- Drafting news of the meeting of His Highness the governor with the International Monetary Fund (IMF) delegation.
- Drafting news of the Participation by the Commission in Dubai conference "Establishment mechanisms of joint Gulf -Arab projects".
- Drafting news for the presentation of a study of administrative obstacles held at the Commission.
- Preparation of answers to questions in the Food and Health Magazine.
- Drafting news for the meeting of His Highness the governor with Parliamentary members of the European Union.
- Preparation of answers to questions posed by Riyadh Bawa'neh from Rona'a specialized Media, which will be broadcasted on the Middle East Online Website.
- Preparation of answers relating to the meeting with His Royal Highness the Prince to the Organizers of the symposium "Present situation and problems of small and medium enterprises" sponsored by His Highness the governor.
- Preparation of answers to Al-Watan newspaper questions addressed to His Excellency Deputy Governor.
- Preparation of answers to a dialogue in Okaz newspaper with Dr. AlMutref.

- Preparation of news on the participation in the Arab world competitive forum in Geneva.
- Preparation of an article for His Royal Highness the Governor in the newsletter of the symposium “Future Vision 2020”.
- Preparation of news about the participation of His Royal Highness the Prince in a symposium on “Future Vision 2020”.
- Preparation of news release concerning studies of administrative obstacles.

#### **7- organizing and holding workshops:**

- Contribution to the organization of a workshop on economic fundamentals of the list exempted from foreign investment in the Kingdom (19/9/1422).
- Contribution to the organization of a workshop on agencies relating to human resources policies.
- Contribution to the organization of a workshop for economic writers about the role of the press in creating a climate of investment in the Kingdom.
- Contribution to the organization of a workshop on ways to discuss the resettlement of local investments.
- Contribution to the organization of two workshops on lessons learned from foreign investment. (In English and in Arabic)

#### **8- conferences, symposia and external partnerships:**

- Contribution to organization of a presentation about the commission to a delegation from King Saud University (College of Agriculture).
- Participation in the workshop to develop the investment system in the Kingdom.
- Giving a presentation on investment in the Kingdom to Polish businessmen in Warsaw.
- Giving a presentation on investment in the Kingdom to Czech businessmen in Prague.
- Attending Gulf businessmen symposium.
- Preparation of a presentation on the General Authority for Investment and investment systems in the Kingdom and the new related laws, to the Chinese

delegation and the delegation from the College of Agriculture, King Saud University.

- Attending meetings of the Work Group consisting of the Ministry of Agriculture and the General Authority for Investment charged with the preparation for Jazan forum for agricultural investment.
- Attending a workshop on the promotion for investment using information technologies and the Internet organized by the (WAIPA).
- Participation in meetings of the Panel of Experts on the Convention for economic Participation in meetings of the Panel of Experts to discuss forest conservation regulation.
- Gulf States.
- Participation in meetings of the expert body to discuss the report of the Ministry of Commerce.
- Participate in meetings of the Panel of Experts to discuss the Saudi Taiwanese Committee report.
- Participation in the annual forum of German-Arab businessmen organized by the German Arab Chamber of Commerce in Berlin.
- Attending a symposium lessons learned from the Egyptian experience with the WTO, organized by the Riyadh Chamber of Commerce on 2 Rabi Awwal 1423.
- Attending the first annual meeting of the private medical sector.
- Attendance and participation in a symposium "Future vision of the Saudi economy".
- Attendance and participation in a seminar on "municipal investments and ways of its development."
- Participation in a workshop held in Beirut within the framework of the ESCWA project.
- Attending Gulf industrialists' conference in Riyadh.
- Attendance and participation in the Riyadh Economic Forum.
- Participation in the delegation from the Agency for visiting Brazil in the exchange program organized by the UNDP.
- Organizing multiple meetings with the UNDP.

#### **9- Other Endeavors, including:**

- Preparing the agenda of the dates, locations and the topics of most important conferences and forums related to investment or investments in the world which will be held during the coming period.
- Reviewing the new "SAGIA" booklet.
- Evaluation of the book (The pathway of businessman to success) authored by Dr. Abdulmohsen AlArfaj.
- Reviewing the meeting minutes of joint committees to Syria, Algeria, Korea.
- Preparation and organization of the presentation to board members about studying the administrative obstacles to investment.
- The preparation and presentation to study the development of investment in the agricultural sector in the Kingdom.
- The preparation and presentation to study the development of investment in the health services sector in the Kingdom.