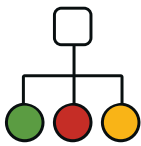


The Organization of Work

The roles and responsibilities of workers' and management representatives:

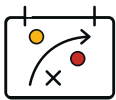


What is the organization of work?



1

An organization's **internal functioning** (e.g. management structure, job descriptions, decision-making process.)



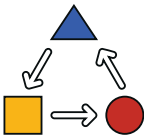
2

Production processes and structures, including timelines, responsibilities and the role of particular jobs.



3

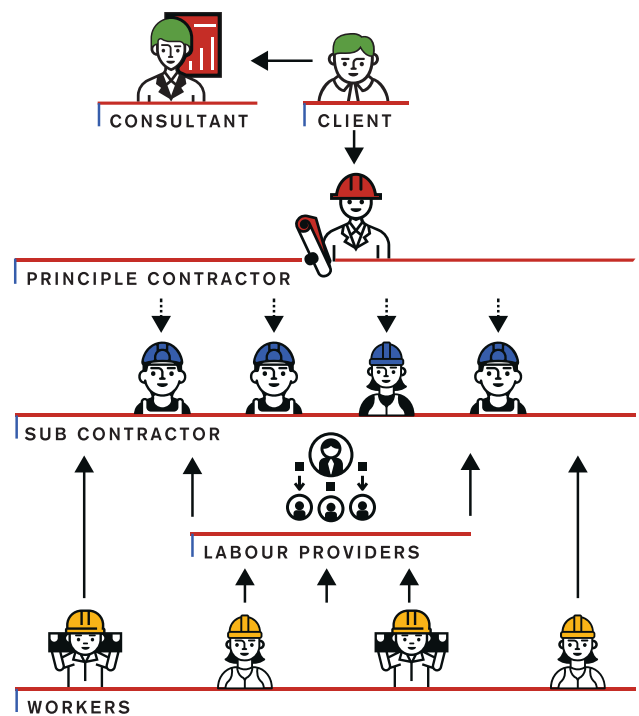
An organization's **workplace rules** and the terms and conditions.



4

An organization's relationship to, and **dependency on, work carried out by other parties** (e.g. contractors, sub-contractors, customers, suppliers.)

Basic overview of an organization's dependency on other parties in a construction project:



Why address the organization of work in joint committees?

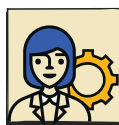
All committee members understand how an organization operates, including how work is allocated and delivered. This understanding can provide a basis for discussion, including an exploration of where committee collaboration might be necessary or desirable.



Qatari Law No. (14) of 2004:

Joint committees shall study and discuss all work-related matters in the company, in particular, the organization of work (Article 126).

Roles and responsibilities



Management representatives

- **Provide and share information** that is pertinent to the organization of work (e.g. policies, organigrams, agreements, project documents, schedules).
- **Consider the need for dialogue or collaboration with other parties** (e.g. contractors, sub-contractors, suppliers).
- **Ensure that logistical arrangements are in place** to allow for meetings to function smoothly (e.g. ensure workers' representatives have time off to attend meetings, meeting space is available, documents are available in advance).
- **Prepare meeting agendas**, including specific items relevant to the organization of work, prior to the meeting and circulate to other committee representatives for comment.



Workers' representatives

- **Seek out information from workers** in relation to how work organization and planning impacts on working conditions as well as worker feedback on needs, complaints, and areas of improvement.
- **Consider the need for dialogue or collaboration with other parties** (e.g. contractors, sub-contractors, suppliers).
- **Identify and request information** that would be useful to the functioning of the committee (e.g. policy documents, workplace rules, job descriptions, contracts).
- **Provide input on meeting agenda** in advance of meetings.
- **Play a role in disseminating committee decisions, discussions, or requests** related to the organization of work.

Preparing for a joint committee meeting on the organization of work

Areas for consideration

Management representatives

Workers' representatives

Identifying and sharing necessary information



- Are there company strategy documents, human resources processes, or policies that might help the joint committee's work?
- Can this information be shared? Will it be understood by everyone in the committee?
- Is training or knowledge sharing required in order to ensure that the committee can usefully provide input on the organization of work?

- Is there information that is needed that will help the committee perform its function? For example in relation to company rules, processes, procedures, business relationships?
- Are there aspects of the workplace and working relationship that workers must learn? Are there common issues and questions? What information can be provided that would address this?
- Is training or knowledge sharing required in order to ensure that the committee can usefully provide input on the organization of work?

Defining the committee's role



- What topics can and should be addressed by the committee in relation to the organization of work? Should the scope be narrow and limited (information sharing and discussion) or expansive and involved (input into business decisions and matters of worker welfare)?

- What topics can and should be addressed by the committee in relation to the organization of work?
- Are there priority topics that workers feel are important? Can this be addressed by sharing more information, or is joint input and collaboration required?

Assessing the need for further research and information



- Is existing information sufficient to ensure that the committee can operate effectively? Is further information required, and if so can management support this?
- Is there information that can be developed or produced by the committee?

- Is existing information sufficient to ensure that the committee can operate effectively? Is further information required, and if so can management support this?
- Are there specific areas where worker input would be especially useful?

Identifying opportunities for collaboration



- Are there other business partners or organizations that have common challenges, experiences, or perspectives? Would collaboration be useful?
- What form can collaboration take? How will collaboration best inform the committee's role in relation to the organization of work?

- Are there other groups of workers or organizations that have common challenges, experiences, or perspectives? Would collaboration be useful?
- What form can collaboration take? How will collaboration best inform the committee's role in relation to the organization of work?