Guideline on the Submission and Publication of Regulatory Documents on the Ministry of Health Website

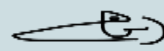**Drug Safety Center**   **2025**   **First Edition**

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Acronyms:

(Alphabetical table of all approved acronyms used across DSC documents)

DSC	Drug Safety Center
IT	Information Technology
MOH	Ministry of Health
RD	Regulatory Documents

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Definitions

Metadata	Is a structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource—often summarized as "data about data".
Regulatory Documents	Are official records issued by the DSC to communicate Laws, Regulations, Policies, Guidelines, Procedures, Requirements, Circulars and Decisions etc.
Repository	The designated section within the MOH website where official documents are stored and made accessible.
Uploader	The individual or team responsible for placing the document into the system.

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CHAPTER ONE

Introduction

Drug Safety Center (DSC) recognizes the importance of disseminating accurate and timely information through its official channels. To maintain consistency and ensure that all DSC's departments adhere to a standardized process, this guideline outlines the procedures for submitting the Regulatory Documents (RDs) to the Ministry of Health (MOH) website repository, specifically within the IT section.

Purpose

This guideline aims to establish a clear and consistent process for all DSC's Departments and Sections to request the upload of RDs to the MOH website repository, ensuring that all metadata, formatting, and approvals are properly in place.

Scope

This guideline applies to all DSC's Departments and Sections that intend to publish a RD on the MOH website through the IT section.

Structure

This is the first version of this guideline, and it consists of four chapters. CHAPTER ONE covers the introduction, the purpose, the Scope and the Structure of the guideline. CHAPTER TWO explains the procedure of the guideline. CHAPTER THREE covers the perquisites and the responsibilities. CHAPTER FOUR comprises the document history and version control table, references and Annexes included.

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CHAPTER TWO

Procedure

To ensure a streamlined process, departments and sections should follow these steps:

2.1 Document Preparation and Internal Approval

- **Content Finalization**: Ensure the document is complete, accurate, and adheres to the standards set by the DSC.

- **Internal Review**: Conduct a thorough review within the originating Department or Section to validate the content and ensure consistency with existing regulations, policies and guidelines.

- **Approval Acquisition**: Obtain necessary approvals from authorized personnel or committees within the Department or Section. Document the approval process for record-keeping.

2.2 Metadata Compilation

- Prepare the following metadata to accompany the document:

  - **Document Title**: Clearly state the title reflecting the content and purpose.
  - **Document Type**: Specify the type (e.g., Guideline, Circular, and Policy).
  - **Version Number**: Indicate the version (e.g., v1.0, v2.1).
  - **Effective Date**: State the date from which the document is applicable (DD-MM-YYYY).
  - **Issuing Department/ Section**: Name of the Department/ Section responsible for the document.
  - **Summary**: Provide a brief overview of the document's purpose and key points.
  - **Keywords/Tags**: List relevant terms to facilitate searchability on the MOH website.

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2.3 Submission to IT Section

- **Cover Communication**: Send an official email or memorandum or Al Barwa system using the standardized template provided by the IT Section.
- **Attachments**:
  o Attach the finalized document in PDF format.
  o Include the compiled metadata, preferably in a separate document or within the body of the email.
- **Submission**: Send the complete package to the designated contact in the IT Section responsible for website content management.

2.4 IT Section Processing and Upload

- **Receipt Confirmation**: Upon receiving the submission, the IT Section will acknowledge receipt to the originating department.
- **Content Review**: The IT team will review the document and metadata for completeness and conformity with website standards.
- **Website Upload**: The document will be uploaded to the appropriate section of the MOH website.
- **Notification**: The confirmation to be sent via MOH email/ Albarwa will be sent to the submitting Department/ Section once the upload is successfully completed.

2.5 Post-Upload Verification

- **Content Verification**: The originating Department/ Section should review the uploaded document to ensure accuracy, proper formatting, and correct placement on the website.
- **Discrepancy Reporting**: If any issues or discrepancies are identified, promptly notify the IT Section for rectification.

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CHAPTER THREE

3.1 Prerequisites

Before submission, ensure the following:

- The document is in its final, approved version.
- The document is saved in PDF format.
- All metadata fields are accurately completed.
- Necessary approvals have been obtained.

3.2 Responsibilities

- **Submitting Department/ Section**: Responsible for the accuracy and completeness of the document and metadata.
- **IT Section**: Manages the technical aspects of uploading and maintaining the document on the website.

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CHAPTER FOUR

Document History and Version Control

Version	Description	Review Date
1	Initial Release	October 2025
2		

References:

Guideline for Document Development, Directorate General of Quality Assurance, MOH. August 2022, Ver 02.

National Institute of Standards and Technology (NIST) (n.d.) 'Metadata — Glossary (CSRC).

Open Government Data Policy. (n.d.) *Open Government Data Policy*, Sultanate of Oman.

Riley, J. (2017) *Understanding Metadata: What is Metadata, and what is it for?* Baltimore, MD: National Information Standards Organization (NISO).

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Annex

Appendix 1: Sample Email/ Albarwa Template

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│   Document Preparation   │
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│   Metadata Compilation   │
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│     Submission to IT     │
└──────────────────────────┘
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│ IT Section Processing and│
│          Upload          │
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│  Post-Upload Verification│
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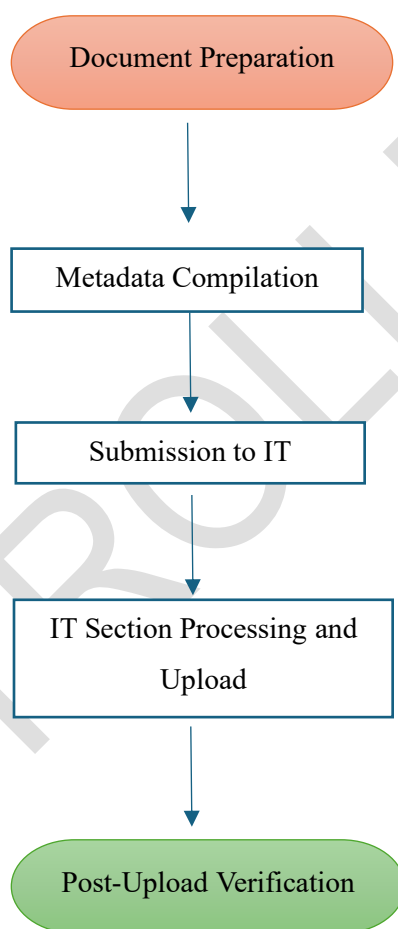
Appendix 2: Sample Email/ Albarwa Template

Subject: Request to Upload [Guideline/Circular Title] to MOH Website

Dear IT Section,

Please find attached the approved (e.g. guideline/circular) titled "[Document Title]" for upload to the MOH website repository.

Metadata:

Document Title	
Document Type	
Version Number	
Effective Date	
Issuing Department	
Summary	
Keywords/Tags	

Attachment: [Filename.pdf]

Kindly confirm once the document has been uploaded.

Best regards,
[Your Name]
[Your Position]
[Your Department]
[Contact Information]

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