

#	Steps	Date
1	Received a written response from the Public Authority for Civil Information regarding the automated linkage with the Ministry of Commerce and Industry	1.6.2015
2	Received a written letter from the Ministry of Commerce and Industry in regard to the procedures related to Starting a Business Index.	1.6.2015
3	Meeting with the World Bank team, which provides technical support regarding the ease of doing business, and a strategic plan for The Authority	7.6.2015
4	Meeting with the World Bank team, which provides technical support regarding the ease of doing business, and a strategic plan for The Authority.	8.6.2015
5	Meeting in the Municipality with the World Bank Team.	9.6.2015
6	Meeting with a corporate lawyer at the World Bank headquarters.	9.6.2015
7	Meeting with the General Administration of Customs.	10.6.2015
8	Meeting with representatives of the Ministry of Justice in the Real Estate Registration and Documentation sector.	10.6.2015
9	Meeting with the Chairman of Gulf Consultancy.	10.6.2015
10	Meeting with the World bank team to finalize and agree on some of the items in the assigned task.	11.6.2015
11	Sent a draft of minutes of the third meeting with The Permanent Committee for Enhancing the Business Environment to KDIPA's Economic Consultant for revision.	17.6.2015
12	Received an e-mail from the World Bank concerning the achievements of the Customs Administration.	21.6.2015
13	Address the General Administration of Customs and request copies of the latest achievements and the decisions that were passed in request of the World Bank.	21.6.2015
14	Address the Central Agency for Information Technology regarding the application of Law No. 20/2014 for electronic transactions.	22.6.2015
15	Sent a draft in regard to the response of the World Bank's electronic message to KDIPA's Economic Consultant.	22.6.2015
16	Reply via e-mail to the World Bank about an inquiry.	23.6.2015
17	Sent a draft of minutes of the third meeting with The Permanent Committee for Enhancing the Business Environment after adjustments to the secretary of the Director General.	23.6.2015
18	Received a formal response from the Ministry of Commerce and Industry regarding the undertaken procedures within the letter dated 11.6.2015.	29.6.2015
19	Contacted the World Bank and responded via e-mail in regard to the requested information.	1.7.2015
20	Sent minutes of the meeting to the members of The Permanent Committee for Enhancing the Business Environment in Kuwait via email.	5.7.2015

21	Prepared justifications for Enhancing the Business Environment Project to KDIPA's Financial Department.	7.7.2015
22	Prepare a memo from the Deputy Director General for Business Development to the Vice Director of Finance and Administration to explain the justifications depending on the budget for administrative studies (government and the base of research information).	8.7.2015
23	The preparation and adoption of KDIPA's projects in the automated system of the General Secretariat of the Supreme Council for Planning.	8.7.2015
24	Address the Central Bank concerning the latest developments and procedures and sent them an email.	8.7.2015
25	Sent an email to the World Bank about waiting for authorities to respond regarding the requested information.	9.7.2015
26	Prepare a letter to address the General Authority for Civil Information regarding electronic transactions law and approved by the Director General and sent via fax to the concerned sector.	9.7.2015
27	Send an email to the World Bank about waiting for authorities to respond regarding the required information.	9.7.2015
28	Received an e-mail from the World Bank in regards to filling up the specified forms for the Ease of Doing Business report.	12.7.2015
29	Address the Customs Administration to provide us with a memo of understanding with Saudi Arabia and UAE.	12-13.7.2015
30	Sent a second fax to the General Authority for Civil Information about the letter directed to them dated 9/7/2016.	14.7.2015
31	Responded to an e-mail from the Deputy General Manager for Business Development in regards to the pending replies for the fulfillment of forms sent by the World Bank.	14.7.2015
32	Follow-up on the approval of the adoption of the development projects of KDIPA's budget plans by the National Assembly with KDIPA's Finance Department.	14.7.2015
33	Contact the Public Authority for Civil Information about an urgent response.	16.7.2015
34	Received a response from the Customs Administration to coordinate a meeting mentioned in the letter dated 16.7.2015.	21.7.2015
35	Coordinate and attend a meeting with the Customs Administration to receive a written response.	22.7.2015
36	The Customs Administration sent an e-mail to the World Bank via e-mail.	22.7.2015
37	Contact the Public Authority for Civil Information about an urgent response.	22.7.2015
38	Contact the Customs Administration to complete the outstanding responses.	23.7.2015
39	Sent responses gathered form the Economic Consultant in preparation for the fulfillment of the World Bank forms and sending it to them.	23.7.2015

40	Meeting with the World Bank and the Director General of KDIPA to deliver a memorandum of the World Bank team's action plan regarding the ease of doing business.	3.8.2015
41	Meeting with the Executive Director of Supervision at the Central Bank of Kuwait to cover specific inquiries on the Getting Credit Index.	4.8.2015
42	Sent a revised report with additions to the World Bank team for the preparation of the Ease of Doing Business Report.	7.8.2015
43	Written letter to Undersecretary of the Ministry of Commerce and Industry to nominate a member to represent the ministry in The Permanent Committee for Enhancing the Business Environment.	9.8.2015
44	Meeting with the President of the Union of Banks regarding the Ease of Doing Business questionnaire.	10.8.2015
45	Meeting with World Bank representatives to inquire about some of the points on the Ease of Doing Business team.	16.8.2015
46	Address the British Ambassador in writing regarding the Ease of Doing Business.	18.8.2015
47	Written letter to the Undersecretary of the Ministry of Commerce, in regard to the letter from the Ministry of Foreign Affairs' attachment from the United Kingdom Embassy about its request of the third annual report of The Permanent Committee for Enhancing the Business Environment.	19.8.2015
48	Meeting with the Ministry of Commerce and Trade to discuss some solutions out forward by the World Bank team.	23.8.2015
49	Meeting with a representative of the Central Agency for Information Technology to inquire and discuss electronic transactions law.	25.8.2015
50	Memo to the Director General of KDIPA from the Assistant Director General of Business Development concerning the review of the technical support agreement with World Bank.	30.8.2015
51	Cordial meeting with World Bank representatives about the technical support agreement.	17.9.2015
52	Prepared a letter to the World Bank's Office Manager about their requested technical support adjustments for the benefit of KDIPA.	4.10.2015
53	Memo to the Assistant Director General for Business Development about the request from the General Customs Administration.	10.11.2015
54	Prepared agenda for the fourth meeting of The Permanent Committee for Enhancing the Business Environment.	11.11.2015
55	Prepared a schedule of recommendations from the meetings with The Permanent Committee for Enhancing The Business Environment and what has been accomplished from it.	11.11.2015

56	Prepared for the fourth meeting with The Permanent Committee for Enhancing The Business Environment.	17.11.2015
57	Attend a meeting at the Central Agency for Information Technology on electronic signature and its ratification.	18.11.2015
58	Prepared a proposal road map for the next stages of The Permanent Committee for Enhancing The Business Environment in preparation of the 2017 national report.	8.12.2015
59	Prepared a report for The Permanent Committee for Enhancing The Business Environment of the team's achievements and unfinished recommendations of the prior meetings, and proposed a roadmap for the presentation at the fourth meeting with the Committee.	8.12.2015
60	Reviewed the amended technical support agreement with the World Bank	10.12.2015
61	List the contributors for the questionnaire in the Ease of Doing Business 2016 report.	13.12.2015
62	Written letter to the World Bank (Revised Proposal to Support KDIPA).	14.12.2015
63	Attended the fourth meeting with The Permanent Committee for Enhancing The Business Environment.	16.12.2015
64	Prepared four written letters to the members of The Permanent Committee for Enhancing The Business Environment apologizing for not attending the fourth meeting held.	22.12.2015
65	Prepared 7 written letters to the members of The Permanent Committee for Enhancing The Business Environment about assigning a team from members of the authorities in the committee.	23.12.2015
66	Meeting with the members of The Permanent Committee that were absent to inform them of what transpired in the committee meeting. Also, delivered the third quarterly report to the Committee, and submitted it to the Council of Ministers.	27.12.2015
67	Prepared the quarterly report of The Permanent Committee for Enhancing The Business Environment and presented to the distinguished Council of Ministers.	28.12.2015
68	Written letter to the Minister of Commerce and Industry on (fourth report of The Permanent Committee for Enhancing The Business Environment in December 2015).	31.12.2015
69	Prepared program for the 2 nd Annual Open Discussion for the contributors of the Ease of Doing Business Report questionnaire.	10.1.2016
70	Prepared a schedule and list of team members from the specific sectors in The Permanent Committee for Enhancing The Business Environment.	11.1.2016
71	Written letter to Assistant Undersecretary for Financial and Administrative Affairs at the Ministry of Commerce about monetary dues for The Permanent Committee members.	11.1.2016

72	Memo to the Director of the Department of Administrative Development and Training on booking a meeting room on the 44th floor for a meeting with teams from government entities.	14.1.2016
73	Met with the follow up team members of The Permanent Committee for Enhancing The Business Environment to inform them of the status of Kuwait in the Ease of Doing Business 2016 Report, and determine what is required of them during the period of working on the report.	17.1.2016
74	The second Annual Meeting for the contributors of the Ease of Doing Business questionnaire issued by the World Bank.	19.1.2016
75	Prepared a list of names and information of the team members from designated government agencies in The Permanent Committee for Enhancing The Business Environment.	20.1.2016
76	Prepared news on the Annual Open Meeting for the contributors in the 2016 report and sent it via email to the specialized department.	20.1.2016
77	Prepared a written letter to the World Bank and reviewed the CVs of the team members of the World Bank.	20.1.2016
78	Prepared information on the meeting with the team members of The Permanent Committee for Enhancing The Business Environment and emailed it to the specialized department.	20.1.2016
79	Prepared Thank You letters for attendants of the Second Annual Meeting on the 2016 report.	20.1.2016
80	Written letter to the World Bank about (Revised World Bank Work Program Proposal)	21.1.2016
81	Meeting with the Economic Committee in the Council of Ministers to discuss the topics of The Ease of Doing Business Report 2016.	14.2.2016
82	Written letter to the Minister of Finance about (the technical support agreement for KDIPA from the World Bank).	16.2.2016
83	Met with the contributors of the Ease of Doing Business questionnaire to gather their recommendations.	11- 22.2.2016
84	Met with the Director General of The Municipality of Kuwait to discuss future reforms of the municipality.	23.2.2016
85	Composed the handicaps and priorities that benefit the contributors of the Ease of Doing Business and presented it to the Economic Consultant.	24.2.2016
86	Written letter to the Minister of Justice and the Minister of Awqaf and Islamic Affairs to appoint a member for The Permanent Committee for Enhancing The Business Environment to represent the Ministry of Justice.	16.3.2016
87	Memo to the Assistant Director General of Financial and Administrative Affairs about the Technical Support Agreement	20.3.2016

	presented by the World Bank on the studies on enhancing the business environment in Kuwait.	
88	Signed the Technical Support Agreement between KDIPA and the World Bank on the project to enhance the business environment in Kuwait.	29.3.2016
89	Meeting with representatives from the World Bank about the Technical Support Agreement.	4.4.2016
90	Prepared a memo for the Assistant Director General of Business Development and sent it to the Assistant Director General of Financial and Administrative Affairs about making partial payment for the study to enhance the business environment by the World Bank.	7.4.2016
91	Memo to the Assistant Director General of the Business Development sector regarding (Request for the achievements for the first quarter of 2016)	7.4.2016
92	Sent email to the Assistant Director General of the Business Development sector regarding the accomplishments of the Planning and Competitiveness department for the first quarter of 2016	7.4.2016
93	Prepared a written letter for the members (The third official national report on the monitoring aspects of improving the business environment in Kuwait 2017)	11.4.2016
94	Memo attached to the Director of Finance regarding (repayment of part of the costs of a study to improve the business environment by the World Bank)	13.4.2016
95	Memo for the Director of Development and Training on (Canceling the training course in the Arab Planning Institute)	13.4.2016
96	Attached a note to the Director of Administrative and Financial Affairs on (repayment of part of the costs of a study to improve the business environment by the World Bank)	14.4.2016
97	Written letter to the Secretariat for Planning and Development on (follow-up on the 2016/2017 Annual Plan) determining the levels of adoption of the plan	17.4.2016
98	Memo for the Director of Development and Training on (Conference Room reservations)	19.4.2016
99	Memorandum for the Director of Financial Affairs on the (hospitality request for the workshop)	19.4.2016
100	Memo to the Head of the Fatwa and Legal Opinion Division (a project to strengthen the State of Kuwait in the competitive international indicators) schedule for phase study facility contract	19.4.2016
101	A memo to the director of the finance department on (the project on enhancing the competitiveness of the State of Kuwait in international indicators) schedule for phase study facility	19.4.2016
102	Memorandum legal adviser on (a contract for enhancing the competitiveness of the State of Kuwait in international indicators) schedule for phase study facility	19.4.2016

103	Meeting with representatives of the Kuwait Institute for Scientific Research in the presence of both the Director General of the Commission and Economic Advisor	20.4.2016
104	List of all the developments, achievements, ministerial, and administrative decrees to the competent authorities in preparation for sending a team to the World Bank in Washington	21.4.2016
105	Memo to the Assistant Director General for Business Development on (The Authority's budget for the financial year 2017/2018)	28.4.2016
106	Written letter to Director General of Civil Information Authority on (the procedures in the form of civil and information related to the business environment)	3.5.2016
107	Memo to the head of the procurement and storage division on (Hospitality for the Workshop)	15.5.2016
108	Written letter to the Deputy Director General for the protection of the workforce on (forming working groups from the competent authorities for the member of the Standing Committee to improve the business environment in the State of Kuwait)	15.5.2016
109	Written letter to the Minister of Commerce on (the draft annual development plan for the year 2017/2018)	15.5.2016
110	A letter to the Minister of Commerce and Industry on executive position and financial projects for the 2015/2016 Annual Plan	15.5.2016
111	Attend a workshop with teams participating from the competent authorities and hosted by the World Bank team competent in the ease of doing business	16-18.5.2016
112	List of all the required documents during the workshop and requested from the competent authorities participating in the identification of performance measurement methodology workshop in the Ease of Doing Business Report.	22.5.2016
113	Work is underway on a draft of the national report of the State of Kuwait and the private easily Doing Business can be sent at the end of May 2016.	23.5.2016
114	Field visits to the competent authorities required by the World Bank team about the bidding mechanism in government agencies questionnaire	25.26-.5.2016
115	Emails were sent to the competent authorities required by the World Bank team about the bidding mechanism questionnaire in the government agencies attached to the questionnaire to answer it and send a copy to the Director of Administration bcc.	26.5.2016
116	Memo to the Director of the Training and Developments Department to reserve a training hall to set up for a (workshop to discuss the proposed reform priorities by the World Bank team)	26.5.2016