

**NAMA FOUNDATION**  
**(Company No. 647699-V)**  
 (Incorporated in Malaysia)

**MINUTES OF THE 3<sup>rd</sup> 2018 BOARD OF TRUSTEES' MEETING ("3/2018 BOTM") OF  
 NAMA FOUNDATION ("NAMA" or "the Foundation") HELD AT THE MAIN VENUE OF  
 SEDCO HOLDING, RED SEA MALL, KING ABDUL AZIZ ROAD, MARJAN DISTRICT,  
 21491 JEDDAH, SAUDI ARABIA, ON 29 NOVEMBER 2018 AT 9.00 A.M. (JEDDAH  
 TIME) OR 2.00 P.M. (MALAYSIA TIME) VIA VIDEOCONFERENCE.**

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**Present:**

No.	Name of Participants	Designation	Present at:
1.	Sheikh Saleh Salem A Bin Mahfouz (Sheikh Saleh)	Permanent Trustee	Main Venue – Jeddah Office
2.	Sheikh Abdelelah Salim A Bin Mahfouz (Sheikh Abdelelah)	Permanent Trustee	Main Venue – Jeddah Office
3.	Sheikh Ahmed Salim A. Bin Mahfouz (Sheikh Ahmed)	Permanent Trustee	Main Venue – Jeddah Office
4.	Sheikh Mohammed Hamad H Alkhamis (Sheikh Mohammed)	Selected Trustee	Riyadh
5.	Mr. Rosli Bin Dahlan (Mr. Rosli)	Resident Trustee	Registered Office- Kuala Lumpur
6.	Datuk Wan Azhar Bin Wan Ahmad (Datuk Wan)	Resident Trustee	Registered Office- Kuala Lumpur
7.	Dr. Saleh Mubarak Saleh Bazeed (Dr Saleh)	Chief Executive Officer - NAMA	Registered Office- Kuala Lumpur
8.	Ms. Wan Nuramalina Binti Nor Kamal	Secretary to CEO - NAMA	Registered Office- Kuala Lumpur
9.	Mr. Abdul Soin Bin Mat Sairi	Head of Finance & Administration - NAMA	Registered Office- Kuala Lumpur
10.	Ms. Nurul Atiqah Binti Anuar	Head of Planning, Development & Studies – NAMA	Registered Office- Kuala Lumpur
11.	Ms. Lew Ken Lee	Representative of LHAG	Registered Office- Kuala Lumpur
12.	Ms. Angelina Pang	Representative of LHAG	Registered Office- Kuala Lumpur

**Absent with Apologies:**

1.	Sheikh Waleed Mohammed S Bin Mahfuz	Permanent Trustee
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**Agenda:**

The Notice of the 3/2018 BOTM, with the following Agenda, having been circulated was taken as read:-

1)	To note the Minutes of the previous meetings held on 5 March 2018 and 27 June 2018, and to discuss any other matter arising thereat
2)	To note the Resolutions passed via Trustees' Circular Resolutions made from 5 March 2018 up to the meeting date
3)	To report on Progress of 2018 Programs & Achievement
4)	To discuss and Approve the 2019 Plan and Budget
5)	To discuss & Approve Policies and Internal Regulations
6)	To discuss and Approve the Comprehensive Strategic Plan 2019-2023 Document which includes: -  a) The Strategic Issues b) The Key Performance Indicators and the Theory of Change
7)	To update on Recruitment Progress
8)	Any other business

**OPENING REMARKS BY CHAIRMAN**

Sheikh Saleh, being the Chairman of the Foundation, welcomed board members and invitees to the Meeting.

The Chairman then presided over the Meeting and called the Meeting to order at 9.00 a.m. (Jeddah Time) or 2.00 p.m. (Malaysia Time), upon confirmation of the presence of requisite quorum pursuant to Article 52 of the Constitution of the Foundation.

**1. MINUTES OF THE LAST BOARD MEETINGS**

The Minutes of the last preceding Board of Trustees' Meetings held on 5 March 2018 and 27 June 2018 were confirmed as correct record of the proceedings thereat. There were no matters arising therefrom.

## 2. RESOLUTIONS PASSED VIA TRUSTEES' CIRCULAR RESOLUTIONS MADE FROM 5 MARCH 2018 UP TO THE MEETING DATE

The Trustees' resolutions duly passed via Trustees' Circular Resolutions ("TCRs") made up from 5 March 2018 up to date, copies of which were attached in the Board Paper, tabled before the Meeting, more particularly listed as follows, were duly noted by the Board:-

No.	Date of TCR	Description of TCRs
(1)	05.03.2018	1 <sup>st</sup> Board of Trustees Meeting held at SEDCO Holding Co., Jeddah, Saudi Arabia
(2)	05.03.2018	TCR – 2018 Budget, Plan and Key Performance Indicators Approval & Organisational Chart
(3)	02.04.2018	TCR – Form of Annual Return for Year 2018
(4)	10.04.2018	TCR – Tenancy of Level 13.2, Menara Tokio Marine Life, 189, Jalan Tun Razak, 50400 Kuala Lumpur
(5)	01.06.2018	TCR – Change of Principal Place of Business and Place Where Accounting Books and Instruments Evidencing Charges are Kept
(6)	01.06.2018	TCR – Approve Audited Financial Statement FYE 31 December 2017 & Convening 2018 AGM
(7)	27.06.2018	2 <sup>nd</sup> Board of Trustees Meeting held at Level 13, Menara Tokio Marine Life, KL (Video Conference with Permanent Trustees in Jeddah)
(8)	10.08.2018	TCR – Notice under Section 7(B)(1) of the Companies Commission of Malaysia (Amendment) Act 2015

### 3. TO DISCUSS AND APPROVE NAMA FOUNDATION 2019 PLAN AND BUDGET

Dr. Saleh presented the 2019 Plan and Budget with the percentage of allocation of 64.19% to Education Sector and 23.50% to Third Sector while 2.54% were allocated for a new Support Department, as per the table appended below:-

Item	Planned Budget (2018)	%	Planned Budget (2019)	%
<b>Operation</b>				
Salaries and Allowance	327,990.86	4.39	365,748.01	6.42
General and Administrative	259,647.89	3.48	190,225.61	3.34
Relocation	120,000.00	1.61	-	-
Support Department	-	-	144,623.49	2.54
<b>Grant Program</b>				
Education	5,017,400.39	67.20	3,654,225.68	64.19
Third Sector	1,740,993.58	23.32	1,337,990.00	23.50
<b>TOTAL</b>	<b>7,466,032.72</b>	<b>100</b>	<b>5,692,812.79</b>	<b>100</b>

Dr Saleh explained that the projects for 2019 in total were 55 projects whereby 35 projects are for Education Sector and the remaining 20 projects are involving Third Sector.

After some deliberation and discussion, the Board agreed and approved the 2019 Budget Plan, as per Appendix 1 attached.

#### 4. TO DISCUSS & APPROVE POLICIES AND INTERNAL REGULATIONS

Dr Saleh presented the policies and internal regulations relating to good governance and internal control on the following policies in compliance with Malaysian Regulation and Laws for the Board's review, discussion and consideration:-

- (i) NAMA-HR-G-03 Job Classification Guidelines
- (ii) NAMA-HR-G-05 Increment & Promotion System Guideline
- (iii) Internal Regulation Policy (Employees Handbook)
- (iv) Code of Conduct & Workplace Ethics Policy
- (v) Financial Policy
- (vi) Extract of AMLA Act
- (vii) NAMA Board of Trustees Governance Policy

Dr. Saleh informed the Meeting that NAMA will seek legal advices on the policies i) of AMLA Act (that will be imposed in NAMA Foundation); ii) Internal Regulation Policy (Employees Handbook), to ensure that all the drafted Policies are comply with and not contradict with any related Law in Malaysia (i.e. Labor Law etc).

At this juncture Mr. Rosli raised his concern over the shortcomings of the last preceding Annual General Meeting ("2018 AGM") which he had to redesignate that the 2/2018 Board Meeting was being held immediately after the AGM with a short notice without the presence of Dato' Wan since CEO had raised issues beyond the agenda of an AGM. Consequently, both meetings were chaired by the CEO. It was noted that the CEO had notified the AGM of financial irregularities (in the presence of the Auditors) just after the Audited Financial Statements for the financial year 2017 were duly noted and received at the 2018 AGM. No prior notice was given and there was a total failure by the Management to alert the Board of Trustees' especially the Resident Trustees.

Mr Rosli stated that an AGM is a statutory meeting for specific agenda. Financial irregularity is a very serious matter especially for charitable foundations. To maintain independence between the BOT and Management, CEO should not be chairing it if he knew that he would be presenting the issue of the financial irregularities. Mr Rosli had to make the redesignation of 2/2018 Board Meeting in order not to invalidate the AGM. More importantly, financial irregularities that happened within the local jurisdiction must be immediately notified by the Management to the local trustees and to be discussed by the Board of Trustees as a whole. Sheikh Saleh took note of Mr. Rosli's concern and advised Dr Saleh should also report/update and coordinate closely with the local Trustees in order to scrutiny NAMA's operational activities and compliance issues and for transparency and good corporate governance purposes.

Sheikh Saleh proposed that NAMA should appoint an Auditor for the internal controls purposes besides the yearly financial audits by the external Auditors. Meanwhile, the Management was requested to re-look the scope of the external Auditors. Datuk Wan recommended the HFA to perform the internal audits /check and balances, e.g. to configure performance roles, authorization limits, process flows, and templates to use matrix management in performance documents for the time being and report to the local trustees directly while exploring on the engagement of another audit firm to carry out internal audits scopes.

After some deliberations and discussion, the Board approved in principle all 7 Policies.

**5. TO DISCUSS AND APPROVE THE COMPREHENSIVE STRATEGIC PLAN 2019-2023**

Dr Saleh presented to the Board for approval the Comprehensive Strategic Plan for years 2019 to 2023 which mainly on the Strategic Issues and Key Performance Indicators (KPI) for the next 5 years whereby 2 main sectors were identified i.e. Education Program and Third Sector Program.

Dr Saleh explained that the Education Sector is to enhance the students in terms of knowledge, skills and attitude development. NAMA is targeting 70 schools amounting to 28,000 secondary school students from the focus countries i.e. 20 each from Indonesia and Tanzania while 15 each from Lebanon and Kyrgyzstan.

Dr. Saleh informed that NAMA will concentrate on the following 7 strategies to achieve its target by 70% in year 2023 from 3% in year 2019:-

- Enhance educator competencies
- Provide student and youth with knowledge, skills and competencies
- Improve governance of Education Institutions
- Provide financial assistance for students to study
- Help parents to provide educational support for children
- Improve learning facilities and support of education institutions
- Provide latest method & tools regarding evolution of formal education

Dr Saleh further informed that Third Sector Organisation (TSOs) is to enhance the sustainability of NGO to serve the needs of community. NAMA targets 35 NGO in the focus countries i.e. 10 NGOs each from Indonesia, Tanzania and Lebanon while 5 NGOs from Kyrgyzstan to improve and achieve the target of 70% in year 2023 from 6% in year 2019, which mainly concentrate on the scope below:-

- Improve organization management of TSOs
- Assist TOSs to become resourceful in sustaining operation
- TSO improve the sustainable development of communities
- Provides references for local TSOs

He added that the 4 Programs under the TSO for the next five years are:-

- Third Sector Financial Sustainability Program (TSFSP)
- Third Sector Organisational Development Program (TSODP)
- Sustainable Community Development Program (SCDP)
- Third Sector Research & Recognition Program (TSRRP)

Dr Saleh enlightened that NAMA plan is to achieve the above 2 sectors results in the next 5 years with a targeted financial value of totaling EURO12M raised from Loans, Partnerships and Revolving Funds of EURO4M each.

Dr Saleh explained that some of the allocated funds will be converted from full scholarships and full grants to zero interest loans, were given by NAMA and The Partnerships.

In the interim, Datuk Wan questioned regarding the yardsticks for improving the 2019 target from 3% to 70% in year 2023. Dr Saleh responded that NAMA has allocated for RM40,000 and outsourced the professional services to measure the improvements/performances of the Foundation at this initial stage and planned to develop a tool and mechanism to measure the target/percentage of achievement.

Sheikh Ahmed raised his concern on the philosophy and the components of loans and donations of the Foundation. Datuk Wan then requested for the Management to provide clarifications on the definition of loans/grants for a better understanding.

Sheikh Saleh indicated that it was intended to move the funding of the Foundation in the form of grants to loans gradually.

In response to the questions raised on the operational costs and plans after 5 years, Dr Saleh replied that the operational costs will be shared by 2 Partnerships.

After much deliberation and due consideration, the Board approved the Comprehensive Strategic Plan 2019-2023.

## **6. TO UPDATE ON RECRUITMENT PROGRESS**

Dr Saleh updated the Board on the proposed Amendments to the Organisation Chart whereby 2 new position were proposed i.e. Admin & Procurement and Driver with the position of the Service Worker be removed. He added that the position of Admin & Procurement is to have a staff fully committed to check on the financial position of the Foundation to avoid any financial irregularities happen again.

In the interim, Datuk Wan reminded the Foundation is required to have good frame work in terms of internal control and segregation of works. Both Datuk Wan and En. Rosli stressed that the resources should be utilized diligently and efficiently to ensure that the objectives of the Foundation are being met at all times.

After much deliberation and consideration, the Board agreed with the proposed Organization Structure, as per Appendix 2 attached.

## **TERMINATION OF MEETING**

There being no further business, the Meeting terminated at 3.30 p.m. with vote of \_\_\_\_\_ thanks to the Chairman.

**Confirmed as correct record,**

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**CHAIRMAN**

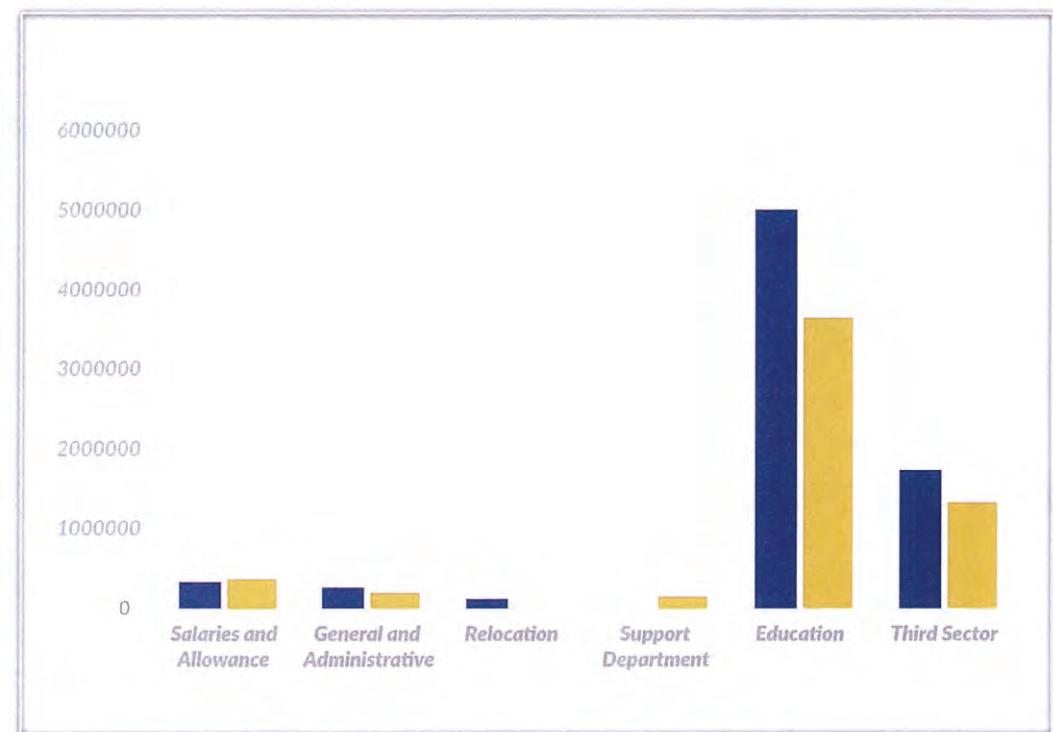
Sheikh Saleh S.A. bin Mahfouz

Date:

## AGENDA 4

## Foundation Budget Comparison According to Budget Items 2018-2019

Item	Planned Budget (2018)	%	Planned Budget (2019)	%
Operation				
Salaries and Allowance	327,990.86	4.39	365,748.01	6.42
General and Administrative	259,647.89	3.48	190,225.61	3.34
Relocation	120,000.00	1.61	-	-
Support Department	-	-	144,623.49	2.54
Grant Program				
Education	5,017,400.39	67.20	3,654,225.68	64.19
Third Sector	1,740,993.58	23.32	1,337,990.00	23.50
<b>TOTAL</b>	<b>7,466,032.72</b>	<b>100</b>	<b>5,692,812.79</b>	<b>100</b>



## AGENDA 4

# 2019 Education Program Grant Budget

Sector	PROGRAM	No.	Project	Country	Beneficiaries	Budget Amount	
Education	Educator	1	RoadMap of Outstanding Educators	Kyrgyzstan	Foundation "Ala Too" Development Center	150,000.00	
				Tanzania	Nama Intergrated Centre for Excellence Limited.		
		2		Indonesia	PT Nusantara Integra Cipta Ekselensia		
				Lebanon	Network of Educational Institutions		
	Student and Youth	3	Academic Honesty and Ethic Development	Kyrgyzstan	Razvitaia Molodezh Budushego of	27,000.00	
				Focused Countries	NAMA Foundation	30,000.00	
		4	BRIGHTS (High School Development)	Focused Countries	NAMA Foundation	16,000.00	
				Tanzania	Nama Intergrated Centre for Excellence Limited.	12,564.61	
		5	Promoting Servicing Attitudes among University Students	Tanzania	Pamoja Foundation	24,271.00	
				Tanzania	An Nahl Trust		
		6	Student Development	Kyrgyzstan	Foundation "Ala Too" Development Center	40,000.00	
				Indonesia	Yayasan Wafaa Indonesia Gemilang		
		7	Uni Here I Come	Tanzania	An Nahl Trust		
				Kyrgyzstan	Foundation "Ala Too" Development Center		
				Indonesia	Yayasan Wafaa Indonesia Gemilang		
	Management of Education Institute	8	Get Hired	Kyrgyzstan	Public Foundation "Mugalim"	14,145.00	
				Lebanon	Network of Educational Institutions	74,000.00	
				Tanzania	Altanmyah & Ghadan Co.	120,000.00	
		12	EduLead	Kyrgyzstan	Foundation "Ala Too" Development Center	110,000.00	
				Tanzania	Nama Intergrated Centre for Excellence Limited.		
		13	Dropwall (Dropout Likelihood Index)	Indonesia	PT Nusantara Integra Cipta Ekselensia		
				Lebanon	Network of Educational Institutions		
		14	Literacy School	Tanzania	NAMA Foundation	37,461.00	
		15	School Network Management System	Indonesia	Yayasan Dompet Dhuafa Republika	20,875.80	
				Focused Countries	NAMA Foundation	50,000.00	

## AGENDA 4

# 2019 Education Program Grant Budget

<b>Education</b>  <b>Financial Assistance</b>  <b>Parents and Community</b>  <b>Facilities and Support</b>  <b>Research &amp; Development</b>  <b>Continues Project</b>  <b>Pilot Project</b>	16	Tanzanian Education & Development Trust	Tanzania	An Nahl Trust	200,000.00
	17	NAMA Educational Loans	Indonesia	Yayasan Wafaa Indonesia Gemilang	296,000.00
			Kyrgyzstan	Foundation "Ala Too" Development Center	
			Lebanon	Lebanese Association for Scientific Research	
	18	Educational Scholarship	Kyrgyzstan	Public Scientific Research Fund "Central Asia"	81,600.00
			Tanzania	An Nahl Trust	25,000.00
			Palestine	Vefa Egitim Ve Yardim Vakfi	350,000.00
	19	NAMA Fund	Tanzania	An Nahl Trust	80,000.00
			Kyrgyzstan	Public Scientific Research Fund "Central Asia"	100,000.00
			Indonesia	Yayasan Bina Nurul Fikri	100,000.00
			Palestine	Vefa Egitim Ve Yardim Vakfi	110,000.00
	20	Palestinian Disadvantaged Students' Sponsorship	Palestine	UFUK İNSANİ YARDIM EĞİTİM KÜLTÜR KALKINMA DERNEĞİ	45,147.00
	21	Parent School	Kyrgyzstan	Foundation "Ala Too" Development Center	12,600.00
	22	Active Mom Raise Active Children	Lebanon	Lebanese Centre for Development	20,000.00
	23	School Sustainability	Lebanon	Network of Educational Institutions	150,000.00
	24	Tanzania School Network	Tanzania	Tanzania Integrated School Owners Association (TISOA)	50,000.00
	25	Mobile Library	Kyrgyzstan	Public Foundation "Mugalim"	23,475.00
	26	Mobile Laboratories	Tanzania	Nama Intergrated Centre for Excellence Limited.	33,000.00
	27	Malaysia Education Initiative	Malaysia	NAMA Foundation	30,000.00
	28	NAMA Talk	Malaysia	NAMA Foundation	0.00
	29	Research & Publication & Needs Assessment	Kyrgyzstan	Foundation "Ala Too" Development Center	90,000.00
			Tanzania	Nama Intergrated Centre for Excellence Limited.	
			Indonesia	PT Nusantara Integra Cipta Ekselensia	
			Lebanon	Lebanese Centre for Development	
			Palestine	Vefa Egitim Ve Yardim Vakfi	
	30	NAMA Online Data System	Focused Countries	NAMA Foundation	30,000.00
	31	Rohingya Education Intervention Program	Malaysia	NAMA Foundation	80,000.00
			Turkey	Vatan Sivil Toplum Hizmetleri Dernegi	630,023.77
			Kenya	Africa Education & Development Trust	111,562.50
			Malaysia	NAMA Foundation	59,500.00
	32	Refugees Education Intervention			
	33	Africa Education & Development Trust			
	34	Yemen Needy Students			
	35	TAMKIN (Arabic Language Development)	Focused Countries	NAMA Foundation	180,000.00

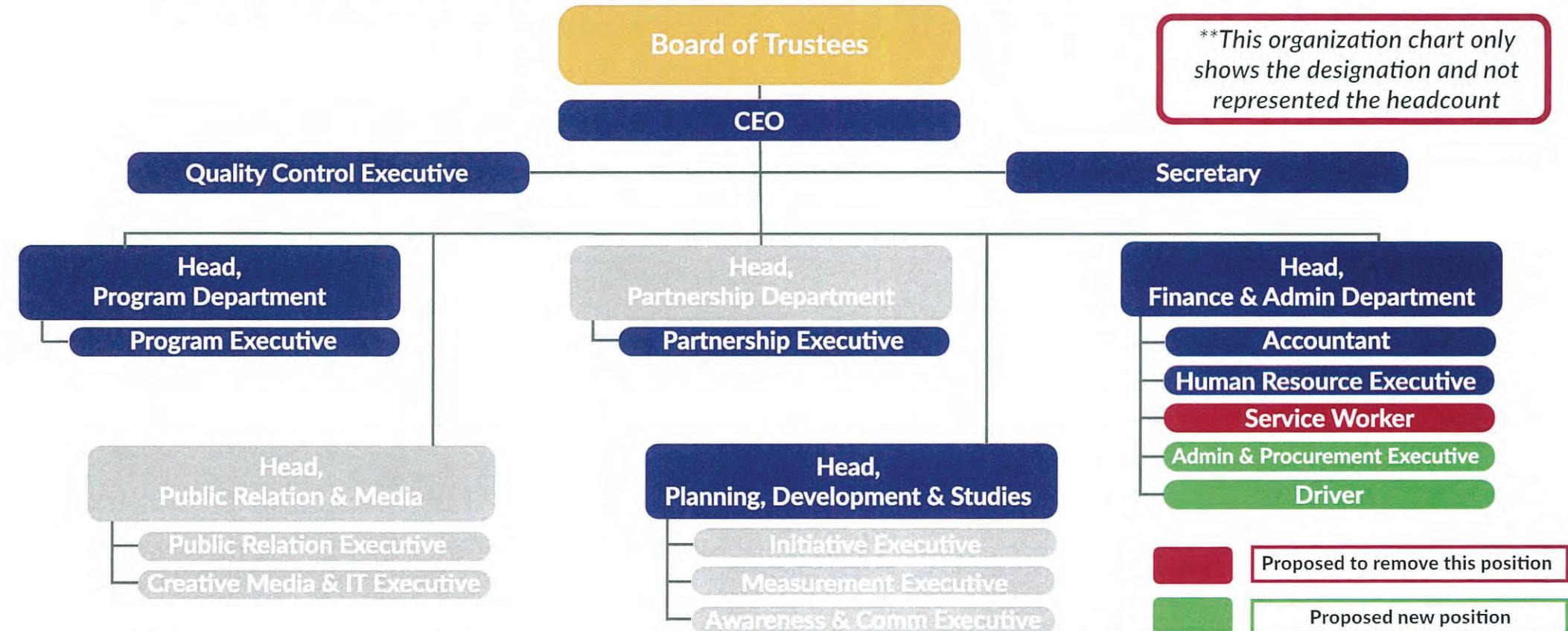
## AGENDA 4

# 2019 Third Sector Program Grant Budget

Third Sector	Organisation Development	1	MANAGE (CSO Manage Empowerment - Strategic Planning)	Tanzania	Nama Intergrated Centre for Excellence Limited.	80,000.00
				Indonesia	PT Nusantara Integra Cipta Ekselensia	
				Kyrgyzstan	Foundation "Ala Too" Development Center	
				Lebanon	Lebanese Centre for Development	
				Palestine	Vefa Egitim Ve Yardim Vakfi	
		2	C4C (CSO Consultancy) - Zero 2 Hero	Tanzania	Nama Intergrated Centre for Excellence Limited.	75,000.00
				Indonesia	PT Nusantara Integra Cipta Ekselensia	
				Kyrgyzstan	Foundation "Ala Too" Development Center	
				Lebanon	Lebanese Centre for Development	
		3	Count Me In	Indonesia	PT Nusantara Integra Cipta Ekselensia	55,000.00
				Tanzania	Nama Intergrated Centre for Excellence Limited.	
				Kyrgyzstan	Foundation "Ala Too" Development Center	
				Lebanon	Lebanese Centre for Development	
		4	PRIME	Indonesia	PT Nusantara Integra Cipta Ekselensia	40,000.00
				Kyrgyzstan	Foundation "Ala Too" Development Center	
				Lebanon	Lebanese Centre for Development	
				Tanzania	Nama Intergrated Centre for Excellence Limited.	
		5	X-Change 2.0	Indonesia	PT Nusantara Integra Cipta Ekselensia	50,000.00
				Kyrgyzstan	Foundation "Ala Too" Development Center	
				Lebanon	Lebanese Centre for Development	
		6	Organizational Development of L-Data Organisation	Focused Countries	NAMA Foundation	50,000.00
				Indonesia	PT Nusantara Integra Cipta Ekselensia	
				Kyrgyzstan	Foundation "Ala Too" Development Center	
		7	DKI Jakarta Province Government Capacity	Indonesia	Yay. Pos Keadilan Peduli Ummat (PKPU)	53,768.60
				Kyrgyzstan	Foundation "Ala Too" Development Center	
				Indonesia	PT Nusantara Integra Cipta Ekselensia	
		8	NICE	Tanzania	Nama Intergrated Centre for Excellence Limited.	90,000.00
				Malaysia	NAMA Foundation	
				Malaysia	NAMA Foundation	
		9	Malaysia NGOs Initiative	Malaysia	NAMA Foundation	30,000.00
				Malaysia	NAMA Foundation	
		10	NAMA Talk	Focused Countries	NAMA Foundation	0.00
				Indonesia	PT Nusantara Integra Cipta Ekselensia	
				Kyrgyzstan	Foundation "Ala Too" Development Center	
		11	SUSTAIN (Fundraising)	Lebanon	Lebanese Centre for Development	250,000.00
				Tanzania	Tanzania Muslims Professional Association	
				Indonesia	Yayasan Wafaa Indonesia Gemilang	
		12	NAMA Lounge @ Lebanon	Kyrgyzstan	Foundation "Ala-Too" Development Center	70,000.00
				Lebanon	Lebanese Centre for Development	
				Tanzania	Nama Intergrated Centre for Excellence Limited.	
				Indonesia	PT Nusantara Integra Cipta Ekselensia	
		13	Microfinance	Kyrgyzstan	Foundation "Ala-Too" Development Center	100,000.00
				Lebanon	Lebanese Centre for Development	
				Tanzania	Nama Intergrated Centre for Excellence Limited.	
		14	Community Leaders Project (CLP)	Indonesia	PT Nusantara Integra Cipta Ekselensia	73,974.00
				Kyrgyzstan	Foundation "Ala-Too" Development Center	
				Tanzania	Pamoja Foundation	
		15	CL: Small Scale Grain Milling & Packaging	Indonesia	Nama Intergrated Centre for Excellence Limited.	20,650.00
				Tanzania	Nama Intergrated Centre for Excellence Limited.	
		16	Stara Design Girls Schools Drop Out	Tanzania	Nama Intergrated Centre for Excellence Limited.	7,000.00
				Indonesia	PT Nusantara Integra Cipta Ekselensia	
		17	School Fundraising	Tanzania	Nama Intergrated Centre for Excellence Limited.	23,544.00
				Indonesia	PT Nusantara Integra Cipta Ekselensia	
		18	Establishment of Cooperative	Tanzania	Nama Intergrated Centre for Excellence Limited.	21,053.40
				Indonesia	Yayasan Dompet Dhuafa Republika	
		19	Productive Village	Indonesia	Yayasan Dompet Dhuafa Republika	80,000.00
				CENTRAL	NAMA Foundation	
				TOTAL	4,992,215.68	

## AGENDA 5

# Propose Amendments to Organization Chart\*\*



**NAMA FOUNDATION**  
**(Company No. 647699-V)**  
(Incorporated in Malaysia)

**MINUTES OF THE 2<sup>nd</sup> 2018 BOARD OF TRUSTEES' MEETING ("2/2018 BOTM")**  
OF NAMA FOUNDATION ("NAMA" or "the Foundation") HELD AT LEVEL 13, MENARA  
TOKIO MARINE LIFE, NO.189 JALAN TUN RAZAK, 50400 KUALA LUMPUR, MALAYSIA ON  
**WEDNESDAY, 27 JUNE 2018 AT 3.30 P.M. (MALAYSIA TIME)/ 10.30 A.M. (JEDDAH TIME).**

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**Present:**

1.	Sheikh Saleh Salem A Bin Mahfouz	(Sheikh Saleh)	Permanent Trustee
2.	Sheikh Abdelelah Salim A Bin Mahfouz	(Sheikh Abdelelah)	Permanent Trustee
3.	Sheikh Ahmed Salim A. Bin Mahfouz	(Sheikh Ahmed)	Permanent Trustee
4.	Sheikh Waleed Mohammed S Bin Mahfuz	(Sheikh Waleed)	Permanent Trustee
6.	Mr. Rosli Bin Dahlan	(Mr. Rosli)	Resident Trustee

**Absent With Apologies:**

1.	Datuk Wan Azhar Bin Wan Ahmad	:	Resident Trustee
2.	Sheikh Mohammed Hamad H Alkhamis	:	Selected Trustee

**By Invitation:**

1.	Dr. Saleh Mubarak Saleh Bazead	(Dr Saleh)	Chief Executive Officer
2.	Wan Nuramalina Bt Nor Kamal		Secretary to CEO
3.	Ms. Chua, Florence LC		Representative of KPMG
4.	Ms. Sharafain Mohd Ghani		Representative of KPMG

**Notes:**

After the 2018 AGM, Sheikh Abdelelah proposed to discuss 2 additional Agenda. It was advised that the AGM is to table and discuss matter related to Audited Financial Statement FYE 31 December 2017 only. Thus, the Board proposed to do separate meeting and agreed to held 2<sup>nd</sup> 2018 Board of Trustees' Meeting for the purpose to discuss the 2 additional agenda

**Agenda:**

The Trustees confirmed that the Meeting should be conducted on the basis on the following agenda (the "Agenda"):-

- 1) To update on Turkish Scholarship
- 2) To update on Leaving Head of Program

**OPENING REMARKS BY CHAIRMAN**

Dr. Saleh, being the Chairman of the Meeting, welcomed board members and invitees to the Meeting.

The Chairman then presided over the Meeting and called the Meeting to order at 3.30 p.m., upon confirmation of the presence of requisite quorum pursuant to Article 52 of the Articles of Association of the Foundation.

**Waiver of Notice**

The Board Consent to waive the requirement of a notice 2<sup>nd</sup> 2018 Board of Trustees.

**1. TURKISH SCHOLARSHIP PROGRAM**

Dr.Saleh presented to the Board on the Success Application for Turkish Scholarship Program, which is one of the program under NAMA Fund as details below:

COUNTRY	NO. OF APPLICANT
INDONESIA	44
KYRGYZSTAN	9
LEBANON	1
PALESTINE	1
SAUDI ARABIA	0
TANZANIA	50
YEMEN	146
<b>TOTAL APPLICATION (Shortlisted/ Success)</b>	<b>251</b>

Dr. Saleh added that NAMA team is arranging the interview session which is expected to be done within one week. The study session is scheduled to start on September 2018, and English language will be use as a medium of education.

## **2. LEAVING HEAD OF PROGRAM**

Dr. Saleh informed to the Board that the Head of Program, Mr. Khalid Al Walid Bin Mustafa Kamil had left NAMA Foundation due to misconduct action involving NAMA financial, which is overclaim expenses. The Board of Trustees agreed to forgive him and he has resigned from NAMA Foundation with immediate effect. Dr. Saleh also highlighted that one of Program Specialist has been appointed as an Acting Head of Program. Sheikh Abdelelah instructed for getting the Successor of Head of Program soonest possible as it is crucial position which delay in replacement may affect the work progression.

## **TERMINATION OF THE MEETING**

The Chairman of the Board declared that the NAMA Foundation Board meeting has ended at 4.00 p.m., and no further topics were discussed.

**Confirmed as correct record,**

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### **CHAIRMAN**

Sheikh Saleh Salem A Bin Mahfouz

Date:

**[ End of Appendix I ]**