



OIC Ombudsman Association (OICOA)

**9th BOARD OF DIRECTORS AND 3rd GENERAL ASSEMBLY
MEETINGS**

İstanbul, 05-06 October 2023

VENUE: İstanbul Anadolu Hakimevi/Ümraniye

Draft Agenda

04 October 2023

Arrival of the participants to İstanbul

05 October 2023

- | | |
|-------------|--|
| 09:30-12:00 | 9th Meeting of the Board of Directors (<i>Only for Board Members</i>) |
| 12:00-13:00 | Lunch |
| 13:30-14:15 | Opening Ceremony |
| 14:30-17:30 | OICOA Exchange of Experience Forum (Free topic- <i>With participation of OICOA Members and Ombudsmen/Head of National Human Rights Institutions of Countries Member to OIC</i>) |
| 18.00-20:00 | Bosphorus Tour |
| 20:00-21:30 | Dinner |

06 October 2023

- | | |
|-------------|------------------------------------|
| 09:00-12:00 | 3rd OICOA General Aseembly Meeting |
| 13:00-14:30 | Lunch |
| 14:30-17:30 | Cultural Tour |

Departure of the participants (06 or 7th of October 2023)



3rd General Assembly Meeting

06 October, 2023 at Istanbul, Türkiye

AGENDA FOR GENERAL ASSEMBLY MEETING

1. Recitation from the Holy Quran
2. National Anthem of Türkiye, host country
3. Opening remarks by His Excellency, incumbent President of OICOA, Mr. Şeref Malkoç.
4. Remarks by His Excellency General Secretary of OICOA, Dr. Asif Mahmood Jah.
5. Proceedings to be conducted by Executive Secretary OICOA, Mr. Almas Ali Jovindah.
6. Approval of the agenda of the 3rd meeting of the General Assembly of OICOA.
7. Report of the President on the activities of the OICOA.
8. A brief on the 9th Board meeting, held on 5th October 2023, Decision/Recommendation.
 - a. Consideration of applications for membership of OICOA.
 - b. "Membership Extension" among other OICOA countries.
 - c. Proposed amendment in the statute and formation of working group.
 - d. Fixation of "Annual Fee" and budget allocation for the Secretariat business affairs & remuneration of the office staff.
 - e. Establishment of a resource/ research centre at the OICOA Secretariat.
 - f. Input for OICOA E-Newsletter & Web page and "Social Media" initiatives for OICOA.
 - g. "Training & Capacity Building" workshops for the members Institutions & their staff and "Internship Program" for youth among member countries.
 - h. OICOA representation in important Forums, including UN.
9. Consideration of Dates and Venue for the 4th General Assembly meeting, to be held next year and OICOA calendar of activities.

10. Conduct of OICOA Elections 2023.

- i. List of candidates;
- ii. Procedure for balloting and counting of votes;
- iii. Voting process
- iv. Result announcement
- v. Address by the incoming "President".
- vi. Address by newly elected "Board Member".

11. Any other Item.

12. Vote of thanks.



OIC Ombudsman Association (OICOA)

3rd General Assembly Meeting

6th October 2023 – Istanbul, Republic of Türkiye

AGENDA



- Agenda Item No.1

Recitation from the Holy Quran

The General Assembly meeting will commence with a brief recitation from the Holy Quran to seek blessings of Allah Almighty.



- Agenda Item No.2

National Anthem of Republic of Türkiye, the Host Country

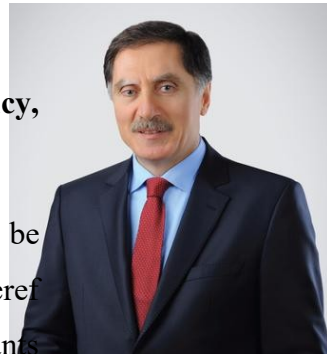
The National Anthem of the Republic of Türkiye will be played to honor our host country.



- Agenda Item No.3

Opening Remarks by His Excellency, incumbent President of OICOA

The 3rd General Assembly Meeting will be opened by the President of OICOA Mr. Şeref Malkoç. He will welcome all the participants.



of the meeting and will share his vision of OICOA.

- **Agenda Item No.4**

Remarks by His Excellency, General Secretary OICOA

The President will invite the Secretary General OICOA, Dr. Asif Mahmood Jah, to apprise the General Assembly of the initiatives undertaken by the OICOA Secretariat and its role in harmonizing the efficiency among the member institutions.



- **Agenda Item No.5**

Proceedings to be Conducted by Executive Secretary OICOA

The President OICOA will invite the Executive Secretary OICOA to introduce the agenda of the 3rd General Assembly meeting.



Mr. Almas Ali Jovindah, the Executive Secretary of OICOA, will proceed with the rest of the agenda for the General Assembly Meeting and guide the discussions on all agenda items as outlined.

- **Agenda Item No. 6**

Approval of the Agenda of the 3rd Meeting of the General Assembly of OICOA

The Executive Secretary OICOA will introduce the agenda available at Page 3-4 to the participants of the General Assembly.

- **Agenda Item No. 7**

Report of the President on the Activities of the OICOA

His Excellency, The President will be requested to present a detailed report encompassing the activities undertaken by OICOA over the last four years, reflecting his tenure's accomplishments and challenges. His presentation will highlight the initiatives carried out during his association, addressing the impact of COVID on certain projects, while also shedding light on the successful endeavors executed.

- **Agenda Item No. 8**

A Brief on the 9th Board Meeting Held on 5th October 2023, Decisions/Recommendations

The Executive Secretary, as per Article 15 of the OICOA statute, will place before the General Assembly a brief on the 9th Board of Directors Meeting, decisions & recommendations for ratification, and information which includes the following:

- a. **Membership Extension Among other OICOA Countries and consideration of Applications for Membership of OICOA.** The Board of Directors has considered the membership application received by the OICOA Secretariat from Ombudsman of Burkina Faso and is now presented to the General assembly to further review and consider this application for the final approval on Page 14-15.

The General Assembly is requested to ratify the decision of the Board of Directors regarding this membership application as per Article 15 of the OICOA Statute.

- b. **Membership Extension Among other OICOA Countries**

The Board of Directors also discussed that in adherence to OICOA's statute, it is crucial to extend OICOA membership to all OIC Member States, therefore a formal invitation will be dispatched to these countries, with the membership form which will aim to broaden our community and uphold the inclusivity mandate of OICOA. The membership form is on Page 16-17.

The General Assembly is also requested to Facilitate the “Membership Extension” Drive.

c. Proposed Amendments in the Statute and formation of Working Group

As stipulated in Article 13(1) of the OICOA Statutes, voting members have the authority to propose amendments to the statutes in writing, provided they offer full justification for such amendments. These may encompass additions, deletions, substitutions, or other modifications to any clause within the OICOA Statutes. OICOA Secretariat received a proposed amendment available on Page 18 by Mediateur de la Republique Djibouti which was tabled in Board of Directors Meeting and the recommendations are shared herewith the General Assembly for further deliberation and approval.

The amendments proposed by the members and considered by the Board of Directors are hereby placed before the General Assembly for their kind consideration.

d. Fixation of ‘Annual Fee’ and budget allocation for the Secretariat business affairs & remuneration of the office staff

Article 7(5)(a), and 16(1)(a) of the OICOA statutes provides for the annual membership of OICOA. Previously in Board of Director’s meeting it was decided to fix an annual membership fee for the incumbent members which could not be materialized. The Board of Directors has recommended an annual membership fee for the members of OICOA.

The OICOA Secretariat, located in Islamabad, Pakistan, operates under the leadership of the General Secretary OICOA. The Secretariat comprises a dedicated team including the Executive Secretary, Office Staff, Newsletter Editor/Researcher, Interns, and IT professionals. To maintain high standards of professionalism and ensure consistent output from the team, it is crucial to provide the team with adequate financial support. The Board of Directors has discussed the budget allocation to support the Secretariat's operations.

The General Assembly is requested to review and that they may approve the recommendations of the Board of Directors.

It is also requested that the General Assembly may kindly review the recommendations of the OICOA Board of Directors to ensure sustained professionalism and team productivity at OICOA Secretariat.

e. Establishment of a Resource/Research Centre at the OICOA Secretariat

The persistent legal challenges across various jurisdictions necessitate the establishment of a Resource/Research Centre at the OICOA Secretariat. This center will serve as a pivotal platform for comprehensive research, knowledge exchange, and fostering a robust network among global ombuds institutions, thereby enhancing OICOA members' collective capability to address legal issues in addition to domains of effective accountability of public functionaries and Human Rights.

The General Assembly is requested to recommend the establishment of a Resource/Research Centre.

f. Input for OICOA E-Newsletter, Web Page, and 'Social Media' initiatives for OICOA

The General Assembly will be urged to facilitate content contribution from all the member countries of OIC for the OICOA Newsletter preparation on a monthly basis. Once the newsletter is circulated among the members, it is crucial to further disseminate this information to significant quarters and key stakeholders to foster a well-informed and collaborative environment.

In addition to the above, the launch and diligent maintenance of social media handles and OICOA website is a pivotal step towards amplifying the outreach of OICOA. The OICOA Secretariat is encouraged to spearhead this initiative, ensuring a regular posting of pertinent updates from all member countries. Additionally, a frequent conduction of podcasts and interviews in collaboration with the OICOA Secretariat in Islamabad is proposed, where a dedicated video editing team is already in place to assist member countries in ensuring professional quality and consistency of the media content disseminated. The members of the General Assembly is encouraged to frequently contribute in the Blogs and Research section of the OICOA website.

The General Assembly is requested to explore strategies to ensure regular content contribution from member countries and effective distribution channels to reach a wider audience. The General Assembly is also requested to discuss strategies for effective social media campaigns, website content updating, and potentially

allocating resources or forming dedicated teams to manage and optimize OICOA's online presence.

g. ‘Training & Capacity Building’ Workshops for the Member Institutions and their Staff and ‘Internship Program’ for Youth among Member Countries

The members of the General Assembly will be briefed on the online training sessions organized and arranged by the OICOA Secretariat - Islamabad, Pakistan. These sessions, covering important professional topics of global importance have played a pivotal role in capacity building, knowledge enhancement, and mutual information sharing among the officers and staff of the OICOA Member institutions. The discussion will provide insights into the topics covered, the impact of these sessions, and future strategies for continuing such educational initiatives to further foster a culture of continuous learning and collaboration within OICOA.

Currently operational in Pakistan with notable contribution by OICOA Member Institutions - Federal Tax Ombudsman and Federal Ombudsman Secretariat for Protection Against Harassment (FOSPAH), the internship program has demonstrated its value in fostering a culture of learning and professional growth among young individuals. The General Assembly is recommended to take active steps towards the expansion of the internship program to an international level through the OICOA platform. An international expansion will not only attract a diverse talent pool but also significantly enhance OICOA's global outreach and reputation. It is imperative that the Member Countries actively promote and participate in this initiative.

The General Assembly is requested to facilitate and participate in the holding of Training Sessions and Capacity Building initiatives undertaken at the OICOA Secretariat. It is also requested that the General Assembly facilitate the Internship Program across the OICOA member institutions on “EXCHANGE BASIS” and discuss & evaluate the necessary resources required to effectively implement and manage the international internship program.

h. OICOA Representation in Important International Forums such as United Nations.

It was discussed in the Board of Directors Meeting that how imperative it is for the advancement of OICOA's global connectivity and outreach that its presence is established on international forum to articulate our message effectively. It is proposed

that key members of OICOA, including the President, Secretary General, Board Members, and Executive Secretary be delegated the responsibility to represent OICOA at important international forums such as the United Nations Organization. This initiative is aimed at delivering OICOA's message on a broader scale and fostering meaningful interactions with global counterparts, thereby elevating the stature and influence of OICOA in international discourse.

The General Assembly is requested to approve the suggestions of the Board of Directors for the advancements of OICOA's global connectivity.

- **Agenda Item No.9**

Consideration of Dates and Venue for the 4th General Assembly meeting, to be held next year and OICOA Calendar of Activities

The General Assembly will be requested to invite members to volunteer to host the 10th Board of Directors Meeting and 4th General Assembly meeting.

The Calendar of Activities was tabled before the board of Directors and the General Assembly is hereby requested to engage in thoughtful deliberation and provide their recommendations concerning the plan, date, and venue for the events scheduled for the upcoming years, encapsulated within a well-articulated strategic roadmap. This roadmap should ideally reflect the broader objectives and aspirations of OICOA, ensuring a coherent and progressive trajectory. The aim is to foster a well-orchestrated series of upcoming events that not only enhance the stature and influence of OICOA but also contribute significantly to the discourse and collaborative actions on the pertinent issues at hand.

The General Assembly will be asked to volunteer to host the next Board of Directors and General Assembly meetings and to recommend the plan, dates and venue for the upcoming Board of Directors and General Assembly Meetings for approval in the General Assembly.

- **Agenda Item No. 10**

Conduct of OICOA Elections, 2023

Election will be held in the General Assembly in accordance with the provisions of Article 9(d) of the OICOA Statues.

i. **List of Candidates**

Nomination Papers of the candidate as per Article 7(1)(a) signed by the Candidate, proposer and seconder received on/before September 28th 2023 (cut-off date for the submission of Nomination Papers) were scrutinized and found valid as per 12(2)(e) by Hon'ble General Secretary, are displayed on Page 19-23

ii. **Procedure for balloting and counting of votes:**

The General Assembly will be requested to recommend and approve the procedure of balloting and voting. Accordingly, the Ballot Papers annexed on Page 24-25 will be distributed in General Assembly Meeting among the participant voting members to exercise their right of vote.

iii. **Voting Process:**

Since the incumbent President/Vice-President are contesting the elections, the Article 11(e) provides for the senior most incumbent Ombudsman present from amongst the Voting Members and not contesting election, to chair the election proceedings. Hence, the General Assembly will choose such Ombudsman to chair the process of election. Voting will be counted after the completion of balloting under the supervision of the Presiding Officer.

Votes will be counted after the completion of balloting.

iv. **Result Announcement:**

Result of the Election for the positions of President, Vice President, Members of the Board of Directors and will be announced by the Presiding Officer of General Assembly Session.

v. **Address by the Incoming 'President'**

Since His Excellency, Mr. Seref Malkoc, the Chief Ombudsman of Republic of Türkiye got elected unopposed, he, being President-Elect of OICOA for the term 2023-27 is requested to address the General Assembly unveiling the robust vision of his tenure ahead. Through the address, the President will delineate strategic initiatives that will propel OICOA into a realm of enhanced global recognition and efficacy. The address will also encapsulate the President's intended commitment to fostering a culture of collaborative

engagement, transparency, and active participation among all members, ensuring the collective advancement of OICOA's missions and objectives.

vi. **Address by Newly Elected 'Board Member'**

The newly elected Board Member(s) of OICOA will be invited to share a forward-thinking vision with the General Assembly. Through this address, strategic plans to enhance OICOA's global impact and foster a culture of collaboration and transparency will be unveiled, ensuring a united effort towards achieving the organization's noble objectives.

- **Agenda Item No.11**

Any Other Item

The General Assembly is invited to bring forth any other discussion considered necessary as per the provision of Article 9(j) to facilitate a thorough examination of all relevant matters, ensuring that the General Assembly's deliberations are as exhaustive and inclusive as possible.

The General Assembly will be requested to recommend any other necessary task for the approval.

- **Agenda Item No.12**

Vote of Thanks

The session will conclude with a 'Vote of Thanks and Gratitude' addressed by the Host Country. The President of OICOA and Hon'ble Chief Ombudsman of the Republic of Türkiye, Mr. Seref Malkoc will extend gratitude towards all the participants of General Assembly for their valuable contributions and engagement.



OIC Ombudsman Association

Secretariat: 5-A, Constitution Avenue, Islamabad,

Pakistan Web: <http://www.oicoa.org/>, Email.

secretary@oicoa.org Phone: +92519222534

APPLICATION FORM FOR OICOA MEMBERSHIP

Type of Membership applied for:-

Voting Member ☒

Associate Member ☐

Honorary Member ☐

1. Office or Person Applying:

Fatimata SANOU/TOURE (Ombudsman of Burkina Faso)

2. Details of Office:

**“Le Médiateur du Faso” is an independent
ombudsman institute, defender of human rights and
promoting good governance**

3. Address:

**109 Avenue du Médiateur du Faso 01 BP 5577 OUAGADOUGOU
01**

4. Telephone: (226) 25 31 08 35/37/38/92 Fax: (226) 25 31 08 95

Email: mediateurdufaso@gmail.com Website:

www.mediateurfaso.gov.bf

5. Documents attached:

Organic Law No. 017-2013/AN of 16 May 2013

6. Other information that may be of assistance with communication:

**The ombudsman of Burkina Faso has been constitutionalized since
2012**

7. I declare and affirm as follow:

(i) I have read and am cognizant of the requirements of the
Statutes of the OIC Ombudsman Association insofar as
they apply to matters of Memberships.

- (ii) That the office applying for membership meets the requirements listed under the Statutes.
- (iii) That the attached information confirms eligibility for Membership.

Declared at **Ouagadougou on September 22, 2023**

Signature (Applicant) ____



Title (Designation of Office) : **Le Médiateur du Faso**

Country: **BURKINA FASO**



OIC Ombudsman Association

Secretariat: 5-A, Constitution Avenue, Islamabad, Pakistan

Web: <http://www.oicoa.org/>, Email: secretary@oicoa.org

Phone: +92519222534

APPLICATION FORM FOR OICOA MEMBERSHIP

Type of Membership applied for:-

Voting Member ☐

Associate Member ☐

Honorary Member ☐

1. Office or Person Applying:

2. Details of Office:

3. Address:

4. Telephone: _____ Fax: _____

Email: _____ Website: _____

5. Documents attached:

6. Other information that may be of assistance with communication:

7. I declare and affirm as follow:

- (i) I have read and am cognizant of the requirements of the Statutes of the OIC Ombudsman Association insofar as they apply to matters of Memberships.
- (ii) That the office applying for membership meets the requirements listed under the Statutes.
- (iii) That the attached information confirms eligibility for Membership.

Declared at _____

Signature (Applicant) _____

Title (Designation of Office) _____

Country _____

Amendments/ Recommendation by Médiateur de la République Djibouti

Suggestions concerning the amendment of the provisions of the statutes of the association of Ombudsmen and Mediators of the O.I.C. Member States.

As part of strengthening the capacities of the institutions of Mediators of OIC Member States, to propose the following in the objectives of the association:

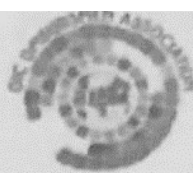
To advocate the training of Ombudsman Office staff in accordance with Islamic values and fundamental rights and freedoms;

And through this training to promote the protection and safeguarding of the fundamental rights of citizens in their relations with organizations responsible for a public service mission in order to consolidate peace and social cohesion.

To insert a “means of action” component for the implementation of its objectives in order to make the action of the A.O.M.O.C.I more efficient, while ensuring the transmission of the values specific to the O.C.I.

To insert the following provision in particular in the “missions and values” section:

The designation of one or more Mediators in the resolution of internal conflicts of its member states in accordance with Islamic values and fundamental rights and freedoms.



OIC OMBUDSMAN ASSOCIATION

ELECTION OF OFFICE BEARERS & OTHER MEMBERS OF THE BOARD OF DIRECTORS

NOMINATION FORM

We hereby nominate the following Full Members with voting rights to stand for election for the following offices of the Association at the forthcoming General Meeting:

Office	Name and Title of Person Nominated	Signature of Person Nominated
President	Şeref Malkoç-Chief Ombudsman of the Republic of Türkiye	
Vice President		
Secretary General		
Members	1.	
	2.	
	3.	
	4.	

We confirm that:

The candidates have accepted this nomination to stand for election for the office for which they have been nominated.

Proposer's Signature

Seconder's Signature

Proposer's Name .. Mohamed Benachlou ..

Seconder's Name Sabina Aliyeva
The Commissioner for Human

Proposer's Title Mediator of the Kingdom
of Morocco

Seconder's Title Rights (Ombudsman) of
Rep. of Azerbaijan

Date 26 SEP. 2023

Dated ... 26 September 2023



Annex-I

OIC OMBUDSMAN ASSOCIATION

ELECTION OF THE OFFICE BEARERS & OTHER MEMBERS OF THE
BOARD OF DIRECTORSNOMINATION FORM

We hereby nominate the following voting member to stand for election for the following offices of the OICOA at the forthcoming General Assembly Meeting;

Office	Name & Title of Person Nominated	Signature of Person Nominated
President		
Vice President	Justice Dr. Zabihollah Khodaeiyan The President of the General Inspection Organization(GIO) The Islamic Republic of IRAN	
Members Board of Directors	1.	
	2.	
	3.	
	4.	

We confirm that;

- We are voting members of OIC Ombudsman Association.
- The candidates have accepted this nomination to stand for election for the office for which they have been nominated.

Proposer's signature

Proposer's name Seref Malak

Proposer's title Chief ombudsman
of Turkey

Date: 25/09/2023

Secondar signature

Secondar name Dr. Asif Mahmood Jah

Secondar title Federal Tax ombudsman
Pakistan

Date: 26-09-2023



FORUM OF PAKISTAN OMBUDSMAN
Head Office, Federal Tax Ombudsman Secretariat,
5-A, Constitution Avenue, Islamabad.
Website: <http://fpo.org.pk>

BOARD RESOLUTION
FORUM OF PAKISTAN OMBUDSMAN (FPO)

At the 28th Meeting of the Forum of Pakistan Ombudsman (FPO), held at Quetta on **4th August, 2023**, a board resolution was unanimously adopted, in which it was resolved with a collective concord that the Honorable Federal Tax Ombudsman, Dr. Asif Mahmood Jah, to be duly nominated as the Secretary General of the Organization of Islamic Cooperation Ombudsman Association (OICOA) for the forthcoming quadrennial period.

Almas Ali Jovindah.
Executive Secretary, FPO.



OIC OMBUDSMAN ASSOCIATION

ELECTION OF THE OFFICE BEARERS & OTHER MEMBERS OF THE
BOARD OF DIRECTORS

NOMINATION FORM

We hereby nominate the following voting member to stand for election for the following offices of the OICOA at the forthcoming General Assembly Meeting;

Office	Name & Title of Person Nominated	Signature of Person Nominated
President		
Vice President		
Members Board of Directors	1. The Commissioner for Human Rights (Ombudsman) of the Republic of Azerbaijan, Sabina Aliyeva	
	2.	
	3.	
	4.	

We confirm that;

- We are voting members of OIC Ombudsman Association.
- The candidates have accepted this nomination to stand for election for the office for which they have been nominated.

Proposer's signature

Proposer's name Seref Malkos
Proposer's title Chief Ombudsman of Türkiye

Date: 28-09-2023

Seconder signature

Seconder name Dr. Asif Mahmood Jali
Seconder title Federal Tax ombudsman Pakistan

Date: 28-09-2023




Annex-I

OIC OMBUDSMAN ASSOCIATION

ELECTION OF THE OFFICE BEARERS & OTHER MEMBERS OF THE BOARD OF DIRECTORS

NOMINATION FORM

We hereby nominate the following voting member to stand for election for the following offices of the OICOA at the forthcoming General Assembly Meeting;

Office	Name & Title of Person Nominated	Signature of Person Nominated
President		
Vice President		
Members Board of Directors	1. Mohamed BENALILOU Mediator of the Kingdom of Morocco	
	2.	
	3.	
	4.	

We confirm that;

- We are voting members of OIC Ombudsman Association.
- The candidates have accepted this nomination to stand for election for the office for which they have been nominated.

Proposer's signature 

Proposer's name Seref Malkoc,

Proposer's title Chief Ombudsman
of Türkiye

Date: 25/08/2023

Seconder signature 

Seconder name Dr. Asif Mahmood Jah

Seconder title Federal Tax ombudsman
Pakistan

Date: 26-09-2023

OIC Ombudsman Association

Board of Directors' Election
06 October, 2023 at Istanbul, Türkiye



Ballot Paper Election of the Board of Directors

Position	Name of Candidate	Remarks	Vote
President	Şeref Malkoç Chief Ombudsman of the Republic of Türkiye	Elected unopposed	
Voice President	Justice Dr. Zabihullah Khodeiyan The President of the General Inspection Organization (GIO) The Islamic Republic of IRAN	Elected unopposed	
Secretary General	Dr. Asif Mahmood Jah Federal Tax Ombudsman, Pakistan	Elected as nominated by Forum of Pakistan Ombudsman	
Board Member	Sabina Aliyeva The Commissioner for Human Rights (Ombudsman) of the Republic of Azerbaijan	Elected	
Board Member	Mohammed BENALILOU Mediator of the Kingdom of Morocco	Elected	
Board Member			
Board Member			

OIC Ombudsman Association

Board of Directors' Election
06 October, 2023 at İstanbul, Türkiye



Ballot Paper Election of the Board of Directors

Position	Name of Candidate	Remarks	Vote
Board Member			
Board Member			
Board Member			
Board Member			

Voting Member Name _____

Country _____