



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 Asembly Meeting |
| 13:00-14:30 | Lunch |
| 14:30-17:30 | Cultural Tour |

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

OIC Ombudsman Association



9th Board of Directors' Meeting
05 October, 2023 at Istanbul, Türkiye

AGENDA FOR BOARD OF DIRECTORS' MEETING

1. Recitation from the Holy Quran.
2. National Anthem of Türkiye, host country.
3. Opening remarks by His Excellency, President of OICOA & host Country, 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 9th meeting of the BOD of OICOA.
7. Review of previous BOD meeting, held in Baku.
8. Report of the President on the activities of OICOA.
9. Consideration of applications for membership of OICOA and "Membership Extension" among other OICOA countries.
10. Proposed amendments in the statute and formation of working group.
11. Fixation of "Annual Fee" and budget allocation for the Secretariat business affairs & remuneration of the office staff.
12. Establishment of a Resource/Research centre at the "OICOA Secretariat".
13. Input for OICOA E-Newsletter & Webpage and "Social Media" initiatives for OICOA.
14. "Training & Capacity Building" workshops for the member Institutions & their staff and "Internship Program" for youth among member countries.
15. OICOA representation in important forums, including UN.
16. Consideration of Dates and Venue for the 10th "Board of Directors' Meeting" and the 4th General Assembly Meeting, to be held next year and OICOA calendar of activities.



17. Conduct of OICOA Elections 2023.

Detail about scrutiny of nomination forms;

- i. Approval of the list of candidates;
- ii. Procedure for balloting and counting of votes;
- iii. Selection of "Presiding Officer".
- iv. Voting Process

18. Any other Item.

19. Vote of thanks.



OIC Ombudsman Association (OICOA)
9th Board of Directors Meeting

5th October 2023 – Istanbul, Republic of Türkiye

PROPOSED AGENDA



- **Agenda Item No.1**

Recitation From the Holy Quran

The 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 9th Board of Director's 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 Board of Directors 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 will invite the Executive Secretary OICOA to introduce the agenda of the meeting to the Board of Directors.

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



- **Agenda Item No. 6**

Approval of the Agenda of the 9th Meeting of the BOD of OICOA

The Executive Secretary OICOA will introduce the draft agenda to the participants of the meeting.

The Board of Directors will be requested to approve the draft agenda produced on pages no. 3 & 4.

- **Agenda Item No. 7**

Review of Previous BOD Meeting Held in Baku, Azerbaijan

A review of the previous OICOA Board of Directors meeting, held in Baku, Azerbaijan will be given to the Board Members. Strategies to evolve OICOA into a prominent Ombuds forum, within Islamic world, was the focal point of discussion of the last BOD meeting. Key discussions also encompassed the proposed structure of membership fee payments and the establishment of a working group for this purpose.

- **Agenda Item No. 8**

Report of the President on the Activities of 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. 9**

‘Membership Extension’ Among other OICOA Countries and consideration of Applications for Membership of OICOA.

In adherence to OICOA’s statute, it is crucial to extend OICOA membership to all OIC Member States. 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 14-15.

The OICOA Secretariat in Islamabad, Pakistan has received Membership Application from the Ombudsman of Burkina Faso to become a member institution of OICOA. During this agenda point, the Board of Directors will review, discuss, and evaluate this application on Page 16-17 and decide on the acceptance of Burkina Faso into OICOA.

Board of Directors will be requested to facilitate the “Membership Extension” drive and to review the Membership Application of Burkina Faso.

- **Agenda Item No. 10**

Any Proposed Amendment 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. Mediateur de la Republique Djibouti has proposed an amendment on Page 18, which will be tabled for discussion during this segment of the Board of Directors meeting. Post discussion, the board may formulate a Working Group to further refine and finalize the proposed amendments, which will subsequently be presented in the General Assembly for further deliberation and potential approval.

The Board of Directors will be requested to recommend any proposed amendment for approval of the General Assembly.

- **Agenda Item No. 11**

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 will be requested to recommend 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. During this segment of the meeting, the Board of Directors will discuss and determine the necessary budget allocation to support the Secretariat's operations as per Clause 7(a) of the OICOA Statutes.

The Board of Directors will be requested to suggest an annual Membership Fee for OICOA to be tabled in General Assembly for approval and is also requested to review and set the budget to adequately fund the OICOA Secretariat's operations and staff welfare, to ensure sustained professionalism and team productivity.

- **Agenda Item No. 12**

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 Board of Directors will be requested to recommend the establishment of a Resource/Research Centre.

- **Agenda Item No. 13**

Input for OICOA E-Newsletter Webpage and ‘Social Media’ Initiatives for OICOA

The Board of Directors 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, launch and diligent maintenance of social media handles and OICOA website is also 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 Board Members are encouraged to supervise the frequent contributions by member countries in the newly introduced Blogs and Research section of the OICOA website.

In this agenda point, The Board of Directors will be requested to explore strategies to ensure regular content contribution from member countries and effective distribution channels to reach a wider audience. The Board of Directors are 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.

- **Agenda Item No. 14**

Training & Capacity Building Workshops for the Member Institutions & their Staff and ‘Internship Program’ for youth among member countries.

The Board of Directors will be briefed on the online training sessions organized and arranged by the OICOA Secretariat, Islamabad, Pakistan. These sessions, covering 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 Board of Directors is recommended to advocate for and take active steps towards the expansion of our existing

successful 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 Board of Directors actively promotes this initiative, ensuring a structured implementation that aligns with OICOA's broader objectives of nurturing talent and promoting international cooperation.

The Board of Directors will be requested to facilitate the holding of Training Sessions and Capacity Building initiatives undertaken at the OICOA Secretariat. The Board of Directors will also be requested to 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.

- **Agenda Item No. 15**

OICOA Representation at Important Forums including United Nations (UN)

It is imperative for the advancement of OICOA's global connectivity and outreach to establish a presence on international forum to articulate our message effectively. It is proposed that in accordance with Article 7(g) of OICOA Statutes, 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 Board of Directors will be requested to recommend suggestions for the advancements of OICOA's global connectivity for approval in the General Assembly.

- **Agenda Item No. 16**

Consideration of Dates and Venue for the 10th Board of Directors Meeting’ and the 4th General Assembly Meeting to be held next year and OICOA Calendar of Activities

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

The Board of Directors are also 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 Members in the Board of Directors 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. 17**

Conduct of OICOA Board of Directors Elections, 2023

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

i. Approval of the list of Candidates:

Nomination Papers of the candidate as per Article 7(1)(a) signed by the Candidate, proposer and seconder supposed to be received before September 28th 2023 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 Board of Directors will be requested to recommend and approve the procedure of balloting and voting. Accordingly, the Ballot Papers on Page 24-25, will be

distributed, in General Assembly Meeting, among the participant voting members to exercise their right of vote.

iii. Selection of Presiding Officer:

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, Board of Directors will choose such Ombudsman to chair the process of election.

iv. Voting Process:

Votes will be counted after the completion of balloting.

• Agenda Item No.18

Any Other Item

Board Members are invited to bring forth any other discussion considered necessary to facilitate a thorough examination of any relevant matters, ensuring that the board's deliberations are inclusive.

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

• Agenda Item No.19

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 Islamic Republic of Türkiye, Mr. Seref Malkoc will extend gratitude towards all the board members 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:

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 _____



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 | <input checked="" type="checkbox"/> |
| Associate Member | <input type="checkbox"/> |
| Honorary Member | <input type="checkbox"/> |

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**

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:

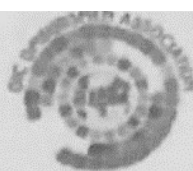
To advocate the training of Ombudsman Office staff in accordance with Islamic values and fundamental rights and freedoms;

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 Benachilou ..

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 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	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 Malakoglu
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			

ÖIC 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 _____