



**Internal Rules For The General Secretariat Of The  
Organisation Of Islamic Cooperation**

## **RULE I**

### **DEFINITIONS**

1. These rules shall be called Internal Rules for the Secretariat of the Organisation of Islamic Cooperation. They include provisions which govern the organization, functions and term of reference of the Secretariat.

2. In these rules, the following terms shall mean:

“THE ORGANIZATION”	the Organisation of Islamic Cooperation
“THE CHARTER”	the Charter of the Organisation of Islamic Cooperation
“THE CONFERENCE”	the Conference of Kings and Heads of State and Government or the Conference of the Foreign Ministers or their duly accredited representatives.
“MEMBER STATES”	Member States of the Organisation of Islamic Cooperation in accordance with Article VIII of the Charter
“SECRETARY GENERAL”	the Secretary General of the Organisation of Islamic Cooperation.
“THE GENERAL SECRETARIAT”	the Secretariat of the Organisation of Islamic Cooperation
“THE SUBSIDIARY ORGANS”	the Organ established by the Organisation of Islamic Cooperation and subsidiary to the Islamic Secretariat.

## **RULE II**

### **THE SECRETARY GENERAL**

1. The Secretary General shall be the highest authority in the Secretariat and Subsidiary Organs established by the Council and affiliated to the Secretariat. He shall be responsible to the Council as to conducting the work of the Secretariat and implementing the provisions of its regulations.

2. The Secretary General shall carry out the task entrusted to him by the Council. He shall follow-up the implementation of the resolutions adopted by

the council and submit reports on the progress made and the obstacles encountered and methods to confront them.

3. In the performance of the duties the Secretary General shall be assisted by three Assistant Secretaries General and a number of officials and experts as defined in these regulations.

4. In his absence the Secretary General shall delegate his functions to the most senior of the Assistant Secretaries General. In case the post of Secretary General is vacant, it shall be filled by the most Senior Assistant Secretary General who shall assume the terms of reference and prerogatives until a new Secretary General is appointed: if Assistant Secretaries General are equal in seniority the older shall be given priority.

## **RULE III**

### **THE GENERAL SECRETARIAT**

1. The General Secretariat is the executive organ of the Organization, it shall undertake the functions entrusted to it by the Council in accordance with the rules of the charter and these regulations and within the frame work of the work plan adopted by the Council and the Secretary General. It shall also assist the subsidiary and specialized organs to perform their tasks and coordinate their programmes.

2. The functions of the General Secretariat shall be distributed among main departments each or many of them to be headed by an Assistant Secretary General who shall be responsible before the Secretary General for the running of their work .

3. Main departments shall consist of departments, sections and offices to be established by the Secretary General as may be needed and within financial appropriations and according to the approved work programmes . These departments and sections shall be headed by officers to be designated by the Secretary General in accordance with staff regulations of the Organization.

## **RULE IV**

### **FUNCTIONS OF THE MAIN DEPARTMENTS**

1. Main departments shall assume the following functions within the limits of their competence:

- a. To assist the Secretary General, offer advice to him and represent him when necessary.
- b. To be responsible for correspondence with subsidiary organs and all other main departments, within competence limits.
- c. To maintain correspondence with Governments of Member States upon prior approval of the Secretary General.
- d. To participate in the work of Conferences, Committees and other Meetings and make necessary preparations thereof.
- e. To carry out the administrative and financial procedures thereof.

2. In addition to the functions set out in the previous paragraph, the main departments shall perform the Secretariat work of Conferences and Committees related to their fields of work. Such work will include the following:

- a. Preparation of a draft agenda for each session.
- b. Supervision of distribution of basic documents in time.
- c. Informing competent bodies in the General Secretariat of the arrangements and services required .
- d. Assisting the meeting's Chairman in the preparation and organization of the work of the sessions.
- e. Providing Conferences and Committees with the documents necessary for their work.

3. Each of the main departments shall -within their competence-, assume the following functions:

- a. To collect, make available and organize the use of all information, data and statistics relating to their work.
- b. To prepare the research work related to their fields .

- c. Call for symposiums and meetings related to its activities and preparation and follow-up of their respective recommendations.
- d. Represents the General Secretariat in the Conferences and meetings related to its activities and to which the Organization is invited to participate in.
- e. Cooperate with international and regional organizations in their respective fields and follow-up their activities.

## **RULE V**

### **MAIN DEPARTMENTS OF THE GENERAL SECRETARIAT**

The following main departments shall be established within the General Secretariat:

#### **FIRST: THE OFFICE OF THE SECRETARY GENERAL:**

It shall perform the following tasks:

- a. Supervise Conference work and meetings of the Organization and preparation of the final versions of the Secretary General's reports .
- b. Follow-up and coordination of the work of departments.
- c. Coordination of work with the subsidiary organs.
- d. Follow-up and coordination of the activities by non-governmental organizations.
- e. Protocol and liaison and other matters related to privileges and immunities of the organization.
- f. Private Secretariat.

#### **SECOND: DEPARTMENT OF POLITICAL AFFAIRS**

It shall perform the following tasks:

- a. To coordinate political plans of Islamic States and unify their plans at the U.N., the Arab League, the Organization of African Unity, the Non-Aligned countries, and other international fora in accordance with the objectives and principles of the Charter and the resolutions of the Conference.

- b. To study political relations, subjects and issues in international and regional domains, and suggest positions of Islamic policy and ways of coordination relating thereto.
- c. To follow-up the implementation of political resolutions and strategies and laying down special studies on the amendments required by application and practice.
- d. To take charge of technical Secretariat work for the political meetings.

**THIRD: DEPARTMENT OF THE AL QUDS AL SHARIF AND THE PALESTINE CAUSE:**

This department shall assume the following functions:

- 1) Prepare political, economic and social studies to support the struggle of the Palestinian people and help them regain their legitimate rights.
- 2) Prepare of the necessary plans to safeguard Holy Places, and to consolidate their Islamic and international status, and to submit studies in that respect.
- 3) Prepare reports on the causes of Al Quds Al Sharif and Palestine and providing Member States and concerned bodies and organs of the Organization with these reports.
- 4) Define the appropriate information policy to advocate the Palestine cause, expose the enemies violations of holy sites and coordinate information activities with specialized bodies.
- 5) Follow-up the development of Jewish immigration to occupied Palestine and proposing plans to put an end to it.
- 6) Pursue Zionist activity in its different forms and propose the necessary measures to resist it.
- 7) Follow-up the development of the Palestine cause and the destiny of Al Quds Al Sharif in all fields and at the U.N. and other international fora.

## **FOURTH: INFORMATION DEPARTMENT**

It shall perform the following tasks:

- 1) Guide the Islamic Information policy and plan and manage its information campaigns so as to foster relations among Muslim masses and affirm spiritual and religious unity, introduce the OIC and its role in Highlighting the Islamic Ummah, its civilization, its heritage, its progress and its achievements.
- 2) Produce information material and distribute them in such a way as to support Islamic media.
- 3) Study and examine factors affecting Islamic media and counter propaganda.
- 4) Use of press and other mass media to support Islamic media.
- 5) Conduct periodic survey of public opinion whenever necessary.
- 6) Coordinate information work between the information branches of the Member States and the Secretariat as well as with other information bodies in the interests of the Islamic Ummah.
- 7) Undertaking public relations' affairs of the Secretariat and relevant conferences.
- 8) Coordination between its information tasks and the Union of Islamic News Agency (UNA).

## **FIFTH: DEPARTMENT OF ECONOMIC AFFAIRS**

The Department shall assume the following functions:

- 1) To prepare joint economic plans to face international economic blocs.
- 2) To make proposals on political positions in the light of economic, commercial and financial relations, questions and issues in international and regional spheres, and ways of co-ordination of policies of Member States in this respect.
- 3) To prepare studies for the development of Islamic economy in collaboration with relevant subsidiary organs.
- 4) To prepare economic and statistical bulletins.

- 5) To prepare studies and plans to safeguard natural resources of Member States.
- 6) Conduct a study to elaborate plans that would facilitate communication among Member States in different way, in order to reinforce their ties and communication.
- 7) To conduct a study to address issue of transport, land, maritime and air communication among Member States.
- 8) To elaborate a plan for technical cooperation and exchange of experience among Member States, and to work for the development of administrative and technical cadres in economic and touristic fields, and make use of experience of Muslim expertise.
- 9) To conduct studies and provide consultancy in economic issues and Islamic banking.

## **SIXTH: DEPARTMENT OF CULTURAL AND SOCIAL AFFAIRS**

This Department shall assume the following functions:

- 1) To coordinate and encourage the activities of already established cultural centres, or those to be established on voluntarily basis.
- 2) To sponsor and provide cultural assistance to Muslim communities all over the world.
- 3) To collect, study and circulate information of cultural character in the interest of the Islamic Ummah.
- 4) To publish books on Islam, Islamic culture, and on the history of Palestine and Palestinian cause.
- 5) To give special attention to the cause of Al-Quds Al-Sharif and the Palestine cause in bulletins, seminars and lectures.
- 6) To organize training programmes and seminars for the officials in charge of Islamic cultural centres, whenever necessary.
- 7) To develop Islamic studies.
- 8) To activate sports' contests among Member States of the Organization for further co-operation and rapprochement.
- 9) To conduct studies that would help develop social and health care in Islamic Member States.

- 10) To study means of cooperation among Islamic Member States in the fields of social development, to ensure Islamic advancement of the family.
- 11) To propose ways of cooperation among Member States in the field of Health.
- 12) To conduct a study on how to develop local and regional environment and its impact on inhabitants for the benefit of the populations of Member States.
- 13) To collect statistics and prepare studies on the conditions of Muslim communities in non-Islamic countries.
- 14) To study the possibilities of opening new Islamic cultural centres when necessary.
- 15) To issue a periodical specialized in Islamic studies, reflecting the activities of Islamic centres.
- 16) To conduct studies and undertake research on problems and issues affecting youth in Member States.
- 17) To work out framework for cooperation among Member States on matters affecting the youths in the fields of economic, social and spiritual development.

## **SEVENTH:DEPARTMENT OF FINANCIAL AFFAIRS**

Assumes the following functions:

1. Maintaining and auditing the accounts and disbursement documents of the organization, in light of the Organization's financial regulations.
2. To prepare draft budget of the OIC and follow up its implementation and the financial affairs of the OIC organs.

## **EIGHTH: DEPARTMENT OF ADMINISTRATIVE AFFAIRS**

The Department shall assume be following tasks:

1. To advise the Subsidiary Organs on organizational matters.
2. Personnel Affairs.
3. To prepare studies on the administrative organization and the conduct of business in the organs and administration of the Organization.
4. To organize the orientation and qualification of personnel.
5. To conduct general services, including the affairs of the general register of the OIC personnel, the headquarters service, as well as stores and purchases procedures.
6. To organize the administrative services of conferences and meetings.
7. OIC library affairs and archives, the conduct of work at the library, and the organization of the use of its content.

The Department of Financial Affairs and the Department of Administrative Affairs shall cooperate and coordinate their action on all administrative and financial matters.

## **NINTH: DEPARTMENT OF LEGAL MATTERS**

The Department of Legal Affairs assumes the following functions:

1. Conduct comparative studies on positive law and Islamic jurisprudence (Sharia'a)
2. address the legal matters of the General Secretariat and its Subsidiary Organs.
3. examine draft conventions and international treaties of interest to Member States or to which they are invited to become parties;
4. draft the legal texts of conventions concluded within the framework of the Organization and to finalize legal procedures in connection with signing, ratification and accession;
5. carry out legal procedures relating to depositing, registering and publishing agreements and treaties;

6. offer legal advice to the units of the Secretariat and to subsidiary organs when necessary;
7. Represent the Secretariat in legal measures before courts and arbitration bodies in cases of settlement of dispute of a legal character;
8. Serve as the Secretariat of the Committee on settlement of disputes listed OIC Personnel Regulations, including publishing the Committee's decisions, and the legal principles on which they were based;
9. Help Conferences, Committees and other meetings by offering advice thereto on legal questions.

**TENTH: DEPARTMENT OF MUSLIM MINORITIES IN NON-MEMBER STATES**

The Department assumes the following tasks:

1. Providing information, facts and statistics on these communities.
2. Organizing contacts with them.
3. Taking care of their affairs within the framework of respecting their links with the states to which they belong.

**ELEVENTH: DEPARTMENT OF COORDINATION BETWEEN THE GENERAL SECRETARIAT AND SUBSIDIARY AND SPECIALIZED ORGANS**

The Department follows up and coordinates activities of the General Secretariat, the Subsidiary and Specialized Organs, and Affiliated Institutions.

## **TWELFTH: DEPARTMENT OF INFORMATICS AND ARCHIVES**

The Department assumes the following tasks:

1. Supervising the provisions of the General Secretariat with the necessary information equipment, means of satellite communication and e-mail.
2. Training staff to use these informatics techniques,
3. Supervising the Archives, documentation and Library Section.<sup>1</sup>

### **RULE VI**

#### **DETAILED FUNCTIONS OF DEPARTMENTS**

The Secretary General shall determine the detailed functions of departments and sections together with their work method therein in the internal rules and regulations he issues in implementation of these regulations.

### **RULE VII**

#### **ESTABLISHMENT AND ABOLITION OF DEPARTMENT**

The Secretary General may, upon the approval of the Council, establish or abolish any of the departments or sections.

### **RULE VIII**

#### **ESTABLISHMENT OF OFFICES OVERSEAS**

The Secretary General may, upon a resolution from the Council, establish offices outside permanent Headquarters' country. He shall determine the status and method of work of such offices.

### **RULE IX**

#### **ADVISORY PANELS**

The Secretary General may seek the assistance of advisory panels of experts from Member States in various fields. These panels shall undertake the necessary studies and research of subjects where possibilities undertaking such studies are not available to the staff of the Organization.

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*\*Resolution No. 17/9-P, of the 9<sup>th</sup> CFM, Dakar, Republic of Senegal, April 1978.*

*\*Resolution No. 6/18-AF, of the 18<sup>th</sup> CFM, Riyadh, Kingdom of Saudi Arabia, March 1989.*

*\*Resolution No. 1/25-AF, of the 25<sup>th</sup> CFM, Doha, State of Qatar, March 1998.*

## **RULE X**

### **SUBSIDIARY ORGANS**

1. The Secretary General shall be assisted by subsidiary organs established by the Council and affiliated to the Secretariat.
2. The Organs shall exercise their functions according to special procedures to be approved by the Council. The provisions of such procedures shall conform to the principles in practice at the General Secretariat.

## **RULE XI**

### **CO-OPERATION WITH OTHER ORGANIZATIONS**

The organization shall cooperate with other international and regional organizations consistent with conventions concluded by the Secretary General upon approval from the Council.

## **RULE XII**

### **DECISIONS AND INSTRUCTIONS**

The Secretary General shall issue necessary decisions and instructions for the implementation of the provisions of these rules and shall inform the Conference thereof.

## **RULE XIII**

### **OPERATIVE DATE OF RULES**

The present Rules shall take effect as from date of approval by the Council. All provisions and resolutions in conflict therewith shall be cancelled.

Note: Adopted at the Fifth Council Foreign Ministers held in Kuala Lumpur, Malaysia – 1974 – 1394H.

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- Resolution NO. 1/25-AF was adopted by the 25<sup>th</sup> CFM, held in Doha, State of Qatar, from 17 to 19 Zul Qaadah 14 (15-17 March 1998)