

OIC E-GOVERNMENT WORKING GROUP

DRAFT TERMS OF REFERENCE

1 BACKGROUND

The decision for the establishment of the Organisation of Islamic Cooperation (OIC) E-Government Working Group (eGovWG) has been taken in the 25th Session of the Standing Committee for Economic and Commercial Cooperation of the Organisation of the Islamic Conference (COMCEC). The Resolution No. 68 adopted at the 25th Session of the COMCEC, held in Istanbul, the Republic of Turkey, from 5 to 7 November 2009 “requests the SESRIC in cooperation with relevant OIC institution to establish a working group and develop a portal for knowledge and experience sharing and to conduct e-government initiatives”.

2 MAIN ACTIVITIES AND ROLES

The main activities and roles of the OIC eGovWG focus on the following four areas:

- **Setting priorities:** The OIC eGovWG will work to identify main areas of concern in e-government applications and services of the OIC Member Countries to enhance their efficiency and productivity.
- **Facilitating knowledge and experience sharing:** The OIC eGovWG will work to seek ways and means for establishing platform(s); including but not limited to establishment of a portal; to facilitate and increase cooperation and knowledge sharing among OIC Member Countries with an interest in e-government applications and services.
- **Developing capacity through cooperation and collaboration activities:** The OIC eGovWG will work to promote the technical capabilities of the OIC Member Countries in e-government applications and services by organising e-government capacity development, cooperation and collaboration programmes.
- **Building awareness/outreach for e-government and OIC eGovWG:** The OIC eGovWG will work to promote awareness for e-government and OIC eGovWG among the senior officials of OIC Member Countries to encourage them give priority to and secure resources for e-government initiatives, and to ensure participation from OIC Member Countries in the activities of the OIC eGovWG.
- **Developing an action plan and implementation mechanism:** The OIC eGovWG will work towards developing an action plan and implementation mechanism which is linked to (a) member/s, financial source/s, an objective and an effective performance measure.

3 MEMBERSHIP

The OIC eGovWG members comprise the public sector officials, private sector representatives, academic researchers, non-governmental organisations working on e-government related activities in the OIC Member Countries. Only members have voting

rights. Relevant non-member organisations and individuals may be invited to OIC eGovWG meetings as observers to support the activities of the OIC eGovWG.

4 CHAIR

1. The OIC eGovWG is chaired by an e-government professional performing duties in one of the institutions mentioned in the Membership from the OIC Member Countries, who is a citizen from one of the OIC Member Countries and elected among the OIC eGovWG members with a majority of the votes. The office term of the Chair is for a period of two years.
2. The role of the Chair is to facilitate, in close collaboration with the OIC eGovWG Secretariat (SESRIC), the work of OIC eGovWG, and motivate a productive dialogue and a mutual respect to the needs of e-government initiatives of the OIC Member Countries.
3. The functions of the Chair are:
 - a. Propose the draft agenda items for OIC eGovWG meetings, and finalise the agenda based on the feedback received from OIC eGovWG members (in case, urgency items may be included on the agenda in consultation with the elected Vice-Chairs) in close collaboration with the Secretariat;
 - b. Chair OIC eGovWG meetings, including summarising the discussion of each agenda item as a basis for preparing the report of the session;
 - c. Report progress made on the OIC eGovWG Work Plan to the meetings; and
 - d. Invite, following proposals from one or more of the members and the Secretariat, observers to participate in the work of OIC eGovWG.

5 VICE-CHAIRS

1. The OIC eGovWG members elect two Vice-Chairs for a period of two years. The role of the Vice-Chairs is to support the chair and act in the chair's absence.
2. The functions of the Vice-Chairs are:
 - a. Participate with the Chair in developing draft agendas for the OIC eGovWG meetings in close collaboration with the Secretariat;
 - b. Actively participate in drafting and reviewing documents (recommendations, reports, presentations, etc.) emanating from conclusions reached by the OIC eGovWG or as drafts for considerations at OIC eGovWG meetings; and
 - c. Review draft minutes of the meetings, as prepared by the Rapporteur, prior to their submission for approval by written procedure by all the members who attended the meeting.

6 RAPPORTEUR

1. The OIC eGovWG members elect a Rapporteur among the members. The role of the Rapporteur is to assure high quality meeting record document/s.
2. The functions of the Rapporteur are:
 - a. Acquaint herself/himself with the meeting materials to be covered during sessions;
 - b. Record attendance of members and observers at the beginning of sessions;

- c. Record as accurate as possible the session details regarding the presentations, statements, discussions and decisions in close collaboration with the Secretariat; and
- d. Submit the draft recordings to the Vice-Chairs and Secretariat for the revision and preparation of draft meeting report.

7 SECRETARIAT

1. The Secretariat of the OIC eGovWG resides at the Statistical, Economic and Social Research and Training Centre for Islamic Countries (SESRIC).
2. The functions of the Secretariat are:
 - a. Coordinate the preparation of the draft agenda for the OIC eGovWG meetings in direct collaboration with the Chair and Vice-Chairs, and following consultation with the members;
 - b. Ensure that all documentation, along with all other necessary information, is made available to the members prior to each meeting;
 - c. Coordinate the organisation of OIC eGovWG meetings;
 - d. Propose draft minutes of the meetings, as prepared by the Rapporteur, to be approved by written procedure by all the members who attended the meeting;
 - e. Liaise, between sessions, with members – especially those responsible for specific tasks – of their commitments to produce outputs and reports, as agreed at OIC eGovWG meetings;
 - f. Coordinate the preparation of the draft report of each meeting in close cooperation with the Rapporteur;
 - g. Submit the annual progress reports to the OIC eGovWG based on the inputs of all members; and
 - h. Keep the OIC E-Government Knowledge and Experience Sharing Portal up-to-date which is a part of the OIC eGovWG and hosted by the SESRIC.

8 MEETINGS

1. The OIC eGovWG holds an official meeting once a year. The exact timing and length of the meetings are dictated by substance and needs. In principle, it is expected that there will be one annual meeting of at least two days' duration, and this meeting requires a physical presence of the members. Additional meetings can be organised in a form of virtual meetings using the means of information and telecommunication technologies.
2. Topics on the agenda are distinguished as “decision” and “information” items. Decision items are presented and discussed, while discussion on information items is optional.
3. Coordination of activities between meetings, for instance, through electronic mail and follow-up to decisions taken at meetings, is an important and integral part of the work of the OIC eGovWG.
4. Documents for OIC eGovWG meetings should be made available to members at least two weeks prior to the meetings.

9 MODALITIES OF OPERATION

1. A majority of the representatives of the members of the OIC eGovWG shall constitute a quorum. The Commission makes its decisions based on consensus. In cases where consensus is not reached, the decisions of the Commission shall be made by a majority voting. The quorum is required in such cases. Consensus during sessions is determined by presiding officers (Chair and Vice-Chairs) and reported in the draft report of the Meetings, and subject to a final endorsement by all members participating at the meetings. A brief summary of decisions and actions is prepared for adoption at the end of each OIC eGovWG meeting.
2. An annual report is also made available to the upcoming COMCEC Session for communicating important decisions and key issues and for ensuring recognition of its work and decisions. Decisions requiring an urgent follow-up may be brought to the attention of the upcoming COMCEC session separately.