

1.3- Secretariat of the Executive Council, General Conference and Specialized Ministerial Conferences

Pursuant to the proposal formulated by the General Directorate in the Action Plan 2013-2015, and approved by the 11th session of the General Conference, concerning the extension of the powers of the General Secretariat of the Executive Council, General Conference and Specialized Ministerial Conferences of ISESCO, as to encompass the programmes and activities of the national commissions, the Secretariat's action under the Action Plan for 2016-2018 will be focused on **supervising the organization of the respective sessions of the Executive Council and General Conference**, along with their ad hoc committees, including the Financial Control Committee, in accordance with the internal regulations of these constitutional bodies of ISESCO. Meanwhile, the Secretariat will, in coordination with the directorates concerned, carry out **the secretariat tasks of the specialized Islamic ministerial conferences of ISESCO**, namely the Islamic Conference of Ministers of Higher Education and Scientific Research, the Islamic Conference of Culture Ministers, the Islamic Conference of Environment Ministers, the Islamic Conference of the Ministers in Charge of Childhood, and the ISESCO Conference of Education Ministers.

Furthermore, and within the framework of the support to national commissions' activities, ISESCO will **upgrade their human resources' skills, promote their working tools, support exchange of expertise and experiences among them**, and encourage partnership between them and the national institutions and bodies operating in the fields of education, culture and science in their respective countries. It will also hold training sessions for the commissions' staff to improve their skills in the administrative and financial fields, and will extend support to the commissions to acquire office and electronic equipment. Likewise, it will enable the new secretaries general of the national commissions and for their staff to benefit from working visits to ISESCO headquarters and to the headquarters of Member States' national commissions. Besides, support will be extended to the regular activities implemented by these commissions under their annual action plans.

In addition, as part of promoting cooperation relations with the Member States, the Secretariat will coordinate with the national commissions to arrange working visits for the Director General to a number of Member States so as for him to meet with senior officials of the countries concerned and determine with them the needs of their educational, scientific and cultural institutions.

Under activities in support of national commissions, the following two projects will be implemented:

- 1. Project on upgrading the skills of the national commissions' human resources while upholding and developing their working tools.**
- 2. Project on strengthening ISESCO's cooperation and partnership with the national commissions, the specialized organizations and civil society institutions.**

1. Project on upgrading the skills of the national commissions' human resources while upholding and developing their working tools

General framework:

ISESCO is aware of the vital role national commissions play in overseeing the activities and facilitating its communication with the relevant government departments and civil society bodies and organizations. Meanwhile, the evaluation reports underscore the importance of the trainings conducted for the staff of the national commissions in achieving the sought goals, and highlight the need to multiply and diversify them so that they comprise new ITCs. Accordingly, emphasis will be placed, within the framework of this project, on implementing programmes focused on the training of these commissions' staff in the use of the latest advanced computer and technological tools, so as to upgrade their skills, capacities and experience in a way that allows them to perform their tasks to the best of standards.

In line with its commitment to strengthening the working tools of the national commissions, ISESCO will continue to provide modern office, communication and computer equipment to the national commissions with the greatest needs in this regard, in order to help them improve their action and facilitate communication between them and the Organization for the implementation of their joint programmes. Part of this support will concern the development of the commissions' specialized libraries and departments, as well as their audiovisual units.

Objectives:

- To train officials of the national commissions in the use of the latest computer and technological resources used in administrative and financial management, and strengthen their professional capacities.
- To develop the national commissions' working tools, and strengthen their communication and management capacities.
- To strengthen relations with the Member States.

Areas of intervention:

- Enhancing the professional capacities of the national commissions' staff.
- Developing the national commissions' capacities.

Partners:

- Similar international and regional organizations.
- Training centers in the Member States.

Total budget:

US\$250,000.00

Area of intervention 1: enhancing the professional capacities of the national commissions' staff

In this area, ISESCO will continue to hold training sessions for the staff of the national commissions on ICT, administration and documentation, and public relations among others, in such a way as to help them perform their duties effectively.

Expected outcome: professional capacities of the national commissions' staff enhanced

Performance indicators	Measurement indicators
<ul style="list-style-type: none"> • Building capacities of the national commissions' staff. 	<ul style="list-style-type: none"> • Experts assigned with conducting national training sessions at the national commissions. • 3 regional training sessions held for the benefit of the national commissions' staff. • 9 national training sessions held for the benefit of the respective staff of the national commissions and the ministries concerned with ISESCO's activities.

Area of intervention 2: developing the national commissions' capacities

In this area, ISESCO will seek to meet the growing needs of the national commissions and the competent parties in the Member States for strengthening their capacities and improving their working means. This will be carried out by providing the largest number possible of these commissions with modern computer and communication equipment, while supplying more commissions with internet connection, and developing the libraries, computer divisions and audiovisual units of several others.

Expected outcome: computer and communication equipment provided to the national commissions

Performance indicators	Measurement indicators
<ul style="list-style-type: none"> • Provision of modern computer and office equipment. • Supporting the setting-up of workstations and audiovisual units at the national commissions. 	<ul style="list-style-type: none"> • 30 national commissions supported. • 15 national commissions supported.

2. Project on strengthening ISESCO's cooperation and partnership with the national commissions, specialized organizations and civil society institutions

General framework:

In accordance with the resolutions and decisions of its General Conference and Executive Council, and with the recommendations of the conferences and meetings of the national commissions, which call for enhanced cooperation, partnership and interaction with the national commissions, and being committed to the necessary materialization of the said decisions, resolutions and recommendations, ISESCO will, as part of this project, expand the programme concerning the organization of visits to its headquarters for the new secretaries general of the national commissions and for their staff. This will give them a first-hand idea about the Organization's operating methods and achievements, and about its directorates, centers and divisions, while offering them the opportunity to establish contacts with its officials and staff, which is likely to facilitate the co-implementation of joint activities and programmes in the best conditions. ISESCO will also support the programme concerning the exchange of visits between officials of the national commissions in such a way as to promote successful experience sharing. Communication with the national commissions will be increased to publicize the objectives and achievements of ISESCO, by providing the these commissions with the outcomes of the meetings of the Executive Council, the General Conference and the specialized ministerial conferences, along with the Organization's publications.

Furthermore, in a bid to meet the recurrent applications submitted by the secretaries general of the national commissions, the General Directorate has decided to schedule, under this plan, **a regular meeting of the secretaries general of the Member States' national commissions** to be held in tandem with the General Conference or the Executive Council, in order to strengthen consultation and coordination with the national commissions on all aspects of the Organization's operating methods and implementation of its activities and programmes, while publicizing its actions in the Member States.

ISESCO will also continue to encourage partnership and cooperation between the national commissions and with civil society organizations, parliamentarians and elected municipal and rural bodies. It will also support the establishment of ISESCO-affiliated schools and clubs and encourage support for the national commissions to implement programmes dedicated to dialogue among cultures and civilizations and to the promotion of a fair portrayal of the Other in textbooks in the West and in the Islamic world, within the framework of the Task Force of National Commissions for UNESCO for Euro-Arab Dialogue. The organization of ISESCO, UNESCO, ALECSO and ABEGS Open Days, in the presence of the Member States' national commissions, will also offer an opportunity to publicize the activities carried out by these organizations in the Member States, as well to promote cooperation and establish new partnerships between them for the implementation of more activities and programmes for the benefit of the Member States.

Objectives:

- To ensure a better understanding of ISESCO, its administration and its working mechanisms among the national commissions' staff.
- To consolidate and develop cooperation and partnership between ISESCO and the national commissions;
- To take stock of and learn from the experiences and projects of similar organizations.
- To encourage the creation of ISESCO-affiliated schools and clubs.
- To strengthen cooperation between ISESCO and the national commissions, civil society institutions, parliaments, NGOs and elected municipal and rural bodies;
- To support the activities of ISESCO and the national commissions within the framework of the Task Force of National commissions for UNESCO for Euro-Arab Dialogue.

Areas of intervention:

- Participation of the national commissions in international and regional conferences and meetings.
- Visits by the national commissions' new secretaries general and their assistants to ISESCO headquarters of and to other national commissions.
- Strengthening relations with Member States and holding the regular meeting of the secretaries general of the national commissions.

Partners:

- Similar regional and international organizations and institutions.
- Civil society institutions;
- Parliaments and elected municipal and rural bodies

Total budget:

US\$250,000.00

Area of intervention 1: participation of the national commissions in international and regional conferences and meetings

In this area, ISESCO will seek to strengthen partnership, cooperation and mechanisms of coordination with similar organizations to achieve common goals, through participation in most meetings and conferences held by UNESCO, ALECSO and ABEGS for their respective national commissions, as well as in those held for the European National commissions, members of the Task Force of National commissions for UNESCO for Euro-Arab Dialogue. It will also take part in the regional consultative meetings held by these organizations to review their draft future action plans. Similarly, the organization of the Open Days of these organizations will offer a unique opportunity to coordinate stances and efforts and strengthen partnership and cooperation in such a

way as to achieve the objectives of the Member States in the areas of education, science and culture, ensure integration and coordination of their actions, and avoid redundancy and superfluous spending.

Expected outcome: cooperation and partnership with similar international organizations enhanced for the benefit of the national commissions

Performance indicators	Measurement indicators
<ul style="list-style-type: none"> • Strengthening partnership and cooperation with UNESCO, ALECSO and ABEGS for the benefit of the national commissions. • Capitalizing on the consultations and meetings held by UNESCO for its national commissions to review its draft plan and budget. • Promoting a better awareness of specialized and similar organizations operating in education, science, culture and communication. 	<ul style="list-style-type: none"> • National commissions' participation in 3 international conferences. • Participation in 3 regional consultation meetings. • 3 events held to promote a better awareness of similar organizations (UNESCO, ALECSO and ABEGS.)

Area of intervention 2: visits by the national commissions' new secretaries general and their assistants to ISESCO headquarters and to other national commissions

In this regard, ISESCO will extend invitations to the new secretaries general of the national commissions and to some assistants of theirs to visit ISESCO headquarters in order to develop direct relations between the two parties, ensure greater cooperation, take stock of the Organization's action plans, projects and activities and coordinate with them with regard to their implementation, follow-up and evaluation. ISESCO will also continue to extend financial support to fund the programmes devoted to the exchange of visits between the national commissions' staff in order to mutually benefit from their respective experiences and leading projects and to strengthen the bonds of cooperation between them.

Expected outcome: stronger cooperation relations and expertise sharing among the national commissions

Performance indicators	Measurement indicators
<ul style="list-style-type: none"> • Organizing working visits to ISESCO headquarters for the secretaries general of the national commissions and their assistants. • Supporting exchange of visits between the national commissions' staff. 	<ul style="list-style-type: none"> • Regular meeting of the secretaries general of the Member States' national commissions and competent parties in the Member States held. • 12 visits to the national commissions funded.

Area of intervention 3: strengthening relations with Member States and holding the regular meeting of the secretaries general of the national commissions

Action in this area will concern holding a triennial meeting of the national commissions' general secretaries on the occasion of the General Conference or the Executive Council of ISESCO. This meeting will provide an opportunity for the national commissions, ISESCO and specialized international and regional institutions to strengthen their cooperation and

partnership and to discuss issues of education, culture and science, in addition to assessing the implementation of ISESCO's activities in the countries concerned and presenting suggestions for developing their implementation mechanisms.

Moreover, in coordination with the Cabinet Directorate and other directorates concerned, working visits will be organized for the Director General of ISESCO to Member States to meet with their senior officials and supervise on the ground the activities implemented by the Organization. Such visits will also allow for developing an informed outlook on the situation of educational, scientific and cultural institutions of these countries, as well as for defining their needs and priorities, visiting the headquarters of the national commissions, providing them with the necessary support to properly perform their roles, and holding on-site meetings of the joint commissions of ISESCO and its partners. In the same vein, ISESCO will extend support to the international and regional meetings and conferences organized by the national commissions in its areas of competence, in cooperation with the parliamentary committees, NGOs and elected councils of the Member States; the ultimate aim being to increase these circles' understanding of ISESCO, its mission and its activities and accordingly expand its outreach and its pool of partners.

Within the framework of its objectives and strategic guidelines, in particular those aimed at promoting a global image of Islam as a tolerant religion and redressing stereotypes about cultures and civilizations, ISESCO will financially and technically support joint activities involving two or more national commissions.

Expected outcome: strengthening cooperation and partnership with Member States and between national commissions, civil society institutions, parliamentarians as well as local and rural councils

Performance indicators	Measurement indicators
<ul style="list-style-type: none"> • Strengthening cooperation and partnership between ISESCO and the national commissions. • Organizing visits for the Director General to ISESCO Member States. • Supporting programmes of cooperation between the national commissions and ad hoc parliamentary committees concerned with ISESCO's activities. • Promoting the role of civil society organizations in increasing awareness of ISESCO's mission, goals and programmes. 	<ul style="list-style-type: none"> • Regular meeting of the secretaries general of the Member States' national commissions and competent parties in the Member States held. • Working visit to 15 national commissions. • Working visit made to 15 national commissions and 3 regional meetings supported. • 3 regional meetings supported and organized.

Budget of the Secretariat of the Executive Council, General Conference and Specialized Ministerial Conferences

Budget of programmes in support of National Commissions

Projects	Budget	Total budget in US\$
1- Project on Upgrading the Skills of the National Commissions' Human Resources while Upholding and Developing their Working Tools	250,000.00	500,000.00
2- Project on Strengthening ISESCO's Cooperation and Partnership with the National commissions, the Specialized Organizations and Civil Society institutions	250,000.00	

Organization budget of the Executive Council and General Conference sessions	Budget
Expenditure of the Executive Council session (37, 38 and 39), of the General Conference (13) and of the meetings of the financial audit commission for 2016-2018.	1,120,000.00
	1,620,000.00