



TERMS OF REFERENCE
the Steering Committee on Health
for the
Islamic Conference of Ministers of Health

DEFINITIONS

In this Terms of Reference, it is meant by:

- Steering Committee on Health: the Steering Committee of the Islamic Conference of Ministers of Health
- The Conference: The Islamic Conference of Ministers of Health.
- Rules of Procedure: The Rules of Procedure of the Steering Committee.
- Chairman: The Chairman of the Steering Committee.
- OIC: Organization of the Islamic Cooperation.
- Member States: The Member States of OIC.

CHAPTER I

Status of the Steering Committee on Health

Article 1:

The Steering Committee on Health has been established following the Kuala Lumpur Declaration adopted by the First Conference and also on the basis of the Resolution N°. 4/11 – ST (IS) of the eleventh session of the Islamic Summit Conference and it functions under the authority of and guidance by the Conference. The Steering Committee is assisted in carrying out its duties by OIC General Secretariat, which acts as Secretariat. The internal regulations of the Bureau are to be specified and adopted by the Steering Committee.

Article 2:

The Steering Committee is composed of the members specified in Annex I. The Chairman may, if he deems it necessary and upon consultation with other members of the Steering Committee, invite any other Member State or Institution to attend a session as Observer.

CHAPTER II

Steering Committee meetings

Article 3:

The Steering Committee shall hold its sessions at the OIC headquarters unless it decides otherwise or when a Member State or an Institution offers to host the meeting and sends an official invitation to this effect to the Chairman.

The Steering Committee shall meet in a regular session once every year.

Article 4:

The Steering Committee shall hold its sessions when the quorum is reached, that is the absolute majority of its Members. It shall hold open meetings or meet in camera when deemed appropriate.

Article 5:

- a) The Steering Committee shall elect in between the sessions of the Conference its Chairman, two Vice-chairmen and a Rapporteur, who, in addition to the OIC representative, constitute the Bureau. The proceedings shall be conducted by the outgoing Chairman until the new Bureau is composed.
- b) The Chairman shall have the right to mandate one of the Vice-Chairmen, following the Bureau order, to represent him. And in case of their absence, he shall be represented by the Rapporteur. The Steering Committee shall then elect a Rapporteur for the meeting.
- c) The Bureau shall discharge the following tasks:
 - To schedule the sessions dates and venues;
 - To coordinate the proceedings of the meetings;
 - To prepare the draft agenda and programme;
 - To assist the Chairman in running the proceedings of the session.

Article 6:

In each one of its sessions, the Steering Committee may set up any sub-committee or ad-hoc Task Force it deems necessary for the smooth conduct of its proceedings and full consideration of the agenda items.

Article 7:

- a) The Chairman shall conduct the proceedings on the questions under consideration according to the adopted agenda.
- b) The Chairman shall give the floor in accordance with the order of requests. Priority may be granted, if need be, to a Chairman or Rapporteur of one of the sub-committees.
- c) Any Member may raise a point of order which shall be settled at once by the Chairman so long as his ruling is not challenged by the majority of the members present at the session.

Article 8:

- a) Only full members shall have the right to vote and a consensus shall always be sought for the adoption of resolutions and recommendations. But the Steering Committee may resort to voting if necessary.
- b) Each Member shall have one vote in the session and in the sub-committees in which it serves as member.
- c) Voting shall be generally by show of hands or by a roll-call if requested by Members or when the Chairman deems that the former procedure gives no clear picture of a majority. A vote by secret ballot may be taken if necessary.

- d) Any Member may abstain from voting, or make partial or full reservation concerning any resolution. The reservations shall be read out after the resolution, and recorded in the session's minutes.

CHAPTER III

Functions of the Steering Committee

Article 9:

The Steering Committee shall be in charge of the following functions:

- a) To define the Conference's general policy of action;
- b) To prepare the Draft Agenda, Programme, Declarations and Resolutions of the Conference;
- c) To prepare Vision Guidelines, Draft Action Plans, Strategic Projects, Budget estimates, for consideration by the Conference and implementation in the Member States;
- d) To prepare reports and recommendations on priority issues for submission to the Conference for appropriate action thereon;
- e) To facilitate and follow up the implementation of the framework for action identified from the outcome of the Conference and prepare progress and evaluation reports in this regard;
- f) To determine the relations of the Conference with the Islamic, Arab and international specialized governmental and non-governmental parallel bodies and forums;
- g) To adopt the terms of reference and Rules of Procedure of the Steering Committee.

CHAPTER IV

The agenda and documents of the Steering Committee

Article 10:

The Chairman shall prepare the draft agenda of the regular sessions of the Steering Committee and shall send it out to all Members along with the necessary documents, at least one month before the meeting.

Article 11:

The draft agenda shall include:

- the report of the Chairman between the two sessions;
- the items which the Steering Committee had decided, in a previous session, to include in the agenda;
- the items proposed by the Members or those the Chairman deems necessary to submit to the meeting.

Article 12:

Any Member or the Chairman or the OIC General Secretariat may request at the meeting that an item be included in the agenda as an urgent matter.

Should an additional item be included in the agenda before the convening of the meeting, the Chairman shall inform the Members thereof.

Article 13:

The Steering Committee shall adopt its agenda at each regular session. It may include additional items, subject to approval by the simple majority. It also may amend or delete, at any one of its sessions, certain agenda items subject to the approval of the simple majority.

Article 14:

The agenda of an extraordinary session shall cover only the questions which warranted the meeting, unless the Steering Committee decides otherwise by an absolute majority.

CHAPTER V

Chairman's role in the Meetings

Article 15:

The reports, resolutions and recommendations of the Steering Committee shall be sent out by the Chairman to all Members within one month after the closing of the session.

Article 16:

The minutes in extenso shall be kept at OIC's headquarters for reference purposes if need be.

Article 17:

The Chairman shall be responsible for organizational work of the regular and extraordinary sessions. He shall prepare all the relevant documents.

Article 18:

The Chairman, assisted by the OIC General Secretariat, shall supervise the Steering Committee meetings as well as the preparation of the minutes, the Resolutions and the Recommendations adopted.

CHAPTER VII

Final provisions

Article 19:

The present Terms of Reference shall be amended only by a two-thirds majority of attending Members and approved by the ICHM. No request for amending or deleting any provision therein shall be considered unless it is sent in the form of a proposal to all Members at least three months before the convening of the Steering Committee meeting.

Article 20:

The Terms of Reference of the Steering Committee shall come into force upon their adoption by the Islamic Conference of Health Ministers.

Annex I

The Membership of the Steering Committee shall comprise:

(A) Member States

- (1) The Host of the Current Session of the Islamic Conference of Ministers of Health (evolving);
- (2) The Host of immediate up coming Session of the Islamic Conference of Ministers of Health (evolving);
- (3) The Host of immediate past Session of the Islamic Conference of Ministers of Health (evolving);
- (4) The current Chair of the OIC Summit Conference (evolving);
- (5) One representative from each of the OIC regions:
 - Africa;
 - Arab,
 - Asia.
- (6) The Host of the OIC Headquarters – Kingdom of Saudi Arabia;
- (7) Lead Country Coordinators for Implementation of the OIC Strategic Health Programme of Action (OIC-SHPA) 2014– 2023;

(B) OIC General Secretariat and Institutions

- (8) The OIC General Secretariat;
- (9) The OIC Institutions;
 - Islamic Development Bank (IDB)
 - ISESCO
 - COMSTECH
 - SESRIC

(C) Intergovernmental organizations and other institutions

- (10) Intergovernmental organizations;
 - WHO
 - UNICEF
 - UNFPA
 - The Global Fund
 - GAVI

(D) Invitees

- (11) Any other members deemed necessary