



الاتحاد الرياضي للتضامن الإسلامي
Islamic Solidarity Sports Federation
Fédération Sportive pour la Solidarité Islamique

ISSF Program
Sports Capital of the Islamic Countries (SCIC)

Annex No. (03)
**Supervision & Regulatory
Framework**

2019 -2021



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Annex No. (3)

Supervision & Regulatory Framework

2019 -2021

For the ISSF, the SCIC supervision and regulatory framework shall consist the following two structures (Advisory & Executive)”

First: The Consultative/Advisory Committee:

- The status of this committee is an advisory capacity.
- The formation/ establishing this committee will be proposed by the Secretary General of ISSF and shall be submitted to the ISSF president of approval.
- The Advisory Committee of the “Program of Sports Capital of the Islamic Countries”, shall consist one chairman & four members, Maximum, one of them will be the ISSF Secretary General in addition to the Rapporteur (who is one of the staff of ISSF Secretariat General).
- The quorum of the committee shall be completed if the meeting is attended by half of the members, one of them is the chairman of the committee or the Secretary General who can preside the meeting in absence of the chairman.
- Decisions of the committee and its recommendations shall be taken by consensus, otherwise shall be taken by majority, or by the chairman of the committee in case of equal number of votes.
- Dates, venue and agenda of the meetings of the committee shall be drafted by the Rapporteur of the committee in agreement with the chairman of the committee and the Secretary General. The Agenda shall be sent, together with the invitation to the meeting well in advance.
- The Secretariat of the Program (in which the Rapporteur is one if its members) shall prepare for the meeting, making the relevant files ready. It may attend the meetings of the Consultative/Advisory Committee with the necessary persons, of its members, to write the proceedings of the meeting and for the purpose of translation & other supporting works.



- Competence/Effectiveness of the committee will start from the date of decision of its formation until the end of the Office Session of the Board of Executives of ISSF.
- The committee may cooperate, for performing its works, with the concerned bodies of the Organization of Islamic Cooperation (OIC) and its specialized or affiliated organizations and bodies and any other specialized parties.
- To perform its functions, the committee, may also seek assistance from experts & specialists in the fields of its work.
- The committee shall hold, at least, one periodic meeting each year, to select the winning city/cities and to follow-up preparations made by the city winning the title to become the Sports Capital of the Islamic Countries. The committee may invite the representative of the winning city to attend it meeting. It may hold an emergency meeting whenever necessary.

The tasks assigned to the Advisory/Consultative Committee:

- Studying & evaluating the biddings submitted by the candidate cities for the ISSF Program of the Sports Capital of the Islamic Countries and to choose the winning city in the year specified by following the mechanism, criteria and differentiation method contained in the General framework of the Program. The committee shall do the referral of the city chosen accompanied with all justifications to the Secretary General who will submit the subject to the President for approval.
- Preparing the necessary plan and adopting the proper mechanism for the declaration of the city, preparing for signing the MOU between the ISSF and the winning city.
- Reviewing evaluating the “General Guidance Program of activities and events” for the year of the title and introducing amendments & additions thereon as necessary.
- Providing assistance, support and consultation to the city winning the title during the preparatory period and throughout the year of title to implement events and activities of the Program.
- Studying and evaluating the reports and programs submitted by the winning cities of the title prior to, during and after implementation of events and activities and to identify the lessons learnt and to send recommendations and impressions to the Secretary General to improve the performance and the Program as a whole.



- Providing advises to the ISSF on marketing & promotion programs, investment of the rights and attracting sponsors & financiers. Providing advises to the winning city of the title & to propose quota percentages of the income achieved as a result of efforts exerted by the party and contracts made.
- Advising on media coverage and promotions efforts made through publications. Websites, social platforms, traditional and contemporary means.

Second: The Secretariat of the “Sports Capital of the Islamic Countries:

- The Program Secretariat of the “Sports Capital of Islamic Countries” shall be responsible for all works, preparatory & executive steps of the Program and shall be responsible in front of the Secretary General of ISSF and must work under his directions and supervision in coordination and cooperation with the Advisory / Consultative Committee”.
- The Program Secretariat will have a permanent status and it is not associate with certain dates & procedures. Its effectiveness, termination or composition is subject to a decision to be taken by Secretary General.
- The Program Secretariat shall be formed by a decision of the ISSF Secretary General of ISSF and shall contain a proper number of experts from the ISSF Secretariat General staff, provided that one of the members of the Program Secretariat must be names the Rapporteur of the Advisory/Consultative Committee.
- The works and functions of the Program Secretariat and its meetings shall be decided through understanding and consensus agreement of the members of the Program Secretariat who are working as a team and adopting coordination, cooperation and integration.
- The Program Secretariat may utilize all potentials and capabilities available to the ISSF to secure success and good performance of its works for the benefits and success of the Program as a whole.



Tasks & responsibilities of the Program Secretariat:

The Program Secretariat of the “Sports Capital of Islamic Countries” shall undertake the responsibility of performing all preparatory and executive tasks as part of the ISSF towards the program of the “Sports Capital of Islamic Countries” under the directions and direct supervision of the Secretary General. Including:

- Performing all office work, communications and internal & external correspondence.
- Preparing for the meetings of the Advisory/Consultative Committee or any other meetings of the Program and to write down the minutes of said meetings and to execute decisions and recommendations taken by the committee.
- Participating in the meetings of Advisory / Consultative Committee and any other meetings of the Program to facilitate their tasks and provide the necessary support.
- Circulating the invitation for nomination and circulating the file of the Program to the Ministers of Youth & Sport with a copy to the NOCs in the Member States of ISSF and receiving the related correspondence and inquires and the duly filled in Bidding Forms and taking proper action thereon.
- Performing coordination and exchanging correspondence with the Organizing Committees at the winning city of the title and joining the ISSF delegations during the check-up visits performed by the ISSF and corresponding to the invitations extended to it to take part in the events and activities of the year of the title.
- Performing all translation works of the documents and correspondence and meetings into the three official languages of the ISSF.
- Proposing projects and plans that will contribute to facilitate the implementation, development, and promotion of the Program.

