

**SMIIC FORUM 2012  
DRAFT AGENDA  
FIFTH MEETING OF THE BOARD OF DIRECTORS (BOD)  
STANDARDS AND METROLOGY INSTITUTE FOR ISLAMIC  
COUNTRIES (SMIIC)  
(07 November 2012, Antalya/Republic of TURKEY)**

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1. Opening of the meeting and welcome address.
2. BOD Membership list.
  - 2.1 Algeria Director General Replacement- Madame Ratiba Chibani.
3. Amendments to/Deletions from and approval of the draft agenda of 5<sup>th</sup> BOD meeting.
4. Acceptance of new member(s).
  - 4.1 Egypt membership application.
5. Latest developments from General Secretariat (report).
6. Guide on Adoption of OIC/SMIIC Standards.
7. Establishment of a “Metrology Committee (MC)”.
8. Proposals for Financial Committee.
  - 8.1 Rules Of Procedure.
  - 8.2 Draft Formulae.
9. Post descriptions, number of posts, duties and responsibilities in GS/PER/006.
10. Promotional Activities.
  - 10.1 Organized SMIIC Forum as SMIIC Summit Project.
  - 10.2 Approval of SMIIC Workshops.
    - 10.2.1 Workshop with LDCs in Turkey.
    - 10.2.2 Workshop with North African Arabic Speaking Countries.
    - 10.2.3 Workshop with African French Speaking Countries.
    - 10.2.4 Workshop with African English Speaking Countries.
    - 10.2.5 Workshop with Central Asian Countries (CACs).
11. SMIIC Headquarters possible movement to a new location in Istanbul.
12. Proposed Draft SMIIC 2013 budget to be submitted for the Approval of the General Assembly at the next meeting.
13. Date and venue of the next BOD meeting (6<sup>th</sup> BOD) to be held outside of the Headquarters of SMIIC (in one of the member states of SMIIC, if it would be decided to be held in conjunction with next GA meeting).
14. Remarks and Suggestions.
  - 14.1 General Remarks and Suggestions.
  - 14.2 Specific Remarks and Suggestions for the 4<sup>th</sup> GA and 6<sup>th</sup> BOD Agenda.
15. Approval of 5<sup>th</sup> BOD meeting final report.
16. Closing of the meeting.

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**Please note the following general meeting procedures to ensure an efficient work of BOD meeting.**

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Every member shall bring with himself/herself all documents which are mentioned in the agenda to be able to discuss them. This also implies that every member has studied the documents before the meeting and that every member has discussed them within his/her Member Body(ies) (if appropriate). Most of the documents will be distributed to every member by the General Secretariat via e-mail 2 weeks before the meeting at the latest.

If any member wants to distribute a document to the members of BOD, this should only be done via the General Secretariat. The General Secretariat will then distribute this document with an appropriate SMIIC document number to all members of BOD.

All documents distributed within BOD shall be available in electronic format. This should be kept in mind if any member wants to distribute or to table a paper for discussion. Any other additional document any member may wish to discuss or to distribute has to be available at the beginning of the meeting in a sufficient number of copies (7 for BOD members, 4 for General Secretariat and some spare ones for other participants). Documents which are coming late or are not available to everybody present will not be discussed at the meeting and will be postponed to the next meeting.

If there is any change in any member's e-mail, fax, phone numbers and address details, this should kindly be informed to the General Secretariat immediately by e-mail as any member might miss important information in the future.

Thanks in advance for esteemed delegations understandings.

Istanbul, 14/09/2012

**Haluk DAĞ**  
**Secretary General, SMIIC**

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