



# OIC SMALL AND MEDIUM-SIZED ENTERPRISES SUPPORT AGENCIES NETWORK (OIC-SMENET)



## *Rules of Procedure*

These Rules of Procedure define the governance, membership, functions, and operational modalities of the OIC Small and Medium-Sized Enterprises Support Agencies Network (OIC-SMENET), established under the coordination of the Statistical, Economic and Social Research and Training Centre for Islamic Countries (SESRIC), in line with the objectives of the OIC Programme of Action.

## AIM AND FUNCTIONS

### **Aim**

The OIC-SMENET aims to serve as an institutional platform that fosters structured and sustained cooperation among national SME development institutions in OIC Member Countries, to enhance the contribution of SMEs to economic growth, job creation, and innovation.

### **Functions**

1. Facilitate mutual learning, technical cooperation, and exchange of best practices in SME development,
2. Promote capacity building and institutional strengthening in areas such as access to finance, entrepreneurship, digitalisation, innovation, and green transition,
3. Establish a digital platform where Member Countries can access and contribute to a centralized repository of resources, case studies, and technical documents related to SME development,
4. Encourage the development of environmentally sustainable, inclusive, and competitive SME ecosystems.

## MEMBERSHIP AND BUREAU

### **Membership**

The Member States of the Organisation of Islamic Cooperation (OIC) are inherently acknowledged as members of the OIC-SMENET. The Member States shall be represented at OIC-SMENET meetings by the high-level officials of their Ministries, SME development institutions, or other pertinent authorities or by duly designated high-ranking officials of those entities. International and regional organisations may be invited as observers by the Secretariat.

Participation in OIC-SMENET shall not require any membership fee. Member Institutions shall not bear any financial obligation beyond costs directly associated with their own participation in face-to-face activities. A Member Institution that proposes or agrees to host a face-to-face activity shall, in principle, be expected to cover the organisational cost of the event, including venue, meeting facilities, and related arrangements, while costs incurred by



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participants, including travel and accommodation, will not be covered by the host and shall be borne by the participants themselves or their respective organisations.

### **Bureau**

The Bureau shall be composed of a Chair and three Vice-Chairs, reflecting the OIC's official regional groupings (Africa Group, Arab Group, and Asia Group), and shall retain the State of Palestine as Permanent Vice-Chair in accordance with the OIC Rules of Procedure. Each member shall be elected by the OIC-SMENET for a term of three (3) years. SESRIC, in its capacity as the Secretariat of the OIC-SMENET, shall serve as an ex-officio permanent member of the Bureau. The Chairmanship shall rotate among the three OIC official groups of countries. The Network shall elect two Vice-Chairs, each representing one of the two OIC regional groups to which the Chair's country does not belong. The main role of the Vice-Chairs is to support and complement the efforts of the Chair-elect. The Network shall also elect a Rapporteur, who shall, in collaboration with the Secretariat, assist in documenting the proceedings of the Network meetings.

### **Secretariat**

SESRIC shall assume the role of the Secretariat, entrusted with the following responsibilities:

1. Prepare the provisional agenda and the draft Triennial Work Plan for the OIC-SMENET, in close coordination with the Bureau and the National Focal Points.
2. Coordinate the organizational arrangements for Network meetings.
3. Prepare, circulate and archive all official documents of the Network, including the Member Registry, reports and resolutions.
4. Host and maintain the official website of the OIC-SMENET.

### **CONVENING OF THE OIC-SMENET**

The OIC-SMENET shall convene periodic face-to-face meetings at the beginning and end of each triennial activity period, under the chairmanship of the Chair of the Bureau, preferably during the first week of May in the respective years. Additionally, annual face-to-face or online follow-up meetings shall be held to report on the progress of implementing the Network's Triennial Work Plan.

### **VOTING**

Only countries that have officially submitted their National Focal Points (NFPs), the national agencies or institutions designated by the competent authorities responsible for SME development in each OIC member country, shall be considered Members for the purpose of voting, with each country having one vote regardless of the number of its representatives. The



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Network shall decide by consensus; or by a two-thirds majority of the countries attending the respective OIC-SMENET meeting if consensus cannot be reached.

**COMMITTEES AND TASK FORCES**

The OIC-SMENET shall have the authority to establish committees, special task forces, and expert panels to implement specific resolutions or recommendations adopted by the Network. These bodies shall consist of representatives from among the Members of the Network and shall operate under the present Rules of Procedure.

**ENTRY INTO FORCE**

These Rules of Procedure were adopted during the First Meeting of the Organisation of Islamic Cooperation OIC Small and Medium-Sized Enterprises Support Agencies Network (OIC-SMENET), convened on 7 October 2025, and shall remain in effect until amended or repealed by the OIC-SMENET.