

**Restructuring of The World
Federation Secretariat
2011-2014**

Presented at the
Third Executive Council Meeting
Term 2011-2014

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1. Members

The World Federation of KSIMC was created in 1976 and has since been one of the leading Shia Ithna Asheri organisations in the world. The organisation currently has the following Members:

1. The Federation of Khoja Shia Ithna Asheri Jamaats of Africa (Africa Federation)
2. The Council of European Jamaats (CoEJ)
3. Organization of North American Shia Ithnasheri Muslim Communities (Nasimco)
4. The Federation of Khoja Shia Isna Asheri Jamaats of Pakistan (Pakistan Federation)

In addition the Associate Members are:

5. S I Jamaat of Aden
6. KSIMC of Dubai
7. Federation of Kutch KSI Jamaats
8. Muhammadi Welfare Association of Australia
9. KSI Jamaat of Mumbai Jamaat
10. Panjtan Society of Victoria

2. The Structure

- 2.1 The main organs of The World Federation are the Conference, the Executive Council, the Office Bearers and the Secretariat.
- 2.2 The Secretariat is governed by the following clauses of the Constitution:

21. Secretariat

The Secretariat of the Federation shall be based in the UK. The Secretariat shall be managed by the Secretary General assisted by the Honorary Treasurer and such other staff as the Secretary General may, subject to the approval of the President, deem fit.

22. Duties of Secretary General

The Secretary General shall:

- 22.1 be in charge of the Secretariat and the Federation's staff;*
- 22.2 be responsible for giving notices of all meetings of the Conference, the Executive Council and the Trustees;*
- 22.3 prepare the agenda of all such meetings in consultation with the President and circulate the same;*
- 22.4 record and maintain full and proper minutes of all such meetings;*
- 22.5 in consultation with the President deal with all matters that come before the Secretariat;*
- 22.6 execute the decisions and directions of the Executive Council and subject to prior approval of the Executive Council the recommendations of the committees set up by the Executive Council.*

9.2.5 Agencies of the Secretariat

The Executive Council shall with the consent of member resident in that area have the power to establish such regional or sub-regional branches or agencies of the Secretariat in any part of the world as it may deem fit.

As per the above the Secretariat is headed by the Secretary General (appointed by the President) and assisted by the Hon. Treasurer.

It is important to point out that the Secretariat is the only organ of The World Federation which has a mix of both volunteers and staff (paid volunteers). Since the inception of The World Federation this mix of volunteers and paid volunteers has helped create a strong administrative body which implements the strategic direction set out by the Conference, Executive Council and indeed the Office Bearers who are the custodians of the organisation on a day to day basis.

3. History of the Secretariat

3.1 Prior to the 2006 Triennial Conference the Secretariat of The World Federation was split up into Boards and Desks. This gave clear defined areas for each of the departments. The main difference between a 'Board' and a 'Desk' was that Boards were created by Conference and their Heads appointed by the President whilst the Desks were a facility under the control of the Secretary General.

3.2 The 2006 Triennial Conference passed the following Resolution.

"The Executive Council to be authorised to enter into Memorandum of understanding with its members to develop a clear and detailed framework which will delineate the role of the WF and its working relationship with its members and implement such measures in consultation with the leadership of its members in this respect including but not limited to dissolution, merger and/or reorganisation of its boards and/or working of WF if necessary".

3.3 The 2006 Triennial Conference Resolution to "...delineate the role of The World Federation and its working relationship with its members..." . The Secretary General at the time presented a paper at the Second Executive Council Meeting of the 2006-2009 held in Karachi, Pakistan on 18 February 2007.

The Executive Council Meeting in a preamble to the "Paper" on above was informed that the Conference decisions as well as thoughts and ideas of delegates recorded on the flipcharts in Dubai were all included in the new proposed organization set up. The Boards and Desks were removed and replaced. The World Federation was to be a strategic policy maker with Assistant Secretary Generals facilitating different aspects of the community affairs. Each ASG to be competent in his/her field.

The under Annexe One was endorsed by the Executive Council.

3.4 At the Second Executive Council Meeting of the term 2011-2014 held on 24 and 25 September 2011 at Stanmore, the Secretary General had informed that since a regional body had asked if was constitutional to appoint ASG, he had taken legal advice as due diligence process and the legal opinion was that the Secretary General can appoint an assistant to himself as well as an

assistant to the Treasurer or a deputy to either to assist in carrying out their respective duties as long as the President had approved the appointments.

3.5 At the same Executive Council Meeting the following Resolution was passed:

"It is hereby confirmed based on the modalities of the workings of the Secretariat was adopted at the Second Executive Council meeting of the term 2006-2009 [February 2007] held in Karachi, Pakistan. However, from henceforth, the Secretary General of The World Federation when making such future appointments will consult the regional member, where the nominee individual is resident.

Additionally, all such appointments will ensure that their individual terms of reference exist and from time to time and are presented to the Executive Council for their information and recording.

The Secretary General is therefore hereby directed by the Executive Council to review the existing modalities and come up with a proposed draft modality for the workings of the Secretariat and present this paper at the next Third Executive Council meeting for deliberations and adoption."

It was clarified that the Secretary General can still exercise his right to appoint despite objection of the regional member but they must be consulted.

4. Present Structure

At present each of the main departments is led by an Assistant Secretary General (terms of reference attached Annex Two). In addition, the Office Bearers had selected a Deputy Secretary General (terms of reference attached – Annex Three).

Since this structure was created, a great deal of energy has been drawn from Regional Federation and The World Federation Secretary General to create a more streamlined, balanced, sustainable and long-term model which is being suggested below.

Suggested Structure

- 4.1 The World Federation Secretariat to have Six main departments: (1) Education (2) Family Affairs (3) Health (4) Islamic Education, (5) Relief & Development and (6) ZCSS.
- 4.2 Each department will be led by a 'Head'. E.g. Head of Islamic Education who will be accountable to the Secretary General.
- 4.3 Any individual project such as youth work, summer camps will be led by a co-ordinator
- 4.4 Prior to appointing a Head, the Secretary General will consult the Secretary General/Hon. Secretary of the Member/Associate Member from which the Head is a Constituent Member.
- 4.5 The term of the Head will be the same period as the term of the Secretary General and will last no longer than the term within which they are appointed. There is no maximum number of terms that a Head can serve.

5. Key Recommendations:

- 5.1 The above to be implemented from the commencement of the new term in 2014.
- 5.2 The role of Deputy Secretary General will continue until the end of the current term. It will no longer be a position within the organisation unless a specific constitutional amendment is passed.
- 5.3 The role of Deputy Hon Treasurer will continue until the end of the current term. It will no longer be a position within the organisation unless a specific constitutional amendment is passed.
- 5.4 Apart from the Departments set out no further department will be set up without the prior agreement of the Executive Council.