

RECOMMENDATIONS ADOPTED AT THE KICK OFF MEETING OF OIC OSHNET

16 – 17 MAY 2011

ANKARA TURKEY

Following recommendations have been adopted at the Kick off Meeting of the OIC Occupational Safety and Health Network with the participation of representatives of OIC Member Countries, SESRIC and COMCEC.

	Task	Description	Responsible	Timeline
1.	Establishing an OSH Portal, where knowledge sharing is facilitated.	Representatives from the Member Countries agreed on the recommendation for establishing an OIC Portal	SESRIC	Until 30 June 2011
2.	Developing a country profile standard and collecting the profile of each country	Representatives from the Member Countries agreed on the recommendation that a standard form to put on the web site and filled by Member countries. According to the recommendations coming from Member Countries, the form will be updated and filled by the countries.	SESRIC – MoLSS of Republic of Turkey- OSH Centers of the Member Countries	Putting the first draft on the portal until 30 June 2011 - Taking the recommendations of the Member Countries on the draft form till 30 July 2011 and countries will fill the forms and submit on 30 August 2011
3.	Providing all the contribution for the organization of capacity building programs in the field of OSH among OIC member countries,	Representatives agreed on the recommendation for filling and handing over the questionnaires and participating in the training programs	OSH Centres of Member Countries & SESRIC	Until the end of June 2011

4.	Establishing an expert and institutions database	Representatives agreed on the recommendation that each country would put the contact information of the related OSH institution to this database	OSH Centres & SESRIC	Till 30 June 2011, put a section on institution and expert database to the portal and Member Countries will fill and submit their information till and also after the XIX World Congress
5.	Identifying a National Focal Point for each country	Representatives agreed on the recommendation that the OSH related Ministries of each Member Country will designate a National Focal Point for the OIC OSH Network and communicate it to SESRIC	SESRIC & OSH Centres of the Member Countries	For the Member Countries attending to the Kick off meeting, they will submit their nomination to the SESRIC until the end of July 2011. For the remaining OIC Member Countries, SESRIC will send the correspondence until 15 June and request their official nomination until XIX World Congress
6.	Secretariat rotating between member states every five year	Representatives of the Member Countries agreed on the recommendation that secretariat will rotate every five year and the first secretariat to be Turkey, however, the exact duration and country to be decided on the XIX World Congress	MoLSS of the Republic of Turkey	To be decided at the XIX World Congress

7.	Determination of potential partners	Representatives of the Member Countries has agreed on the recommendation for making an analysis of the potential international, regional and intra-OIC partners and preparing a list of potential partners to be discussed at the XIX World Congress	SESRIC and MoLSS	End of June for the preparation of the draft list to be put on the portal and End of July for getting recommendations from Member Countries to discuss the draft list at XIX World Congress
8.	Updating the concept paper in line with the recommendations adopted	Representatives agreed on the recommendation that the Concept Paper will be revised and a draft Terms of Reference will be prepared	SESRIC – MoLSS of the Republic of Turkey	Concept Paper to be revised in line with the recommendations adopted at the Kick off meeting until the end of June and a notification will be sent to the Related Ministries Draft ToR to be prepared and uploaded to the Portal until the end of August 2011
9.	Terms of Reference		Member Countries	To be discussed at the XIX World Congress