



المؤسسة الإسلامية لتأمين الإستثمار و ائتمان الصادرات
THE ISLAMIC CORPORATION FOR THE INSURANCE OF INVESTMENT AND EXPORT CREDIT
(عضو مجموعة البنك الإسلامي للتنمية - Member of the Islamic Development Bank Group)



ICIEC Staff Retreat and 30th Anniversary Celebration

20 - 21 December 2023

Corporate Affairs Function

Aa3^{by}
MOODY'S

Outline

1 | INTRODUCTION and FUNCTIONAL PLAN

2 | STRATEGIC PLANING

3 | ALIGNMENT WITH IsDB STRATEGIC REALIGNMENT 2023-2025

4 | PROJECTS and KPIs

5 | TARGETS / INITIATIVES

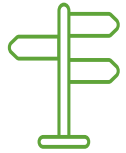
6 | CHALLENGES and RECOMMENDATIONS

1 | Introduction....1



The Corporate Affairs function serves as a vital link between ICIEC Management, Governance Bodies, and prospective shareholders, working closely with the Group General Secretariat.

1| Functional Plan 2

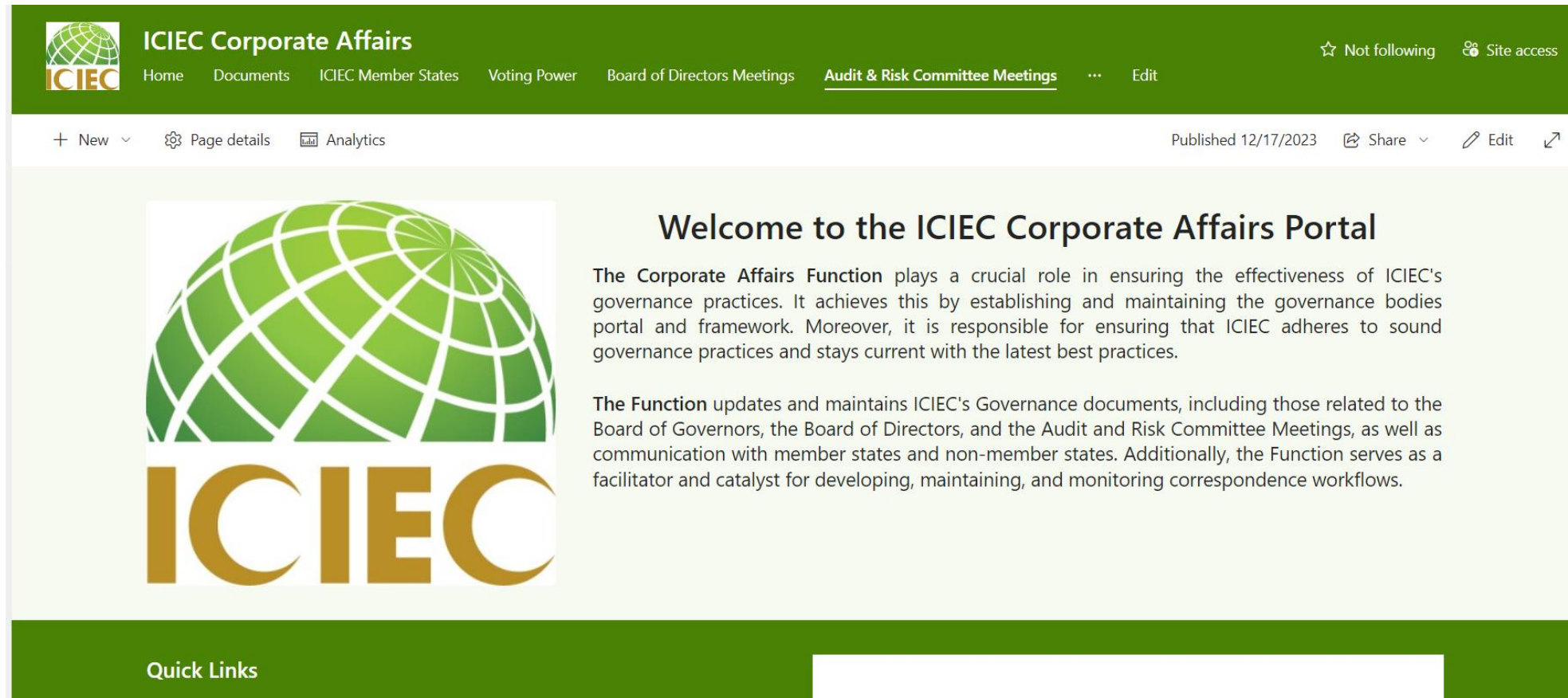


Establish a dedicated portal for the Corporate Affairs Function to centralize and streamline operations.



Enhance efficiency and transparency by implementing an electronic workflow management system in the Corporate Affairs Function.

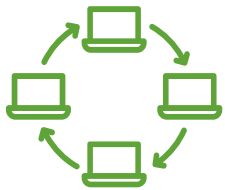
1| Functional Plan 3



The screenshot displays the 'ICIEC Corporate Affairs' portal. The top navigation bar is green with the ICIEC logo and links to Home, Documents, ICIEC Member States, Voting Power, Board of Directors Meetings, and Audit & Risk Committee Meetings. The 'Audit & Risk Committee Meetings' link is underlined. To the right of the navigation bar are links for 'Not following' and 'Site access'. Below the navigation bar is a secondary bar with '+ New', 'Page details', and 'Analytics'. The main content area features a large green globe graphic with the ICIEC logo below it. To the right of the graphic is a welcome message: 'Welcome to the ICIEC Corporate Affairs Portal'. The message states that the Corporate Affairs Function plays a crucial role in ensuring the effectiveness of ICIEC's governance practices and is responsible for ensuring that ICIEC adheres to sound governance practices and stays current with the latest best practices. It also mentions that the Function updates and maintains ICIEC's Governance documents, including those related to the Board of Governors, the Board of Directors, and the Audit and Risk Committee Meetings, as well as communication with member states and non-member states. Additionally, the Function serves as a facilitator and catalyst for developing, maintaining, and monitoring correspondence workflows. At the bottom of the page is a green bar with the text 'Quick Links'.

<https://isdb.sharepoint.com/sites/ICIEC-External/ICIEC-Corporate-Affairs/SitePages/Home.aspx>

1 | Functional Plan 4



Standardize the contents of letters and using a centralized email address for all correspondence and communications between ICIEC Management, Governance Bodies, and prospective shareholders.



Provide the Corporate Affairs Function with the responsibility for responding to all communications related to ICIEC's Boards of Directors and committees, in coordination with the Group General Secretariat, and reviewing/approving documents for accuracy and compliance.

2| Strategic Plan

Engaging Non-Member States, with specific emphasis on the Kyrgyz Republic and the Republic of Tajikistan.

Additionally, efforts will be directed towards countries that initiated the membership process but did not complete it by 2023, such as Guinea Bissau, the Republic of Sierra Leone and Togo.

3| Alignment with ICIEC 10-Year Strategy

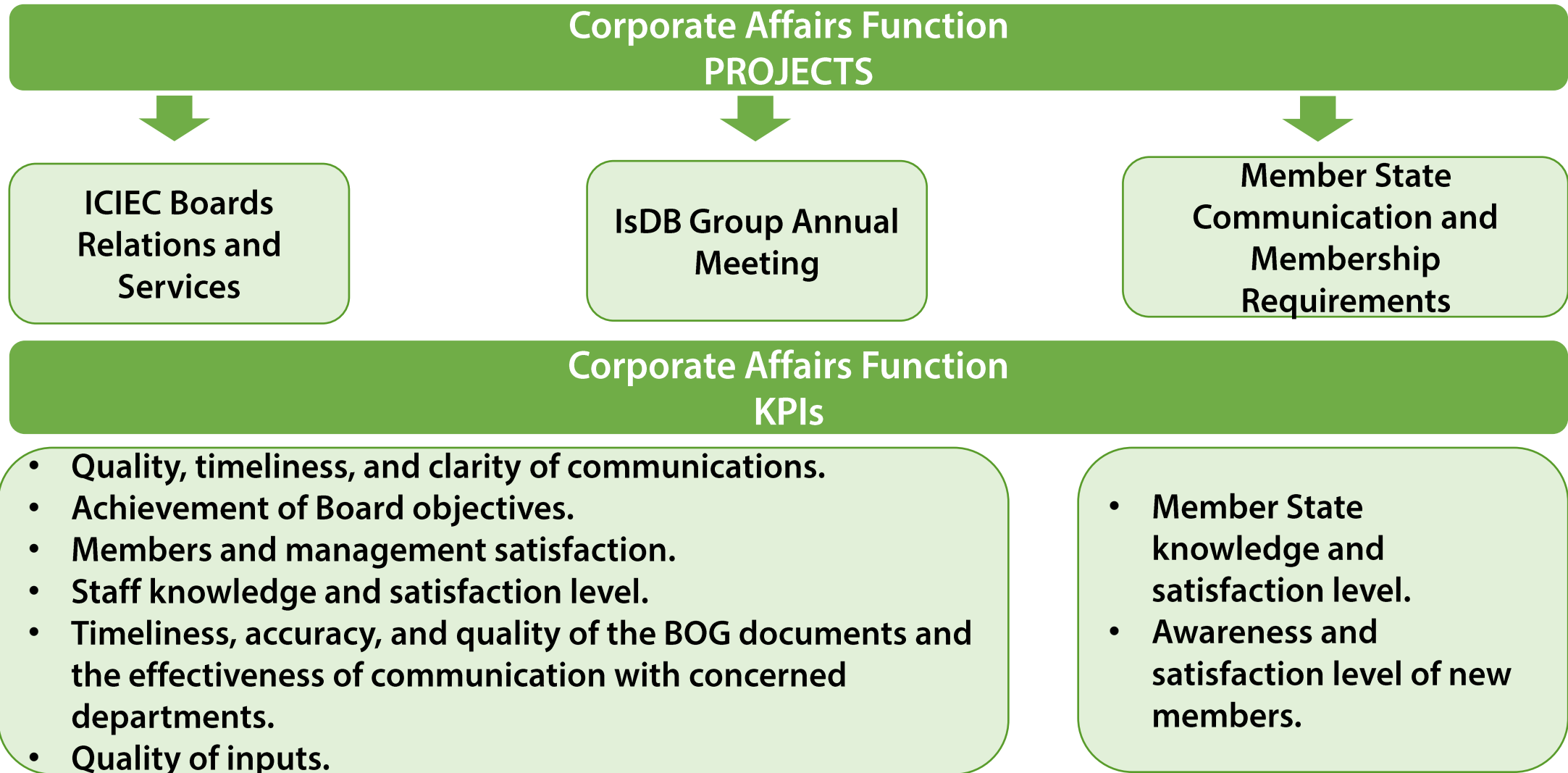
Enhancing Efficiency

Enhance the efficiency and transparency of the Corporate Affairs Department through the implementation of an electronic workflow management system.
Centralize and streamline Corporate Affairs operations by creating a dedicated portal.
Data Security and Protection

Enhancing Resilience

ICIEC aims to enhance its memberships by increasing the number of members and expanding the reach of its services.
Target OIC Countries and Streamline Subscription Efforts

4|PROJECTS / KPIs (2024) 1



4|PROJECTS / KPIs (2024) 2

Corporate Affairs Function
PROJECTS



AMAN UNION

Corporate Affairs Function
KPIs

- Encourage efficient communication within the Aman Union by establishing transparent channels and facilitating mutual understanding of roles and responsibilities.
- Ensure regular and proactive communication with AU members, providing them with resources for meaningful engagement while maintaining diligent oversight over membership fees.

5|Targets / Initiatives

Targets

Enhance and standardize
shareholder
communications

Enhance proper
documentation and record-
keeping

Develop a streamlined
communication
management process



Initiatives

Determine the
appropriate
communication channels
and frequency for
different types of
communications.
Establish guidelines and
protocols for consistent
and standardized
shareholder
communications.

Establish a centralized
repository or document
management system to
store and organize
correspondence and
supporting materials

Establish a clear process
for receiving, reviewing,
and responding to
communications related
to ICIEC's Boards of
Directors.

6| Challenges and Recommendations

Challenges

Review the translations of Meetings documentations.

Communications with ICIEC's Shareholders and non-member countries.

Standardizing the Communication letters (received/sent) to the Member States and Non-Members.



Recommendations

Establishment of a dedicated ad-hoc team responsible for reviewing French translations of documents related to Board Meetings. This team will consist of permanent staff members, along with designated alternates to cover absences

Streamline communication, by implementation of a centralized email address for all correspondence and communications related to the Corporate Affairs Function

Streamline communication, by centralized the correspondence and communications pertaining to the to the Member States ,Non-Members and the Shareholders

THANK YOU



<https://iciiec.isdb.org>