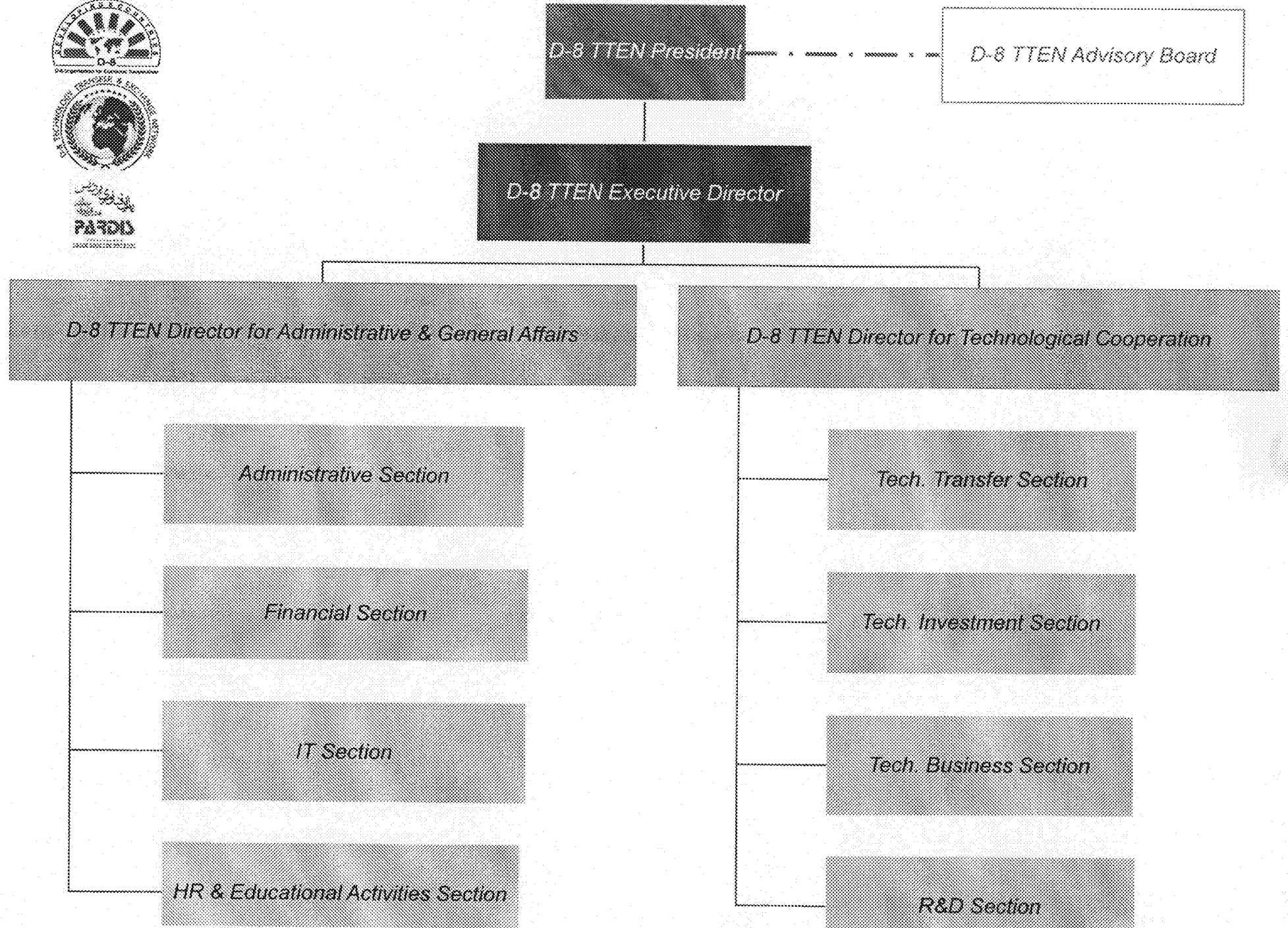


D-8 Technology Transfer & Exchange Network

D-8 TTEN's Secretariat

Organizational Chart





**Charter of
Establishment and Management of
D-8 Technology Transfer and Exchange Network (D-8 TTEN)**

Preamble:

Considering the objectives and special capacities of the D-8 Organization for Economic Cooperation enshrined in its charter, one of the most important steps towards achieving the position explained in the D-8 2030 strategic document is to pave the ground for developing technological cooperation between member states.

Recalling the meeting of the D-8 Senior Officials prior to the Second Ministerial Meeting on Industry on October 5, 2011, in Istanbul, Turkey in which, the D-8 technology transfer and exchange network proposal called D-8 Technology Transfer and Exchange Network (D-8 TTEN) was introduced by I.R. Iran's Pardis Technology Park.

Bearing in mind that the plan to establish a network in the working group on technological cooperation was approved by the countries and finally, the D-8 TTEN has been launched in the meeting of the Ministers held on October 9-10, 2012 in Dhaka, Bangladesh as an affiliated body of the D-8 Organization for Economic Cooperation.

Mindful of the importance of the creation of a structure for establishing interaction and sharing cooperation and information contexts concerning the supply and demand of technology and technological products, and ultimately the creation of synergy among all active factors in these fields among D-8 members.

Considering the above, the present document, entitled "Charter of Establishment and Management of D-8 Technology Transfer and Exchange Network (D-8 TTEN)", has been developed as a framework for promoting technological cooperation at the D-8 and other neighboring countries' level with the following terms and articles.

Article 1: Definitions

1. The "D-8" means the D-8 Organization for Economic Cooperation;
2. "The SG" means D-8 Secretary-General;
3. "The Network" means the D-8 Technology Transfer and Exchange Network (D-8 TTEN);
4. "MoFA" means Ministry of Foreign Affairs;
5. "The Park" means Pardis Technology Park;
6. "The Secretariat" means D-8 TTEN Secretariat;
7. "The President" means D-8 TTEN President;
8. "The Director" means D-8 TTEN Executive Director;
9. The "NaCO" means National Coordination Office;
10. The "PR" means Permanent Representative;
11. The "ABC" means Advisory Board's Council;
12. The "HC" means High Council;



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13. The "HCM" means High Council Meeting;
14. The "BTM" means Business & Technology Meeting;
15. The "TIM" means Technology Investment Meeting;
16. The "TTA" means Technology Transfer Award.

Article 2: Aims & Objectives

The Network's aims, objectives and functions are focused on the followings (Appendices 1, 2, 3):

1. *Creating, developing, and reinforcing technological and innovative cooperation between member states;*
2. *Paving the ground and planning for developing the market for the member countries' technological products;*
3. *Paving the ground and planning for technology transfer between member states;*
4. *Planning for developing investment and financing in the field of technology and innovation in member states.*
5. *Supporting technology transfer, development and management between member states;*
6. *Supporting the formulation of a strategic development plan for technology enhancement;*
7. *Assisting for acquisition, dissemination, assimilation and generation of new technologies;*
8. *Promoting commercialization of technology and competitiveness;*
9. *Supporting technology business missions;*
10. *Carrying out related analytical research on technology policy, marketing opportunities, and possible joint ventures among the Member States;*
11. *Providing advisory services to the private-sectors of the innovation ecosystems of the Member States;*
12. *Disseminating information and good practices;*
13. *Networking among the key stakeholders;*
14. *Providing training to senior officials and policy makers.*

Article 3: Organs

A. HC & HCM

HC comprises of PRs of the Member States. The other Member States who have adopted this Charter may attend the HCM as observers till the time they become accredited members. HC shall be the principal policy and decision-making body of The Network. HC shall meet annually by rotation in alphabetical order in the National Territory of the Member States.

HCM is formed with the following members annually:

1. *The SG (or his/her representative as the Chairman/Chairwoman of HCM);*
2. *The President (as the Secretary of HCM);*
3. *The Director;*



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4. Member states' PRs.

HC responsibilities are as follows:

- 1. Determining The Network's macro policies and strategic decisions;*
- 2. Supervising the proper implementation of The Network's programs and reviewing the annual reports of countries in the field of STI and their role in The Network's activities;*
- 3. Approving The Network's necessary rulebooks and instructions.*
- 4. Approving the annual work plan and budget of The Network.*

Note No. 1: Guests can attend HCM upon the approval of The President.

B. Advisory Board

The Network will have an advisory board that will discuss the annual work plan and budget of The Secretariat and recommend the adoption of same to the HCM. The following parties will be represented in the ABC:

- a. The Ambassadors of Member States in the Islamic Republic of Iran (as the host country);*
- b. Representatives from the MoFA of the Islamic Republic of Iran (as the host country);*
- c. The President and The Director or their representatives;*

Representatives from any other States who wish to support The Network may be invited as observers of the Council.

C. The President

The President is the highest-level official, who is appointed on the proposal of the President of The Park and the approval and issuance of the decree by the SG.

The President shall be responsible for carrying the general policies and decisions of The Network and taking appropriate measures for implementation of the approved programs of The Network.

D. The Director

The conduct and management of the affairs of The Secretariat shall vest in an Executive Director who chairs the two Executive Committees namely Administrative & General Affairs and Technological Cooperation. The Director is appointed by The President.

In the absence of the president of ECI due to any reasons and other emergencies, the function and authorities of the president should be exercised by The Director.

Executive Committees of The Director

The Director chairs two executive committees namely "The Committee for Technological Cooperation" and "the Committee for Administrative & General Affairs" with four



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underlying sections in each committee as follows:

- 1. The Committee for Administrative & General Affairs**
 - **Administrative Section**
 - **Financial Section**
 - **IT Section**
 - **HR & Educational Activities Section**
- 2. The Committee for Technological Cooperation**
 - **Technology Transfer Section**
 - **Technology Investment Section**
 - **Technology Business Section**
 - **R&D Section**

In this regard, The Network's key programs which are managed by the above executive committees are as follows:

- 1. HCM (Appendix 5)**
- 2. BTM (Appendix 6)**
- 3. TIM (Appendix 7)**
- 4. TTA (Appendix 8)**

Note No. 2: The executive instructions for key programs are prepared by the Secretariat and reported to the HCM.

Note No. 3: The key programs of The Network can be changed if a proposal of the member states is submitted by the Secretariat and approved by HCM.

E. NaCO & PR

The Network shall have a National Coordination Unit (NaCO) in each Member State which will be established in accordance with the prevailing regulations of each Member State. The branches shall function in close cooperation with The Secretariat and facilitate the implementation of the approved programs. Each country's NaCO is a legal governmental organization/entity active in the field of Science, Technology and Innovation (STI) in that country, which is officially introduced by the MoFA of the corresponding member state to The Secretariat.

Each country introduces one high level representative of NaCO called PR, who is appointed at this position for period of two years on the proposal of the NaCO with the approval of The President.

The PRs have the following responsibilities:

- 1- Attending the Network's HCM, participating and sharing ideas, and supporting the development of the The Network's programs;**
- 2- Informing, coordinating, and facilitating the presence of the audience in the The Network's events;**



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3- Coordinating on hosting the The Network's key programs.

F. Headquarter (The Secretariat)

As decided in paragraph (4) article (7) of minute of HCM on October 7-9, 2013 in Tehran, Iran, The Park on behalf of the Islamic Republic of Iran will be the Secretariat of The Network and will manage the D-8 TTEN and the provision of the following services (Appendix 4).

The Secretariat's responsibilities are as follows:

- 1- Following up the appointment of government representatives from relevant institutions in countries (PRs);**
- 2- Supervising The Network's annual programs;**
- 3- Formation of HCM and internal meetings of the Secretariat during the year;**
- 4- Informing PRs and The Network's audiences about the Network's programs;**
- 5- Networking and inviting individuals and legal entities active in the field of technology and innovation in member states to attend The Network's events;**
- 6- Planning and coordinating for hosting and holding HCM in the hosting country;**
- 7- Corresponding with D-8 and other related institutions regarding The Network's activities;**
- 8- Planning to finance The Network's activities.**

G. Additional Appointments

Subject to the approval of HC, the Network may recruit on temporary basis such consultants or experts it may consider necessary for the efficient performance of its functions, on such terms and conditions as it may deem fit.

Article 4: Regulations with D-8 organs

The Secretariat shall submit annual or periodic reports covering a review of the existing activities and request for future projects of The Network for consideration of the Member States through D-8 Secretariat to the related Committees and Councils of D-8.

The Secretariat according to the guidelines of the Advisory Board shall prepare long-term program of action to be approved by the HCM.

Article 5: Regulations with International Organizations

The Network shall be in close cooperation with other international organizations in the field of SIT, as well as relevant governmental/non-governmental organizations/agencies of the Member States. Any cooperation agreement with aforementioned organizations/agencies shall be in accordance with the policy direction of competent D-8 Councils.

Article 6: Finance

The Secretariat's annual budget (in Appendix 9 for 2023) will be funded partially by The



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Park on behalf of I.R. Iran and D-8. The Secretariat shall also have independent budget and funds for programs and administration which consists of:

- Grant made by the Member States;***
- Donations and Endowments;***
- International assistance;***
- Voluntary contribution; or***
- Other sources.***

Note No. 4: If the Secretariat requests an increase in the annual budget due to increased costs, including the expansion of programs and plans, the issue should be initially discussed at the HCM and then considered at the D-8 Commission meeting.

The Network should be fully operational within 12 months from the adoption of this Charter.

Article 7: Amendment

The present Charter can be amended if proposed by either the Member States or The President and approved by HCM.

The present Charter comprising a preamble, 12 articles, 4 notes, and 8 appendices was approved by the HCM on 19/12/2022 and will enter into force on the date of approval and notification of the D-8 Secretary-General.



*Charter of
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FOR THE PEOPLE'S REPUBLIC OF BANGLADESH

FOR THE ARAB REPUBLIC OF EGYPT

FOR THE REPUBLIC OF INDONESIA

FOR THE ISLAMIC REPUBLIC OF IRAN

FOR THE FEDERAL REPUBLIC OF NIGERIA

FOR THE MALAYSIA

FOR THE ISLAMIC REPUBLIC OF PAKISTAN

FOR THE REPUBLIC OF TURKEY