



NIBAF, PAKISTAN
(KARACHI)

13
MAY
2026

FEE:

PKR
18,000
(Plus Tax)

ONE-DAY WORKSHOP ON **MANAGING SHARIAH** **BOARD SECRETARIAT**

The Shariah Board Secretariat (SBS) is the core operational support for Shariah governance in Islamic Banking Institutions. It provides essential secretarial assistance to the Shariah Board (SB), including the timely preparation of meeting agendas, proposals, and working papers. The Secretariat maintains accurate records of agenda items, minutes, and issued Fatwas with their rationale. The State Bank of Pakistan's Shariah Governance Framework (SGF) emphasizes training of SCD employees to ensure smooth and effective Secretariat operations.

A well-managed Secretariat enhances governance quality, transparency, and regulatory compliance. Weaknesses in documentation, follow-up, or coordination may lead to operational inefficiencies and governance risks. This one-day workshop equips participants with practical tools, templates, and skills to establish and manage a professional, high-performing Secretariat aligned with SGF standards.

NIBAF KARACHI:

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Register Today!



Facilitator

Mufti Mohammed Najeeb Khan is the CEO of Muawin, The Facilitator Shariah Advisors (Pvt) Ltd., and currently serves as Chairman or Member of the Shariah Boards of several leading Islamic financial institutions, including Bank Makramah Ltd., Faysal Bank, UBL Funds, Habib Metropolitan Bank, and HBL AG Zurich Dubai. He has delivered extensive Shariah and governance training programs for local and international audiences across banks, regulators, corporates, and academic institutions, and has trained over 10,000 professionals in Shariah compliance, product development, Shariah audit, governance, and Halal certification through NIBAF, IBA Karachi, the Centre for Islamic Economics, and various universities. His qualifications include Takhassus fil Fiqh (Islamic Jurisprudence) from Jamia Darul Uloom Karachi under Justice (R) Mufti Taqi Usmani (PhD equivalent), as well as Alia (BA equivalent) and Almia (MA equivalent) in Arabic and Islamic Sciences. He also holds an M.Phil. from the Sheikh Zayed Islamic Centre at the University of Karachi and professional certifications in training, leadership, and curriculum design.

Target Audience

This workshop is designed for professionals engaged in or supporting Shariah governance, including but not limited to Shariah Board Secretariat staff, Shariah Audit, Compliance, and Governance teams, Product Development teams, and Banking professionals aspiring to specialize in Shariah governance and oversight

Learning Objectives

- Understand the Secretariat's role within SBP's SGF and its interfaces with SB, RSBM, and SCD.
- Build competence in managing meetings, preparing agendas and packs, drafting minutes and resolutions, and maintaining decision and Fatwa records.
- Strengthen follow-up and monitoring using trackers, calendars, and structured reporting.
- Enhance coordination with Shariah, audit, compliance, product development, HR, and training functions while maintaining independence.
- Use practical tools such as checklists, trackers, calendars, and a basic Secretariat Manual template for immediate application.

Key Coverage Areas

- Structuring the Secretariat in line with SBP's SGF and defining its role within the governance framework.
- Planning and scheduling Shariah Board meetings, preparing agendas, proposals, and working papers.
- Maintaining records of minutes, decisions, and Fatwas with rationale for audit and compliance purposes.
- Coordinating effectively with SCD, internal Shariah audit, product development, HR, and training teams without compromising independence.
- Using governance tools including trackers, checklists, annual calendars, and a draft Secretariat Manual.
- Implementing best practices for professionalizing Secretariat functions.

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