

STATUTE AND RULES OF PROCEDURES
OF
THE STANDING COMMITTEE FOR ECONOMIC AND COMMERCIAL
COOPERATION (COMCEC)

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P A R T I
STATUTE AND RULES OF PROCEDURES
OF
T H E C O M C E C

STATUTE AND RULES OF PROCEDURES OF THE COMCEC

SCOPE AND DEFINITIONS

ARTICLE 1: Scope

a) This document shall be called the "Statute and Rules of Procedure of the Standing Committee for Economic and commercial Cooperation" hereinafter referred to as the COMCEC and shall be applicable' to the conduct of activities of this Standing Committee of the Organization of the Islamic Conference.

b) The Document contains two parts dealing respectively with the General Statute of COMCEC and its Internal Rules of Procedures.

ARTICLE 2: Definitions

a) **ORGANIZATION means:** The Organization of the Islamic Conference (OIC)

b) **MEMBER STATES means:** Member States of the Organization.

c) **SUMMIT means:** The Islamic Summit Conference of Kings and Heads of State/Government of Member States.

d) **COMCEC means:** The Standing Committee for Economic and Commercial Cooperation.

e) **CONFERENCE OF FOREIGN MINISTERS means:** The Islamic Conference of Foreign Ministers (ICFM) of Member States or their duly accredited representatives.

f) **CHARTER means:** Charter of the Organization

g) **GENERAL SECRETARIAT means:** The General Secretariat of the Organization

h) **SECRETARY GENERAL means:** The Secretary General of the Organization

i) **CHAIRMAN means:** Chairman of the COMCEC

j) **GENERAL ASSEMBLY means:** General Assembly of COMCEC

k) **SESSION means:** Regular Meetings of the General Assembly of COMCEC

l) **FOLLOW-UP COMMITTEE means:** Follow-up Committee of the COMCEC

- m) **SESSIONAL COMMITTEE means:** The organ of the COMCEC, in which the activities of the relevant subsidiary organs, specialized and affiliated institutions, are reviewed
- n) **SPECIAL MINISTERIAL MEETING means:** Any Ministerial Meeting convened under the auspices of COMCEC concurrently with a regular session
- o) **SUBSIDIARY ORGAN means:** The Subsidiary Organs of the Organization
- p) **SPECIALIZED INSTITUTIONS means:** The Specialized institutions of the Organization
- q) **AFFILIATED INSTITUTIONS means:** The Affiliated institutions of the Organization
- r) **PLAN OF ACTION means:** The Plan of Action to Strengthen Economic and Commercial Cooperation among the Member States of the OIC

PART ONE - GENERAL STATUTE

CHAPTER - I

STATUS OF THE STANDING COMMITTEE FOR ECONOMIC AND COMMERCIAL COOPERATION (COMCEC)

ARTICLE 3 :

- a) The COMCEC is legally a specialized Committee of the Summit which was established by the Resolution No.13/3-P (IS).
- b) The COMCEC shall carry out its tasks in coordination and cooperation with the Conference of Foreign Ministers.
- c) The COMCEC being a coordinating and follow-up body shall perform its tasks through the General Secretariat of the Organization as its executive organ.

CHAPTER - II
OBJECTIVES AND PRINCIPLES OF THE COMCEC
OBJECTIVES

ARTICLE 4:

The objectives of the COMCEC in accordance with Resolutions No.13/3-P (IS) and 1/5-E (IS) are:

- a) To coordinate and follow up the implementation of the resolutions of the Organization in relation to economic and commercial cooperation, in particular, the provisions and recommendations of the relevant Plan of Action.
- b) To study all possible means of strengthening economic and commercial cooperation among Member States.
- c) To draw up programs and submit proposals designed to increase the capacity of Member States, both individually and collectively, in the economic and commercial fields, in accordance with the objectives and principles enshrined in the Charter and the Resolutions of the Conference pertaining to these fields.
- d) To serve as the central forum for Member States to discuss International Economic and Commercial issues and to formulate policy recommendations aiming at strengthening their joint action.
- e) To ensure, through the General Secretariat, the overall coordination of the activities of the Organization relating to economic and commercial cooperation among the member states.

PRINCIPLES

ARTICLE 5:

In pursuance of the objectives outlined in Article 4, above, the COMCEC shall act in accordance with the following principles:

- a) Ensuring the utilization to the utmost of the economic and commercial capacities and potentialities available in Member States in order to mobilize and exploit them in the best possible manner, within the context of a strong and systematic cooperation among the Member States, for the welfare and prosperity of their people.
- b) Ensuring the initiation of multilateral economic and commercial cooperation projects that are feasible, realizable within a reasonable period of time with minimum additional cost and be of interest to member states at regional, inter-regional and international levels.

c) Respecting the economic and commercial rights and obligations of Member States towards third parties.

d) Taking into account the differences in the levels of economic and commercial development among Member States and giving due regard to the economic and commercial interests of those Member States which are least developed and/or facing natural calamities.

e) Contributing to the attainment of world economic and commercial development objectives and expansion of world trade with a view to safeguarding the interests of the member states.

CHAPTER - III

FUNCTIONS OF THE COMCEC

ARTICLE 6:

In order to attain the objectives set out in Article 4 and in conformity with the principles defined in Article 5 of the Statute, the COMCEC shall:

a) Submit progress reports and make proposals through its Chairman to the Summit on the implementation of its Plan of Action and on the strategy and institutional and organizational aspects of the fields under its competence.

b) Apprise, through the General Secretariat, the Conference of Foreign Ministers of decisions and activities for appropriate action.

c) Requests the Subsidiary Organs and Specialized and Affiliated Institutions working in the economic and commercial fields to submit activity reports, undertake necessary studies, convene expert group meetings and report the progress in the implementation of the tasks assigned to them, periodically, through meetings of the Sessional Committees to be convened at each Session or, as and when the need so arises.

d) Organize regular meetings and special sessions to review the progress achieved in implementation of the decisions pertaining to the areas under its competence as well as to consider specific issues pertaining to economic and commercial cooperation among Member States.

e) Hold consultations in its fields of activity with international and regional groupings and organizations as and when deemed necessary for the fulfillment of its objectives.

f) Decide on the convening of a Ministerial meeting either concurrently with a Session or separately, in a specific area of cooperation contained in its Plan of Action to consider issues pertaining to those areas.

CHAPTER - IV MEMBERSHIP

ARTICLE 7:

The COMCEC *is* composed of all Member States.

CHAPTER - V STRUCTURE

ARTICLE 8:

The COMCEC shall be composed of the following Organs:

- i) The General Assembly
- ii) The Follow-up Committee
- iii) The Sessional Committee
- iv) The General Secretariat

ARTICLE 9: The General Assembly

- a) The General Assembly shall be composed of Ministers (or their representatives) responsible for the fields of competence of the COMCEC of all Member States.
- b) The General Assembly works under the direction of the Chairman of the COMCEC.
- c) The General Assembly is the decision-making body of the COMCEC.
- d) The General Assembly meets annually in a regular session. It may also meet in extraordinary sessions.

ARTICLE 10: The Follow-up Committee

- a) The Follow-up Committee shall be composed of Ministers responsible for the fields of competence of the COMCEC or their representatives.
- b) The Follow-up Committee shall assist the General Assembly of the COMCEC in the fulfillment of its responsibilities. In carrying out its tasks, the Follow-up Committee shall deal

with issues pertaining to the fields of competence of the COMCEC in close collaboration with the General Secretariat and relevant subsidiary organs, specialized and affiliated institutions of the Organization.

c) The Follow-up Committee shall:

- (i) Review and monitor the implementation of the programs and projects approved by the General Assembly
- (ii) Make reports and recommendations to the General Assembly on strategy and organization of its work and on the progress of implementation of the decisions of the General Assembly
- (iii) Prepare the draft agenda of regular sessions of the General Assembly and of special Ministerial Meetings to be held for the first time under the auspices of the COMCEC
- (iv) Cooperate and seek assistance from member States and National, Sub-Regional, Regional, Inter-Regional and International institutions able and willing to promote the objectives and principles of the COMCEC. Any agreements in this regard will be approved by the General Assembly

ARTICLE 11: The Sessional Committee

a) The Sessional Committee shall consist of all Member States to which subsidiary organs, specialized and affiliated institutions working in the fields of competence of the COMCEC. Any agreements in this regard will be approved by the General Assembly.

b) The Sessional Committee will meet during the COMCEC Session to review the activities and programs of the Organization's institutions mentioned in paragraph (a) above, to report to the General Assembly for coordination and guidance.

ARTICLE 12: General Secretariat

a) The General Secretariat being the executive Organ of the Organization shall also perform the executive functions of the COMCEC. In this regard, the General Secretariat shall work closely with the Follow-up Committee and the National Coordinating Office of the COMCEC, a national institution set up by the Government of the Chairman to act as focal point for matters pertaining to the COMCEC and to assist in the preparation and organization of its meetings.

b) The General Secretariat shall hold consultations with the Chairman of the COMCEC through the National Coordinating Office with regard to organization of a meeting, and determining the list of states and organizations to which invitations and documents are to be sent.

c) The General Secretariat shall in collaboration with the National Coordinating Office, be responsible for the dispatch of invitations and documents of meetings of the COMCEC.

d) The General Secretariat shall apprise the Conference of Foreign Ministers of the activities of the COMCEC.

CHAPTER - VI
FINANCE

ARTICLE 12:

The financial resources of the COMCEC shall consist of:

- (a) Contribution of the Government of the State of the Chairman of the COMCEC;
- (b) Voluntary contributions from the member states and other sources, approved by the Chairman.

The funds shall be used for the running of the National Coordinating Office, organization of meetings and for drawing up programs and projects by the competent OIC executive organs.

P A R T I I
INTERNAL RULES OF PROCEDURES
OF
THE COMCEC

PART TWO
INTIRNAL RULES OF ROCEDURE

R.U.L.E. 1: Convening the General Assembly Sessions

(a) The regular session of the General Assembly shall be convened annually, in the country of the Chairman, unless it is otherwise decided, on the dates determined at the previous session. The General Secretariat in consultations with the National Coordinating Office shall inform the Member States of the dates at least ninety days before the session.

(b) The regular sessions of the General Assembly shall be preceded by a preparatory meeting of the Senior Officials of Member States.

(c) The preparatory meetings of the Senior Officials shall consider the items of the draft agenda together with amendments as they may deem appropriate and prepare draft resolution(s) to be submitted to the General Assembly.

(d) A Sessional Committee shall also meet concurrently with the preparatory meeting to review the activities and programs of the OIC subsidiary and affiliated organs working in the field of the COMCEC.

(e) Ministerial meetings in any area within the fields of competence of the CQMCEC may also be held concurrently with the regular session of the COMCEC to review programs and projects in the area concerned and take appropriate decisions.

(f) The Follow-up Committee meetings shall be held six months after each General Assembly Session; the exact date and venue of which shall be determined therein.

(g) The above meetings, upon invitation, may also be attended by

(i) Countries or communities having observer status to the Organization.

(ii) Subsidiary Organs, Specialized and Affiliated Institutions of the Organization

(iii) United Nations Specialized Organs/Agencies related to the activities of the COMCEC.

R.U.L.E. 2: Election of the general Assembly Bureau

(a) The General Assembly Bureau shall be composed of the Chairman of the COMCEC (or alternate Chairman of the COMCEC, the Vice-Chairmen and the Rapporteur. The Secretary

General shall be ex-officio member of the Bureau, without right of vote.

(b) The General Assembly Bureau shall, inter-alia, assist the Chairman in coordinating all the works of the Sessions.

(c) The President of the Republic of Turkey shall be the permanent Chairman (The Prime Minister of the Republic of Turkey shall be the Alternate Chairman and he/she shall preside over the sessions in the absence of the Chairman).

(d) The State of Palestine shall be the permanent Vice-Chairman.

(e) The Kingdom of Saudi Arabia shall be the permanent Vice-Chairman.

(f) The State of the Sessional Chairman of the Summit shall be a Vice-Chairman.

(g) The General Assembly shall elect every three years, three Vice-Chairmen representing the three geographical regions in the OIC, nominated by the members of their respective regional group.

(h) The General Assembly shall elect every three years a Rapporteur among member States.

R.U.L.E. 3: Composition of the Follow-up Committee

(a) The Follow-up Committee shall be composed of the following:

Chairman: Representative of the Chairman of the Chairman of the COMCEC.

(i) Members of the General Assembly Bureau as defined in Rule 2 above.

(ii) Vice-Chairmen of the previous Bureau representing the geographical regions.

(b) Vice-Chairmen of the previous Bureau representing the geographical regions shall retain their membership status for a period of three years.

(c) A representative of the General Secretariat and one from the National Coordinating Office shall be ex-officio members, without right of vote.

PROVISIONAL RULE:

The remaining members of the present Follow-up Committee, namely, the Islamic Republic of Pakistan, Republic of Guinea, Hashemite Kingdom of Jordan and the State of Kuwait, shall remain as members for three years as from the forthcoming election.

R.U.L.E. 4: Draft Agenda for the Sessions of the General Assembly

- (a) The draft agenda for a regular session shall be drawn up by the Follow-up Committee and communicated by the General Secretariat to the Member States, organs or the Organization concerned and international institutions latest by ninety (90) days before the opening of the session. Letters of invitation shall accompany the draft agenda.
- (b) Any subject, project or issue concerning the COMCEC shall be included in its agenda for the regular session only if the necessary documentation explaining the background, nature and purpose or feasibility of that subject, project or issue is received by the Member States six weeks prior to the meeting of the General Assembly.

R.U.L.E. 5: Adoption of the Agenda

- (a) At each session, the draft agenda shall be submitted for adoption by the General Assembly, as soon as possible, after the opening of the Ministerial Session.
- (b) The General Assembly may add or delete any other item(s) by consensus or by the agreement of the majority of Member States present and voting.

R.U.L.E. 6: Amendments to the Agenda

Some items of the Agenda may, during a session, be amended and other items of an urgent nature may be included by consensus or after approval of at least 2/3 majority of the member states present and voting.

R.U.L.E. 7: Convening of Special Sessions

- (a) The General Assembly shall be convened in a special session if so requested by a member state and agreed upon by the majority of members within 30 days from the date of their notification.
- (b) Member States shall receive invitations for a special session at least 30 days notice prior to the opening of a special session.

R.U.L.E. 8: Functions of the General Secretariat in the COMCEC Meetings

- (a) The Secretary General shall participate in all the work of the meetings of the COMCEC and present data, studies and clarifications sought on the items under consideration. He may authorize one of his assistance of representatives to act on his behalf in this regard.
- (b) The General Secretariat shall ensure, in consultations with the National Coordinating Office, the organization of the meetings of the session and the preparation of the relevant documents, including the minutes on the debates, reports, resolutions,etc.
- (c) The Government of the State of the Chairman of the COMCEC shall direct its national Coordinating Office to coordinate the Conference work with the General Secretariat and the host country.

R U L E 9 : Program of Work of the General Assembly

The program of work of any session shall be drawn up by the Chairman and communicated, through the General Secretariat, to the member states at least 90 days before the opening of the session.

R U L E 10 : Voting and Adoption of the Resolutions

(a) Each Member State shall have one vote.

(b) If a Member State abstains from voting or has reservations on decisions or recommendations, such abstention or reservation shall not invalidate the decision or recommendations.

(c) Without prejudice to Rules 5 and 7 (a) all resolutions and recommendations shall be adopted by two third majority if no consensus is reached.

R U L E 11 : Resolutions and Reports

(a) The drafting of resolutions and reports of any session shall be prepared by an open-ended Drafting Committee under the chairmanship of the Rapporteur.

(b) The resolutions and reports of Sessions and those of Ministerial Meetings held concurrently with the General Assembly Session shall be presented at joint closing Session by the Chairmen of the Ministerial Meetings.

(c) The resolutions and reports of Ministerial Meetings held separately shall be presented to the General Assembly by the General Secretariat.

(d) Resolutions and reports of the Sessions shall be published in the official languages of the Organization and be communicated to the member states no later than thirty days after the closing date of each session.

R U L E 12 : Languages

(a) The official languages of the COMCEC shall be Arabic, English and French.

(b) All documents presented to the COMCEC for consideration shall be in these three languages.

(c) Any representative may like to address in a language other than official languages of the Organization provided that the interpretation into one of the official languages of the Organization is arranged by the speaker.

R U L E 12 : General Provision

(a) For issues not covered by these rules, the Rules of Procedures of the Organization of the Islamic Conference shall apply.

(b) These Rules of Procedure shall take effect from the date of their approval by the Summit.

(c) Amendment to these Rules of Procedure shall be agreed upon by a two-third majority in the General Assembly and approved by the Summit.

