



**REPORT OF THE 5th ANNUAL COORDINATION MEETING OF
THE COMCEC WORKING GROUP FOCAL POINTS
(23-25 May 2017, Ankara)**

1. The 5th Annual Coordination Meeting of the COMCEC Working Group Focal Points was held on 23-25 May 2017 in Ankara.

(The Programme of the Meeting is attached as Annex-I)

2. The Meeting was attended by the COMCEC Working Group Focal Points and COMCEC National Focal Points of the 35 Member Countries of the OIC (Organization of Islamic Cooperation).

(The List of Participants of the Meeting is attached as Annex-II)

3. The Meeting started with a recitation from the Holy Quran.
4. At the outset, Mr. Mehmet Metin EKER, Director General of the COMCEC Coordination Office (CCO) delivered his opening remarks. Welcoming all the participants to the meeting, he underlined the significant role of the COMCEC Focal Points in the implementation of the COMCEC Strategy. He also highlighted that the participation of the COMCEC Focal Points to the COMCEC Ministerial Sessions and COMCEC Follow-up Committee Meetings is of particular importance. Mr. EKER also stressed that matters related to the implementation of the COMCEC Working Group Policy Recommendations would be a central topic for the deliberations throughout the Meeting. He concluded his remarks through introducing the program of the Meeting.

**I. Briefing by the CCO: Progress in the Implementation of the COMCEC Strategy
(23 May 2017)**

5. Mr. Selçuk KOÇ, Director at the COMCEC Coordination Office (CCO), made a presentation on the progress in the implementation of the COMCEC Strategy.
6. At the outset, Mr. KOÇ briefed the participants about the COMCEC and its main achievements realized so far. He also informed the participants about the important programs and projects on the COMCEC Agenda, such as Trade Preferential System among the OIC Member Countries (TPS-OIC), OIC Arbitration Center, COMCEC Gold Exchange and COMCEC Real Estate Exchange. Afterwards, Mr. KOÇ expressed that during the 33rd COMCEC Ministerial Session to be held on 20-23 November 2017, the

Ministerial Exchange of Views Session will focus on the theme of “Improving Transnational Transportation Corridors among the OIC Member Countries”.

7. Mr. KOÇ continued his presentation with pointing out the benefits of the Working Group Meetings and the efforts on knowledge production, knowledge sharing and knowledge utilization. He underlined some achievements recorded so far under the Working Groups as better focused case/field studies in the research reports, increased quality of reports allowing policy makers to make informed decisions, more focused and evidence based policy recommendations with active involvement of Member Countries. Mr. KOÇ also informed the participants that the COMCEC Project Funding mechanism has been improved with better identified and focused project submission rules and procedures.
8. The participants raised the following points in their questions and comments:
 - Coordination with national focal points should be improved.
 - Institutional capacity building efforts for LDCs members of the COMCEC should be increased.

II. The Issues Related to Enhancing Coordination of the COMCEC Activities at the National Level

9. The Session was moderated by Mr. Haru AL HASSAN, Director of the Nigerian Communications Commission.
10. Mr. Fatih ÜNLÜ, Senior Expert at the COMCEC Coordination Office made a presentation on the issues related to enhancing coordination of the COMCEC Activities at the national level. At the outset, Mr. ÜNLÜ touched upon the importance of the raising awareness about the COMCEC works at the national level and what can be done by the focal points for this purpose. In this regard, he highlighted that the focal points can raise awareness on the important programs/projects in the COMCEC Agenda and the main instruments of the COMCEC Strategy, mainly COMCEC Working Groups and COMCEC Projects Funding.
11. Mr. ÜNLÜ also touched upon the role of focal points in increasing Member Countries’ involvement in the Working Groups and COMCEC Project Funding such as:
 - Awareness at the national level on the COMCEC works, including the important programmes and projects in the COMCEC Agenda, the outputs of the COMCEC Working Groups and COMCEC Project Funding should be increased,
 - Member countries’ involvement in the cooperation efforts under the WGs and COMCEC Project Funding should be enhanced,
 - The participation of qualified experts to the Working Group Meetings should be facilitated,
 - The knowledge production efforts: field visits, questionnaires and interviews should be facilitated by the focal points.

12. Regarding the coordination of the COMCEC work within/ among the relevant Ministries/Institutions, Mr. ÜNLÜ underlined the importance of sharing the documents (i.e. invitation letters, research reports etc.) with the concerned institutions/departments.
13. Mr. ÜNLÜ also highlighted that organization of a coordination Meeting at the national level would facilitate experience sharing among the focal points related to the implementation of policy recommendations, submission projects etc. and the coordination of efforts to raise awareness about the COMCEC work.
14. Mr. ÜNLÜ stated that focal points' inclusion in the country delegations for the COMCEC Follow-Up and Ministerial Meetings as well as their active involvement in the preparations for these Meetings are highly beneficial for strengthening the link between the Session and the outcomes of the COMCEC Working Groups and Project Funding.
15. Furthermore, Mr. ÜNLÜ mentioned about the low level of participation to the Working Group Meetings as compared with the number of registered countries. He also underlined that more project proposals are expected from the focal points in the 5th Project Call September 2017 for the utilization of the COMCEC Project Funding.
16. After the presentation, the Moderator opened the floor for the discussions. In this regard, the participants concurred on the following issues:
 - The national and WG focal points should take part in their country delegations participating in the COMCEC Follow-up and Ministerial Meetings.
 - Involvement of the Focal Points in the preparations for the COMCEC Follow-Up and Ministerial Meetings are highly beneficial especially for strengthening the link between the Session and the outcomes of the COMCEC Working Groups and Project Funding.
 - Effective coordination and communication among the focal points at the national level is of particular importance for ensuring the active involvement of the member countries in the COMCEC Work. In this regard, at least one Coordination Meeting in a year may be organized at the national level with the participation of national focal point and WG focal points for COMCEC related work especially implementation of the policy recommendations and submission of project proposals. E-groups may be established at the national level for facilitating the coordination and communication among the COMCEC focal points.
 - The CCO should inform the National Focal Points regarding the relevant work carried out by COMCEC, including invitations and reports communicated to the WG focal points.
 - The schedule of all Meetings, including COMCEC Annual Coordination Meetings and COMCEC Working Groups, and deadline for project calls should be communicated well in advance to the Member Countries.
 - The importance of notification of the National and the WG Focal Points by the member countries to the CCO, which have not done so yet, was highlighted.

17. Moreover, the following observations were made by the participants:

- Issuance of multi-entry visa for the COMCEC focal points who would attend the COMCEC Meetings more than once a year is crucial for enhancing their participation.
- Assistance in logistic issues including air tickets, especially for LDCs, can facilitate the participation of the Focal points as well as relevant technical experts.
- The list of WG focal points can be attached to the invitation letters to be sent to the national focal points for the Annual Coordination Meetings of the COMCEC Focal Points.
- The issue of low participation level to the working groups can be raised during the Ministerial Sessions.

III. Improving the Research Work Under COMCEC: Case Analysis and Field Trips

18. The Session was moderated by Mr. Bilal Khan PASHA, Joint Secretary, Ministry of Commerce of Pakistan.

19. Mr. Selçuk KOÇ, Director at the COMCEC Coordination Office, made a presentation on “Improving the Research Work Under COMCEC: The Case Analysis and Field Trips”. He provided some information to the participants on the outputs of the knowledge production efforts of the COMCEC.

20. Within this framework, Mr. KOÇ gave information on the goals, features and general contents of the research reports prepared for COMCEC Working Group Meetings.

21. Afterwards, he stressed the benefits of the case country analysis based on field visits to case countries and other Member Countries. At this point, Mr. KOÇ took the attention of the participants the importance of participation of field research countries to the related WG meeting.

22. He also mentioned about some important points taken into consideration while identifying case countries such as balanced selection of case countries based on representation of the three OIC regional groupings (Arab, Asia, Africa), experiences related to the research theme, working group membership and covering the working group members to the extent possible.

23. Moreover, he shared some basic figures on case country analysis. He stated that 113 field researches have been conducted in six different working groups in 31 OIC Member Countries. On the other hand, almost 50 percent of the field research countries attended the related WG Meeting. Hence, he underlined the importance of their participation to the concerned WG meeting for enriching the discussions.

24. Mr. KOÇ concluded his presentation by elaborating on the stages where the Member Countries are directly involved in the knowledge production efforts of the COMCEC. He informed participants that the Member Countries are involved in the knowledge production efforts in all stages from the selection of Working Group themes by the focal points during the Annual Coordination Meeting, to providing the feedbacks to the policy recommendations during and after Working Group Meetings.
25. After the presentation, the Moderator summarized some of the key issues mentioned during the above-mentioned presentation and opened the floor for discussion.
26. Accordingly, the participants concurred on the following issues:
 - The focal points should be actively involved in the knowledge-related works of the COMCEC through conveying the filled-out research-related surveys, questionnaires and policy questions as well as providing feedbacks to the drafts of the research reports.
 - The coordination between the consultants, which are commissioned to prepare the research reports by the CCO, and the focal points should be enhanced by the COMCEC Coordination Office through conveying official letters to the focal points/relevant authorities.
 - All the documents and research reports should be conveyed to the National Focal Points as well.
 - Importance of involvement of private sector, women and youth in the activities under the COMCEC was underlined.

IV. The Issues and Challenges in Implementation of the Policy Recommendations

27. The Session was moderated by H.E. Dr. Ir. Leonard V.H. TAMPUBOLON, Deputy Minister for Economic Affairs of the Republic of Indonesia
28. At the outset, Mr. Selçuk KOÇ made a presentation on the issues and challenges in the implementation of the policy recommendations. In his presentation, Mr. KOÇ highlighted the importance of policy recommendations for giving guidance to the policy-makers in designing specific policies in the Member Countries and, thereby, for serving policy approximation among the Member Countries.
29. Furthermore, Mr. KOÇ briefed the participants on the stages in which the policy recommendations are formulated. In this regard, Mr. KOÇ emphasized the importance of the Member Countries' direct involvement to the formulation of policy recommendations, through providing the responses to the policy questions and giving feedback to the room document during and after the Working Group Meetings.
30. Mr. KOÇ also mentioned about the possible instruments for the realization of the policy recommendations at the National Level, such as mobilizing Member Countries' human resources, utilizing the COMCEC Project Funding and other OIC Institutions' facilities.

31. He also underlined the importance of active follow-up of the implementation of policy recommendations by the Member Countries through filling-out the Evaluation Form, which is an important tool to assess the progress recorded in the Member Countries. After giving some figures regarding the responses to the evaluation form, Mr. KOÇ invited the participants to provide their feedbacks/responses to the evaluation forms by the end of August 2017.

32. After deliberations, the participants concurred on the following issues:

- After all Working Group Meetings, the policy recommendations should be circulated to the relevant departments and Ministries in the Member Countries, especially to policy-makers by the focal points for ensuring their implementation.
- Policy recommendations should be sent to the Member Countries officially by the CCO following their adoption by the COMCEC Ministerial Session.
- All the COMCEC Policy Recommendations, as a single document, can be published in the COMCEC Website separately following their adoption at the COMCEC Ministerial Session.
- In the reports of the Annual Focal Point Meetings, the Member Countries, which implemented policy recommendations, can be presented in order to encourage other Member Countries for the implementation of the policy recommendations.
- The CCO would circulate the Evaluation Form and the focal points would ensure their timely fill-out and communication to the COMCEC Coordination Office by August 31st, 2017, the latest.
- Along with the COMCEC Working Groups and COMCEC Project Funding, the facilities and mechanisms of the OIC Institutions can be benefited for the implementation of the Policy Recommendations.
- Considering the low level of replies to the policy questions and surveys, it was highlighted that the Member Countries should timely fill-out the surveys and questionnaires communicated by the COMCEC Coordination Office.

33. The participants also raised the following observations:

- Study visits may be organized by the CCO to the Member Countries for raising awareness at the national level about the COMCEC work, particularly, the policy recommendations.
- A high-level committee may be established in each Member Country in order to coordinate the implementation of the COMCEC policy recommendations.
- Experience sharing and briefing about the national development policies during the Annual Focal Points Meetings would be instrumental for facilitating the reflection of COMCEC Policy Recommendations to the Member Countries' national policies and strategies.
- An e-platform may be establish under the COMCEC Website for facilitating the dissemination of the documents, such as evaluation forms, policy recommendations etc.

34. Furthermore, the participants from Indonesia and The Gambia have shared their country experiences in the implementation of the COMCEC Ministerial Policy Recommendations.

V. Briefing and Discussion on the Themes of the Working Groups for 2018-2020

35. In this session, the participants splitted into six groups for each cooperation area and exchanged their views on the themes of the WGs for 2018-2020. Accordingly, the focal points' observations were reflected to the list of the WG themes for 2018-2020 by the CCO.

(The list of themes for each working group for 2018-2020 period is attached as Annex-III)

36. During the sessions, the participants highlighted the importance of the coordination with other international and regional organizations. In this regard, the COMCEC Coordination Office informed the participants that the international organizations related to the topics of the WGs are invited to the concerned Meetings.

VI. Moderated Session: COMCEC Project Funding Overview (24 May 2017)

37. The Session was moderated by Ms. Juldeh CEESAY, Deputy Permanent Secretary at the Ministry of Finance and Economic Affairs of the Gambia.

38. Mr. Burak KARAGÖL, Director at the COMCEC Coordination Office, made an overview presentation on the COMCEC Project Funding.

39. In this presentation, it was highlighted that COMCEC Project Funding is an important and useful instrument for the realization of the policy recommendations as well as enhancing multilateral cooperation among the Member Countries.

40. Mr. KARAGÖL emphasized the new rules and innovations in the COMCEC Project Funding. The participants were informed that maximum duration of the projects decreased to 7 months and maximum number of main activities in a project is fixed as 3, in the light of previous experiences gained within the COMCEC Project Funding.

41. Mr. KARAGÖL stated that the previous Program Implementation Guidelines has been splitted into two separate and improved documents as Project Submission Guidelines and Project Implementation Guidelines this year.

42. Moreover, he briefly underlined that the Online Project Fiche is streamlined and made easier to fill out for the upcoming project submission period. Mr. KARAGÖL also informed the participants about newly established e-mail groups, which will enable Focal Points to discuss project ideas and find project partners and personnel.

43. After the presentation, the Moderator opened the floor for the discussions. The participants concurred on the following issues:

- Projects that require more budget or time compared to the limits of the COMCEC Project Funding may be divided into phases. While evaluating the project proposals, COMCEC Coordination Office will take into consideration their connection with previous projects implemented by the same Project Owner under the COMCEC Project Funding.
- Repeating the projects that were implemented under the COMCEC Project Funding by another country is not recommended whereas Project Owners can benefit from experiences and human resource capacity of the previous projects.
- COMCEC Coordination Office equally supports projects by different Member Countries and in different cooperation areas. The distribution of the funded projects among member countries and cooperation areas are directly related with the number of project proposals which comply with the COMCEC Project Funding rules.
- Project Owners are responsible for finding project partners before the announcement of the final list. They can utilize newly established e-mail groups of Focal Points for this purpose.
- If it is necessary, cost of interpretation services might be included to proposed project budget with sufficient explanations and justifications.

VII. Presentations by Previous Project Owners who Implemented COMCEC Funded Projects

44. In this session, as examples of the previously implemented projects under the COMCEC Project Funding, Indonesia (Agriculture), The Gambia (Trade) and Malaysia (Tourism) Focal Points made presentations about their projects.

VIII. Guidelines for Project Preparation and Submission

45. In his presentation, Mr. Burak KARAGÖL explained the details of the Project Submission Guidelines, which is of critical importance for finding project ideas, designing project activities and complying with the financial and technical procedures of the COMCEC Project Funding.

46. Mr. KARAGÖL touched upon the following issues stated in Guidelines: major actors and their roles within the context of the COMCEC Project Funding, project types and eligible activities, human resources, financial issues, monitoring documents and selection criteria.

47. After the presentation, in response to the questions raised by the participants, Mr. KARAGÖL stated that regular and active participation to working group meetings is one of the selection criteria among others. But if a particular country could not satisfy this

criterion due to a particular reason, this does not mean that their project proposals are directly rejected.

IX. How to Design a Project?

48. In this session, Mr. Burak KARAGÖL made a presentation about the important issues that should be considered while designing and submitting project proposals for the COMCEC Project Funding.
49. In his presentation, Mr. KARAGÖL explained the details about finding the project idea, formulating the project (by considering objective and scope of the project, stakeholders of the project, project activities and their outcomes, human resources and budget) and submitting the project proposal.
50. After the presentation, the following issues were highlighted in response to the participants' questions:
 - If an unexpected increase occurs in cost of a budget item within a COMCEC Funded Project, incidental budget item, which is 10 percent of the project budget, might be used.
 - The project proposals might be submitted some time before the project submission deadline in order to prevent any potential technical problems.
 - Pre-financing is not complied with the COMCEC Project Funding rules.
 - The project coordinator should be hired on a full time basis for the project and he/she cannot be a government official.
 - The main reason for rejection of the project proposals are non-compliance with the Project Submission Guidelines and the COMCEC Strategy.
 - The projects that received funds from other institutions should not be submitted for the COMCEC Project Funding.
 - Project Owners should submit two candidates for each project personnel position in their project proposals.

X. Exercise on Sample Project Preparation for COMCEC Project Funding

51. In this first exercise session, which was devoted to project preparation, participants filled out sample project forms and thus found opportunity to gain practical experience on formulating a project proposal to be submitted for the COMCEC Project Funding.
52. Sample project forms were collected at the end of the session and distributed back to the participants after their evaluation by the COMCEC Coordination Office.

XI. Exercise on Project Submission for COMCEC Project Funding

53. In the second exercise session, which was about the Online Project Submission System, the participants experienced the project submission process of the COMCEC Project Funding with a real time simulation.

XII. Wrap-up Session

54. At the outset, Mr. Selçuk KOÇ, Director at the CCO, made a presentation on “the Guideline on the Roles and Responsibilities of the Focal Points for Effective Implementation of the COMCEC Strategy”.
(The Guideline document is attached as Annex IV)

55. Afterwards Mr. KOÇ and Mr. KARAGÖL provided the summary of the discussions held during the meeting. Moreover, Mr. M. Metin EKER, Director General of the COMCEC Coordination Office, opened the floor for the final views of the participants.

56. At this session, the participants made the following observations and suggestions:

- Information database of eligible experts, trainers or consultants in all cooperation areas can be formed in cooperation with the other relevant OIC Institutions.
- The CCO may take an initiative to facilitate visa for the focal points.
- The CCO should be more visible in the Member Countries and support them.

57. Mr. EKER expressed his concluding remarks and reminded that all the presentations made during the sessions would be available on the COMCEC website (www.comcec.org).

XIII. Social Program (25 May 2017)

58. During the 3rd day of the Meeting, a social programme was organized to Kastamonu, which is a city in Turkey with so many religious and cultural places to visit.

ANNEX I



PROGRAMME

5TH ANNUAL COORDINATION MEETING OF THE COMCEC WORKING GROUP FOCAL POINTS

(23-25 May 2017, Ankara)

May 23rd, 2017 (Tuesday)

- 08:45 - 09:00 Registration
- 09:00 - 09:10 Recitation from the Holy Qur'an
- 09:10 - 09:25 Opening Remarks
- 09:25 - 10:10 Briefing by the CCO:
Progress in the Implementation of the COMCEC Strategy
- Presentation: Mr. Selçuk KOÇ
Director
COMCEC Coordination Office (CCO)*
- Questions and Answers (Q & A)*
- 10:10 - 11:00 Moderated Session: The Issues Related to Enhancing Coordination of the
COMCEC Activities at the National Level
- Presentation: Mr. Fatih ÜNLÜ
Senior Expert
COMCEC Coordination Office*
- Discussion*
- 11:00 - 11:15 Coffee Break
- 11:15 - 12:15 Moderated Session: Improving the Research Work Under COMCEC:
Case Analysis and Field Trips
- Presentation: Mr. Selçuk KOÇ
Director
COMCEC Coordination Office*
- Discussion*
- 12:15 - 13:45 Lunch

- 13:45 - 15:15 Moderated Session: The Issues & Challenges in Implementation of the Policy Recommendations
- Presentation: Mr. Selçuk KOÇ
Director
COMCEC Coordination Office*
- Discussion*
- 15:15 - 15:30 *Coffee Break*
- 15:30 - 17:30 Briefing and Discussion on the Themes of the Working Groups for 2017-2020
(6 separate discussion groups)

May 24th, 2017 (Wednesday)

- 09:00 - 09:45 Moderated Session: COMCEC Project Funding Overview
- Presentation: Mr. Burak KARAGÖL
Director
COMCEC Coordination Office*
- Discussion*
- 09:45 - 10:30 Presentations by Previous Project Owners who Implemented COMCEC Funded Projects
- Q & A*
- 10:30 - 10:45 *Coffee Break*
- 10:45 - 11:15 Guidelines for Project Preparation and Submission
- Presentation: Mr. Burak KARAGÖL
Director
COMCEC Coordination Office*
- Q & A*
- 11:15 - 12:00 How to Design a Project?
- Presentation: Mr. Burak KARAGÖL
Director
COMCEC Coordination Office*
- Q & A*
- 12:00 - 13:30 *Lunch*
- 13:30 - 15:15 Exercise on Sample Project Preparation for COMCEC Project Funding
(3 separate discussion groups)
- 15:15 - 15:30 *Coffee Break*

15:30 - 16:30 Exercise on Project Submission for COMCEC Project Funding
(3 separate discussion groups)

16:30 - 17:30 Wrap-up Session

17:30 - 18:00 Closing Remarks

May 25th, 2017 (Thursday)

7:45 - *Social Program*

ANNEX II

LIST OF PARTICIPANTS 5TH ANNUAL COORDINATION MEETING OF THE COMCEC WORKING GROUP FOCAL POINTS (23-25 May 2017, ANKARA)

A. OIC MEMBER COUNTRIES

ISLAMIC REPUBLIC OF AFGHANISTAN

- Mr. AHMAD FROUGH KAIFER
Aid Manager Senior Specialist, Ministry of Finance
- Mr. FERUZ KHAN MASJIDI
Director, Ministry of Commerce and Industries
- Mr. ALI AHMAD SAADAT
Director, Ministry of Economy
- Mr. MOHAMMAD YASIN HAMRAZ
Director Finance, Ministry of Communication and IT
- Mr. ABDUL NADIM
Expert, Ministry of Transport

PEOPLE'S DEMOCRATIC REPUBLIC OF ALGERIA

- Mr. ABDALLAH HADDAD
Director, Ministry of National Solidarity, Family and the Status of Women

REPUBLIC OF AZERBAIJAN

- Ms. KHURAMAN NAGHIYEVA
Chief Advisor, Ministry of Economy
- Mr. AZER ORUJOV
Consultant of the Marketing Division, Ministry of Culture and Tourism
- Mr. SHAHRIYAR NIKIPUR
Adviser of the International Cooperation Department, Ministry of Transport, Communications and High Technologies
- Mr. ZAKA MIRZAYEV
Deputy Head, Ministry of Finance

PEOPLE'S REPUBLIC OF BANGLADESH

- Mr. JOBAYEDUR RAHMAN
Deputy Secretary, Ministry of Commerce
- Mr. ABUL MD ABUL AMIN
Senior Assistant Secretary, Ministry of Civil Aviation and Tourism

BRUNEI DARUSSALAM

- Ms. OSFINITA TAHIR
Deputy Head of Mission, Embassy of Brunei Darussalam in Ankara

REPUBLIC OF CAMEROON

- Mr. MIREILLE DELPHINE NGO NJONOK
Chief of Service, Sustainable Tourism and Ecotourism, Ministry of Tourism and Leisure
- Mr. AHMAD MALAM
Director, Ministry of Economy Planning and Regional Development

REPUBLIC OF COTE D'IVOIRE

- Mr. BOUNDI DEMBA
Technical Advisor, Ministry of Transportation
- Ms. SALIFOU TRAORE
Director of Planning, Ministry of Planning and Development
- Mr. SIAKA FANNY
Technical Representative, Ministry of Economy and Finance
- Ms. DIALLO FATOUMATA
Deputy Director, Ministry of Trade, Handicrafts and SMEs Promotion
- Mr. ALINA AIMEE MAHOUAGBEU OUATTARA
Deputy Director, Ministry of Planning and Development

ARAB REPUBLIC OF EGYPT

- Mr. AMR SELIM
First Secretary, Ministry of Foreign Affairs
- Mr. EHAB FATHY
Head of COMCEC Dept., Ministry of Trade and Industry
- Mr. AMR RIFAI
Counsellor, Embassy of Egypt in Ankara

REPUBLIC OF GABON

- Mr. THIBAUT IFOUNGA
Chief of Protocol, Embassy of Gabon in Ankara

REPUBLIC OF GAMBIA

- Mr. SARIYANG JOBARTEH
Deputy Director General, Ministry of Agriculture
- Ms. FATOU BEYAI RAJI
Director, Gambia Tourism Board
- Ms. BATURU CAMARA CEESAY
Director, Ministry of Trade, Industry, Regional Integration and Employment
- Mr. BAI MADI CEESAY
Director, Ministry of Finance and Economic Affairs
- Mr. JULDEH CEESAY
Deputy Permanent Secretary, Ministry of Finance and Economic Affairs
- Mr. JAMMEH ASSAN
Planner, Ministry of Information and Communication Infrastructure

REPUBLIC OF GUINEA

- Mr. ISMAEL FANTA TRAORE
Deputy Inspector General, Ministry of Communication

REPUBLIC OF INDONESIA

- Mr. LEONARD TAMPUBOLON
Deputy Minister for Economic Affairs, Ministry of National Development Planning
- Mr. FLORENTINUS KRISTIARTONO
Deputy Director, Ministry of National Development Planning
- Mr. AGUS PRIHATIN SAPTONO
Head for Cooperation Bureau, Ministry of Transportation
- Mr. DIAN ANGGRAENI
Head of APEC and International Organization, Ministry of Transportation
- Mr. EKO ERNADA
Special Advisor to the Minister, Ministry of Social Affairs
- Mr. YAHYA RACHMANA HIDAYAT
Director, Ministry of National Development Planning

- Mr. HARJITO
Deputy Director, Ministry of Agriculture
- Mr. SURANA SURANA
Deputy Director, Ministry of Tourism
- Ms. AYU WULAN SAGITA
Deputy Director, Ministry of Trade
- Mr. YENNI HERNAWATI
Assistant Deputy Director, Ministry of Trade
- Mr. CORDELIA ERVINA BARCHIA
Assistant Deputy Director for Non-ASEAN Cooperation, Ministry of Agriculture

ISLAMIC REPUBLIC OF IRAN

- Mr. SAEDEDEH NAZARI
Senior Expert, Iranian Cultural Heritage, Handicrafts and Tourism Organization
- Mr. MOHSEN SADEQI
Deputy of Director General, Ministry of Foods and Urban Development
- Mr. HOSSEIN BADAMI
Expert, Ministry of Cooperatives, Labor and Social Welfare
- Mr. HAMID ZADBOOM
Counsellor, Embassy of Iran in Ankara
- Mr. MOJTABA KARBASCHI
Deputy of Social Study Office, Ministry of Cooperation, Labour and Social Welfare
- Mr. ROOZBEH KARDOONI
Director General, Ministry of Welfare

REPUBLIC OF IRAQ

- Mr. ALAA ABDUL
Transportation Focal Point
- Mr. THARWAT SALMAN
Commercial Attache, Ministry of Trade
- Mr. RAOOF AL KHATEEB
Manager, Ministry of Labour and Social Affairs
- Mr. ADEL KHUDHAIR ABBAS
Director General, Ministry of Trade
- Mr. NAFEA FAYEZ
Transportation Focal Point
- Mr. ADNAN MOHUSIN
Transportation Focal Point

HASHEMITE KINGDOM OF JORDAN

- Mr. EMAD MASAIMEH
First Secretary, Embassy of Jordan in Ankara

THE STATE OF KUWAIT

- Mr. ABDULHADI ALMERRI
Director, Ministry of Communication
- Mr. SALEM ALBATHER
Economic Researcher Ministry of Finance

KYRGYZ REPUBLIC

- Mr. MEDER ABAKIROV
Counsellor, Embassy of Kyrgyzstan in Ankara

MALAYSIA

- Mr. ABD RAZAK ABDUL WAHAB

- Ambassador, Embassy of Malaysia in Ankara
- Ms. FIRNA AZURA EKAPUTRI MARZUKI
Principal Assistant Secretary, Ministry of Tourism and Culture Malaysia
- Mr. MUHAMMAD AIMAN ZAKARIA
Assistant Secretary, Ministry of Tourism and Culture Malaysia
- Ms. ANITA KAUR GALA SINGH
Head of Chancery, Embassy of Malaysia in Ankara

ISLAMIC REPUBLIC OF MAURITANIA

- Mr. MOHAMED YAHYA DIDA
Deputy Director General to Promote Private Sector, Ministry of Economy and Finance
- Mr. DHEHBI DHEHBI
Deputy Chief of Mission, Consulate of Mauritania in Istanbul

KINGDOM OF MOROCCO

- Ms. FATIMA ZAHRA ELMIRI
Head of Bilateral Technical Cooperation, Ministry of Agriculture

REPUBLIC OF MOZAMBIQUE

- Ms. BRIGIDA JULIANA
Deputy National Director of Transport and Logistic, Ministry of Transport and Communications
- Mr. MOUTINHO CIPORO BITONE
Head of Communications Department, Ministry of Transport and Communications
- Mr. SAIDE OMAR
Ministry of Finance

REPUBLIC OF NIGER

- Mr. YERIMA MOUSSA GREMA
Chief of Division, Ministry of Finance

FEDERAL REPUBLIC OF NIGERIA

- Mr. HARU ALHASSAN
Director, Nigerian Communications Commission
- Mr. MURTALA JIMOH
Minister Counsellor, Ministry of Foreign Affairs
- Mr. ROSE KWARSEN
Deputy Director, Ministry of Information and Culture
- Ms. OLUWATOYIN ALONGE
Acting Head of IFI Unit, Ministry of Finance
- Mr. MUKHTAR AMASA
Economic Relations Officer, Ministry of Finance

SULTANATE OF OMAN

- Mr. SALIM AL HAJRI
Economic Researcher, Supreme Council for Planning

ISLAMIC REPUBLIC OF PAKISTAN

- Mr. BILAL KHAN PASHA
Joint Secretary, Ministry of Commerce
- Mr. UMER SIDDIQUE
First Secretary, Embassy of Pakistan in Ankara

THE STATE OF PALESTINE

- Mr. RAFAT RAYYAN

- Director, Ministry of National Economy
- Mr. SAMER TITI
Director of Planning and Policy Department, Ministry of Agriculture
- Mr. ZEYAD ABDEL RAHMAN
Director, Ministry of National Economy

STATE OF QATAR

- Mr. AHMED SALIH MOHAMMADI
Economic Counselor, Ministry of Economy
- Mr. MASOUD ALMARRI
Director, Ministry of Municipality and Environment

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Director General, Ministry of Social Welfare
- Mr. MIRGANI ABDALLA GLOOD INDELA
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- Mr. WIDAD AHMED
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B. COMCEC COORDINATION OFFICE

- Mr. M. METİN EKER
Director General, Head of COMCEC Coordination Office
- Mr. SELÇUK KOÇ
Director
- Mr. BURAK KARAGÖL
Director

ANNEX III: THEMES OF THE WG MEETINGS 2018-2020

TRADE WORKING GROUP

Time	Theme
2018/1	Improving Customs Risk Management Systems in the OIC Member States
2018/2	Improving Authorized Economic Operators Programs in the OIC Member States
2019/1	Increasing Public Availability of Customs Information in the OIC Member States
2019/2	Enhancing Advance Ruling Systems in the OIC Member States
2020/1	Facilitating Transit Trade in the OIC Member Countries
2020/2	Increasing Trade in Services in the OIC Member Countries

FINANCIAL COOPERATION WORKING GROUP

Time	Theme
2018/1	Role of Sukuk in Islamic Capital Markets
2018/2	Capital Markets, Pension Funds and Savings in Islamic Finance
2019/1	Long Term /Infrastructure Financing through Islamic Finance in the OIC Member Countries
2019/2	Improving Takaful Sector in the OIC Member Countries
2020/1	Financing Entrepreneurs and SMEs through Islamic Finance in OIC Member Countries
2020/2	Improving Shariah Governance Framework In Islamic Finance

AGRICULTURE WORKING GROUP

Time	Theme
2018/1	Improving Agricultural Market Performance: Developing Agricultural Market Information Systems
2018/2	Analysis of Agri-food Trade Structures to Promote Agri-food Trade Networks among the OIC Member Countries
2019/1	Reviewing Agricultural Trade Policies to Promote Intra-OIC Agricultural Trade
2019/2	Assessment of Agricultural Policies and Subsidies to Promote Sustainable Food Systems
2020/1	Agricultural Research and Extension Services to Foster Agricultural Development in the OIC Member Countries
2020/2	Improving Capacity for Environmentally Sustainable Agricultural Systems and Adaptation to Climate Change in the OIC Member Countries

TOURISM WORKING GROUP

Time	Theme
2018/1	Destination Development & Institutionalization Strategies in the OIC Member Countries
2018/2	Destination Marketing Strategies in the OIC Member Countries
2019/1	Destination Management Strategies in the OIC Member Countries
2019/2	Developing Multi Destination Tourism Corridors in the OIC Member Countries
2020/1	Health Tourism: Developing Wellness Tourism in the OIC Member Countries
2020/2	Health Tourism: Developing Medical Tourism in the OIC Member Countries

POVERTY ALLEVIATION WORKING GROUP

Time	Theme
2018/1	Quality of Education in the OIC Member Countries
2018/2	Skills Development in the OIC Member Countries
2019/1	Access to Good Health Services in the OIC Member Countries
2019/2	Child and Maternal Mortality in the OIC Member Countries
2020/1	Pro-poor Health Management Systems in the OIC Countries
2020/2	Affordable Housing for the Poor in the OIC

TRANSPORT & COMMUNICATIONS WORKING GROUP

Time	Theme
2018/1	Governance of Transport Corridors in OIC Member States: Challenges, Cases, and Policy Lessons
2018/2	The Planning of Transport Infrastructure
2019/1	Enhancing Value for Public Money through Better Project Evaluation: Appraisal of Large Transport Projects in the OIC Member States
2019/2	Improving Risk Management in Transport PPP Projects in OIC Member States
2020/1	The Pricing of Transport Infrastructure
2020/2	The Economic and Social Impacts of Transport Infrastructure: An Overview of OIC Member States

Themes for Communications

Theme
Increasing Deployment of Fiber Infrastructure in the OIC Countries
Regulation Policies of Broadband Infrastructure in the OIC Countries
Spectrum Management Policies in the OIC Countries
Strengthening e-Government Infrastructure in OIC Countries
Improving Cyber Security in OIC Countries
Enhancing Digital Skills in the OIC Countries

ANNEX IV:

GUIDELINE FOR THE ROLES AND RESPONSIBILITIES OF THE WG FOCAL POINTS AND NATIONAL FOCAL POINTS FOR EFFECTIVE IMPLEMENTATION OF THE COMCEC STRATEGY

In line with the request made during the Meeting, the COMCEC Coordination Office has prepared this guideline as a summary of the agreed roles and responsibilities of the WG Focal Points and National Focal Points in the implementation of the COMCEC Strategy.

1- WG FOCAL POINTS:

1.1. Working Groups Related Roles

- Representing their countries with respect to WGs
- Mobilizing institutional and human capacity of the Member Countries towards effective implementation of the COMCEC Strategy through:
 - Informing/Raising awareness of the relevant Ministries/Institutions in the Member Countries about the COMCEC, COMCEC Strategy and its implementation instruments (WGs and COMCEC Project Funding)
 - Actively participating in WG Meetings/Ensuring the participation of qualified/relevant experts to the WGs
 - Actively contributing to the formulation of policy recommendations of the WGs
 - Informing/raising awareness on the agreed policy recommendations of the WGs among the relevant national bodies and encouraging their effective realization in their respective countries.
- Coordinating COMCEC-related work within the relevant Ministries/Institutions in their Countries
- Filling out/responding to or coordinating the responses to the surveys, policy questions, questionnaires, by the relevant stakeholders (i.e. relevant departments, relevant Institutions, private sector, NGOs, etc.)
- Facilitating and coordinating field visits conducted in their respective countries during the preparation of the analytical studies for COMCEC.
- Ensuring that the Ministry representatives participating in the WG meetings thoroughly review the Analytical Studies and Outlook reports in advance of the meetings; so that they can contribute the discussions by making comments, critiques and suggestions during the meeting.
- Ensuring that the relevant expert in the Ministry (depending on the theme of the meeting) participate in the meeting together with the focal point
- Sharing the outputs/policy recommendations of the WG Meetings with the relevant institutions of their Countries
- Providing feedback to the COMCEC Secretariat for improving the quality of the analytical studies as well as organization of the Meetings

- Informing the National Focal Points about the WG efforts and policy recommendations
- Facilitating effective communication and coordination with the COMCEC Coordination Office through:
 - following-up the invitation letters; informing the relevant Ministries/ Institutions/ Departments;
 - timely confirmation of participation;
 - responding to the inquiries of the CCO within the given deadlines;
 - Communicating the updated information regarding Focal Points (changes in focal points and changes in contact details).

1.2. COMCEC Project Funding (PCM) Related Roles

- Raising awareness of the relevant institutions of their Countries about the COMCEC Project Funding
- Having access to online project submission and management system.
- Saving user names and passwords of online project submission and management system.
- Selecting among the project proposals in case there are more than 3 proposals in the same cooperation area.
- Assisting the project owners in case of difficulties in the submission process of the project proposals.
- Ensuring coordination among all the stakeholders during the process of project submission and implementation
- Utilizing relevant COMCEC platforms to communicate with the potential project partners.
- Ensuring the relevance of the proposed projects to the PCM Implementation Guideline as well as to the policy recommendations of the WGs

2- NATIONAL FOCAL POINTS

2.1. Working Groups Related Roles

- Raising awareness about the COMCEC in general, COMCEC Strategy and its implementation instruments (WGs and COMCEC Project Funding) in their respective countries
- Having an effective communication and coordination with the WG focal points as well as COMCEC Coordination Office for the effective implementation of the COMCEC Strategy as well as realization of the policy recommendations of the WGs.
- Coordinating the WG focal points in their respective Countries with a view to ensuring regular and active participation of the relevant experts in cooperation efforts
- Having a catalyst role for the realization/implementation of the policy recommendations of the WGs in their respective countries

- Regularly reporting the implementation status of the policy recommendations to the COMCEC Secretariat
- Coordinating the overall work towards COMCEC at the national level.
- Informing the delegates participating in the relevant COMCEC Ministerial and Follow-up Committee Meetings about the WG efforts and, if possible, taking part in these delegations for strengthening the link between the WGs and COMCEC Sessions.