



## ANNOTATED DRAFT PROGRAMME

### 6<sup>TH</sup> ANNUAL COORDINATION MEETING OF THE COMCEC WORKING GROUP FOCAL POINTS (3-5 July 2018, Ankara)

#### **July 3<sup>rd</sup>, 2018 (Tuesday)**

- 08:45 - 09:00 Registration
- 09:00 - 09:10 Recitation from the Holy Qur'an
- 09:10 - 09:30 Opening Remarks
- 09:30 - 10:30 Progress in the Implementation of the COMCEC Strategy

*Presentation: Mr. Selçuk KOÇ  
Director  
COMCEC Coordination Office  
Questions and Answers (Q & A)*

*After presenting some figures about the socio-economic situation in the Islamic world, the progress achieved in the implementation of the COMCEC Strategy will be provided by focusing on the cooperation instruments, namely the COMCEC Working Groups, COMCEC Project Funding Mechanism. The Member Countries' efforts towards the implementation of the COMCEC Ministerial Policy Recommendations and the OIC Institutions' activities aligned with the Strategy will also be touched upon in this presentation.*

- 10:30 - 10:45 *Coffee Break*
- 10:45 - 12:00 Panel Discussion: From Shared Goals to Concrete Actions: Implementation of COMCEC Ministerial Policy Recommendations At the National Level

*Member Country Presentations  
Discussion*

*Some Member Countries will share their country experiences/good practices regarding the implementation of the COMCEC Ministerial Policy Recommendations at the national level. Member Country presentations will be followed by a discussion.*

12:00 – 14:30 Lunch / Consultation with the Focal Points

*In one on one interviews, the issues regarding the active involvement of the Member Countries in the COMCEC's works, particularly the COMCEC Working Group and Project Funding mechanisms, will be discussed.*

14:30 - 15:30 Briefing and Discussion on Ensuring Active Contributions of the Focal Points to the COMCEC Activities

- *Enhanced Coordination of the COMCEC Activities at the National Level*
  - *Raising awareness on the COMCEC Strategy and its instruments: How can the focal points disseminate relevant information with regard to the COMCEC works, particularly Working Group Meetings and their outcomes within their Ministries and among other relevant public institutions?*
  - *Ensuring active participation of qualified experts to the WG Meetings and formulation of policy recommendations: The role to be played by the focal points in identifying the relevant expert(s) for the specific working group meeting and providing them with the relevant documents in advance of the meeting are of particular importance for ensuring informed participation.*
  
- *Knowledge Production Efforts*
  - *Coordinating and facilitating knowledge production efforts including research reports, field visits, surveys, and other similar activities.: The contributions of focal points to the preparation of the research reports, particularly in the field visits, conduct of the surveys, filling out of policy questions sent by the CCO and other related tasks will be discussed.*
  
- *Policy Approximation Efforts*
  - *Coordinating and following up the implementation of the policy recommendations: The Focal Points have a crucial role in informing the relevant authorities within their institutions/ministries, as well as other relevant bodies/stakeholders, with regard to the COMCEC Ministerial policy recommendations. They also have a crucial role in following up the implementation of the policy recommendations and reporting the progress to the CCO through filling out the Evaluation Forms. In this session, the responses to these forms will be elaborated and the sample evaluation form will be presented.*

*(Note: The participants will be divided into 6 separate discussion groups according to their subject areas)*

*Presentation: COMCEC Coordination Office (CCO)  
Discussion*

15:30 - 15:45 Coffee Break

15:45 – 17:00 Briefing and Discussion on the Themes and Research Topics of the Working Groups for 2018-2021  
(Note: The participants will be divided into 6 separate discussion groups)

*Presentation: COMCEC Coordination Office (CCO)  
Discussion*

*The participants will be divided into six groups according to their subject areas and elaborate on the following issues: Outcomes of the recent Working Group Meeting, preparations for the 12th and 13th WG Meetings and the possible WG themes and research topics for the 2019-2021 period. The theme document circulated to the participants before the Meeting will be the basis for discussions. Presentation by the CCO will be followed by a discussion.*

### **July 4<sup>th</sup>, 2018 (Wednesday)**

09:00 - 09:15 Financing Development Cooperation: COMCEC Project Funding  
(Introduction and video show)

*The Session starts introductory remarks on the COMCEC Project Funding and continues with a video show illustrating the mandate, objectives and benefits of the COMCEC Project Funding with a view to provide a better understanding to potential project applicants.*

09:15 - 10:00 Guidelines for Project Preparation and Submission

*Presentation: Mr. Burak KARAGÖL  
Director  
COMCEC Coordination Office*

*Q & A*

*The CCO will make a presentation on the basic principles, procedures and methods to prepare and submit project proposals to the COMCEC Project Funding. The presenter will discuss certain topics that are essential to develop a successful project proposal.*

10:00 - 10:30 Briefing on Project Preparation and Submission Training

*Presentation: Mr. Deniz GÖLE  
Senior Expert  
COMCEC Coordination Office*

*Q & A*

*The house will be briefed on the details of the project preparation and submission exercise. This session will include information regarding the content (methodology etc.) of the practice as well as its logistics (duration, venue etc.).*

10:30 - 10:45 Coffee Break

10:45 - 11:30 Presentations by previous Project Owners who Implemented COMCEC Funded Projects  
*(Note: The participants will be divided into separate discussion groups)*

*Q & A*

*The participants will be divided into separate discussion groups to attend the practical training designed for project preparation and submission under COMCEC Project Funding. At the outset, each group will receive presentations from previous project owners regarding their project preparation and submission experience. After the presentations, participants will begin the exercise with the guidance of the trainers.*

11:30 - 12:30 Training on Project Preparation and Submission for COMCEC Project Funding  
*(Note: The participants will be divided into separate discussion groups)*

12:30 - 14:00 *Lunch*

14:00 - 15:30 Training on Project Preparation and Submission for COMCEC Project Funding *(continues)*  
*(Note: The participants will be divided into separate discussion groups)*

15:30 - 15:45 *Coffee Break*

15:45 - 16:15 Training on Project Preparation and Submission for COMCEC Project Funding *(continues)*  
*(Note: The participants will be divided into separate discussion groups)*

*During the last session of the training, each group will be provided feedback by its trainers regarding the strengths and weaknesses of their project proposals as well as common issues faced and possible solutions to be used to that end.*

16:15 - 17:15 Brainstorming Session on How to Enhance the Utilization and Diversification of the Instruments of Cooperation

*In this session, the participants are expected to share their views on the ways and means for enhancing the utilization of the existing cooperation instruments, namely Working Groups and COMCEC Project Funding as well as the other possible cooperation instruments for strengthening cooperation and coordination for our shared goals.*

17:15 - 17:45 Wrap-up Session

17:45 - 18:00 Closing Remarks

**July 5<sup>th</sup>, 2018 (Thursday)**

07:45-..... Social Program