

INFORMATION NOTE

**THE TWENTY NINTH MEETING
OF THE FOLLOW-UP COMMITTEE
OF THE COMCEC**

Ankara, 14-15 May 2013

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INTRODUCTION

The Standing Committee for Economic and Commercial Cooperation of the Organization of the Islamic Cooperation (COMCEC) is a Ministerial platform established at the Third Islamic Summit Conference in 1981. COMCEC commenced its activities in 1984 as the Fourth Islamic Summit Conference elected the President of the Republic of Turkey to its chairmanship. The COMCEC, in its annual meetings, discusses common economic issues as well as the global economic developments that are of concern to the Member Countries and considers mechanisms to promote economic and commercial cooperation among them.

The Ministerial Follow-up Committee, established at the First Session of the COMCEC in 1984, reviews the progress achieved in the implementation of the COMCEC decisions and reports to the annual COMCEC Session together with its recommendations. The previous Twenty-Eight Meetings of the Follow-up Committee were held annually in Turkey.

In accordance with the Statute of the COMCEC, the Follow-up Committee consists of the Chairman, permanent Vice Chairmen, the current Summit Chair, the Rapporteur as well as one member state from each 3 geographical region of the OIC, and three members of the Previous Bureau. The Committee has been renewed in the 26th Session of the COMCEC which was held in 2010.

List of the Current Members of the COMCEC Follow-up Committee:

Republic of Turkey	Chairman
Kingdom of Saudi Arabia	Vice-Chairman, Permanent Member
State of Palestine	Vice-Chairman, Permanent Member
Arab Republic of Egypt	Vice-Chairman, Current Chairman of the 12 th Summit
State of Qatar	Vice-Chairman, Representing the Arab Region
Republic of Kazakhstan	Vice-Chairman, Representing the Asian Region
Republic of Mali	Vice-Chairman, Representing the African Region
Islamic Republic of Pakistan	Rapporteur
State of Kuwait	Member of the Previous Bureau
Islamic Republic of Iran	Member of the Previous Bureau
Republic of Cameroon	Member of the Previous Bureau

This note aims at providing some general information on arrangements being made for the meeting as well as some more practical information for the participants.

**DRAFT AGENDA OF THE TWENTY NINTH MEETING OF THE
FOLLOW-UP COMMITTEE OF THE COMCEC**

(Ankara, 14-15 May 2013)

1. Opening of the Meeting and Adoption of the Agenda
2. Brief on the COMCEC Strategy and Its Implementation
3. Brief on the Implementation of the OIC Ten-Year Program of Action
4. Expansion of Intra-OIC Trade
5. Improving Transport and Communication
6. Developing a Sustainable and Competitive Tourism Sector
7. Increasing Productivity of Agriculture Sector and Sustaining Food Security
8. Eradicating Poverty
9. Deepening Financial Cooperation
10. Enhancing the Role of Private Sector in Economic Cooperation
11. Preparations for the Exchange of Views on “Increasing FDI Flows to the OIC Member Countries”
12. Presentation on the New COMCEC Project Funding
13. Draft Agenda of the 29th Session of the COMCEC
14. Any Other Business
15. Adoption of the Report

**DRAFT PROGRAMME
OF THE TWENTY NINTH MEETING
OF THE FOLLOW-UP COMMITTEE OF THE COMCEC**

(Ankara, 14-15 May 2013)

13 MAY 2013 (Monday) (Side Event)

10.00 22nd Meeting of the Sessional Committee

14 MAY 2013 (Tuesday)

09.00 1. Opening of the Meeting and Adoption of the Agenda

09.45 2. Brief on the COMCEC Strategy and Its Implementation

10.15 3. Brief on the Implementation of the OIC Ten-Year Program of Action

10.45-11.00 Coffee Break

11.00 4. Expansion of Intra-OIC Trade

12.30 Lunch

14.00 5. Improving Transport and Communications

6. Developing a Sustainable and Competitive Tourism Sector

7. Increasing Productivity of Agriculture Sector and Sustaining Food Security

8. Eradicating Poverty

16.00-16.15 Coffee Break

16.15 9. Deeping Financial Cooperation

10. Enhancing the Role of Private Sector in Economic Cooperation

11. Preparations for the Exchange of Views on “Increasing FDI Flows to the OIC Member Countries”

12. Presentation on the New COMCEC Project Funding

13. Draft Agenda of the 29th Session of the COMCEC

14. Any Other Business

18.00 End of the Afternoon Session

20.00 Official Dinner to be hosted by H.E. Dr. Cevdet YILMAZ, Minister of Development of the Republic of Turkey and Chairman of the Follow-up Committee

22.00-24.00 Meeting of the Drafting Committee

15 MAY 2013 (Wednesday)

14.00 Closing Session

15. Adoption of the Report

15.00 End of Meeting

INFORMATION ON THE ARRANGEMENTS FOR THE MEETING

Date and Venue of the Meeting

The Twenty Ninth Meeting of the Follow-up Committee will be held on 14-15 May 2013, in Ankara, at Sheraton Ankara Hotel.

All sessions of the Meeting will be held at the same Hotel.

Local Transport

The welcoming and farewell services for the delegates will be available from 12 May to 17 May 2013.

All participants will be met at the Ankara Esenboğa Airport by the welcoming officers and then transferred to their hotels.

Participants are kindly requested to notify the COMCEC Coordination Office or Organizing Bureau of their names and flight schedules by May 6th 2013 at the latest, for making the necessary arrangements.

There will be a pool of cars for the Heads of Delegation as well as the other delegates and the observers.

Registration

All delegates (whose names are communicated through diplomatic channels) are requested to register at Sheraton Ankara Hotel.

Hotel Accommodation

Accommodation and meal expenses (excluding all other expenses) of two delegates (including the Head of Delegation) from each invited member state at Sheraton Ankara Hotel from 13th to 15th May 2013 (inclusive) will be borne by the Turkish Government. The Turkish Government will also bear the accommodation and meal expenses (excluding all other expenses) of one participant from each International Institution invited to the meeting, at the same hotel. Other members of delegation may wish to stay on their own account at the same hotel.

All participants are kindly requested to inform the COMCEC Coordination Office and/or Organizing Bureau (see Useful Addresses), by May 6th, 2013 at the latest, for hotel reservation and welcoming arrangements.

Identification Badges

Identification badges will be issued to all registered delegates. For the security reasons, all participants are kindly requested to wear their badges at all times during the meeting and social events for security reasons.

Information Desk

The Information Desk located at the lobby of Sheraton Ankara Hotel will be at the service of delegates from 13th to 15th May 2013.

Press Center

The Press Center will be located at the same Hotel. It will be open for all members of the foreign and local press carrying identification badges. All questions pertaining to press activities will be handled by this Center.

Internet Center

An Internet Centre will be available for the participants at Sheraton Ankara Hotel during the meeting.

Documentation Center

The Documentation Center will be operated at Sheraton Ankara Hotel during the meeting to produce meeting documents in OIC official languages.

Working Languages and Simultaneous Interpretation

Simultaneous Interpretation between Arabic, English, French and Turkish will be provided during all sessions.

Medical Facilities

In addition to the special arrangements made with the nearby hospitals, medical facilities of Ankara Sheraton Hotel will be at the disposal of the participants. In case of need, please contact the Information Desk.

Prayer Times

Prayer times in Ankara during the Meeting will be as follows:

<u>Date</u>	<u>Fajr</u>	<u>Shuruq</u>	<u>Dhuhr</u>	<u>Asr</u>	<u>Maghreb</u>	<u>Ishaa</u>
May 12	03.46	05.30	12.52	16.43	20.02	21.37
May 13	03.45	05.29	12.52	16.43	20.03	21.38
May 14	03.43	05.28	12.52	16.43	20.04	21.40
May 15	03.42	05.27	12.52	16.44	20.05	21.41
May 16	03.40	05.26	12.52	16.45	20.06	21.42

Departures

Delegates should apply as early as possible at the Information Desk located at the lobby of Sheraton Ankara Hotel to confirm their return flight reservations. To facilitate travel arrangements, the delegates are kindly requested to fill in the Flight Departure Forms and return them to the above mentioned desk.

USEFUL ADDRESSES

COMCEC COORDINATION OFFICE

Necatibey Cad. No:110/A, Kat 7,
06100 Ankara - TÜRKİYE

Tel. : (90) (312) - 294 57 10 - 294 57 30
Fax : (90) (312) - 294 57 77 - 294 57 79
e-mail : comcec@kalkinma.gov.tr
web : www.comcec.org

ORGANIZING BUREAU

ORGANİZER Ses Efekt Reklam Tanıtım Org.Tic. ve San. Ltd. Şti
Erciyes İşyerleri Sitesi 2. Cad. No : 19
6370 Macunköy-Ankara-TURKEY

Tel. : (90) (312) – 397 56 66
Fax : (90) (312) – 397 58 88
e-mail : arzu@organizer.com.tr
Web : www.organizer.com.tr

MEETING HOTEL

SHERATON ANKARA HOTEL
Noktalı Sok. Kavaklıdere
06700 ANKARA /TURKEY

Tel. : (90) (312) – 45760 00
Fax : (90) (312) – 457 61 00
e-mail : kerem.icli@sheraton.com
Web : www.sheratonankara.com

SOME PRACTICAL INFORMATION FOR THE DELEGATES

Climate

The weather in Ankara in May is generally warm. The average temperature in this month is around +20 Celsius, but it can fluctuate considerably. Afternoon rain showers are also frequent in May. Please be equipped accordingly. The latest weather forecast for Ankara may be accessed at: www.mgm.gov.tr

Local Time

The time in Turkey is G.M.T. plus 2 hours.

Electric Current

The electric current in Turkey is 220 Volt, AC 50 cycles. Two prong round plugs are used.

Visas

All participants are advised to check with the Turkish Consular Missions (where available) for visa requirements. For those participants coming from countries where there is no resident Turkish Consular Mission, visas will be issued upon arrival at Ankara Esenboğa Airport or İstanbul Atatürk Airport.

Health Requirements

Visitors to Turkey are not required to bear any vaccination certificates upon entry, provided that they are not coming from a country where there is an epidemic.

Currency and Exchange

The currency unit is the Turkish Lira. Exchange rate is 1 USD= 1.79 TL as of April 16th, 2013. The most recent exchange rate values may be accessed at the website of the Central Bank of the Republic of Turkey (www.tcmb.gov.tr) Convertible foreign currency can be exchanged at the airport, hotels, exchange offices and at all banks, in accordance with the current exchange rates announced daily. International credit cards are widely used.

**DIPLOMATIC MISSIONS OF THE MEMBER COUNTRIES
OF THE FOLLOW-UP COMMITTEE OF THE COMCEC IN TURKEY**

<u>Country</u>	<u>Address</u>	<u>Telephone</u>
Egypt	Atatürk Bulvarı. No:126 06680 Kavaklıdere, ANKARA	+90 (312) 4261026
Iran	Tahran Cad. No: 10 06700 Kavaklıdere /ANKARA	+ 90 (312) 468 28 20– 21
Kazakhstan	Kılıç Ali Sk. No: 6 Diplomatik Site 06450 ORAN /ANKARA	+ 90 (312) 491 91 00
Kuwait	Reşit Galip Cad. No: 110 G.O.P. /ANKARA	+ 90 (312) 445 05 76
Pakistan	İran Cad. No: 37 Diplomatik Site 06700 G.O.P. / ANKARA	+ 90 (312) 427 14 10-13
Palestine	Kılıç Ali Sk. No: 5 Diplomatik Site 06450 ORAN / ANKARA	+ 90 (312) 490 35 46
Qatar	Bakü Sk. No:6 Diplomatik Site 06450 ORAN / ANKARA	+ 90 (312) 490 72 74
Saudi Arabia	Turan Emeksiz Sk. No:6 06700 G.O.P. / ANKARA	+ 90 (312) 468 55 40-41-42
Mali (Honorary Consulate)	Bestekar Sk. No: 28/14 06680 Kavaklıdere /ANKARA	+ 90 (312) 418 03 74
Cameroon (Honorary Consulate)	Üniversite Mah. Bağlariçi Cad. No: 29 Avcılar-İstanbul	+ 90 (212) 676 01 28

LIST OF ALTERNATIVE HOTELS FOR DELEGATES STAYING AT THEIR OWN EXPENSE

Contact information of alternative hotels in the Çankaya area are given below:

SHERATON HOTEL (***)**

*Atatürk Bulvarı No: 183 06680
Kavaklıdere / ANKARA*

*Tel : 312 -410 55 00
Fax: 312-410 55 55*

Single Room Bed & Breakfast 160 EURO
Double Room Bed & Breakfast 190 EURO

ANKARA HİLTONSA (***)**

*Tahran Cad. No:12 06700
Kavaklıdere / ANKARA*

*Tel : 312- 455 00 00
Fax : 312- 455 00 55*

Single Room Bed & Breakfast 160 EURO
Double Room Bed & Breakfast 190 EURO

DEDEMAN OTEL (***)**

*Akay Caddesi Büklüm Sokak No: 1 06660
Esat / ANKARA*

*Tel : 312- 455 00 00
Fax : 312- 455 00 55*

Single Room Bed & Breakfast 140 EURO
Double Room Bed & Breakfast 170 EURO

ANKARA PLAZA HOTEL (**)**

*Bestekar Sok. No:5
Kavaklıdere 06680 ANKARA*

*Tel : 312- 419 04 00
Fax : 312- 419 10 19*

Single Room Bed & Breakfast 100 EURO
Double Room Bed & Breakfast 130 EURO

CLASS HOTEL (**)**

*Bestekar Sok. No:64
Kavaklıdere 06680 ANKARA*

*Tel: 312- 466 18 50
Fax : 312- 426 99 85*

Single Room Bed & Breakfast 80 EURO
Double Room Bed & Breakfast 110 EURO

BEST HOTEL(**)**

*Ataturk Bulvarı, No.195 Kavaklıdere
Ankara*

*Tel: 312 467 08 80
Fax: 312 467 08 85*

Single Room Bed & Breakfast 100 EURO
Double Room Bed & Breakfast 120 EURO

SEĞMEN OTEL (*)**

*Büklüm Sokak No:13 Kavaklıdere
ANKARA*

*Tel: 312 417 53 74
Fax: 312 417 28 59*

Single Room Bed & Breakfast 100 EURO
Double Room Bed & Breakfast 120 EURO

The rates given for the hotels are special rates for COMCEC attendees. Rooms will be allocated to the delegates in line with their applications and according to availability.