



INFORMATION BOOKLET

THIRTY SEVENTH SESSION OF THE
STANDING COMMITTEE FOR ECONOMIC
AND COMMERCIAL COOPERATION OF
THE ORGANIZATION OF ISLAMIC COOPERATION
(COMCEC)

COMCEC

24-25 November 2021
İSTANBUL

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Cooperation for Development

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ABOUT COMCEC

The Standing Committee for Economic and Commercial Cooperation of the Organization of Islamic Cooperation (COMCEC) was established by the Third Islamic Summit Conference held in Mecca/Taif in 1981 and has become operational at the Fourth Islamic Summit Conference held in 1984, with the election of the President of the Republic of Turkey to its chairmanship. COMCEC has been working for enhancing economic and commercial cooperation among the 57 Member Countries of the OIC for 37 years.

In order to make the COMCEC a more fruitful platform to meet the growing needs of the OIC Member States, the COMCEC Strategy and Revised Statute were adopted at the 4th Extra-ordinary Islamic Summit Conference held on 14-15 August 2012 in Mecca, Kingdom of Saudi Arabia and have become operational since 2013. Accordingly, COMCEC activities are guided by its Strategy.

The main objective of the COMCEC is to address the economic challenges of the Islamic Ummah and to contribute to the development efforts of the Member Countries. Furthermore, COMCEC is a policy dialogue platform for producing and disseminating knowledge, sharing experience and best-practices, developing a common understanding, and approximating policies among the Member Countries. Accordingly, COMCEC draws up programs for joint action, and coordinates and follows up activities for enhancing economic and commercial cooperation among the OIC Member Countries.

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ABOUT 37th SESSION OF THE COMCEC

The Ministerial Session of the 37th Session of the COMCEC, to be preceded by the preparatory Senior Officials Meeting on 17-18 November 2021 virtually, will commence on Wednesday, November 24th, 2021 with the Opening Ceremony which will be chaired by H.E. Recep Tayyip ERDOĞAN, President of the Republic of Turkey and Chairman of the COMCEC.

Ministerial Exchange of Views Session, which will take place in the afternoon of November 24th, 2021, will be held with the theme of "The Role of Islamic Finance in Supporting Microenterprises and SMEs against COVID-19". The attending Ministers will have the opportunity to share their views and experiences with their colleagues.

The Ministers attending to the 37th Session of the COMCEC will also have the chance to conduct bilateral talks with their counterparts. COMCEC Coordination Office will make necessary arrangements if requested in advance.

This booklet aims at giving general information on the arrangements for the 37th Session of the COMCEC as well as some practical information for the participants.



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DRAFT AGENDA OF THE 37th SESSION OF THE COMCEC (24-25 November 2021)

1. Opening of the Meeting and Adoption of the Agenda
2. Report on the COMCEC Strategy and Its Implementation
3. The Implementation of the OIC-2025: Programme of Action
4. World Economic Developments with Special Reference to the Socio-Economic Impacts of COVID-19 Pandemic on the OIC Member States
5. Intra-OIC Trade
6. Enhancing the Role of Private Sector in Economic Cooperation
7. Improving Transport and Communications
8. Developing a Sustainable and Competitive Tourism Sector
9. Increasing Productivity of Agriculture Sector and Sustaining Food Security
10. Alleviating Poverty
11. Deepening Financial Cooperation
12. Exchange of Views on "The Role of Islamic Finance in Supporting Microenterprises and SMEs against COVID-19"
13. Date of the 38th Session of the COMCEC
14. Any Other Business
15. Adoption of the Resolutions

DRAFT PROGRAMME OF THE 37th SESSION OF THE COMCEC

24 November 2021 (Wednesday)

10:30-12.30	Ministerial Opening Ceremony
14.30-18.00	Ministerial Working Session

25 November 2021 (Thursday)

14.30- 15.30	Ministerial Closing Session
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INFORMATION ABOUT THE ARRANGEMENTS FOR THE MEETING

Date and Venue of the Meeting

All meetings of the Thirty-Seventh Session of the COMCEC will be held at Istanbul Congress Center, B2 floor on 24-25 November 2021.

Registration

All delegates, whose names are notified to the Organizing Committee through diplomatic channels are requested to register at Istanbul Congress Center. The registration desk, located at the lobby of Istanbul Congress Center and the Marmara Hotel will be put at the disposal of the delegates from 23 November to 25 November 2021 from 08.00 a.m. to 00.00 a.m. (midnight) daily.

Identification Badges and Turnstile Access Systems

Smart ID badges will be prepared for all registered delegates to access through turnstile gates at Istanbul Congress Center. For security reasons, all participants are kindly requested to wear their badges at all times during the meetings and social events.

Colours of identification badges:

Red	: Ministers
Dark blue	: Members of delegations
Green	: COMCEC Coordination Office
Yellow	: Press
Grey	: Security and Medical personnel
Orange	: Staff

Working Languages and Interpretation

Simultaneous interpretation among Arabic, English, French, Russian and Turkish will be provided during all sessions. The main documents of the Session will be produced and will be published on COMCEC website in three OIC languages (English, French and Arabic) during the meeting.

Bilateral Talks

There will be bilateral meeting rooms and a ministerial lounge at İstanbul Congress Center. Ministers attending the meeting may also conduct bilateral talks with their counterparts. COMCEC Coordination Office will make necessary arrangements if the requests are made in advance.

Secretarial Offices

The offices of the COMCEC Secretariat will be located at İstanbul Congress Center.

Press Center

There will be a press center located at İstanbul Congress Center for the use of all members of the foreign and local press carrying identification badges. All questions pertaining to press activities will be handled by this center.

Press Accreditation & Badges

All members of the foreign and local press who wish to cover 37th Session of the COMCEC and utilize the Press Center as well as uplink vehicles must be accredited by the Turkish Presidency of Communication. Only accredited members of the press will have access to the Session and the press center.

Applications for press accreditation, including official photographers and official cameramen, must be made online on the following link: <http://akreditasyon.iletisim.gov.tr>. Applications must be submitted no later than 22 November 2021 (until 18:00 hours Turkish local time).

A confirmation e-mail for successfully completed accreditations will be sent to the applicants.

Badges will be delivered to accredited press members at the press center located at İstanbul Congress Center. Badges must be collected in person upon the presentation of identification cards (passports for international press members) and originals of press cards or letters of authorization submitted online. (Information on when and where to collect the badges will be provided to accredited media representatives in due course)

Hall for Press Conferences

Hall for press conferences will be held on B2 floor at İstanbul Congress Center. Please contact with Yunus KAYIŞ (00905523785993) about your requests.

Airport Welcoming Services

Welcoming and farewell services for the delegates will be available from November 22nd to November 27th. On arrivals, CCO staff will be waiting for the delegates with COMCEC handboards for hotel transfers at International/ Domestic /VIP Terminals. If any COMCEC staff are not present to meet them at the airport, the delegates are kindly requested to apply COMCEC Welcome Desk located at International Arrivals Terminal or call Ozan LİF (00905356476860).

Delegates obliged to arrive in İstanbul before 22 November 2021 due to flight restrictions, will also be welcomed at the airport provided that they inform the COMCEC Coordination Office in advance.

Participants are kindly requested to notify the COMCEC Coordination Office and/or Organization Company (see Useful Addresses) of their names and flight schedules by 20 November 2021 at the latest to enable the host officers to meet them at the airport and make necessary arrangements.

Transportation

All participants will be transferred from the İstanbul Airport to the Marmara Hotel. Reserved cars will be available only for Ministers who will participate in the meeting.

Shuttle service will be provided between the Marmara Hotel and the İstanbul Convention Center. Information cards for shuttle hours can be obtained from the Registration Desk at the hotel and the ICC.

Accommodation for Delegates of Member States

COMCEC will cover the accommodation and meal expenses (excluding all other expenses) of **three representatives** (one person as Head of Delegation and two other guests) from each member countries from 23 to 26 November 2021 (check-in date: 23 November 2021, check-out date: 26 November 2021, totally 3 nights) at the Marmara Taksim Hotel.

COMCEC will also cover the accommodation and meal expenses (excluding all other expenses) of **two delegates**, including the head of delegation from each observer and guest country from 23 to 26 November 2021 (check-in date: 23 November 2021, check-out date: 26 November 2021, 3 nights in total) at the Marmara Taksim Hotel. Delegates are expected to attend all COMCEC Sessions and panel events during their stay. Please contact with Selim UYAR (00905313109130) about your requests for accommodation and registration issues.

NOTE: If you have an accompanying person or prefer to stay at a double room, the price difference for double room will not be covered by the COMCEC. Suit rooms are covered by the COMCEC only for Ministers. You can also find the room prices taken specially for our guests from the Marmara Hotel;

- Single room : 1.750,00 ₺ (VAT excl.)
- Double room : 1.900,00 ₺ (VAT excl.)
- Suite : 3.500,00 ₺ (VAT excl.)

A large, light green watermark of the COMCEC logo is centered on the page. It consists of a circular emblem with a stylized building and the text 'Cooperation for Development' around the perimeter, with 'COMCEC' written below it. Below the emblem, the word 'COMCEC' is written in a large, bold, serif font.

List of Alternative Hotels for delegates staying on their own account

Delegates may ask assistance of Organizing Company for hotel reservations or make their own reservations.

NAME OF THE HOTEL	ADDRESS
The MARMARA TAKSİM (*****)	Gümüşsuyu, Taksim Myd Taksim/İSTANBUL Telefon: +90 (212) 334 83 00 Fax: +90 (212) 244 05 09 Web: taksim.themarmarahotels.com
ELITE WORLD İSTANBUL (*****)	Şehit Muhtar Cad. No:40 Beyoğlu/İSTANBUL Telefon: +90 (212) 313 83 83 Fax: +90 (212) 313 83 93 Web: www.eliteworldistanbul.com
CVK PARK BOSPHORUS OTEL TAKSİM (*****)	Gümüşsuyu Mah. İnönü Cad.No:8 Taksim/İSTANBUL Telefon: +90 (212) 377 88 88 Fax: +90 (212) 377 88 89
HILTON BOSPHORUS (*****)	Harbiye, Cumhuriyet Cd. 50 D, 34367 Şişli/İSTANBUL Telefon: + 90 212 315 60 00 Fax: +90 212 240-4165
GRAND HYATT (*****)	Harbiye Mah. Taskisla Caddesi No:1 34367, Şişli/ İSTANBUL Telefon: +90 212 368 1234 Fax: +90 212 368 1000
DİVAN İSTANBUL OTEL (*****)	Asker Ocağı Caddesi 34367 No:1 Taksim/İSTANBUL Telefon: +90 212 315 55 00 Fax: +90 212 315 55 15
CONRAD OTEL (*****)	Barbaros Bulvarı No:5 34353 Beşiktaş/İSTANBUL Telefon: +90 (212) 310 25 25
SWISS OTEL (*****)	Visnezade Mah. Acisu Sok. NO. 19 Macka/Beşiktaş/İSTANBUL Telefon: +90 212 326 1100 Fax: +90 212 326 1122

<p>THE RITZ - CARLTON (*****)</p>	<p>Gümüşsuyu Mah.İnönü Cad.No:8 Taksim/İSTANBUL Telefon: +90 (212) 377 88 88 Fax: +90 (212) 377 88 89</p>
<p>FOUR SEASONS OTEL (*****)</p>	<p>Gümüşsuyu Mah.İnönü Cad.No:8 Taksim/İSTANBUL Phone: +90 (212) 377 88 88 Fax: +90 (212) 377 88 89</p>
<p>ÇIRAĞAN PALACE KEMPİNSKİ (*****)</p>	<p>Gümüşsuyu Mah.İnönü Cad.No:8 Taksim/İSTANBUL Telefon: +90 (212) 377 88 88 Fax: +90 (212) 377 88 89</p>
<p>INTERCONTINENTAL OTEL (*****)</p>	<p>Asker Ocağı Cad. No:1 34435, Taksim/İSTANBUL Phone: +90 212 368 44 44 Fax: +90 212 368 44 99</p>
<p>POINT OTEL (****)</p>	<p>Topçu Caddesi No.2 Taksim / İSTANBUL Phone: +90 212 313 50 00 Fax: +90 212 313 50 30</p>
<p>NIPPON OTEL (****)</p>	<p>Kocatepe Mah.Topçu Cad. No:6 Taksim/İSTANBUL Telefon : +90 (212) 313 33 00 Fax : +90 (212) 313 33 33 Web : www.nipponhotel.com</p>
<p>ELITE WORLD PRESTIGE (****)</p>	<p>Şehit Muhtar Cad. No:40 Beyoğlu/İSTANBUL Phone: +90 (212) 297 13 13 Fax: +90 (297 62 40 Web: http://www.eliteworldprestige.com</p>
<p>RAMADA İSTANBUL TAKSİM (****)</p>	<p>Recepaşa Cad.No:15 Beyoğlu/İSTANBUL Phone: +90 (212) 238 54 60 Fax: +90 (212) 238 51 51 Web: http://www.ramadaistanbultaksim.com</p>
<p>FERONYA HOTEL (****)</p>	<p>Abdülhak Hamit Cad.No:58 Taksim/İSTANBUL Phone: +90 (212) 237 26 35 Fax: +90 (212) 238 08 66 Web: www.feronya.com</p>

MERCURE OTEL (****)	<i>Ömer Avni Mah. İnönü Cad.No:42 Beyoğlu/İSTANBUL Telefon: +90 (212) 924 27 27 Fax: +90 (212) 924 27 00</i>
GOLDEN AGE (****)	<i>Kocatepe Mah. Topçu Cad. No:10 Taksim/İSTANBUL Telefon: +90 (212) 254 49 06 Fax: +90 (212) 255 13 68 Web: www.goldenagehotel.com</i>
CRYSTAL OTEL (****)	<i>Kocatepe Mah.Recep Paşa Cad. No:7 Taksim/İSTANBUL Telefon: +90 (212) 237 85 00 Fax: +90 (212) 237 94 80 Web: www.crystalhotel.net</i>
THE GREENPARK TAKSİM (****)	<i>Kocatepe Mah.Abdülhakhamit Cad.No:34 Taksim/İSTANBUL Telefon: +90 (212) 238 05 05 Fax: +90 (212) 237 76 46 Web: www.thegreenparktaksim.com</i>
SV BOUTIQUE OTEL (Butik)	<i>Topçu Cad. No:21 Taksim/İSTANBUL Telefon: +90 (212) 237 33 23 Faks: +90 (212) 237 33 39 Web: www.sv-hotel.com</i>
RETROPERA HOTEL (Butik)	<i>Şehit Muhtar Mh. Taksim Cd. Yoğurtçu Faik Sk. No:2 34440 Taksim/İSTANBUL Telefon: +90 (212) 361 90 93 Fax: +90 (212) 361 90 84 Web: www.retroperahotel.com</i>

Flight Reconfirmations and Departures

Delegates should contact with information desk located at İstanbul Congress Center or the hotel as soon as possible to confirm their return flight reservations. To facilitate travel arrangements, the delegates are kindly requested to fill in flight departure forms and return them to the above mentioned desk.

USEFUL ADDRESSES

COMCEC COORDINATION OFFICE

Necatibey Cad. No:110/A
06100 Ankara / TURKEY
Tel: (90) (312) 294 57 10 - 294 57 30
Fax: (90) (312) 294 57 77 - 294 57 79
E-mail: comcec@comcec.org
Web: www.comcec.org

ORGANIZING COMPANY FLAP CONGRESS INCORPORATION

Maslak Mahallesi Eski Büyükdere Caddesi GİZ 2000 Plaza
No:7 K:11 D:44 Sarıyer İSTANBUL
Tel: (90) (312) 454 00 00
Fax: (90) (312) 454 00 01
E-mail: flaptour@flaptour.com.tr
Web: www.flaptour.com.tr

MEETING HALL İSTANBUL CONGRESS CENTER

Taşkışla Cad. 34367 Harbiye-Şişli
İstanbul / TURKEY
Web: www.iccistanbul.com

HOTEL

THE MARMARA TAKSİM HOTEL
Gümüşsuyu, Taksim Myd
Taksim/İSTANBUL
Telefon: +90 (212) 334 83 00
Fax: +90 (212) 244 05 09
Web: taksim.themarmarahotels.com

SOME PRACTICAL INFORMATION FOR THE DELEGATES

Climate

In November, the weather in İstanbul is generally rainy and cool. Coat and umbrella are recommended. The average temperature in November is 7-12 Celsius. The most recent weather forecast for İstanbul may be accessed at: www.meteoroloji.gov.tr

Prayer Times

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

DATE	FAJR	SHURUG	DHUHR	ASR	MAGHREB	ISHAA
November 22	06:23	07:53	12:55	15:25	17:48	19:12
November 23	06:24	07:54	12:55	15:25	17:47	19:11
November 24	06:25	07:55	12:56	15:24	17:47	19:11
November 25	06:26	07:56	12:56	15:24	17:46	19:11
November 26	06:27	07:57	12:56	15:23	17:46	19:10
November 27	06:28	07:58	12:57	15:23	17:45	19:10
November 28	06:29	07:59	12:57	15:23	17:45	19:10

Local Time

The time zone in Turkey is G.M.T. plus 3 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 www.evisa.gov.tr or contact with the Turkish Consular Missions (where available) for visa requirements. For participants coming from countries where there is no resident Turkish Consular Mission, visas will be issued upon arrival at İstanbul Atatürk Airport.

Health Requirements

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

COVID-19 Measures

COMCEC Coordination Office will have taken the necessary health measures for all participants. The Sessions will take place at Congress Centre and our participants will accommodate at a hotel which is included in the Safe Tourism Certification Program.

About Participation

- Three delegates (2+1) including head of delegation from each member country, and two delegates (1+1) including head of delegation from each observer country and international organization will be allowed to participate in the meetings in accordance with Covid-19 Measures.
- Participants are expected to comply with the number of participation.

Before the Meeting

- All participants must get tested at the entrance of the hotel to minimize the risk of transmission of Covid-19.
- Delegates who have a positive test result or who have any symptoms will not be allowed to enter meeting and they will be quarantined in accordance with Covid-19 measures of Ministry of Health of the Republic of Turkey.

Shuttle Services

- All vehicles will be disinfected after each use.
- All drivers will wear a mask and there will be disinfectant spray and cologne in vehicles.
- The capacity of vehicles will not exceed 50% and it will be separated with a transparent barrier between the driver and the participants sitting behind.

During the Sessions

- Hygiene kits including N95 masks will be distributed to all participants at the entrance of meeting hall. Participants are expected to wear masks and comply with hygiene rules during the meetings.
- Participants will enter the meeting hall with their barcoded badges to which PCR test results are transferred.
- Meals will be served as set menus instead of open buffet. Disposable cutlery will be used.
- Participants are expected not to leave the hotel and the meeting hall during meeting sessions.
- Participants are kindly requested to follow instructions and recommendations.

Currency and Exchange

The currency unit is Turkish Lira. Exchange rate is 1 USD= 9,97 TL and 1 €= 11,42 TL as of 11 November, 2021. 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 in Turkey.

Addresses of Diplomatic Missions

Contact Information of Consular Missions in **İstanbul** is listed at the diplomatic portal, <http://cd.mfa.gov.tr/mission/mission-list?clickedId=3>

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