



**COMCEC**

## INFORMATION BOOKLET

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

26-29 November 2022  
İSTANBUL

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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 Türkiye 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 4<sup>th</sup> 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.

## ABOUT 38<sup>th</sup> SESSION OF THE COMCEC

The Ministerial Session of the 38<sup>th</sup> Session of the COMCEC, to be preceded by the preparatory Senior Officials Meeting on 26-27 November 2022, will commence on Monday, November 28<sup>th</sup>, 2022 with the Opening Ceremony which will be chaired by H.E. Recep Tayyip ERDOĞAN, President of the Republic of Türkiye and Chairman of the COMCEC.

Ministerial Exchange of Views Session, which will take place in the afternoon of November 28<sup>th</sup>, 2022, will be held with the theme of "Effective Social Assistance Provision and Socioeconomic Empowerment in the light of COVID-19 Pandemic". The attending Ministers will have the opportunity to share their views and experiences with their colleagues.

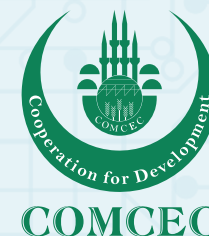
The Ministers attending to the 38<sup>th</sup> Session of the COMCEC will also have the chance to conduct bilateral talks with their counterparts. CCO will make necessary arrangements if requested in advance.

This booklet aims at giving general information on the arrangements for the 38<sup>th</sup> Session of the COMCEC as well as some practical information for the participants.



**DRAFT AGENDA  
OF THE 38<sup>th</sup> MINISTERIAL SESSION OF THE COMCEC  
(26-29 November 2022)**

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 OIC Member Countries
5. Intra-OIC Trade
6. Enhancing the Role of Private Sector in Economic Cooperation
7. Deepening Financial Cooperation
8. Improving Transport and Communications
9. Developing a Sustainable and Competitive Tourism Sector
10. Increasing Productivity of Agriculture Sector and Sustaining Food Security
11. Alleviating Poverty
12. Cooperation on Digital Transformation
13. Exchange of Views on "Effective Social Assistance Provision and Socioeconomic Empowerment in the light of COVID-19 Pandemic"
14. Date of the 39<sup>th</sup> Session of the COMCEC
15. Any Other Business
16. Adoption of the Resolutions



**DRAFT PROGRAMME  
OF THE 38<sup>th</sup> SESSION OF THE COMCEC  
(Istanbul, 26-29 November 2022)**

**26 November 2022 (Saturday)**

- 09.00-18.00 Working Session of the Senior Officials Meeting  
22.00-24.00 Drafting Committee Meeting

**27 November 2022 (Sunday)**

- 09.30-12.30 Side Events  
15.30-16.30 Closing Session of the Senior Officials Meeting

**28 November 2022 (Monday)**

- 11.00-12.30 The Opening Ceremony of the 38<sup>th</sup> Ministerial Session of the COMCEC  
14.30-18.00 Ministerial Working Session  
20.00 Official Dinner

**29 November 2022 (Tuesday)**

- 10.00-15.30 Side Events  
16.00-17.00 The Closing Ceremony of the 38<sup>th</sup> Ministerial Session of the COMCEC



## INFORMATION ABOUT THE ARRANGEMENTS FOR THE MEETING

### Date and Venue of the Meeting

All meetings of the Thirty-Eighth Session of the COMCEC will be held at İstanbul Congress Center, B2 floor on 26-29 November 2022.

### Registration

All delegates, whose names are notified to the Organizing Committee through diplomatic channels are requested to register at İstanbul Congress Center. The registration desk, located at the lobby of İstanbul Congress Center and The Marmara Hotel will be put at the disposal of the delegates from 25 November to 29 November 2022 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 İstanbul 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. CCO 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 38<sup>th</sup> 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 23 November 2022 (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 [Kadir ALTINTOP \(00905322554594\)](#) about your requests.

## Airport Welcoming Services

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 from November 27 to November 29, 2022.

Welcoming and farewell services for the delegates will be available from November 25 to November 30, 2022. 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 \(00905356476860\)](#).

Participants are kindly requested to notify the CCO of their names and flight schedules by 18 November 2022 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 from November 27 to November 29, 2022.

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 25 to 29 November 2022 (check-in date: 25 November 2022, check-out date: 30 November 2022, totally 5 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 25 to 29 November 2022 (check-in date: 25 November 2022, check-out date: 30 November 2021, 5 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 from November 26 to November 29, 2022.

## 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 / TÜRKİYE  
Tel: (90) (312) 294 57 10 - 294 57 30  
Fax: (90) (312) 294 57 77 - 294 57 79  
E-mail: [comcec@comcec.org](mailto:comcec@comcec.org)  
Web: [www.comcec.org](http://www.comcec.org)

### MEETING HALL

İSTANBUL CONGRESS CENTER  
Taşkışla Cad. 34367 Harbiye-Şişli  
İstanbul / TÜRKİYE  
Web: [www.iccistanbul.com](http://www.iccistanbul.com)

### HOTEL

THE MARMARA TAKSİM HOTEL  
Gümüşsuyu, Taksim Myd  
Taksim/İSTANBUL  
Tel: +90 (212) 334 83 00

### 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](http://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 25	06:59	08:02	12:51	15:20	17:40	18:43
November 26	07:00	08:03	12:51	15:19	17:40	18:43
November 27	07:01	08:04	12:52	15:19	17:39	18:42
November 28	07:02	08:05	12:52	15:19	17:39	18:42
November 29	07:03	08:06	12:52	15:18	17:38	18:42
November 30	07:04	08:07	12:53	15:18	17:38	18:41

### Local Time

The time zone in Türkiye is G.M.T. plus 3 hours.

### Electric Current

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

### Visas

All participants are advised to check [www.evisa.gov.tr](http://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.

### Currency and Exchange

The most recent exchange rate values may be accessed at the website of the Central Bank of the Republic of Türkiye; [www.tcmb.gov.tr](http://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 Türkiye.

### 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>

## ELECTRONIC DOCUMENTATION SYSTEM (DOCUMENT FILE)

During the meeting, the document file can be viewed according to Annotated Agenda Items using the Ipads, which will be ready on the desks of the Heads of Delegations. Other delegates can follow the same documents from the link which will be active during the meeting at the addresses given above.

## DOCUMENTS OF THE 38<sup>th</sup> COMCEC SESSION

All documents prepared for the 38<sup>th</sup> Session of the COMCEC will be available on COMCEC website. Documents will be updated as they become available. Delegates are advised to check updates regularly from the addresses below:

English: <https://www.comcec.org/38-th-electronic-documents-and-reports/>  
French: <https://www.comcec.org/fr/38-eme-documents-et-rapports-electroniques/>  
Arabic: <https://www.comcec.org/ar/38-th-electronic-documents-and-reports/>  
Turkish: <https://www.comcec.org/tr/isedak-38-bakanlar-oturumu-elektronik-belge-ve-raporlar/>

## COMCEC PUBLICATIONS

COMCEC Publications and reports of the previous meetings are available as full text e-books on [ebook.comcec.org](http://ebook.comcec.org).

All documents, reports and media of the previous COMCEC Ministerial Sessions are also available on COMCEC website, <https://www.comcec.org/history/comcec-ministerial-sessions/>



