

39. İSEDAK  
BAKANLAR TOPLANTISI

39<sup>EME</sup> SESSION  
MINISTÉRIELLE DU COMCEC

39<sup>TH</sup> MINISTERIAL  
SESSION OF THE COMCEC

الدورة الوزارية  
التاسعة والثلاثين للكومسيك

39<sup>TH</sup>  COMCEC

2-5 December 2023, Istanbul

INFORMATION BOOKLET



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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 39 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 39<sup>th</sup> SESSION OF THE COMCEC

The Ministerial Session of the 39<sup>th</sup> Session of the COMCEC, to be preceded by the preparatory Senior Officials Meeting on 2-5 December 2023, will commence on Monday, December 4<sup>th</sup>, 2023 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 December 4<sup>th</sup>, 2023, will be held with the theme of “Improving the e-Commerce Capacities of the OIC Member Countries”. The attending Ministers will have the opportunity to share their views and experiences with their colleagues.

The Ministers attending to the 39<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 39<sup>th</sup> Session of the COMCEC as well as some practical information for the participants.



Original: English

**DRAFT AGENDA  
OF THE 39<sup>th</sup> SESSION OF THE COMCEC  
(2-5 December 2023)**

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 “Improving the e-Commerce Capacities of the OIC Member Countries”
14. Date of the 40<sup>th</sup> Session of the COMCEC
15. Any Other Business
16. Adoption of the Resolutions



Original: English

## **DRAFT PROGRAMME OF THE 39<sup>th</sup> SESSION OF THE COMCEC**

### **2 December 2023 (Saturday)**

- 09.00 - 18.00 Senior Officials Meeting  
22.00 - 24.00 Drafting Committee Meeting

### **3 December 2023 (Sunday)**

- 09.30 - 12.30 Side Event: High Level Meeting on COMCEC SME Program  
11.00 - 12.30 Side Event: COMCEC Project Support Programs: Member Country Experiences  
13.30 - 14.45 Side Event: Panel on “Global Recognition of Halal Certificates”  
15.00 - 16.00 Closing Session of the Senior Officials Meeting

### **4 December 2023 (Monday)**

- 08.30 - 10.15 Side Event: Ministerial Working Breakfast (*Istanbul Congress Center*)  
11.00 - 13.30 Ministerial Opening Ceremony  
14.30 - 18.00 Ministerial Working Session  
20.00 Official Dinner (*Çırağan Palace*)

### **5 December 2023 (Tuesday)**

- 11.00 - 12.30 Side Event: Panel on “OIC Arbitration Centre: Global Alternative Dispute Resolution”  
14.00 - 15.00 Ministerial Closing Session

\* “The Holy Message” Exhibition of *Qur’an Manuscripts* will be open to visits throughout the event at the meeting venue.



## INFORMATION ABOUT THE ARRANGEMENTS FOR THE MEETING

### Date and Venue of the Meeting

All meetings of the Thirty-Ninth Session of the COMCEC will be held at İstanbul Congress Center, B2 floor between 2-5 December 2023.

### Registration

All delegates can use the link to register themselves easily ( <https://registration.comceec.org/> ). After filling in all required fields, it is important to save form and submit. All delegates are also required to send their registration forms via diplomatic channels to register.

The registration desk, located at the lobby of İstanbul Congress Center and Conrad İstanbul Bosphorus Hotel will be put at the disposal of the delegates from 1 December to 5 December 2023 from 08.00 a.m. to 00.00 a.m. (midnight) daily.

### Identification Badges

ID badges will be prepared for all registered delegates 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 : Only Ministers
- Blue : Head of Delegations (even if in absence of Minister), Head of Organizations and 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 (Ali ORUÇ / [ali.oruc@sbb.gov.tr](mailto:ali.oruc@sbb.gov.tr)).

## **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 39<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 2023 (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 at İstanbul Congress Center. Please contact with Kadir ALTINTOP (00905322554594) about your requests.

### **Airport Welcoming Services**

Welcoming and farewell services for the delegates will be available from December 1 to December 4, 2023. On arrivals, CCO staff will be waiting for the delegates with COMCEC hand boards 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 and Muharrem TEMLİSU (00905356476860).

Participants are kindly requested to notify the CCO of their names and flight schedules by 24 November 2023 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 Istanbul Airport to Conrad İstanbul Bosphorus Hotel. All transportation services will be provided from 1 to 5 December, 2023. Reserved cars will be available only for Ministers who will participate in the meeting. Shuttle service will be provided between Conrad İstanbul Bosphorus Hotel and İstanbul Congress Center.



## **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 1 to 5 December 2023 (check-in date: 1 December 2023, check-out date: 6 December 2023, totally 5 nights) at Conrad İstanbul Bosphorus 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 1 to 5 December 2023 (check-in date: 1 December 2023, check-out date: 6 December 2023, 5 nights in total) at Conrad İstanbul Bosphorus 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.

## **Flight Reconfirmations and Departures**

Delegates should contact with information desk located at İstanbul Congress Center or Conrad İstanbul Bosphorus 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.



## 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 December is 6-11 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
December 1	06:31 AM	08:02 AM	12:58 PM	03:23 PM	05:44 PM	07:08 PM
December 2	06:32 AM	08:03 AM	12:58 PM	03:22 PM	05:43 PM	07:08 PM
December 3	06:33 AM	08:04 AM	12:59 PM	03:22 PM	05:43 PM	07:08 PM
December 4	06:34 AM	08:05 AM	12:59 PM	03:22 PM	05:43 PM	07:08 PM
December 5	06:35 AM	08:06 AM	01:00 PM	03:22 PM	05:43 PM	07:08 PM
December 6	06:36 AM	08:07 AM	01:00 PM	03:22 PM	05:43 PM	07:08 PM

### 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.



### **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, hotel, 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 39<sup>th</sup> COMCEC SESSION**

All documents prepared for the 39<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:

<https://www.comcec.org/39-th-electronic-documents-and-reports/>

<https://www.comcec.org/tr/isedak-39-bakanlar-oturumu-elektronik-belge-ve-raporlar/>

<https://www.comcec.org/fr/39-eme-documents-et-rapports-electroniques/>

<https://www.comcec.org/ar/39-th-electronic-documents-and-reports/>

## **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/>

## 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*

### HOTEL

CONRAD İSTANBUL BOSPHORUS  
Cihannüma Mh, Saray Cad. No:5, 34353  
Beşiktaş, İstanbul  
Telefon : +90 (0212) 310 25 25