

**THIRD SESSION OF THE ISLAMIC
CONFERENCE OF MINISTERS
RESPONSIBLE FOR WATER**
17-19 May 2016 | ISTANBUL

Information Booklet

The Third Islamic Conference of Ministers Responsible for Water

17-19 May 2016

Conrad Istanbul Bosphorus Hotel
Istanbul, Turkey



TURKISH WATER INSTITUTE
SUEN
TÜRKİYE SU ENSTİTÜSÜ

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I. WELCOME

The Republic of Turkey welcomes all participants to the Third Session of The Islamic Conference of Ministers Responsible for Water. The organizers of the Conference, Organisation of Islamic Cooperation (OIC), Ministry of Forestry and Water Affairs of Turkey and its subsidiary Turkish Water Institute (SUEN) wish all delegates a fruitful and productive meeting and a pleasant stay in Istanbul.

This circular note provides information about the Conference as well as comprehensive details about administrative procedures, useful information about Istanbul and meeting logistics for the participants. Requests for clarification or additional information can be channelled to the Organising Committee via the e-mail address oiic.water@suen.gov.tr.

Amendments to this circular note will be issued as necessary and will be available at the Information Desk at the meeting venue.



II. ORGANISING COMMITTEE

For Administrative Affairs, please contact:

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When sending an inquiry, please clearly mention your country/organisation and indicate your inquiry in the subject of the e-mail, for example: Subject: Indonesia – Registration.

Detailed information about the conference can be followed on the links:

(1) http://suen.ormansu.gov.tr/suen/AnaSayfa/resimliHaber/16-03-23/Islamic_Conference_of_Ministers.aspx?sflang=en

(2) <http://www.sesric.org/oic-water-vision.php>

III. CONFERENCE INFORMATION

A. Dates & Venue

The Third Session of the Islamic Conference of Ministers Responsible for Water will be held in Istanbul, Turkey on 17-19 May 2016. The venue of the Conference will be:

Hotel Name	Conrad Istanbul Bosphorus
Address	Cihannuma Mah Saray Cd No5 Besiktas, Istanbul, 34353, Turkey
Phone	+90-212-310-2525
Fax	+90-212-259-6667
Website	http://conradhotels3.hilton.com/en/hotels/turkey/conrad-istanbul-bosphorus-ISTHCCI/index.html

Conrad Istanbul Bosphorus is located on the European Side of Istanbul. The Hotel is around 22 kilometres away from Atatürk International Airport and 45 kilometres away from Sabiha Gökçen International Airport. It costs approx. TRY60.00 by taxi from the Atatürk International Airport and TRY120.00 from Sabiha Gökçen International Airport to the Hotel.



B. Conference Programme

The Programme for the Third Session of the Islamic Conference of Ministers Responsible for Water is attached as **Annex A** and is subject to change. An updated Conference Programme will be provided at the meeting venue.

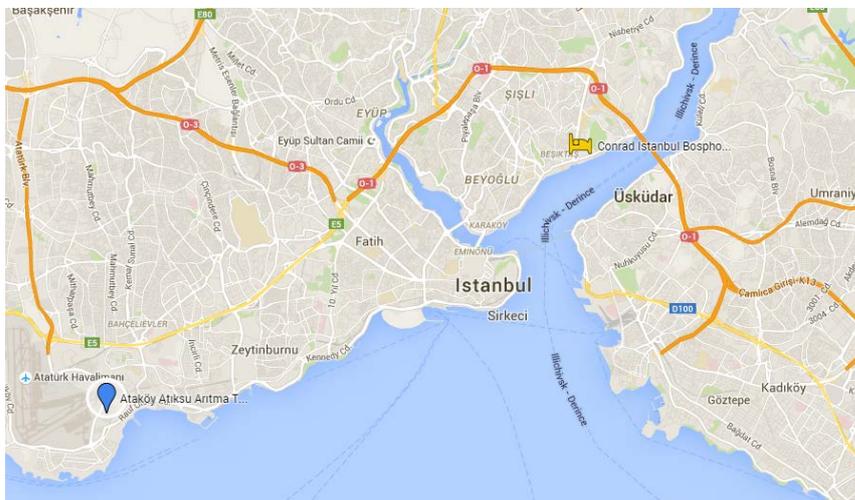
Under the main theme **“From Vision to Action”**, the Third Session of the Islamic Conference of Ministers Responsible for Water will address the implementation of the OIC Water Vision, which was adopted at the Second Conference of Ministers Responsible for Water in Istanbul in 2012.

The conference will aim to reach a consensus on the newly introduced concept of **“OIC Water Council”**. Prior to the Opening Ceremony of the Conference, a Senior Officials Meeting will be held for the finalization of the documents to be adopted by the Ministers.

Republic of Turkey will be represented at highest level at the Opening Ceremony.

There will be two panel discussions on **“Strengthening Collaboration in Particular Capacity Building in Water Sector”** and on **“Prevention of Waterborne Diseases”**. Achievement of MDGs (Millennium Development Goals) and elements of SDGs (Sustainable Development Goals) will also be addressed by prominent keynote speakers to discuss the future of water in the OIC countries.

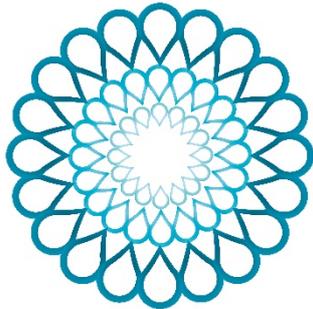
On the last day of the Conference, a technical field trip will be organized to Istanbul Water and Sewerage Administration’s (ISKI) Ataköy Advanced Biological Wastewater Treatment Facility. With a 400,000 m³/day treatment capacity, the facility serves 2.5 million people.



If you wish to participate in the technical field trip, please send an e-mail to ois.water@suen.gov.tr.

C. Conference Logo and Theme

The logo of the Third Session of the Islamic Conference of Ministers Responsible for Water symbolizes the 56 member countries of OIC with each water drop, all standing united and focused on the same target.



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The theme of the Conference **“From Vision to Action”** underlines the urgent need for the steps taken towards the implementation of OIC Water Vision.

IV. REGISTRATION

All conference participants must be registered by completing and returning the Registration Form (attached as **Annex B**) by e-mail to oic.water@suen.gov.tr or by fax to +90 216 428 0992, no later than 15th of April 2016.

All participants should also provide a copy of the page or pages of their passports that include:

- Name
- Date of Birth
- Date of Expiration
- Date of Issue

Name badges will be distributed at the Hotel.

V. ACCOMMODATION

The Organising Committee will cover hotel accommodation for 3 nights (16, 17 and 18 May, 2016). Two rooms for each OIC Member State will be reserved with the arrangement as follows: One (1) room for the Head of Delegation and one (1) room for the accompanying delegate.

Other accompanying delegates are responsible for making their own accommodation arrangements and covering their expenses.

VI. TRAVEL and TRANSPORTATION

A. Air Ticket Facilitation

The Organising Committee will cover **round-trip air tickets** for the Heads of Delegates and one (1) accompanying person from the 21 LDC countries listed in OIC as follows: **Afghanistan, Bangladesh, Benin, Burkina Faso, Chad, Comoros, Djibouti, Gambia, Guinea, Guinea-Bissau, Mali, Mauritania, Mozambique, Niger, Senegal, Sierra Leona, Somalia, Sudan, Togo, Uganda, and Yemen.**

Delegations of other OIC countries are kindly requested to meet their own travel expenses.

Mechanism for air ticket booking and purchasing:

- Air tickets for the delegates mentioned above will be booked and purchased by the Organising Committee. **Delegates are kindly requested to indicate their preference of flight itinerary to the Organising Committee.**
- All delegates must submit the registration form and provide a copy of passport to the Organising Committee.
- The Organising Committee will book the most direct round-trip air tickets for each delegate from their country of origin.
- Before issuing the air tickets, the Organising Committee will send the tentative flight itineraries to the concerned delegates to receive approval.
- Before purchasing the tickets, all delegates must inform the Organising Committee that they hold a valid passport and visa to enter the Republic of Turkey. The Organising Committee will issue the tickets thereafter. All delegates subject to the visa requirement are therefore advised to apply for visa as early as possible. **It is the sole responsibility of the delegate to take care of his/her visa requirements.** (Please refer to Visa Requirements on page 9.)
- Please be advised that no reimbursement will be made for those who purchased their own air tickets.

B. Visa Requirements

Visitors to the Republic of Turkey must obtain a visa from Turkish Embassies or Consulates.

You are kindly advised to have a travel document/passport valid for at least 6 months as from the date of your arrival in Turkey.

As visa requirements for each country are subject to change at short notice, we recommend that you make sure they are up-to-date before travelling. Please follow this link for more information: <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

C. Important Notifications

You are kindly advised to have a travel document/passport valid for **at least 6 months** as from the date of your arrival in Turkey.

Visa invitation letters to support your visa application may be requested from the Organising Committee (ois.water@suen.gov.tr).

Please be informed that the visa fees shall be borne by the participants.

General Information regarding visa application is available at: <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

Delegates who have difficulties in obtaining visa from the nearest Turkish Embassy or Consulate are advised to communicate to ois.water@suen.gov.tr mentioning “visa assistance” in the e-mail subject.

The customs authorities perform custom inspections after baggage claim on passengers arriving on international flights. During inspection, the passengers are required to submit the completed customs declaration forms which will be provided by the airline staff before landing. For more information on customs rules, please refer to: <http://www.iatatravelcentre.com/TR-Turkey-customs-currency-airport-tax-regulations-details.htm>

D. Airport Information

There are two international airports in Istanbul. (Please refer to the map on Page 5)

ATATÜRK INTERNATIONAL AIRPORT

Atatürk International Airport (IATA code: IST) is the main international airport located on the European side of the city. It is 24 km west of the city centre (Taksim) and functions as the main hub for Turkish Airlines. Terminal 2 is used for all international flights. For more information, please visit: <http://www.ataturkairport.com/en-EN/Pages/Main.aspx>

SABİHA GÖKÇEN INTERNATIONAL AIRPORT

Sabiha Gökçen International Airport (IATA code: SAW) is located on the Asian side of Istanbul. It is 40 km away from Kadıköy and 50 km away from Taksim (European side). For more information, please visit: <http://www.sabihagokcen.aero/homepage>

E. Airport Transfers

Complimentary airport pick-up service will be available for all delegates on 16th and 17th May 2016. Airport drop-off service will be provided as well on 19th May 2016.

There will be an information desk at both airports.

Our staff will meet the delegates at the arrival area of the airport, holding high a cardboard with the Conference Logo on it.

VII. USEFUL INFORMATION

Local Time

Local time in Istanbul is GMT + 2 hours.

Working Hours

Banks are open weekdays from 8.30 until noon (or 12.30), depending on the bank, and from 13.30 until 17.00. However, there are some banks which continue to serve during lunch breaks. Museums are generally open from Tuesday to Sunday from 9.30 until 17.00 (or 17.30) and closed on Monday. Shops and bazaars are normally open from Monday to Saturday from 9.30 to 20:00 and closed all day on Sundays. But shopping malls and stores on crowded streets are open seven days a week, including lunch breaks. You can find restaurants or cafes open virtually at any time of the day or night.

Currency and Exchange

As of January 1, 2009, the monetary unit in Turkey was changed to the Turkish Lira (TL), which comes in bank notes of 5 TL; 10 TL; 20 TL; 50 TL; 100 TL and 200 TL. Smaller denominations will come in coins of 1 TL; 50 Kr; 25 Kr; 10 Kr; 5 Kr; and 1 Kr. “Kr”. stands for “Kuruş”. 100 Kuruş is worth 1 Turkish Lira. Exchange rate is around 1 USD = 2,82 TL and 1 EURO = 3,21 TL (as of 5.4.2016). 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/yeni/eng). Convertible foreign currency can be exchanged at the airport, hotels and exchange offices as well as at all banks in accordance with the daily announced exchange rates at that time. In Turkey travellers’ checks are rarely accepted. We recommend that you cash your travellers’ checks at the banks. ATMs can be found in even the smallest Turkish towns. Most accept international credit cards or bank cards (a strip of logos is usually displayed above the ATM). Almost all ATMs have a language key to enable you to read the instructions in English.

VAT & Service Charges

Value-added tax, here called KDV, is 18%. Hotels typically combine it with a service charge of 10% to 15%, and restaurants usually add a 15% service charge. Value added tax is nearly always included in quoted prices. Certain shops are authorized to refund the tax (please ask).

Credit Cards

International credit cards are widely used in Turkey. Major credit cards (American Express, Visa, Diner’s Club, MasterCard, Access, JCB, Eurocard, etc.) are accepted in most establishments. Most ATMs accept international credit/bank cards.

Climate & Clothing

The average temperature in Istanbul in May is likely to be relatively warm, with average highs of 21°C. Lighter clothes are advisable.

Electricity Supply

The electrical current in Turkey is 220 volts, 50 cycles alternating current (AC). Wall outlets take Continental style plugs with two round prongs.

Eating Out

Turkish Cuisine is one of the best in the world. One may dine at any of the hundreds of good restaurants to be found on every corner of the city, serving Turkish and/or international cuisine.

Shopping

Istanbul is a shoppers' paradise with beautiful handwoven carpets, leather goods, gold bargains and fashion products. The fascinating Covered Bazaar and Spice Market make shopping an irresistible pleasure. Many people come to Istanbul just to shop. The Kapalı Çarşı (Covered Bazaar), or Grand Bazaar, is the most logical place to start as the variety is immense. Still the commercial centre of the old city, the bazaar is the original shopping "mall" with a vast selection of carpets, souvenirs clothes, shoes, jewellery, and handicrafts made from ceramic, copper and brass. The Mısır Çarşısı is good for picking up spices, Turkish delight, flavoured teas, and small souvenirs. The sophisticated shops in the Taksim and Nişantaşı districts contrast with the chaos of the bazaars. İstiklal Caddesi and Cumhuriyet Caddesi have shops selling elegant fashionwear made from Turkey's high quality textiles. Exquisite jewellery, as well as finely designed handbags and shoes can also be found. Nişantaşı is the main area for clothes by top Turkish designers. For an even more modern, European shopping experience, the huge new malls have European outlets, Turkish fashion shops, branches of Istanbul's most elegant shops, as well as restaurants and cinemas. In Istanbul's busy flea markets there is an astonishing assortment of good, both old and new.

Tax-Free

Visitors who do not reside in Turkey are able to reclaim VAT on goods purchased in tax-free shops. Look for the tax-free sign in the shops and remember to ask for the VAT or reclaim form at the time of purchase. The shop assistant will ask to see your passport.

For Emergencies

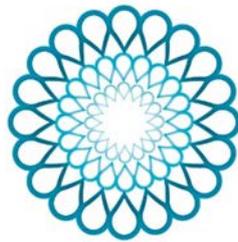
In case of emergency contact the registration or information desk or dial 155 for police, 112 for ambulance and 110 for fire. There are a number of pharmacies throughout the city. Look for the sign "Eczane". They are usually open from Monday to Saturday from 09.00 to 19.00 and pharmacists in each district take turns to provide a 24-hour service. The names of the Pharmacist on duty at night and weekends are listed in the window of the other pharmacists' shops.

Emergency Numbers

Emergency	112
Fire	110
Police	155
Unknown numbers service	118 80

ANNEX A – DRAFT PROGRAMME OF

WORK



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**Senior Officials Meeting
Draft Programme of Work**

Third Session of the Islamic Conference of Ministers Responsible for Water

Senior Officials Meeting

Draft Programme of Work

Tuesday, 17 May 2016

09:00 Opening

09:30 Election of Bureau

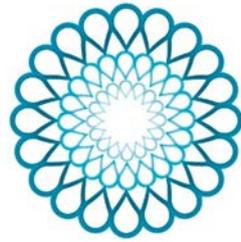
09:45 Adoption of Draft Agenda & Draft Programme of Work of Senior Officials Meeting

10:15 Coffee Break

10:30 Finalization of preparation of the 3rd ICMW:

- Draft Agenda & Draft Programme of Work
- Draft Terms of Reference of OIC Water Council
- Draft Resolution

13:00 Lunch Break



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Draft Programme of Work

Third Session of the Islamic Conference of Ministers Responsible for Water

Draft Programme of Work

Day 1: Tuesday, 17 May 2016

15:00 Opening Session

Family Photo

Inauguration of Water Exhibition

Recitation of Al-Quran

Speech by Secretary General of OIC

Speech by Minister of Forestry and Water Affairs of Turkey

H.E Prof. Dr. Veysel Eroğlu

Opening Statement by President of Turkey

H.E. Mr. Recep Tayyip Erdoğan

16:00 Coffee Break

16:15 Election of the Bureau

16:45 Adoption of the Draft Agenda

Adoption of the Draft Program of Work

17:15 Keynote Speech on Achievement of MDGs and Elements of SDGs in the Field of Water Resource Management

Prof. Dr. Doğan Altınbilek

18:00 Signing Ceremony of Water Projects & Presentation on Water Cooperation Projects

18:45 Dinner

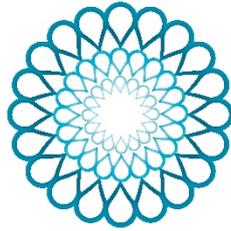
Day 2: Wednesday, 18 May 2016

- 09:30 Statements by the Heads of Delegation
- 10:45 Presentation of OIC Water Report 2015 by SESRIC
- 11:15 Coffee Break
- 11:30 Panel Discussion on Capacity Building in Water Sector
- 13:00 Lunch Break
- 14:30 Panel Discussion on Prevention of Waterborne Diseases
- 16:00 Coffee Break
- 16:15 Adoption of:
- Draft Terms of Reference of OIC Water Council
 - Draft Resolution on 3rd ICMW
 - Draft Chair Summary of 3rd ICMW
- 16:30 Date and Venue for the Fourth Session of the Islamic Conference of Ministers Responsible for Water
- 17:00 Any Other Business
- 17:30 Closing Session

Day 3: Thursday, 19 May 2016

- 10:30 Field Trip to Atakoy Wastewater Treatment Plants

ANNEX B - REGISTRATION FORM



THIRD SESSION OF THE ISLAMIC CONFERENCE OF MINISTERS RESPONSIBLE FOR WATER 17-19 May 2016 | ISTANBUL

Participation Form

THIRD SESSION OF THE ISLAMIC CONFERENCE OF MINISTERS RESPONSIBLE FOR WATER Istanbul, Turkey 17-19 May, 2016

To be completed and returned to Ms. Gökçe Usta Derin in the Turkish Water Institute via fax [+90 (216) 428 0992]
or e-mail [oic.water@suen.gov.tr]

Surname:	Name:	Mr/Ms
Institution:		Position:
Address:		Country:
Telephone ⁽¹⁾ :	Fax ⁽¹⁾ :	E-mail:

(1) international country code included

Accompanying person(s)		
Surname:	Name:	Mr/Ms
Arrival Date:	Arrival Time:	Flight No:
Departure Date:	Departure Time:	Flight No:

For urgent communications please indicate:

Phone:

Fax:

E-mail: