

**STATUTE AND RULES OF PROCEDURES OF  
THE STANDING COMMITTEE FOR ECONOMIC AND COMMERCIAL  
COOPERATION (COMCEC)**

*This document has been adopted at the Fourth Extra-ordinary Session of the Islamic Summit Conference in Makkah Al-Mukarramah, on 26-27 Ramadan 1433H (14-15 August 2012).*

**PART I**  
**STATUTE OF**  
**THE COMCEC**

## ARTICLE 1 : SCOPE

- a) This document shall be called the "Statute and Rules of Procedure of the Standing Committee for Economic and Commercial Cooperation" hereinafter referred to as the COMCEC and shall be applicable to the conduct of activities of this Standing Committee of the Organization of the Islamic Cooperation.
- b) The Document contains two parts dealing respectively with the General Statute of COMCEC and its Internal Rules of Procedures.

## ARTICLE 2: DEFINITIONS

- a) ***OIC means:*** The Organization of the Islamic Cooperation
- b) ***MEMBER STATES means:*** The Member States of the OIC
- c) ***SUMMIT means:*** The Islamic Summit Conference of Kings and Heads of State/Government of Member States
- d) ***COMCEC means:*** The Standing Committee for Economic and Commercial Cooperation
- e) ***COUNCIL OF FOREIGN MINISTERS means:*** The Council of Foreign Ministers (CFM) of the Member States or their duly accredited representatives
- f) ***GENERAL SECRETARIAT means:*** The General Secretariat of the OIC
- g) ***SECRETARY GENERAL means:*** The Secretary General of the OIC
- h) ***CHAIRMAN means:*** Chairman of the COMCEC
- i) ***GENERAL ASSEMBLY means:*** General Assembly of the COMCEC
- j) ***COMCEC SESSION means:*** Regular Meetings of the General Assembly of the COMCEC
- k) ***SPECIAL COMCEC SESSION means:*** Convening the General Assembly for a specific issue concerning the economic cooperation among the Member States
- l) ***FOLLOW-UP COMMITTEE means:*** Follow-up Committee of the COMCEC
- m) ***SESSIONAL COMMITTEE means:*** The organ of the COMCEC, in which the activities of the OIC institutions working in the field of competence of the COMCEC, are reviewed
- n) ***SENIOR OFFICIALS MEETING means:*** Preparatory meeting of the Senior Officials of Member States, held before the COMCEC Sessions

- o) **MINISTERIAL MEETING means:** Any Ministerial Meeting convened under the auspices of the COMCEC
- p) **COMCEC COORDINATION OFFICE (CCO) means:** Secretariat of the COMCEC
- q) **OIC INSTITUTIONS means:** The Subsidiary, Specialized and Affiliated Institutions of the OIC working in the field of competence of the COMCEC
- r) **STRATEGY means:** Making Cooperation Work: The COMCEC Strategy for Building an Interdependent Islamic World

### **ARTICLE 3 : COMCEC STATUS**

- a) The COMCEC is legally a Standing Committee of the Summit which was established by the Resolution No.13/3-P (IS).
- b) The COMCEC shall carry out its tasks in coordination and cooperation with the Council of Foreign Ministers.

### **ARTICLE 4 : OBJECTIVES**

The objectives of the COMCEC in accordance with Resolutions No.13/3-P (IS) and 1/5-E (IS) are:

- a) To address the economic challenges of the Islamic Ummah and to contribute to the development efforts of the Member States.
- b) To produce and disseminate knowledge, share experience and best-practices, develop a common understanding, and approximate policies among the Member States in line with the vision and principles of the Strategy.
- c) To serve as the central forum for the Member States to discuss international economic and commercial issues.
- d) To study all possible means of strengthening economic and commercial cooperation among the Member States.
- e) To draw up programs and submit proposals designed to increase the welfare of the Member States.
- f) To ensure the overall coordination of the activities of the OIC relating to economic and commercial cooperation among the Member States.

**ARTICLE 5: PRINCIPLES**  
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In pursuance of the objectives outlined in Article 4, above, the COMCEC shall act in accordance with the following principles:

- a) Enhancing mobility and interconnectivity among the Member States through reducing the barriers and enabling easier movement of goods, persons, capital and knowledge among them with the ultimate aim of increasing the prosperity of their people.
- b) Promoting solidarity among the Member States with a view to pool resources and efforts, to ensure mutually beneficial outcomes for all sides involved and to build systematic and structured policy dialogue to address common challenges and constraints.
- c) Improving governance in the Member States in order to increase the quality and effectiveness of public services and make public administrations more transparent thereby enhancing the cohesion of societies and creating a more favorable environment for economic growth and development.
- d) Respecting the economic and commercial rights and obligations of the Member States towards third parties.
- e) Taking into account the differences in the levels of economic development among the Member States and giving due regard to the economic and commercial interests of those Member States which are least developed and/or facing natural calamities.
- f) Contributing to the attainment of internationally agreed development goals and expansion of world trade with a view to safeguarding the interests of the Member States.

**ARTICLE 6: FUNCTIONS**  
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In order to attain the objectives set out in Article 4 and in conformity with the principles defined in Article 5 of the Statute and the Rules of Procedure, the COMCEC shall:

- a) Consider issues pertaining to economic and commercial cooperation among the Member States and review the progress achieved in the implementation of the decisions pertaining to the areas under its competence.
- b) Facilitate common understanding and policy approximation in the field of economic development through producing and disseminating knowledge, sharing experience and best-practices. The activities of the committees and ad-hoc working groups established shall also contribute to this function of the COMCEC.
- c) Serve as the main coordinating body of the activities of the OIC relating to economic and commercial cooperation among the Member States.

- d) Develop cooperation programs to enhance the economic and commercial cooperation among the Member States.
- e) Request the OIC Institutions working in the economic and commercial fields to submit activity reports, undertake necessary studies, convene expert group meetings and report the progress in the implementation of the tasks assigned to them, periodically, through meetings of the Sessional Committee to be convened at each Session and when the need so arises.
- f) Hold consultations in its fields of activity with international and regional groupings and organizations and non-governmental organizations including private sector institutions as and when deemed necessary for the fulfillment of its objectives.
- g) Decide on the convening of a Ministerial Meeting in the area of economic and commercial cooperation upon the recommendation by the Member States or the CCO with relevant justification. The host country of the Ministerial Meeting shall coordinate with the CCO regarding the preparations of the meeting.
- h) Submit progress reports and make proposals through its Chairman to the Summit on the implementation of its Strategy and institutional and organizational aspects of the fields under its competence.
- i) Apprise, through the CCO, the Council of Foreign Ministers of its resolutions.

#### **ARTICLE 7: MEMBERSHIP**

The COMCEC *is* composed of all Member States.

#### **ARTICLE 8: ORGANIZATIONAL STRUCTURE**

- i) Chairman
- ii) The General Assembly
- iii) The Follow-up Committee
- iv) The Sessional Committee
- v) The COMCEC Coordination Office

#### **ARTICLE 9: CHAIRMAN**

- a) The Chairman shall oversee the proper functioning of the COMCEC and takes necessary legal, institutional and organizational actions to enhance its effectiveness.
- b) The Chairman shall submit regular progress reports to the Islamic Summit.
- c) The Chairman shall call for convening of Special Session of the COMCEC or COMCEC Summit where he deems necessary.

- d) The Chairman may request the CCO to draft framework documents and programs for cooperation under the COMCEC.

#### **ARTICLE 10 : THE GENERAL ASSEMBLY**

- a) The General Assembly shall be composed of Ministers (or their representatives) responsible for the fields of competence of the COMCEC of all Member States.
- b) The General Assembly works under the direction of the Chairman of the COMCEC.
- c) The General Assembly is the decision-making body of the COMCEC.
- d) The General Assembly meets annually in a regular session. It may also meet in special sessions.

#### **ARTICLE 11 : THE FOLLOW-UP COMMITTEE**

- a) The Follow-up Committee shall be composed of Ministers responsible for the fields of competence of the COMCEC or their representatives.
- b) The Follow-up Committee shall assist the General Assembly of the COMCEC in the fulfillment of its responsibilities.
- c) The Follow-up Committee shall:
  - (i) Prepare the draft agenda of regular sessions of the General Assembly.
  - (ii) Make reports and recommendations to the General Assembly on the progress of implementation of the decisions of the General Assembly.
  - (iii) Review and monitor the implementation of the programs and projects approved by the General Assembly.

#### **ARTICLE 12 : THE SESSIONAL COMMITTEE**

- a) The Sessional Committee shall consist of the OIC Institutions working in the field of economy.
- b) The Sessional Committee shall meet on the sidelines of each Session and when the need so arises to review and coordinate the activities and programs of the OIC institutions to report to the General Assembly for guidance.
- c) The draft agenda for the meetings of the Sessional Committee shall be prepared by the CCO. The draft agenda shall be communicated by the CCO to the members of the Committee, and the other invitees.
- d) The CCO shall convene and moderate the meetings of the Sessional Committee and

ensure the preparation of the relevant documentation and submit the recommendations and reports of the meetings to the COMCEC Sessions.

- e) The Provisions of this Article (Article 12) will replace the Rules of Procedure of the Sessional Committee adopted by the 19<sup>th</sup> Session of the COMCEC. The Provisions of this Statute and Rules of Procedure shall be applicable for the Sessional Committee Meetings where necessary.

### **ARTICLE 13: COMCEC COORDINATION OFFICE**

- a) The CCO, hosted by the Government of Chairman of the COMCEC, shall serve as the Secretariat of the COMCEC.
- b) The CCO shall ensure the organization of the meetings under the work of the COMCEC and the preparation of the relevant documents, including, studies, reports, presentations, resolutions ...etc.
- c) The CCO shall coordinate the implementation and review of the Strategy and submit progress reports to the COMCEC Sessions and Follow-up Committee Meetings. The CCO shall issue the Program Implementation Guideline of the Strategy and the relevant documents.
- d) The CCO shall undertake activities with the Member States, the OIC Institutions and other international organizations in order to realize the objectives of the COMCEC, mentioned in Article 4.
- e) The CCO shall conduct or coordinate the necessary studies for improving economic and commercial cooperation under the COMCEC when deemed necessary. The CCO may draft framework documents and programs upon the request by the Chairman.
- f) The CCO shall communicate with the Member States, the OIC Institutions and other international organizations regarding the meetings, programs, projects and activities of the COMCEC to ensure effective cooperation.
- g) The CCO shall regularly brief the Chairman regarding the activities of the COMCEC and seek his guidance for enhanced performance and effective functioning.
- h) The CCO shall consult with the Chairman's Office regarding the organizational matters of the Meetings.
- i) The CCO shall be responsible for the dispatch of invitations and documents of meetings of the COMCEC.
- j) The CCO shall apprise the Council of Foreign Ministers of the resolutions of the COMCEC.



- k) The CCO shall participate in the Council of Ministers and Summit Meetings. The General Secretariat of the OIC shall ensure invitation of the CCO to the said fora.

**ARTICLE 14: FINANCE**

The financial resources of the COMCEC shall consist of:

- (a) Contribution of the Government of the State of the Chairman of the COMCEC;
- (b) Voluntary contributions from the member states and other sources, approved by the Chairman.

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**P A R T II**  
**INTERNAL RULES OF PROCEDURES OF**  
**THE COMCEC**

**R U L E 1 : Convening the General Assembly Sessions**

- (a) The regular session of the General Assembly shall be convened annually, in the country of the Chairman, unless it is otherwise decided, on the dates determined at the previous session. The CCO shall inform the Member States of the dates at least ninety (90) days before the session.
- (b) The regular sessions of the General Assembly shall be preceded by a preparatory meeting of the Senior Officials of the Member States.
- (c) The preparatory meetings of the Senior Officials shall consider the items of the draft agenda together with amendments as they may deem appropriate and prepare draft resolution(s) to be submitted to the General Assembly.
- (d) The Follow-up Committee meetings shall be held six months after each General Assembly Session; the exact date and venue of which shall be determined therein.
- (e) The Secretary General or his representative shall participate in the COMCEC Sessions.
- (f) The above meetings, upon invitation, may also be attended by:
  - (i) Countries or communities having observer status to the OIC.
  - (ii) Subsidiary Organs, Specialized and Affiliated Institutions of the OIC
  - (iii) United Nations Specialized Organs/Agencies related to the activities of the COMCEC.
  - (iv) International organizations, non-governmental organizations and private sector institutions

**R U L E 2: Election of the General Assembly Bureau**

- (a) The General Assembly Bureau shall be composed of the Chairman of the COMCEC (or alternate Chairman of the COMCEC), the Vice-Chairmen and the Rapporteur.
- (b) The General Assembly Bureau shall, inter-alia, assist the Chairman in coordinating all the works of the Sessions.
- (c) The President of the Republic of Turkey shall be the permanent Chairman (The Prime Minister of the Republic of Turkey shall be the Alternate Chairman and he/she shall preside over the sessions in the absence of the Chairman).
- (d) The State of Palestine shall be the permanent Vice-Chairman.
- (e) The Kingdom of Saudi Arabia shall be the permanent Vice-Chairman.

- (f) The State of the Sessional Chairman of the Summit shall be a Vice-Chairman.
- (g) The General Assembly shall elect every three years, three Vice-Chairmen representing the three geographical regions in the OIC, nominated by the members of their respective regional group.
- (h) The General Assembly shall elect every three years a Rapporteur among the Member States.

**R U L E 3 : Composition of the Follow-up Committee**

- (a) The Follow-up Committee shall be composed of the following:

Chairman: Representative of the Chairman of the COMCEC.

- (i) Members of the General Assembly Bureau as defined in Rule 2 above.
- (ii) Vice-Chairmen of the previous Bureau representing the geographical regions.

(b) Vice-Chairmen of the previous Bureau representing the geographical regions shall retain their membership status for a period of three years.

**R U L E 4 : Draft Agenda for the Sessions of the General Assembly**

- (a) The draft agenda for a regular session shall be drawn up by the Follow-up Committee and communicated by the CCO to the Member States, organs or the Organization concerned and international institutions latest by ninety (90) days before the opening of the session. Letters of invitation shall accompany the draft agenda.
- (b) Any subject, project or issue concerning the COMCEC shall be considered for inclusion in its agenda for the regular session only if the necessary documentation explaining the background, nature and purpose or feasibility of that subject, project or issue is received by the CCO eight (8) weeks prior to the meeting of the General Assembly for circulating among the Member States.

**R U L E 5 : Adoption of the Agenda**

- (a) At each session, the draft agenda shall be submitted for adoption by the General Assembly, as soon as possible, after the opening of the Ministerial Session.
- (b) The General Assembly may add or delete any other item(s) by consensus or by the agreement of the majority of the Member States present and voting.

**R U L E 6 : Amendments to the Agenda**

Some items of the Agenda may, during a session, be amended and other items of an urgent nature may be included by consensus or after approval of at least 2/3 majority of the member states present and voting.

**RULE 7 : Program of Work of the General Assembly**

The program of work of any session shall be drawn up by the CCO in consultation with the Chairman and communicated to the Member States at least thirty (30) days before the opening of the Session.

**RULE 8 : Voting and Adoption of the Resolutions**

- (a) Each Member State shall have one vote.
- (b) If a Member State abstains from voting or has reservations on decisions or recommendations, such abstention or reservation shall not invalidate the decision or recommendations.
- (c) Without prejudice to Rule 5, all resolutions and recommendations shall be adopted by two third majority if no consensus is reached.

**RULE 9 : Resolutions and Reports**

- (a) The drafting of resolutions and reports of any session shall be prepared by an open-ended Drafting Committee under the chairmanship of the Rapporteur.
- (b) The resolutions and reports of Sessions and those of Ministerial Meetings held concurrently with the General Assembly Session shall be presented at joint closing Session by the Chairmen of the Ministerial Meetings.
- (c) The resolutions and reports of Ministerial Meetings held separately shall be presented to the General Assembly by the CCO.
- (d) Resolutions and reports of the Sessions shall be published on the COMCEC website in the official languages of the OIC and be communicated to the Member States no later than thirty (30) days after the closing date of each session.

**RULE 10 : Languages**

- (a) The official languages of the COMCEC shall be Arabic, English and French.
- (b) All documents presented to the COMCEC for consideration shall be in these three languages.
- (c) Any representative may like to address in a language other than official languages of the OIC provided that the interpretation into one of the official languages of the OIC is arranged by the speaker.

**R U L E 11 : General Provision**

- (a) For issues not covered by this Statute and Rules of Procedure, the Rules of Procedures of the Organization of the Islamic Cooperation shall apply.
- (b) This Statute and Rules of Procedure shall take effect from the date of their approval by the Fourth Extra-ordinary Session of the Islamic Summit Conference.
- (c) Amendment to the Statute and Rules of Procedure of the COMCEC shall be approved by the Summit.

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