

14-18 May 2017
Jeddah – Saudi Arabia

Participants Guide

IsDB Group 42nd Annual Meeting



www.isdb-am42.org

ABOUT THE ISDB GROUP ANNUAL MEETING

The Board of Governors of the Islamic Development Bank Group (IsDB Group) holds an annual meeting to discuss development issues and institutional matters.

The meeting attracts over 2,000 participants and offers an ideal platform for decision makers to discuss challenges and explore opportunities facing IsDB Group member countries.

INTRODUCTION

This booklet is complementing the Annual Meeting website, which contains the updated schedule of the Annual Meeting's side events and detailed logistical information. Participants are invited to visit the website regularly before and during the meetings for updated information.

VENUE

The 42ND Annual Meeting of the Islamic Development Bank Group will take place in Jeddah, Kingdom of Saudi Arabia, at the Jeddah Hilton Hotel from 14th–18 May, 2017.

SCHEDULE

The following meetings of the Boards of Governors and General Assemblies of members of the IsDB Group will take place on 16th– 18th May 2017:

- 42nd Annual Meeting of the Board of Governors of the Islamic Development Bank (IsDB)
- 24th Annual Meeting of the Board of Governors of the Islamic Corporation for the Insurance of Investment and Export Credit (ICIEC)
- 10th Annual Meeting of the Board of Governors of the Islamic Solidarity Fund for Development (ISFD)
- 17th General Assembly of the Islamic Corporation for the Development of the Private Sector (ICD)
- 12th General Assembly of the International Islamic Trade Finance Corporation (ITFC)

The Annual Meeting of the IsDB Group is also an occasion during which the following institutions hold their general assemblies:

- The Association of Development Financing Institutions in Member Countries of the Islamic Development Bank (ADFIMI);
- The Federation of Consultants from Islamic Countries (FCIC);
- The Federation of Contractors from Islamic Countries (FOCIC);

SEMINARS AND FLAGSHIP EVENTS

The seminars and flagship events that take place during the week of the Annual Meeting will feature top-level panelists from government, private sector, academia and civil society. The 3-day side events program provides a vibrant platform to discuss economic, finance and development issues of current interest to IsDB Group stakeholders.

The side events are designed to generate discussion and debate as well as promote partnership, cooperation and knowledge-sharing. These events are open to all registered participants.

The full schedule of events will be published closer to the Meetings' date at the Annual Meeting website.

BEFORE ARRIVAL TO JEDDAH, KSA

- **COMMUNICATION**

All communications in connection with the Annual Meetings should be sent to the following address:

Annual Meeting Secretariat
Islamic Development Bank Group
8111 King Khalid St. Al Nuzlah Al Yamanian Dist. Unit No.1
Jeddah 22332 - 2444
Facsimile : + 966 12 6371334
E-Mail : annualmeeting42@isdb.org
Website : www.isdb.org
Telephone : + (966) 12 646 6577 (for queries in Arabic and English)
+ (966) 12 646 6597 (for queries in Arabic and French)
+ (966) 12 646 6567 (for queries in Arabic)

- **PRE-REGISTRATION**

Participants are requested to register on-line by following the step by step process explained on the Annual Meeting website (www.isdb-am42.org) through the "Participation and Registration" Tab by using the Registration Code mentioned in the invitation letter. Participants are requested to complete registration, flight details and hotel bookings, not later than 05 May 2017. After this date, availability of rooms and hotels negotiated rates by IsDB cannot be applicable.

- **PASSPORTS AND VISAS**

Except for the citizens of the Gulf Cooperation Council, participants from all countries require a visa to visit Saudi Arabia. Participants must hold a passport valid for more than 6 months from the date of entry, with at least two sided blank pages in the Passport. Participants should send their passport details as early as possible to allow sufficient time for processing.

- **TRAVEL TO AND FROM JEDDAH**

It is expected that Governors, Alternate Governors and delegates will make their own travel arrangements to and from Jeddah. If assistance is required, Travel Services in the Annual Meeting venue will assist with return flight reservations and other related travel requirements. Governors, Alternate Governors and other delegates are encouraged to arrange their arrival and return flight reservations as early as possible to ensure that they obtain the flights and dates of their choice.

- **HEALTH REQUIREMENTS**

No vaccinations are required to enter the Kingdom of Saudi Arabia. However, proof of yellow fever vaccination is required **only** if you are arriving from or through a country with risk of yellow fever. For more information, please consult www.moh.gov.sa

- **CUSTOMS**

Travelers to the Kingdom Saudi Arabia are not allowed to bring in prohibited items such as narcotics, alcoholic beverages, firearms or ammunition. Currency exceeding SR 60,000 or the equivalent in foreign currency must be declared.

- **RECEPTION AT KING ABDUL-AZIZ INTERNATIONAL AIRPORT**

Protocol officers will be available at King Abdul-Aziz International Airport to expedite entry and departure formalities for delegates.

For each Governor of a member country of the IsDB, one car and a driver will be provided. Shuttle buses will be available to transport participants from the airport to the “official” hotels and from these hotels to the venue of the Annual Meeting.

- **HOTEL ACCOMMODATIONS**

- The Secretariat of the Annual Meeting has made an initial block booking at the Hilton Hotel for the IDB Governors and Alternate Governors.
- The Annual Meeting Secretariat has furthermore negotiated special rates with few selected hotels as shown in the table below. Except for the Governors and Alternate Governors, other members of the accompanying delegations are requested to make their own hotel booking, in addition of course to completing separate registration forms, using the same Registration Code for the whole delegation.
- Participants are requested to complete their registration, flight details and hotel bookings no later than **22 April 2017**; **after this date, the hotels’ rooms availability and the special rates for the IDB Annual Meeting cannot be ensured.**

***Rates are in USD*

HOTELS	Deluxe Room	Suite	Executive Room	Royal Suite
Hilton	333	930-1463	426	
Rosewood	452 - 479	-	-	
Sofitel Corniche	346 - 372	532		
Movenpick	186	-	-	
Sheraton	253	-		
Habitat	-	154 -181	-	
Elaf RED SEA MALL	206 - 219	253	-	
Al Bilad	160 - 186	-	-	
Radisson Blu	133-160	-	-	
AL BUSTAN	94		80	

RAMADA CORNICHE***	120 - 146	239 - 532	-	
PARK HYATT***	393 --466	-	-	
INTERCONT'L***	260 - 280	625 - 1303		1250-1303
CROWNE PLAZA***	250 - 303	306- 600	-	

- Please check the hotel's policy for the check-in and checkout time. Early check-in or late checkout must be verified directly with the hotel.
- Cancellation or changing of reservation depends on the hotel's policy, Please consult the hotel's website for further information on the charges and penalties.

Settlement of Hotel Bills

- All participants are requested to settle their own hotel bills (telephone calls, room service, laundry, etc.) before checking-out.
- Participants shall bear the cost of rooms reserved at their own request, and shall be responsible for settling any no-show fees or penalty for late arrival or early departure.

IN JEDDAH

- **REGISTRATION**

Annual Meeting Registration will be located at the Jeddah Hilton Hotel, Jeddah and will open at

8:00 AM on Saturday, May 13 through the close of the meetings on May 18. All participants are urged to register promptly. Participants are required to show passports or other means of government-issued photo identification to obtain their badge.

- **ID BADGE**

ID badges will be required for admission to the Plenary Meeting, meeting rooms and offices. Participants are required to wear their ID badge at all times while at the meeting venue. Lost or missing badges should be reported immediately to the Registration Counter at the Annual Meeting venue.

Annual Meetings badges must bear a current photograph of the registrant, so participants must be photographed and obtain their individual registration badge.

- **PRESS**

Press Center will be setup at the Annual Meeting venue to enable journalists and media representatives work properly. A detailed programme of activities before and during the Annual Meeting will be provided. Media representatives are requested to contact the communication desk at the Press Centre for information on the Meetings, or any requests for formal interviews.

- **LIAISON OFFICER**

A liaison officer will be assigned to each Governor to assist him/her throughout the period of the Annual Meeting.

- **GENERAL SERVICES**

- **Information Desk** will be located throughout the Annual Meeting venue during the period of May 14-18 to handle general inquiries.
- **Limited banking services**, including foreign exchange, will be available in the Annual Meeting venue. These services are also available at most hotels. ATM machines can be found in the area surrounding the Annual Meeting venue.
- **Medical facilities** will be available in the “official” hotels and the Annual Meeting Venue. Physicians and nurses are on duty around the clock. Ambulances will be also available. Although the primary medical care will be provided. It is advisable that delegates should have an international travel insurance policy.
- **Hotels and Tours Desk** will be available at the Registration Area to obtain information or sign up for Umrah visit to Makkah and the Madinah Al Munawara’s visit packages, which will be offered to the Annual Meeting delegates at a special discounted price.
- **Internet Station** will be located in the Hotel Lobby and wireless internet will be available in all meeting halls.

- **TRANSPORTATION**

Regular shuttle buses will be available from the “**Official**” **Hotels** to the Annual Meeting venue and vice versa for all participants. Participants who opt to reside in non-official hotels should make their own transportation arrangements.

For more information on the shuttle schedules and other local transportation options, visit the Annual Meeting website.

PRACTICAL INFORMATION

- **LOCAL TIME**

The local time of the Kingdom of Saudi Arabia is GMT +3 hours

- **CURRENCY AND EXCHANGE RATE**

The official currency of Saudi Arabia is the Saudi Riyal. It has a fixed exchange rate of USD 1= SAR 3.75. Foreign currencies can be exchanged in banks, exchange offices and in major hotels.

- **ELECTRICITY**

Electricity power supply is 220 volts/ 60Hz, so be careful with your 110V electronic equipment.

- **CLIMATE**

During the month of May, average temperature in Jeddah is around 34°C. After sunset, it becomes a lot more comfortable with the average minimum temperature dropping down to around 24°C.

- **LANGUAGE**

While Arabic is the official language of the Kingdom of Saudi Arabia, English is widely spoken.

- **WORKING HOURS**

Government Institutions : 07:30 – 14:30

Banks : 09:30 – 16:30 (Sunday to Thursday)

Markets and Stores : 10:00 to 22:30 (throughout the week except on Friday)

It is important to take into account that during the daily prayer times, shops are closed.

- **PRAYER TIMES:**

A suitable prayer area is available in all hotels and the Annual Meeting venue. An arrow sign exists in every room to indicate the direction of Qibla. Prayer times in Jeddah during the Annual Meeting are published on the Annual Meeting website

- **LIST OF DIPLOMATIC MISSIONS**

For a list of Kingdom of Saudi Arabia diplomatic missions in IsDB Member Countries, and list of IsDB Member Countries diplomatic missions in Kingdom of Saudi Arabia, please consult the Saudi Arabia Ministry of Foreign Affairs website: "www.mofa.gov.sa"

SOCIAL ACTIVITIES

- **PERFORMING UMRAH**

Makkah is located 73 Km east of Jeddah, trips will be organized for participants to perform Umrah, for the schedule and reservation of trips please consult the Annual Meeting website and the information desk located in the Annual Meeting venue.

- **VISIT TO MADINAH**

Special visit packages to Madinah will be offered at a discounted price to the Annual Meeting delegates. Interested participants can sign up and obtain information from the Tour Desk located in the Annual Meeting Venue.

- **PROGRAMME FOR ACCOMPANYING LADIES**

An eventful program will be prepared and published on the Annual Meeting website for ladies accompanying participants of the Annual Meeting. Please check the website regularly for any updates or announcements.

DRAFT PROGRAMME OF THE 42nd ANNUAL MEETING OF THE IDB GROUP
(Unless otherwise indicated, all activities will be held at Jeddah Hilton Hotel)

CATEGORIES OF EVENTS:	
KNOWLEDGE EVENTS	
RESTRICTED PARTICIPATION IDBG*	
OTHER INSTITUTIONS*	
OPEN PARTICIPATION*	
NETWORKING EVENTS	
OTHERS	
STATUTORY MEETINGS	*

SUNDAY, 18 SHA'BAAN 1438H (14 MAY 2017)	
Time/Venue	Meetings
08:30 – 10:30 Al Qasr Hall B	ADFIMI Board Meeting
08:30 – 12:00 Al Qasr Hall C	Linking graduates to Careers for Youth Economic Empowerment
09:00 – 11:00 Amwaj Hall	IDB Board of Executive Directors
09:30 – 16:30 Al Qasr Hall A	Innovation Forum
11:00 – 14:30 Al Qasr Hall B	Role of Social Media in Youth and Adolescent Health
11:30 – 13:00 Amwaj Hall	Board of Directors of the Islamic Solidarity Fund for Development (ISFD)
12:30 – 14:30 Al Qasr Hall C	General Assembly of Federation of Consultants from Islamic Countries (FCIC)
13:30 – 15:30 Amwaj Hall	Board of Directors of the Islamic Corporation for the Development of the Private Sector (ICD)
15:00 – 17:00 Al Qasr Hall B	General Assembly of the Association of National Development Finance Institutions in Member Countries (ADFIMI)
15:00 – 17:00 Al Qasr Hall C	General Assembly of Federation of Contractors from Islamic Countries (FOCIC)
16:00 – 18:00 Amwaj Hall	Board of Directors of the International Islamic Trade Finance Corporation (ITFC)

Prayer Times

Day	Date		Prayers Timing					
	Sha'baan	May	Fajr	Squnrise	Dhuhr	Asr	Maghreb	Isha
Mon	19	15	04:19	05:42	12:18	15:35	18:52	20:22

MONDAY, 19 SHA'BAAN 1438H (15 MAY 2017)

Time/Venue	Meetings
08:30 – 12:30 Al Qasr Hall B	12th IDB Global Forum on Islamic Finance: Empowering Youth Entrepreneurship and Access to Islamic Finance
09:00–11:00 Al Qasr Hall A	ICD Clients Day
09:00 – 13:00 Al Qasr Hall C	Opening of Youth Summit “Youth Engagement in Socio-economic Development of Member Countries”
10:00 – 12:00 Amwaj Hall	IRTI Board of Trustees
11:30 – 12:30 Al Qasr Hall A	Press Conference, IDB Annual Report Highlights and the Launching of the IDB Group Shariah Committee Resolutions Book
13:30 – 16:00 Amwaj Hall	President’s Advisory Panel
13:00 – 16:00 Al Qasr Hall B	Modeling the Youth Economic Empowerment in Palestine
13:30 – 16:00 Al Qasr Hall C	Seminar on Financial Inclusion through Islamic Finance
14:30 – 17:30 Al Qasr Hall A	Achieving Country Vision through Effective Transformation Programs
16:30 – 18:30 Amwaj Hall	The 2nd IDB Consultative Forum with the Regional Cooperation Organizations (RCOs)/Regional Economic Communities (RECs) in the OIC region
16:30 – 18:30 Al Qasr Hall B	Economic Empowerment of the youth through Islamic Micro Finance and Waqf Development

Prayer Times

Day	Date		Prayers Timing						
	Sha’baan	May	Fajr	Squnrise	Dhuhr	Asr	Maghreb	Isha	
Mon	19	15	04:19	05:42	12:18	15:35	18:52	20:22	

TUESDAY, 20 SHA'BAAN 1438H (16 MAY 2017)	
Time/Venue	Meetings
08:00–18:00 Al Qasr Hall C	IDB Group Private Sector Forum (ICIEC, ICD, ITFC, Thiqah)
08:30 – 11:00 Amwaj Hall	SDG Financing: Enhancing the Role of National and Regional Development Finance Institutions
08:30 – 12:30 Al Qasr Hall A	Working Session of Youth Summit “Youth Engagement in Socio-economic Development of Member Countries”
09:00 – 11:00 Al Qasr Hall B	Role of Consulting and Contracting Industry in Economic Development and Employment Generation in Member Countries
11:30 – 13:00 Al Qasr Hall B	Improving Lives and Wellness in OIC Countries: Prevention, Early Detection & Treatment of Cancer
12:00 – 14:00 Amwaj Hall	Youth Engagement in Agriculture Production: Developing technologies that appeal to youth to make farming an attractive career option
13:30 – 15:00 Al Qasr Hall B	Harnessing Experiences towards Achieving the SDGs
15:00 – 16:30 Amwaj Hall	Meeting of the Procedures Committee
15:30 – 17:00 Al Qasr Hall B	Young Arab Women Scientists Leadership in MENA Region – TAMKEEN
18:00 – 19:00 Al Qasr Hall A	VIP Reception for the Heads of Delegations in honor of H.E. Dr. Ahmad M. Ali
19:30–21:30 Hilton Hall	Official Opening Ceremony of IDB Group 42nd Annual Meeting

Prayer Times

Day	Date		Prayers Timing					
	Sha'baan	May	Fajr	Squnrise	Dhuhr	Asr	Maghreb	Isha
Tue	20	16	04:18	05:41	12:18	15:35	18:53	20:23

WEDNESDAY, 21 SHA'BAAN 1438H (17 MAY 2017)

Time/Venue	Meetings
09:00 – 12:00 Al Qasr Hall A&B	1 st Working session of the IDB Board of Governors
13:00 – 14:00 Amwaj Hall	Governors Lunch
15:00 – 17:00 Al Qasr Hall C	Governors Forum: Visionary Futures: Unleashing the Youth Potential
17:30 – 19:30 Al Qasr Hall A&B	2 nd Working Session of the IDB Board of Governors
19:30 – 21:30 (Hilton Hall)	Gala Dinner

Prayer Times

Day	Date		Prayers Timing					
	Sha'baan	May	Fajr	Squnrise	Dhuhr	Asr	Maghreb	Isha
Wed	21	17	04:18	05:41	12:18	15:35	18:53	20:23

THURSDAY, 22 SHA'BAAN 1438H (18 MAY 2017)

Time/Venue	Meetings
07:30 – 09:00 Amwaj Hall	Meeting of Supreme Council for Al Aqsa & Al Quds Funds
09:00 – 10:00 Al Qasr Hall A&B	3 rd Working Session of the IDB BOG
09:30 – 10:30 Amwaj Hall	Meeting of Management Committee of Al-Aqsa & Al Quds Funds
10:00 – 10:30 Al Qasr Hall A&B	24 th Annual Meeting of BOG of (ICIEC)
10:30 – 11:00 Al Qasr Hall A&B	10 th Annual Meeting of BOG of ISFD
11:00 – 11:30 Al Qasr Hall A&B	17 th General Assembly of (ICD)
11:30 – 12:00 Al Qasr Hall A&B	12 th General Assembly of (ITFC)
12:00 – 13:30 Al Qasr Hall A&B	Closing Session of the Annual Meeting of the IDB Group
12:30 – 13:30 Al Qasr Hall A&B	Signing of Agreements
14:00 – 15:00 Al Qasr Hall A&B	Joint Press Conference of the Chairman of the (BOG) and the President of IDBG

Prayer Times

Day	Date		Prayers Timing					
	Sha'baan	May	Fajr	Squnrise	Dhuhr	Asr	Maghreb	Isha
Thu	22	18	04:17	05:41	12:18	15:34	18:53	20:23