

41st ANNUAL MEETING
ISLAMIC DEVELOPMENT BANK GROUP

Participants Guide



15-19 May, 2016 / 8-12 Sha'ban, 1437

www.ISDB-AM41.org

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INTRODUCTION

The information contained in this document is for use by participants attending the Islamic Development Bank Group Annual Meeting, which will be held in the Republic of Indonesia from 8–12 Sha’baan 1437H (15–19 May 2016). However, for more information you may refer to our website: www.ISDB-AM41.org

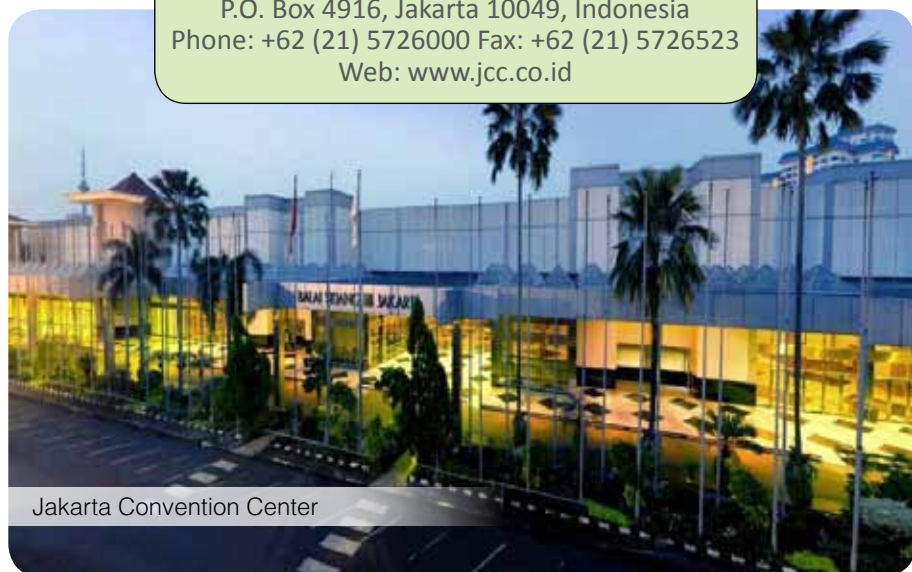
VENUE

All the activities will be held at Balai Sidang Jakarta Convention Center (JCC). The opening ceremony of the Board of Governors will take place at the same center in the evening of 10 Sha’baan 1437H (17 May 2016).

Located beside one of Jakarta’s central thoroughfares, Jakarta Convention Center has easy access to the Soekarno-Hatta International Airport, the Jakarta central business district, the Presidential palace and central and municipal administrative buildings, as well as many of the city’s prime shopping centers, restaurants, and golf courses. There are several hotels within walking distance of the convention center, including the Sultan Hotel which is linked to the convention center via an air-conditioned underground tunnel.

Jakarta Convention Center

Jl. Jend. GatotSubroto, Jakarta 10270
P.O. Box 4916, Jakarta 10049, Indonesia
Phone: +62 (21) 5726000 Fax: +62 (21) 5726523
Web: www.jcc.co.id



Jakarta Convention Center

PROGRAM

a) The following meetings of the Boards of Governors and General Assemblies of members of the IDB Group will take place on 11 – 12 Sha’baan 1437H (18 – 19 May 2016):

- 41st Annual Meeting of the Board of Governors of the Islamic Development Bank (IDB)
- 23rd Annual Meeting of the Board of Governors of the Islamic Corporation for the Insurance of Investment and Export Credit (ICIEC)
- 9th Annual Meeting of the Board of Governors of the Islamic Solidarity Fund for Development (ISFD)
- 16th General Assembly of the Islamic Corporation for the Development of the Private Sector (ICD)
- 11th General Assembly of the International Islamic Trade Finance Corporation (ITFC)

b) The Annual Meeting of the IDB 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);

c) The Annual Meeting will also provide the opportunity to discuss a good number of issues of utmost importance to member countries.

d) Exhibitions will be organized during the Annual Meeting, including an exhibition showcasing innovations by member countries.

The detailed program for the seminars, side-meetings and other social events will be communicated to delegates in due course, and will be published on the IDBG Annual Meeting website.

SIMULTANEOUS INTERPRETATION

Interpretation in Arabic, English, and French will be provided at all meetings. Russian and Bahasa interpretation will be available during the opening ceremony and other selected meetings.

SPEECHES AND STATEMENTS

Governors intending to deliver speeches during the meeting of the Board of Governors will be given the floor according to the order in which their request is made. Due to time constraint, the speech should not exceed 5 minutes. Governors are kindly requested to send an electronic version of their speech to “260752@isdb.org”, as early as possible. All speeches will be translated into the other languages, handed out to the participants once they have been delivered at the plenary session and will then be posted on the website of the Annual Meeting.

CONTACT US

All communications in connection with the Annual Meeting should be addressed to:

**Islamic Development Bank Group
Annual Meeting Secretariat**

**8111 King Khalid St. Al Nuzlah Al Yamania Dist.
Unit No.1, Jeddah 22332 - 2444**

Fax: + (966) 12 6371334

E-Mail: annualmeeting41@isdb.org

Website: www.ISDB-AM41.org

Tel.: + (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)*

PARTICIPATION AND ON-LINE REGISTRATION

Participation in the Annual Meeting is by invitation only.

All invited persons intending to participate in any of the Annual Meeting's activities are urged to complete their online registration not later than 22nd April 2016.

The online registration system can be accessed through the IDB website (www.ISDB-AM41.org) or at the URL https://reg.isdb.org/org_login.aspx the registration process is indicated below:

A. PRE-REGISTRATION

The pre-registration code included in the invitation letter should be used to fill out and submit the pre-registration form. Please note that the pre-registration code is identical for all members of the same delegation.

B. REGISTRATION

After completing the pre-registration, participants will receive within 2 working days an email indicating their User ID and the Password to finalize their registration. The registration includes, inter alia, information on visa requirements (see section “Visa” below), flight arrival time and hotel booking (see section on “Hotels” below).

C. CONFIRMATION OF PARTICIPATION

Once the required information is completed and submitted, participants will receive within 2 working days a letter (by email) confirming their registration. The letter contains a barcode that facilitates the process of issuing badges at IDB Annual Meetings 2016 Registration Desk.

D. ONSITE REGISTRATION AND ACCREDITATION

On arrival in Jakarta, participants are requested to proceed to the IDB Annual Meetings 2016 Registration Desk located in Jakarta Convention Center as soon as possible to complete their registration and obtain their badge and documentation.

The Registration Desk is open from 7 to 11 Sha’ban 1437H (14– 18 May 2016) from 08:00 to 20:00 hours.

E. LIAISON OFFICERS

A liaison officer will be assigned to assist each Governor throughout the period of the Annual Meeting. In addition, there will be an information booth in each “official” hotel where delegates will be staying as well as at the Airport to meet and assist arriving delegations.

F. MEDICAL CARE

Clinics are available at the “official” hotels and at the annual meeting venues. Physicians and nurses are on duty around the clock. Ambulances are also available.

Although the primary medical care will be provided, it is advisable that delegates issue a travel insurance policy.

G. SECURITY

All participants are issued with a personal identification badge, which they

are requested to bear at all times. For safety and security reasons, all baggage items, handbags and personal effects will be electronically screened at the airport and hotels.

H. MEMBERS OF THE PRESS

Accredited local and international media persons are invited to take part in the various activities of the IDB Annual Meeting. A convenient media center will be available for the press located at the Jakarta convention center. For more information and assistance, you may contact Mr. Khaled Nazer, Head of the Media Services Committee (knazer@isdb.org).

I. ID BADGE

Anyone who has not been registered prior to the meeting will not be able to enter the JCC venue and the surrounding area. This will be strictly enforced by the security officials. Delegates will not be able to share their badges with other persons for security reasons.

Participants are required to wear their ID Badges at all times while at the meeting venue. Lost or missing ID Badges should be immediately reported to the Registration Desk at meeting venue.

TRANSPORTATION

Airport transfer shuttle service from Soekarno-Hatta International Airport (Jakarta) to the venue will be provided by the committee starting from 12 May 2016.

One chauffeur-driven car will be made available to each Governor and another car for the accompanying delegate members. Regular shuttle buses will be available from the “official” hotels to the JCC and vice-versa for all participants. Participants who opt to reside in “non-official” hotels, should make their own transportation arrangements.

SPECIAL TRANSPORTATION REQUIREMENTS

The meeting delegations who require handicap accessible transportation should notify the IDB Annual Meeting Secretariat prior to the beginning of the meeting by sending a brief description of their needs to: annualmeeting41@isdb.org.

TRAVELLING TO JAKARTA

A. VISA

All travelers to Indonesia must be in possession of a Passport that is **valid for at least six (6) months from the date of arrival, and have proof of return air ticket.**

VISA ON ARRIVAL

In accordance with the regulations of the Government of Indonesia, citizens from 65 countries and 1 region are eligible for applying for a Visa on Arrival (VOA), for full list of countries and conditions, please visit (www.kemlu.go.id) or consult the nearest embassy.

B. FLIGHTS TO AND FROM JAKARTA

Participants are requested to make their own bookings and travel arrangements to and from Jakarta.

Jakarta is serviced by the Soekarno-Hatta International Airport situated 20 kilometers northwest of the city. The Soekarno-Hatta International Airport is the hub of Indonesia's huge aviation network and hosts a numbers of international and domestic airlines including Indonesia's own Garuda Indonesia, Cathay Pacific, China Airlines, Egypt Air, Emirates, Etihad, EVA Air, Japan Airlines, Singapore Airlines, Malaysia Airlines, Qantas, Qatar airlines, Royal Brunei, Royal Jordanian, Saudi Arabian Airlines, and Thai International, KLM, Air France, American Airlines, British Airways, Gulf Air, Kuwait Airways, Turkish Airlines and Lufthansa.

The Travel Desk at Jakarta Convention Center will assist participants with their return flight confirmations.



C. PRIVATE JETS

International Civil Aviation rules and regulations on private jets must be strictly observed. Participants should provide the Annual Meeting Secretariat with their flight details (crew and the estimated time of arrival) in advance to facilitate arrangements for airport reception.

Private jets should land in Halim Perdana Kusuma International Airport which is located in East Jakarta.

D. AIRPORT RECEPTION

Reception committee representatives will be available at Soekarno-Hatta International Airport to assist participants upon arrival.

The representatives will assist the participants in completing the arrival formalities and provide transportation to the “official” hotels. To facilitate luggage identification at Soekarno-Hatta International Airport, participants are kindly requested to use the appropriate tags sent to them with the invitation letter or attach the logo included in the confirmation email on the luggage.

E. HEALTH REQUIREMENTS

The government of Indonesia requires proof of yellow fever vaccination only if you are arriving from a country with risk of yellow fever.

F. PROHIBITED ITEMS

Travelers to Jakarta are not allowed to bring in unauthorized items such as: Firearms, Narcotics drugs, etc.



STAY IN JAKARTA

A. HOTELS

The Annual Meeting Secretariat has concluded agreements with “official” hotels indicated in the table below. Fairmont Hotel is recommended for the stay of Governors, Alternate Governors and heads of delegation.

“Participants other than IDB Group Governors and Alternate Governors are requested to make their own hotel booking via hotel links as shown below to benefit from negotiated rates.”

Rates in US dollars

Hotel	Standard Room	Deluxe Room	Executive Room	Suite	Presidential Suite	Royal Suite
Fairmont (5*)	224	345	-	522 – 2,178	6,655	-
Mulia Senayan (5*)	230	267-309	321	400	-	605
The Sultan (5*)	140	-	185	210 - 300	-	-
Century Park (4*)	100	110	135	150	-	-

Hotels booking links:

Name of Hotel	Website	Hotel booking Links
Fairmont	www.fairmont.com	https://goo.gl/F4hfRM
Mulia Senayan	www.hotelmulia.com	http://bit.ly/IDB-2016
Sultan	www.sultanjakarta.com	http://goo.gl/E1jE6i
Century Park	www.atletcentury.com	N.A

- N.B:
- Rates include tax & breakfast.
 - Rates: 1US\$= IDR 13,140 (as of 8th of March 2016).
 - Participants are requested to choose their hotels not later than 22nd April 2016, after that date, the IDB cannot guarantee that rooms will be available or the above rates will be applied.
 - Credit cards are accepted at the major hotels in Jakarta.
 - Please note that transport to the Annual Meeting venue will be from the “official” hotels only, delegates who choose to stay in other hotels should cater for their own transportation.

B. SETTLEMENT OF HOTEL BILLS

All participants are requested to settle their hotel bills (room, food, telephone calls, room service, laundry, etc.) before checking out. Participants shall bear the cost of rooms reserved at their own request but remained unoccupied due to the participant's arriving later or departing earlier than communicated to the Secretariat of the Annual Meeting. Charges may apply for early arrival or late departure. Hotels may request credit card information to guarantee the booking, also a deposit may be requested upon check in.

GENERAL INFORMATION

A. LOCAL TIME

Indonesia has three time zones—Western Indonesia Time which is GMT +7, Central Indonesia Time which is GMT +8 and the last is Eastern Indonesia Time which is GMT +9. The capital Jakarta is GMT + 7.

B. OFFICE HOURS

Office hours start from 08:00 to 16:00, or 09:00 to 17:00. Lunch break occurs between 12:00 to 13:00. usually offices are closed on Saturdays and Sundays, including government offices. Government office hours start at 8:00 and end at 16:00.

C. BANKING HOURS

Standard banking hours are from 8:00 to 15:00 from Monday to Friday. However several banks open their branches in hotels (and in some malls) longer than office hours. A few are open on Saturdays so you might want to check first. Jakarta has a number of international banks, even though one can also exchange currencies in some hotel cashiers and official money changers.

A bank branch will be located in Jakarta Convention Center and will be open from the 15th – 19th May 2016, in addition to ATMs.

D. CURRENCY AND EXCHANGE RATE

The Indonesia Rupiah is also called IDR. IDR and US\$ are the most acceptable currencies. Most tourism resorts have money changer facilities.

Most foreign currencies are easily changed at airports, banks, hotels or moneychangers. The currency exchange rate fluctuates regularly. ATMs are available in many places, provides VISA, MASTER, ALTO and more.

E. ELECTRICITY

Electric power supply is 220 volts in all regions. So be careful with your 110-volt electronic equipment. The sockets will only fit with two pins rounded-tip plugs (technically known as Type C, E, and F) or use adaptors.

F. CLIMATE

Jakarta has a tropical monsoon climate, with just two distinct seasons: wet and dry. The wet season takes up the majority of the year, from October to May, with the dry season typically running from June to September. Average temperature in May is 33 degrees.

G. LANGUAGE

Bahasa Indonesia is the national and official language in the Republic of Indonesia. However, English is also spoken in urban areas.

H. PUBLIC TRANSPORTATION AND TAXI

Taxis in Jakarta are run by private companies; therefore the fleets are unique and have different color schemes. There are also several types of taxi; budget, regular, and executive. They differ in the kind of vehicle used and in cost.

Budget taxis can be identified by a distinctive 'Tarif Bawah' sticker. This sticker means that this taxi charges the lowest approved fare by the government. Taxis without 'Tarif Bawah' sticker charge a higher rate.

The middle-up class taxi are available by booking through 24hour call center and can be found at the airport, 4 star hotels and lifestyle shopping malls.

Executive taxis can be found at the airport, 5 star hotels, and upscale shopping malls. The meter charges are considerably more expensive than regular taxis. Hotels can also pre-arrange fixed priced journeys which can be charged to your hotel room. This is especially convenient for airport / hotel transfers.

LADIES PROGRAM

A three-day eventful program (17 – 19 May 2016) is being prepared for ladies accompanying the participants to the Annual Meeting which will consist of tours including but not limited to:

- Old Batavia
- The Puppet Museum
- Textile Museum
- National Museum of Indonesia
- Miniature Park
- Bogor Botanical Gardens

ANNEX-1

DRAFT PROGRAMME OF THE 41ST ANNUAL MEETING OF THE IDB GROUP

(Unless otherwise indicated, all activities will be held at JCC)
(Program for side meetings and other social events will be
communicated to delegates in due course)

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

TUESDAY, 10 SHA'BAAN 1437H (17 MAY 2016)	
Time	Meetings
15:30 – 17:00	Meeting of the Procedures Committee
18:30–20:00	Official Opening Ceremony of IDBG 41 st Annual Meeting
WEDNESDAY, 11 SHA'BAAN 1437H (18 MAY 2016)	
Time	Meetings
09:30 – 12:00	1 st Working session of the IDB Board of Governors
12:30 – 14:30	Governors Working Lunch
15:00 – 17:00	Governors Forum
17:30 – 19:30	2 nd Working Session of the IDB Board of Governors
20:30 – 21:30	Dinner banquet hosted by the Government of Indonesia
THURSDAY, 12 SHA'BAAN 1437H (19 MAY 2016)	
Time	Meetings
07:30 – 09:00	Meeting of Supreme Council for Al Aqsa & Al Quds Funds
09:00 – 10:00	3 rd Working Session of the IDB Board of Governors

09:30 – 10:30	Meeting of Management Committee of Al-Aqsa & Al Quds Funds
10:00 – 10:30	23 rd Annual Meeting of BOG of (ICIEC)
10:30 – 11:00	9 th Annual Meeting of BOG of ISFD
11:00 – 11:30	16 th General Assembly of (ICD)
11:30 – 12:00	11 th General Assembly of (ITFC)
12:00 – 12:30	Closing Session of the Annual Meeting of the IDB Group
12:30 – 13:30	Signing of Agreements
14:00 – 15:00	Joint Press Conference of the Chairman, (BOG) and the President, IDBG

Prayer Times

Prayer Timing				
Sunrise	Dhuhr	Asr	Maghreb	Isha
05:54	11:50	15:12	17:45	18:53



Annual Meeting

ANNEX 2

DIPLOMATIC MISSIONS OF THE REPUBLIC OF INDONESIA IN IDB MEMBER COUNTRIES

No	Country	Address	Telephone	Fax
1.	Afghanistan	Malalai Watt, Shah-re-Naw, Ministry of Interior Street, Kabul, Afghanistan PO Box 532	(93-20) 220-1066	(93-20) 220-1735
2.	Algeria	17, Rue Chemin Abdelkadir Gadouch, Hydra, B.P. 62 El Mouro-dia - Algerie.	(213-21) 694-915, 694-921	(213-21) 694-910
3.	Azerbaijan	Hasan Aliyev Street, Passage 15, House No. 19	(+994 12) 597-0514 / 596-0150	(+994 12) 596-0150
4.	Bahrain	Villa 2113, Road 2432, Juffair PO BOX 75109	+973-1740 0164	+973-1740 0267
5.	Bangladesh	Road No. 53, Plot No. 14, Gulshan - 2, Dhaka 1212, Bangladesh	(880-2) 988-1640, 988-1641, 881-2260	(880-2) 881-0993, 882-5391
6.	Brunei Darussalam	Lot. 4498, Simpang 528, Kampung Sungai Hanching Baru, Jalan Muara Bandar Seri Begawan BC 2115, Negara Brunei Darussalam (P.O.BOX 3013 BSB)	(673) 233-0180, 2330358	(673) 233-0646
7.	Egypt	13, Aisha El Taimouria Street, Garden City, Cairo, Arab Republic of Egypt	(20-2) 794-7200, 794-7209, 792-5451, 792-5452, 794-7356	(20-2) 796-2495
8.	Iran	180, Ghaemmagham Farahani Ave. (P.O.BOX 11365/4564), Tehran, Iran	(98-21) 8871-6865, 8871-7251, 8855-3655	(98-21) 8871-8822
9.	Iraq	Salhiya, Hay, Al-I>lam 220, Zukak 5, House 8, PO Box 420 Baghdad – Iraq	(+964) 538-2828, 538-2815	(+964) 538-5155
10.	Jordan	13 Ali Seedo Al Kurdi Street Al Swe-fieh, Amman, 11181, Jordan	(+962-6) 592-6908	(962-6) 592 -6796

11.	Kazakhstan	26/1, Saraisky Street Diplomatic Village Astana City, Republic of Kazakhstan	+7(7172) 790670; +7(7172) 790671	+7(7172) 790673
12.	Kuwait	Kaifan Block 6, Al Andalus Street House No. 29, PO Box 21560, 13076 Safat, Kuwait	(965) 483-9927, 483-9953	(965) 481-9250
13.	Lebanon	Presidential Palace Avenue, Rue 68 Sector 3, No. 3237 (P.O.BOX 4007) Baabda, Lebanon	(961-5) 924-682, 924-683, 924-676	(961-5) 924-678
14.	Libya	Hay Al Karamah, Qobri Taariq Al Sari, Amaama Al Saraaj, (P.O.BOX 5921) Tripoli, Libya	(218-21) 484-2067, 484-2843, 484-2844	(218-21) 484-2069, 484-2075
15.	Malaysia	233, Jalan Tun Razak, Kuala Lumpur 504000, Malaysia	(603) 21164000	(603) 2141-7908, 2142-3878
16.	Morocco	63, Rue Beni Boufrah Souissi, (P.O. Box 5076) Rabat, Morocco	(212-537) 757-860, 757-861	(212-537) 757-859
17.	Mozambique	Avenue Kenneth Kaunda No. 352 R/C C.P.2927 Maputo, Mozambique	(+258) 21487020	(+258) 21487021
18.	Nigeria	4, Salt Lake Street, Off Gana Street, Maitama District, Abuja, FCT, Nigeria	(+234 9) 461 3252 / 4138625	(+234 9) 461 3253 / 413 8626
19.	Oman	Madinat Sultan Qaboos Al-Insyirah Street, Building No. 205, Plot No. 95, Blok No. 221 Muscat, Sultanate of Oman	+968 2469 1050	+968 2469 1243
20.	Pakistan	Diplomatic Enclave I Street 5, Ramna G-5/4, Islamabad 44000, Pakistan (P.O.BOX 1019)	(92-51) 283-2017 to 20, 288-0067 to 68	(92-51) 283-1010, 283-2013
21.	Qatar	Al-Maahed Street, Al Salata Al Jadeeda, (P.O.BOX 22375), Doha, State of Qatar	(974) 465-7945, 466-4981	(974) 465-7610
22.	Saudi Arabia	Riyadh Diplomatic Quarter (P.O.BOX 94343, Riyadh 11693), Kingdom of Saudi Arabia	(966-1) 488-2800, 488-2131, 488-2282, 488-2472	(966-1) 488-2966
23.	Senegal	Avenue Cheikh Anta Diop, BP. 5859, Dakar, Senegal	(221) 33 825-7316, 33 824-0738	(221) 33 825-5896

24.	Sudan	17, Amarat 35, Juba Street Block 11 K Po. Box 13374 Khartoum, Sudan	+249 183 564036	+249 183 564671
25.	Suriname	Van Brussellaan #3, Uitvlugt, Para- maribo, Suriname	(597) 431-230, 413-171, 439- 577	(597) 498- 234
26.	Syria	Mazzech, Eastern Villas, Madina Al-Munawwara Street 132, Block No. 270/A TableBuilding No. 26, Damascus, Syria. (P.O.BOX 3530 Damascus)	(963-11) 611-9630, 611-9631	(963-11) 611-9632
27.	Tunisia	15, Rue du Lac Malaren/ Rue du Lac Oubeira, (BP. 58 Berges du Lac), 1053 Tunis, Tunisia	(216-71) 860- 377, 860-702, 860-842, 963- 973	(216-71) 861-758
28.	Turkey	Abdullah Cevdet Sokak No. 10 (P.O.BOX 42) Cankaya 06680, An- kara, Turkey	(90-312) 438- 2190	(90-312) 438-2193
29.	United Arab Emirates	Zone 2, Sector 79, Villa No. 474, Sultan Bin Zayed Street (Str.32), Al Bateen Area (P.O.BOX 7256), Abu Dhabi, United Arab Emirates	(971-2) 445- 4448	(971-2) 445-5453
30.	Uzbekistan	73, Yahyo Gulomov Street, Tashkent 700000, Uzbekistan	(998-71) 132- 0236 to 38	(998-71) 120-6540, 133-0513
31.	Yemen	Beirut Street Faj Attan (P.O.BOX 19873) Hadda, Sanaa, Republic of Yemen	(967-1) 427- 210, 427-211	(967-1) 427-212



www.ISDB-AM41.org

[www.twitter.com/isdb_dev](https://twitter.com/isdb_dev)

www.facebook.com/IslamicDevelopmentBank

www.linkedin.com/company/islamic-development-bank

