



THE SECRETARY-GENERAL

1 February 2013

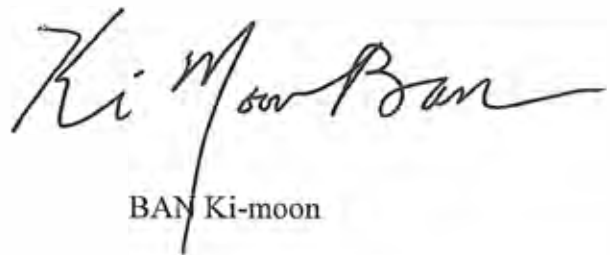
Excellency,

I would like to thank you for your letter dated 16 January 2013, inviting me to participate in the Islamic Summit Conference, to be held in Cairo on 6 and 7 February 2013.

I regret to inform you that I will be unable to take part in the Summit, owing to prior commitments and pressing demands on my schedule on the said dates. However, in view of its importance, I am pleased to inform you that I have designated Mr. Iqbal Riza, Under-Secretary-General and my Special Adviser, to represent me at this event and deliver a message to participants on my behalf. The office of Mr. Riza will be in contact with your office to discuss the details of his participation in this event.

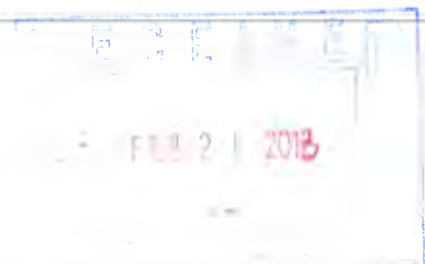
I wish to take this opportunity to convey my best wishes for a successful Summit, which is taking place amid historical developments in the North Africa and Middle East region. These developments have far-reaching implications for the world community in general and the Muslim world in particular. A similar response has been sent to His Excellency Professor Ekmeleddin Ihsanoglu, Secretary General of the Organisation of Islamic Cooperation, who had also extended an invitation.

Please accept, Excellency, the assurances of my highest consideration.

  
BAN Ki-moon

His Excellency  
Mr. Mohamed Kamel Ali Amr  
Minister for Foreign Affairs of the  
Arab Republic of Egypt  
Cairo

13-00525/ 13-00827 . 504/08/002



UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS — ADRESSE POSTALE : UNITED NATIONS, NY 10017  
CABLE ADDRESS — ADRESSE TELEGRAPHIQUE : UNATIONS NEWYORK

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL  
CABINET DU SECRETAIRE GENERAL

REFERENCE:


1 February 2013

Excellency,

The Secretary-General would be grateful if you could kindly forward the enclosed letter to His Excellency Mr. Mohamed Kamel Ali Amr, Minister for Foreign Affairs of the Arab Republic of Egypt.

A copy of the letter is attached for your information.

Please accept, Excellency, the assurances of my highest consideration.



Susana Malcorra  
Chef de Cabinet

His Excellency  
Mr. Mootaz Ahmadein Khalil  
Permanent Representative of the  
Arab Republic of Egypt to the  
United Nations  
New York



THE SECRETARY-GENERAL

1 February 2013

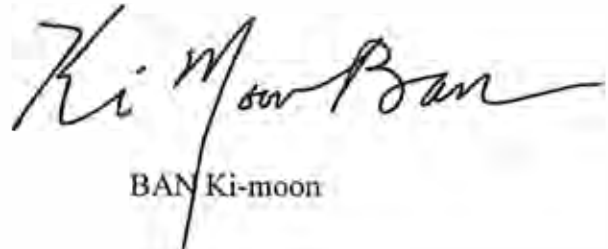
Excellency,

I would like to thank you for your letter dated 13 January 2013, inviting me to participate as an Observer in the 12<sup>th</sup> Session of the Organisation of Islamic Cooperation Summit, to be held in Cairo on 6 and 7 February 2013.

I regret to inform you that I will be unable to take part in the Summit, owing to prior commitments and pressing demands on my schedule on the said dates. However, in view of its importance, I am pleased to inform you that I have designated Mr. Iqbal Riza, Under-Secretary-General and my Special Adviser, to represent me at this event and deliver a message to participants on my behalf. The office of Mr. Riza will be in contact with your office to discuss the details of his participation in this event.

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Please accept, Excellency, the assurances of my highest consideration.



BAN Ki-moon

His Excellency  
Professor Ekmeleddin Ihsanoglu  
Secretary General of the Organisation  
of Islamic Cooperation  
Jeddah

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS — ADRESSE POSTALE : UNITED NATIONS, NY 10017  
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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL  
CABINET DU SECRETAIRE GENERAL

REFERENCE:

1 February 2013

Excellency,

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A copy of the letter is attached for your information.

Please accept, Excellency, the assurances of my highest consideration.

A handwritten signature in black ink, consisting of a large, stylized 'S' and 'M' intertwined.

Susana Malcorra  
Chef de Cabinet

His Excellency  
Mr. Ufuk Gokcen  
Permanent Observer for the  
Organisation of Islamic Cooperation  
to the United Nations  
New York

\*\*\*\*\*  
\*\*\* TX REPORT \*\*\*  
\*\*\*\*\*

TRANSMISSION OK

TX/RX NO 4283  
CONNECTION TEL 912129495999  
CONNECTION ID  
ST. TIME 02/01 19:59  
USAGE T 01'05  
PGS. SENT 3  
RESULT OK



# United Nations • Facsimile transmission

## Nations Unies • Télécopie

HEADQUARTERS • SIEGE NEW YORK, NY 10017

DATE: 1 February 2013

TO/A: Office of the Permanent Representative of Arab Republic  
of Egypt to the United Nations  
FAX: (212) 949-5999

TEL.: (212) 503-0300

FROM/DE: Executive Office of the Secretary-General

FAX: 212-963-1185

TEL.: 212-963-5012

E-MAIL/MEL:

REF.:

PAGES: 3 (INCLUDING THIS PAGE / Y COMPRIS CETTE PAGE)

COPIES:

SUBJECT/OBJET: Response to Invitation to the Secretary-General: Twelfth  
Session of the Organisation of Islamic Cooperation Summit,  
Cairo, 6 and 7 February 2013

Please convey the attached formal communication from the  
Executive Office of the Secretary-General to  
H.E. Mr. Mootaz Ahmadein Khalil, in regard to the above-  
mentioned subject.

The original has been sent via special mail.

**Requested Date/Time :**

2/1/2013 9:12:55 PM

Local Transport

Letter

**Deliver By:** 2/22/2013**Pick-Up:** 1**UN Ship Request Form**

Z900001209111

**Pickup From :****Site:** UNHQ**Bldg:** NYCXXS**Floor:** 38**Room:** S-3862**Sender Info :**

Jackilyn PUNSAL

**Tel:** 2129637428**E-mail:** punsal@un.org**Charge Account Info:**

EOSG

EOSG001

**Deliver To :** ROUTE 2**Site:** UNHQ**Bldg:** LTTBLD053**Floor:****Room:****Receiver Info :****PM OF THE ARAB REP OF EGYPT**

United Nations Headquarters

**Tel:** (212) 3088504**E-mail:** LTTRCV053@un.org

304 E 44th Street

New York, NY 10017

US

**Weight :**

1.0000

**Length :**

0.000

**Width :**

0.000

**Height:**

0.000

**Pieces:**

1

**Description:****Special Instructions:**

For courier shipments, please go back and click 'Print Label' to print the Waybill directly. **DO NOT USE THIS FORM]**

- 1) Go back to the first screen and make sure the 'Carrier' and 'Service' fields display 'No Preference'.
- 2) Enter the 'Delivery By: Date and Time' you require. portion of the page can be read and scanned.
- 3) Enter the information such weight and number of pieces about item, and then click the 'Shop' button.
- 4) Select the displayed 'Carrier/Service' option you desire (e.g. lowest cost).
- 5) Click the 'Print Label' button to directly print Waybill and other documents such as Commercial Invoice and Consignment Note.
- 6) Attach the printed Waybill and documents to your shipment so that the barcode portion of the page can be read and scanned.

For other type of shipments, please print this form:

- 1) Click the Print button.
- 2) Attach the printed Request form to your shipment so that the barcode portion of the page can be read and scanned.

Print

Close

Form (1 of 1)

**Requested Date/Time :** UN Ship Request Form

2/1/2013 8:45:47 PM

Local Transport

Envelope

**Deliver By:** 2/22/2013**Pick-Up:** 1

Z900001209109

**Pickup From :**

Site: UNHQ

Bldg: NYCXXS

Floor: 38

Room: S-3862

**Sender Info :**

Jackilyn PUNSAL

**Tel:** 2129637428**E-mail:** punsal@un.org**Charge Account Info:**

eosg

eosg001

**Deliver To :** ROUTE 2

Site: UNHQ

Bldg: LTTBLD210

Floor:

Room:

**Receiver Info :****PO FOR THE ORG OF THE ISLAMIC COOPERATIO**

United Nations Headquarters

**Tel:** (212) 8830140**E-mail:** LTTRCV210@un.org

320 E 51st Street

New York, NY 10016

US

Weight :	Length :	Width :	Height:	Pieces:
1.0000	0.000	0.000	0.000	1

**Description:****Special Instructions:**

For courier shipments, please go back and click 'Print Label' to print the Waybill directly. **[DO NOT USE THIS FORM]**

- 1) Go back to the first screen and make sure the 'Carrier' and 'Service' fields display 'No Preference'.
- 2) Enter the 'Delivery By: Date and Time' you require. portion of the page can be read and scanned.
- 3) Enter the **information** such weight and number of pieces about item, and then click the 'Shop' button.
- 4) Select the displayed 'Carrier/Service' option you **desire** (e.g. lowest cost).
- 5) Click the 'Print Label' button to directly print Waybill and other documents such as Commercial Invoice and Consignment Note.
- 6) Attach the printed Waybill and documents to your shipment so that the barcode portion of the page can be read and scanned.

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- 1) Click the Print button.
- 2) Attach the printed Request form to your shipment so that the barcode portion of the page can be read and scanned.

Print

Close

Form (1 of 1)

\*\*\*\*\*  
\*\*\* TX REPORT \*\*\*  
\*\*\*\*\*

TRANSMISSION OK

TX/RX NO 4284  
CONNECTION TEL 912128830143  
CONNECTION ID  
ST. TIME 02/01 20:05  
USAGE T 01'01  
PGS. SENT 3  
RESULT OK



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Nations Unies · Télécopie

HEADQUARTERS · SIEGE NEW YORK, NY 10017

DATE: 1 February 2013

TO/A: Office of the Permanent Observer for the Organization  
of Islamic Cooperation to the United Nations  
FAX: (212) 883-0143

TEL.: (212) 883-0140

FROM/DE: Executive Office of the Secretary-General

FAX: 212-963-1185

TEL.: 212-963-5012

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Session of the Organisation of Islamic Cooperation Summit,  
Cairo, 6 and 7 February 2013

Please convey the attached formal communication from the  
Executive Office of the Secretary-General to  
H.E. Mr. Ufuk Gokcen, in regard to the above-mentioned subject.

The original has been sent via special mail.



## UN Internal Delivery Form

## Carrier:

MESSENGER

Envelope

Requested Date/Time : 2/1/2013 9:19:46 PM

## Pick-Up:1

## Pickup From :

Site: UNHQ Text

Bldg: NYCXS

Floor: 38

Room:S-3862

## Sender Info :

Jackilyn PUNSAL

SOSG/EOSG

Tel: 2129637428

Email: punsal@un.org

## Charge Account Info:

EOSG

EOSG001



Z900001209113



## Deliver To :

Site: UNHQ

Bldg: NYC1DC

Floor: 10

Room: DC1-1018

## Receiver Info :

RIZA, S Iqbal/Mr

United Nations Headquarters

SG/EOSG

1 United Nations Plaza

DC1

NEW YORK, NY 10017

US

Email: rizai@un.org

Tel: 2129633446

## Description:

Pieces/Quantity: 1

## Special Instructions:

## Weight :

1.0000

## Length :

0.000

## Width :

0.000

## Height:

0.000

To print this form:

1) Click the 'Print' button.

2) Attach the printed Request form to your shipment so that the barcode portion of the page can be read and scanned.

## IMPORTANT NOTES:

\* If this is a Diplomatic Pouch Shipment, kindly assign DIPLOMATIC POUCH as the Carrier.

\* For any shipment, especially the Diplomatic Pouch and Courier shipments, make sure the Recipient section contains the information of the actual Recipient. Do not address the shipment to the Diplomatic Pouch or Courier Officer.

Form (1 of 1)



**Response to Invitation to the Secretary-General: Twelfth Session of the Organisation of Islamic Cooperation Summit, Cairo, 6 and 7 February 2013**

**Jackilyn Punsal** to: pr.egypt, egypt

01/02/2013 06:38 PM

Cc: Alexandra Barahona Posada, "Anna PAVLYUCHENKO"  
<AnnaP@unops.org>

From: Jackilyn Punsal/NY/UNO  
To: pr.egypt@un.int, egypt@un.int  
Cc: Alexandra Barahona Posada/NY/UNO@UNHQ, "Anna PAVLYUCHENKO"  
<AnnaP@unops.org>@UN-MAILHUB

	Jackilyn Punsal	Jackilyn Punsal	Response to Invitation to the Secretary-Gen
--	-----------------	-----------------	---

Dear Melissa,

Please convey the attached scan of formal communication from the Executive Office of the Secretary-General to H.E. Mr. Mootaz Ahmadein Khalil, in regard to the above-mentioned subject.



Response to invitation\_12th Session of the Organisation of Islamic Cooperation Summit.pdf

The original has been sent via special mail. Kindly confirm receipt of this email.

Thank you.

Sincerely,  
Ms. Jackilyn Punsal  
Scheduling Office of the Secretary-General  
Executive Office of the Secretary-General  
United Nations  
Room NL-3015AA  
Tel: 212-963-7428  
e-mail: punsal@un.org

13-00827

SCN/08/002



**Response to Invitation to the Secretary-General: Twelfth Session of the Organisation of Islamic Cooperation Summit, Cairo, 6 and 7 February 2013**

**Jackilyn Punsal** to: seshak, oicny

01/02/2013 06:45 PM

Cc: Alexandra Barahona Posada, "Anna PAVLYUCHENKO"  
<AnnaP@unops.org>

From: Jackilyn Punsal/NY/UNO  
To: seshak@oicun.org, oicny@un.int  
Cc: Alexandra Barahona Posada/NY/UNO@UNHQ, "Anna PAVLYUCHENKO"  
<AnnaP@unops.org>@UN-MAILHUB

	Jackilyn Punsal	Jackilyn Punsal	Response to Invitation to the Secretary-Gen

Dear Satanay,

Please convey the attached scan of formal communication from the Executive Office of the Secretary-General to H.E. Mr. Ufuk Gokcen, in regard to the above-mentioned subject.



Response to invitation\_12th Session of the Organisation of Islamic Cooperation Summit\_OIC.pdf

The original has been sent via special mail. Kindly confirm receipt of this email.

Thank you.

Sincerely,  
Ms. Jackilyn Punsal  
Scheduling Office of the Secretary-General  
Executive Office of the Secretary-General  
United Nations  
Room NL-3015AA  
Tel: 212-963-7428  
e-mail: punsal@un.org

**Note to Mr. Riza**

12<sup>th</sup> Session of the Organisation of Islamic Cooperation Summit

I would like to thank you for agreeing to represent the Secretary-General at the 12<sup>th</sup> Session of the Organisation of Islamic Cooperation Summit, to be held in Cairo on 6 and 7 February 2013.

Please find attached the relevant correspondence.

Best regards.



Susana Malcorra  
1 February 2013



Representation of the Secretary-General: "Anna PAVLYUCHENKO"  
<AnnaP@unops.org>@UN-MAILHUB

Jackilyn Punsal to: Anna PAVLYUCHENKO  
<AnnaP@unops.org>

01/02/2013 06:36 PM

Cc: Alexandra Barahona Posada

From: Jackilyn Punsal/NY/UNO  
To: "Anna PAVLYUCHENKO" <AnnaP@unops.org>@UN-MAILHUB  
Cc: Alexandra Barahona Posada/NY/UNO@UNHQ

Date		Subject	
	Anna PAVLYUCHENKO	01/02/2013 06:43 PM	RE: Representation of the Secreta

Dear Anna,

My apologies for the delay. Please convey the attached scan of a note from the Chef de Cabinet and relevant correspondence to Mr. Iqbal Riza, in regard to the above-mentioned subject.



CdC Note to Riza.pdf

The original has been sent via inter-office mail. Kindly confirm receipt of this email.

Thank you.

Sincerely,  
Ms. Jackilyn Punsal  
Scheduling Office of the Secretary-General  
Executive Office of the Secretary-General  
United Nations  
Room NL-3015AA  
Tel: 212-963-7428  
e-mail: punsal@un.org

Andrew Gilmour

Alex I spoke to Mr. Riza who is currently in Pa...

01/31/2013 10:14 AM EST

From: Andrew Gilmour  
To: Alexandra Barahona Posada  
Cc: Josiane Ambiehl; Sanghwa Lee; riza@unhcr.org  
Date: 01/31/2013 10:14 AM EST  
Subject: Re: FOR ANDREW: Time Sensitive -- Confirmation of Ms. Rima Khalaf's availability to Represent the Secretary-C  
February 2013

---

Alex

I spoke to Mr. Riza who is currently in Pakistan.

He is pretty sure he can make it, but needs to wait til tomorrow morning before giving us the final confirmation.

In the meantime, would it be possible for you to send him the materials to iqbalriza@yahoo.com?

Many thanks

Andrew

Andrew Gilmour  
Political Director  
(Political, Peacekeeping, Humanitarian, and Human Rights)  
Executive Office of the Secretary-General  
UNITED NATIONS  
Room: S-3842  
Tel: +1212 963-4861  
Fax: +1212 963-1185  
email: gilmour@un.org

Alexandra Barahona Posada

Dear Andrew, With this we take that...

31/01/2013 08:27:54 AM



**Fw: FOR ANDREW: Time Sensitive -- Confirmation of Ms. Rima Khalaf's availability to Represent the Secretary-General: 12th Session of the Organization of Islamic Cooperation Summit, Cairo, 6 and 7 February 2013**  
Alexandra Barahona Posada to: Jackilyn Punsal

31/01/2013 01:22 PM

From: Alexandra Barahona Posada/NY/UNO  
To: "Jackilyn Punsal" <punsal@un.org>



2 attachments



13-00372.pdf 13-00525.pdf

Fyi, we'll have to wait until Mr. Riza reverts confirming his availability.

Alex

Alexandra Barahona Posada

----- Original Message -----

From: Alexandra Barahona Posada  
Sent: 01/31/2013 11:01 AM EST  
To: Andrew Gilmour  
Cc: Josiane Ambiehl; Sanghwa Lee; "riza" <riza@unhcr.org>  
Subject: Re: FOR ANDREW: Time Sensitive -- Confirmation of Ms. Rima Khalaf's availability to Represent the Secretary-General: 12th Session of the Organization of Islamic Cooperation Summit, Cairo, 6 and 7 February 2013  
Thank you, Andrew.

Attached for ease of reference are the invitations received for the Summit.

Technically speaking once we/EOSG confirms formally to the organizers who will be attending the Summit event on SG's behalf, the organizers will then proceed to coordinate all the details (registration, passes etc...) and send any relevant documents for the event directly to the representative of the SG or the representative's office. As per standard practice and procedure, this is something EOSG has no involvement and is handled directly with the SG's representative-representative's office.

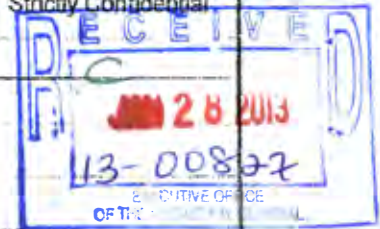
Hence, the sooner we know of who is available to represent SG at this event, the better it will be for the representative-the representative's office to work out the details of the representative's participation in the event.

Hope this clarifies,

Alex

ACTION *SA*  
COPY *DSG*

ROUTING SLIP FICHE DE TRANSMISSION		<input type="checkbox"/> Routine <input type="checkbox"/> Unclassified	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> Confidential	<input checked="" type="checkbox"/> Most Immediate <input type="checkbox"/> Strictly Confidential
TO/A: <b>Mr. Jan Eliasson, Deputy Secretary-General</b>				
CC:				
FROM/DI: <i>fr</i> <b>Jeffrey Feltman, USG, DPA</b> <i>JB</i>				
Date: 25 January 2013		Ext: 3-5055		Room No. – No de bureau: S-3516
FOR ACTION		POUR SUITE A DONNER		
FOR YOUR ATTENTION		FOR VOTRE ATTENTION		
FOR INFORMATION		POUR INFORMATION		
FOR APPROVAL / SIGNATURE		X POUR APPROBATION / SIGNATURE		
FOR COMMENTS		POUR OBSERVATIONS		
AS REQUESTED		SUITE A VOTRE DEMANDE		
RETURN		RETOURNER		
<b>DIVISIONS CONSULTED</b>				
Amer <input type="checkbox"/> Eur <input type="checkbox"/> Mewad <input type="checkbox"/> APD <input type="checkbox"/> Pal Rights <input type="checkbox"/> Decol <input type="checkbox"/> AF1 <input checked="" type="checkbox"/> AF2 <input type="checkbox"/> SCAD <input type="checkbox"/> PPU/MSU <input type="checkbox"/> EAD <input type="checkbox"/> CTITF <input type="checkbox"/> EO <input type="checkbox"/>				
<b>DEPARTMENTS CONSULTED</b>				
EOSG <input type="checkbox"/> OIOS <input type="checkbox"/> OLA <input type="checkbox"/> ODA <input type="checkbox"/> DPKO <input type="checkbox"/> DFS <input type="checkbox"/> OCIA <input type="checkbox"/> DDSA <input type="checkbox"/> DGACM <input type="checkbox"/> DPI <input type="checkbox"/> DSS <input type="checkbox"/> DM <input type="checkbox"/> UNDP <input type="checkbox"/> Other				



*(Prev. related cables 13-00372 + 13-00525)*

**SUBJECT/MESSAGE:** Please find attached draft reply letters from the Secretary-General to the Foreign Minister of Egypt and the Secretary General of the Organization of Islamic Cooperation.

*ScH/08/002*





**Time Sensitive For Advice on Representation and Draft Response: 12th  
Islamic Summit Conference\_Cairo, 6-7 February 2012**

Alexandra Barahona Posada to: Katrin Hett

17/01/2013 06:02 PM

Jessica Serraris, Bertrand Njanja-Fassu, Brenda Vongova, Jackilyn  
Cc: Punsal, Josiane Ambiehl, Sanghwa Lee, Sebastien Lawson,  
Ruxandra Ferascu, Stephen Paparo

Dear Katrin,

The Secretary-General will not be able to attend the above mentioned summit conference (invitations just received attached for ease of reference). However, we would appreciate receiving DPA's advice on the following:

- (1) The name and confirmed availability of the senior level official who should be designated to attend on SG's behalf
- (2) Draft response to the invitation sent by the MFA and the SG of the OIC
- (3) The SG of the OIC has inviting the SG/UN to participate in this summit conference as an observer -- and the MFA is inviting the SG to personally participate in the event, hence given the role extended by the UN, grateful for DPA's advice as to whether there is a need for the SG to send a message to the event

Most grateful if DPA can revert to us by Tuesday, 22 January 2013

Thank you,

Alex



13-00372.pdf



13-00525.pdf



*Ministry of Foreign Affairs*  
*Minister of Foreign Affairs*

ACTION

COPY

JA

RA



Cairo, January 16, 2013,

Dear Mr. Secretary General,

(same went as  
Copy # 13-00372)

It gives me great pleasure to extend to you an invitation to attend in the Islamic Summit Conference to be held in Cairo on the 6<sup>th</sup> and 7<sup>th</sup> of February 2013. The overarching theme of this Session will be, "The Muslim World: New Challenges and Expanding Opportunities" aiming at assessing common positions towards today's challenges, enhancing coordination and cooperation for a better future for the Muslim World, as well as fostering our contribution to international welfare.

Egypt has, over the years, remained fully committed to furthering cooperation between the Organization of Islamic Cooperation and the United Nations. In this context, the Cairo Summit represents a timely opportunity for your Excellency to exchange views with leaders of the Muslim World on ways and means to address the complex and interlinked challenges we face at the political, economical and social levels, as well as to explore how to best grasp the many opportunities ahead of us.

Your personal participation at the Summit's deliberations will be highly appreciated.

I look forward to welcoming you in Egypt. Please accept the assurances of my esteem and highest consideration.

Mohamed Amr

Minister for Foreign Affairs  
The Arab Republic of Egypt

H.E. Ban Ki-moon  
Secretary General of the United Nations

SCH/08/002



**PERMANENT MISSION OF THE ARAB REPUBLIC OF EGYPT  
TO THE UNITED NATIONS**

304 East 44<sup>th</sup> Street  
New York, NY 10017  
Tel No. (212) 503-0300 - Fax No. (212) 949-5999


**CHAN/034/13/YU**

17 January, 2013

Excellency,

Further to our conversation last Monday regarding the Twelfth Session of the Organization of the Islamic Cooperation (OIC) Summit to be held in Cairo on the 6<sup>th</sup> and 7<sup>th</sup> of February 2013, I have the honor to convey to you a copy of the invitation extended to your Excellency from H.E. Mohamed Amr, Minister of Foreign Affairs of the Arab Republic of Egypt to attend the Summit.

The Summit will be held under the overarching theme of "The Muslim World: New Challenges and Expanding Opportunities".

Please accept, Excellency, the assurances of my highest consideration .

Sincerely,

Permanent Representative



Ambassador / Mootaz Ahmadein Khalil

H.E. Ban Ki-moon  
Secretary General of the United Nations  
Fax: (212)963-2155

FROM

14. JAN. 2013 11:27

OIC HQ 966 2 6512288

NO. 4090 P. 2

ORGANISATION OF ISLAMIC COOPERATION  
THE SECRETARY GENERAL

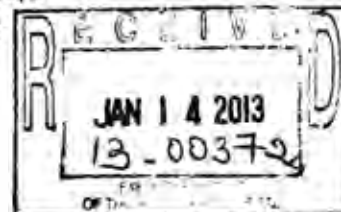
ORGANISATION DE COOPERATION ISLAMIQUE  
LE SECRETAIRE GENERAL



المنظمة الإسلامية للتعاون  
المنظمة الإسلامية للتعاون

المنظمة الإسلامية للتعاون

JA



There Perm Date  
e-fax

OIC/SUM-12/2013/ 000223

Jeddah

13 JAN 2013

Excellency,

I have the honour and pleasure to invite Your Excellency, on behalf of the Government of the Arab Republic of Egypt and the General Secretariat of the Organization of Islamic Cooperation to participate as Observer in the 12<sup>th</sup> OIC Summit which is going to take place at Cairo, Egypt on 6-7 February 2013 (25-26 Rabiul Thani 1434 H).

The leaders of the Muslim World would take this opportunity to discuss the current issues of vital interest to the world community in general and to the Muslim World in particular. This year, particularly given the drastic developments in the region of Middle East, the Summit would address issues that deeply concern the United Nations as well. As such Your presence in the meeting will encourage further the collaboration of the OIC and the UN in effectively facing the challenges of the present times.

It would be deeply appreciated, if the details pertaining to the participation of the United Nations delegation could kindly be communicated to the Government of Egypt and the OIC General Secretariat at the earliest convenience.

Please accept, Excellency, the assurances of my highest consideration.

with my cordial best wishes

Ekmeleddin Ihsanoglu

His Excellency Ban Ki-moon  
Secretary General  
The United Nations  
New York, USA



SCH/08/002

1/8/2013 10:43 AM



مؤتمر القمة الإسلامي

Session of The Islamic Summit Conference

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12<sup>th</sup> | 6-7 February 2013 | Cairo - Egypt**DELEGATE'S GUIDE****12<sup>th</sup> Session of the Islamic Summit Conference****CAIRO- ARAB REPUBLIC OF EGYPT****21-26 RABIE AL - AWAL 1434 H  
2 -7 FEBRAUARY 2013**

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### **1. Summit Information:**

- 1-1 "The Muslim World: New Challenges and Expanding Opportunities" is the theme of the Summit.
- 1-2 The Summit and its Preparatory Meetings will be held in Cairo ,Arab Republic of Egypt , from 21-26 RABIE AL – AWAL 1434 / 2 to 7 February 2013 as follows:
- The Summit : 25-26 RABIE AL – AWAL 1434 / 6 -7 February 2013.
  - Preparatory Meeting of Foreign Ministers Council : 23-24 RABIE AL – AWAL 1434/ 4 - 5 February 2013.
  - Senior OfficialsMeeting: 21-22 RABIE AL – AWAL 1434/ 2 -3 February 2013.

### **2. Venue:**

- 2-1 The Summit will be held at JW Marriott Hotel, Cairo.
- 2-2 The Foreign Ministers Council and the Senior OfficialsMeetings will be held at Dusit Hotel, Cairo.

### **3. Summit Secretariat (Arab Republic of Egypt):**

- 3-1 The 12<sup>th</sup> Session of the Islamic Summit Conference secretariat (called here after "Secretariat") will work in coordination with the General Secretariat of the OIC for the preparation and proceedings of the Summit.

- 3-2 Secretary General of the Summit, Ambassador Nehad Abdel Latif.

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- 3-3 Assistant Secretary General of the Summit, Minister Plenipotentiary Amr



Ramadan

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- 3-4 Questions regarding the Summit could be communicated to the "Secretariat" either directly or through the Egyptian diplomatic missions accredited to OIC countries or through their diplomatic missions accredited in Cairo or through the OIC General Secretariat.

#### **4- Website:**

- 4-1 The official Egypt's website for the Summit is as follows:  
[www.oicegypt.org](http://www.oicegypt.org)

- 4-2 The website contains all information related to the Summit and its preparatory meetings.

#### **5. Visas and Entry Formalities :**

- 5-1 All delegates are requested to possess valid passports to enter the Arab Republic of Egypt.
- 5-2 Entry visa to A.R.E. is required and could be obtained at the nearest Egyptian Embassy or Consulate, (Kindly refer to the available details at the Summit official website: under "useful information").
- 5-3 All delegates are kindly requested to follow the guidelines set by the World Health Organization concerning the required vaccinations in addition to the relevant international vaccination certificates.

#### **6- Procedures for Air Transports :**

- 6-1 In cases of delegations arriving by official / private aircrafts to Cairo Airport, it must obtain the necessary authorisation from the competent Egyptian Authorities through addressing an official Note to the the Department of General Affairs at the Ministry of Foreign Affairs with all details of the aircraft, points of entry and exit and dates of arrival and departure ( local time) through their missions in Cairo ,at least 72 hours



before flight's date (For related form contact the Department of General Affairs at the Ministry of Foreign Affairs, phone : 0020225748179 , Fax : 0020225748180) . In addition, kindly notify the "Secretariat" with this information by filling relevant registration forms available on the official website of the Summit.

- 6-2 In case of arriving on commercial flights to Cairo Airport, delegation are requested to communicate the full flight details of heads and members of the delegation including air carrier, flight no., and date and time of arrival and departure to and from Cairo (local time) not later than 20 January 2013 by filling relevant registration forms (please refer to the registration form section on the official website of the Summit).

#### **7- Delegations' Composition :**

- 7-1 Delegations participating in the meeting are requested to notify the Secretariat as regard the composition of their delegations in the Summit and its Preparatory Meetings including dates of arrival and departure through an official Note addressed to the Egyptian Diplomatic Missions accredited to OIC countries or their diplomatic Missions accredited in Cairo not later than 20 January 2013.

#### **8- Courtesies upon Arrival and Departure:**

- 8-1 The Protocol Department of the Presidency will be in charge of all arrangements concerning the reception and farewell of the Heads of States and Governments at Cairo Airport, While The Protocol Department of the Egyptian Ministry of Foreign Affairs will be in charge of all arrangements concerning the reception and farewell of Foreign Ministries, Senior Official and delegates.
- 8-2 The Protocol Department of Ministry for Foreign Affairs will coordinate with the representatives of concerned Missions in Egypt at Cairo airport to assist and facilitate finalizing all formalities related to passports and luggage (Kindly inform the protocol Department, Ministry of Foreign Affairs (Fax: 0020225774296/ 0020225749686) with the representatives' data and contacts, not later than two weeks before the arrival of delegation.
- 8-3 Access to VIP facilities at airports will be provided to diplomatic missions of participating countries accredited to Egypt, upon written request to be addressed to the Protocol Department at the Egyptian Ministry of Foreign Affairs) two weeks prior to the arrival of the delegations.

**9- Conference and Delegations' focal points:**

- 9-1 The Host Government will designate escort protocol officers to the Heads of State and Government participating in the Summit.
- 9-2 Each participating country is kindly requested to inform the Summit's "Secretariat" with the name of a liaison officer to ensure coordination and follow up during the preparation process for the Summit. It is also preferable to have such a liaison to continue this task throughout the duration of the meetings.

**10-Accommodation:**

- 10-1 The Arab Republic of Egypt will host the participating Heads of States and Governments in the Summit, Ministries and the Senior Officials as follows:
- Summit: Head of Delegation (suite) + delegate (room) from 5-8 February 2013.
  - Preparatory Meeting of Foreign Ministers Council: Head of Delegation (suite) from 3-8 February 2013.
  - Senior Official Meeting: Head of Delegation (room) from 1-8 February 2013.
- 10-2 The Arab Republic of Egypt will host the head of delegation participating from observer countries, in addition to another (1) member in case the delegation is headed by head of state or government.
- 10-3 An assistance desk will be set up at each designated hotel. It will be responsible for assisting participants regarding procedures and logistical arrangements.

**11- Local transportation**

- 11-1 The host country will provide an official vehicle to each Head of State and Government participating in the Summit in addition to three other vehicle ( including joint protocol vehicle, joint security vehicle ).

In case of the attendance of the spouse of the head of state or government, an official vehicle will be provided, in addition to 2 vehicles (joint protocol vehicle and joint security vehicle).

- 11-2 The host country will provide an official vehicle to Ministers of Foreign Affairs.

- 11-3 The host country will provide a vehicle to other Heads of Delegation participating in the Summit and its Ministerial Preparatory Meeting. In addition transportation for Senior Officials will be provided from airport to hotel.
- 11-4 The host country will provide a vehicle to the head of the delegation participating from observer countries, in addition to 2 vehicles (joint protocol vehicle and joint security vehicle), in case the delegation is headed by head of state or government.
- 11-5 The host country will provide shuttle buses at regular intervals to transfer delegates between designated hotels and meetings venues (Ministerial and Senior Officials).
- 11-6 The host country does not provide armoured vehicles to any delegation. In case Delegations willing to bring such vehicles to be used during the Summit should make a request to the Protocol Department at the Egyptian Ministry of Foreign Affairs with full details of the vehicle in order to take the necessary measures within 2 weeks prior to their expected date of arrival.
- 11-7 Delegations are kindly requested to provide additional means of transportation for their delegates if needed on their own expenses taking into account the necessity of informing the secretariat through an official Note, about plate numbers and drivers' data, (please refer to the relevant forms on the Egyptian official website of the Summit).

## **12 - Meeting Halls:**

- 12-1 All meetings for the Summit will be held at JW Marriott "Tutankhamon hall".
- 12-2 The Ministerial and Senior Official Meetings will be held at Dusit Hotel, "Lake View hall".
- 12-3 Allocation of seats to the delegations for different meetings will be as follows:
- |                       |      |
|-----------------------|------|
| • Summit              | 1+4  |
| • Ministerial Meeting | 1+4  |
| • Senior Officials    | 1+ 3 |

- 12-4 Special arrangements for Bilateral Meetings for the Heads of State and Government and Foreign Ministers will be provided upon request to the

Protocol Desk at the designated area at Marriott Hotel and Dusit Hotel.

### **13-Registration and Accreditation :**

13-1 Delegations participating in the Summit and its preparatory meetings ( Ministerial , senior officials) are requested to fill Registration forms available on the official website of the Summit, a soft copy on CD and hard copy of all registrations forms should be sent to "Secretariat" at the Ministry of Foreign Affairs of Egypt through an official Note addressed to the Egyptian diplomatic missions accredited to OIC countries or through their diplomatic missions accredited in Cairo not later than 20 January 2013.

13-2 Heads of Delegations in the Summit meetings will be provided with coloured metal pins, one day before the Summit (5 February 2013), at the registration Centre "JW Marriott Hotel" starting from 10 am to 10 pm.

13-3 Heads of Delegations in the meeting of Foreign Ministers Council also will be provided with coloured metal pins, while identification badges will be issued for delegate (with personal photo), which will be extradited at the registration Centre "JW Marriott Hotel" from 30 January till 7 February starting from 10 am to 10 pm.

13-4 Security staff and technical secretariat will be provided with Badges.

13-5 All delegates are kindly requested to wear their identification badges at all times during meetings and at the designated hotels.

13-6 Registration and accreditation for press and media covering the Summit and its preparatory meetings should be through the State Information Service (please refer to the registration form section at the official website of the Summit) to issue special badges to access the Media Center.

### **14 – Security Arrangements:**

14-1 Security arrangements for all delegations are the responsibility of the Egyptian Security authorities (venue of the meetings, designated hotels, transportation).

14.2 Prior authorisation from the Egyptian Authorities is necessary to enter and carry firearms in the Arab Republic of Egypt up to maximum of 6



) for the personal security officers of Heads of State and Government, and only (1) authorization for the security officers of Foreign Ministers. The entry and possession of firearms without such authorization is illegal under the Egyptian Law.

14.3 The Participating countries should communicate all details related to the personal security officers accompanying Heads of State or Government, Ministers or Head of delegation , as well as weapons specifications the "Secretariat" according to the related forms available on website along with an official Note addressed to the Egyptian diplomatic missions accredited to OIC countries or through their diplomatic missions accredited in Cairo before 20 January 2013 , relevant firearm authorization will be required at points of entry of Arab Republic of Egypt .

14.4 Automatic machine guns are prohibited from entering the country, and no weapons are allowed in the meeting halls.

14.5 The use of communication frequencies has to be authorised by the competent Authorities of the A.R.E. Required authorisation could be obtained by filling the relevant form (Kindly refer to the section "Registration Forms" on the official website of the Summit), delegations are requested to provide the secretariat before 20 January 2013 with a soft copy on a CD and a hard copy including all data concerning the use of waves of frequency for devices of wireless communications through an official Note addressed to the Egyptian diplomatic missions accredited to OIC countries or through their diplomatic missions accredited in Cairo. Kindly note that wireless communication devices "Walkie-talkies" are prohibited inside the conference venues.

#### **15-Medical facilities :**

15.1 The Host Government will secure all arrangements with regard to the medical services.

#### **16-Media:**

16.1 A Media Centre will be available at JW Marriot Hotel to cover the proceedings of the Summit and at Dusit Hotel for the Ministerial and Senior Official meetings.

16.2 All foreign Media resident in Egypt or non- resident wishing to cover the Summit and the preliminary meetings are required to fill in the

registration and provide full information about the equipment accompanying them to the press centre of foreign correspondents of The State Information Service (SIS) (For further information refer to the Summit official website [www.oicegypt.org](http://www.oicegypt.org) , at Media Centre Sector).

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Permanent Observer Mission  
of the Organization of Islamic Cooperation  
to the United Nations



بعثة المراقبة الدائمة لمنظمة التعاون الإسلامي لدى الأمم المتحدة

Mission Permanente d'Observation  
de l'Organisation de Coopération islamique  
auprès des Nations Unies

No. OIC/NY/13/002

The Permanent Observer Mission of the Organization of Islamic Cooperation to the United Nations presents its compliments to the Executive Office of the Secretary General of the United Nations, and has the honour to **enclose herewith an invitation letter from H.E. the OIC Secretary General, Prof Ekmeleddin Ihsanoglu, addressed to H.E. the United Nations Secretary General, Mr. Ban Ki-moon.**

***The OIC Mission would appreciate if the Esteemed Executive Office of the Secretary General could transmit the attached invitation letter and the Delegate's Guide to its High destination.***

The Permanent Observer Mission of the Organization of Islamic Cooperation to the United Nations avails itself of this opportunity to renew to the Executive Office of the Secretary General of the United Nations the assurances of its highest consideration.

New York, 14 January 2013



Executive Office of the Secretary General  
of the United Nations, New York  
(Attention H.E. Ambassador Susana Malcorra)

Permanent Observer Mission  
of the Organization of Islamic Cooperation  
to the United Nations



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(Attention H.E. Ambassador Susana Malcorra)