



**SECRETARIAT OF THE CONFERENCE ON INTERACTION  
AND CONFIDENCE BUILDING MEASURES IN ASIA**

**СЕКРЕТАРИАТ СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ  
И МЕРАМ ДОВЕРИЯ В АЗИИ**

**No. SOC/1378**

*Enclosure:  
as stated,  
on 4 p.*

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) presents its compliments to the CICA Member States and has the honour to forward herewith information circular on organizational aspects of the Senior Officials Committee meeting to be held in a hybrid format in Astana on 12 December 2023.

The Secretariat avails itself of this opportunity to renew to the CICA Member States the assurances of its highest consideration.

Astana, 14 November 2023



**MEMBER STATES  
OF THE CONFERENCE ON INTERACTION AND  
CONFIDENCE BUILDING MEASURES  
IN ASIA**



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AND CONFIDENCE BUILDING MEASURES IN ASIA**

**СЕКРЕТАРИАТ СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ  
И МЕРАМ ДОВЕРИЯ В АЗИИ**

**№.SOC/1378**

*Приложение:  
упомянутое,  
на 4 л.*

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и имеет честь направить информационный циркуляр по организационным аспектам заседания Комитета старших должностных лиц, которое состоится в Астане в гибридном формате 12 декабря 2023 года.

Секретариат пользуется случаем, чтобы возобновить государствам-членам СВМДА уверения в своем весьма высоком уважении.

Астана, 14 ноябрь 2023 г.



**ГОСУДАРСТВАМ-ЧЛЕНАМ  
СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ И  
МЕРАМ ДОВЕРИЯ В АЗИИ**

*Қосымша:  
аталған 4 п.*

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (Азия Кеңесінің) Хатшылығы Азия Кеңесіне мүше мемлекеттерге өзінің зор ілтипатын білдіре отырып, 2023 жылғы 12 желтоқсанда гибридті форматта Астана қаласында өтетін Аға лауазымды тұлғалар комитеті отырысының ұйымдастырушылық аспектілері бойынша ақпараттық циркулярды жолдауды өзіне мәртебе санайды.

Хатшылық осы мүмкіндікті пайдалана отырып, Азия Кеңесіне мүше мемлекеттерге өзінің зор ілтипатын тағы да растайды.

Астана қаласы, 2023 жылғы 14 қараша

**АЗИЯДАҒЫ ӨЗАРА ІС-ҚИМЫЛ ЖӘНЕ  
СЕНІМ ШАРАЛАРЫ КЕҢЕСІНЕ  
МҮШЕ МЕМЛЕКЕТТЕР**



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Secretariat

## INFORMATION ON ORGANIZATIONAL MATTERS

**for participants of the CICA Senior Officials Committee (SOC) meeting  
on 12 December 2023 in Astana**

### 1. Date and venue

Tuesday, 12 December 2023, at 10:00 Astana time (GMT+6), Beijing Palace Soluxe Hotel Astana, “Silk Way” Hall (45 Syganak Str., Astana).

### 2. Meeting format and registration of participants

The meeting will be held in a hybrid format. Due to the limited capacity of the conference hall, the recommended delegation format for offline participants is 1+2. Delegates are required to complete the registration form at the CICA Secretariat website using the link <https://s-cica.org/registration/>.

### 3. Documents for the meeting and working languages

Supporting material for the meeting is available on the restricted part of the CICA Secretariat website <https://s-cica.org/index.php?view=page&t=soc-meeting-12-december-2023>. To obtain access to the restricted part of the website, please contact the CICA Secretariat. The working languages of the meeting are English and Russian. Simultaneous interpretation between English and Russian will be provided by the Secretariat.

### 4. Accommodation and meals

Meeting participants are expected to make their own hotel reservations and cover associated costs. The following hotel, which is the venue of the meeting, is recommended for accommodation with special rates for participants of the meeting: **Beijing Palace Soluxe Hotel Astana** (<https://soluxeastana.kz/en/>). The hotel reservation form is enclosed. During the meeting, participants will be offered lunch and coffee breaks.

## 5. Transportation

Airport transfers should be organized by the participants themselves or with the help of their diplomatic missions. Participants from countries that do not have diplomatic missions in Kazakhstan may be assisted upon request. To this end, please contact the CICA Secretariat sufficiently in advance of the meeting.

## 6. Visa

Participants who need a visa to enter Kazakhstan are required to contact the embassy/consulate of Kazakhstan in their respective countries to obtain visas. The list of countries with which Kazakhstan has visa agreements and visa application form are available on the restricted part of the CICA Secretariat website <https://s-cica.org/index.php?view=page&t=soc-meeting-12-december-2023>.

Visas for participants from countries that do not have any diplomatic mission of Kazakhstan will be issued upon arrival at the airport of Astana or Almaty. To that end, the participant must send a note with the completed visa application form and a copy of the passport in electronic form to [d.tastybayev@mfa.gov.kz](mailto:d.tastybayev@mfa.gov.kz) before 8 December 2023.

## 7. Contact points

Counsellor of the Ministry of Foreign Affairs of Kazakhstan Mr. Daniyar Tastybayev, mob: +7 707 851 47 75, email: [d.tastybayev@mfa.gov.kz](mailto:d.tastybayev@mfa.gov.kz).

Senior Officer of the CICA Secretariat Mr. Arkadii Koshcheev, mob: +7 705 155 75 02, +7 985 467 15 05 (*WhatsApp*), email: [a.koshcheev@s-cica.org](mailto:a.koshcheev@s-cica.org).

**Date:** 13/11/2023

**From:** «Beijing Palace Soluxe Hotel Astana»

**Contact person:** Saule Tazhibayeva, sales manager

**Mobile:** 8708 777 75 77

**e-mail:** [soluxeastana.reservation@gmail.com](mailto:soluxeastana.reservation@gmail.com)

**Commercial offer for participants of the CICA Senior Officials Committee meeting.**

**Dear Guest!**

We are delighted to present You with an exclusive commercial offer for Your upcoming stay «Beijing Palace Soluxe Hotel Astana»!

Room Type	Square (m2)	Special price (KZT)
<b>Standard King (King size bed)</b>	35	35 000
<b>Standard Twin (Twin bed)</b>	35	44 000
<b>Deluxe King</b>	35	57 000
<b>Junior Suite</b>	53	65 000
<b>Business Suite</b>	72	85 000
<b>Deluxe Suite</b>	141	190 400
<b>Executive Suite</b>	141	432 000
<b>Presidential Suite</b>	900	850 000

**Inclusions:**

- Rates are NET and per room per night including 12% VAT;
- Breakfast;
- Access to SPA center “Lily” (swimming pool, sauna, GYM club);
- High-speed Wi-Fi throughout your stay;
- Daily Housekeeping Service (on request);
- This price offer is valid for 30 days from the date of sending this offer.

**Room reservation and cancellation policy:**

- For room reservation fill the Reservation form and send it to our e-mail [soluxeastana.reservation@gmail.com](mailto:soluxeastana.reservation@gmail.com) or contact us by phone +7 708 777 75 77. Reservation blank is attached bellow.
- Free Cancellation can be made before 24 hours to the expected date of the Guest’s arrival. In case of cancellation less, than 24 hours the full room rate will be charged for the first night for each booked room.

**Please be informed that official check-in time is 2:00 pm and check-out time is 12:00 am.**

In case of early arrival before the official check-in time or delay of the guests check-out time payment will be charged in the next order:

- before 06:00 a.m. full room rate, from 06:00 a.m. to 02:00 p.m. half room rate;
- from 02:00 p.m. to 06:00 p.m. half room rate, after 06:00 p.m. full room rate will be charged.

*Please note that the prices for our rooms may vary depending on the season and availability. To get the most accurate and up-to-date pricing information, we recommend contacting our reservations team directly*

*Thank you for considering «Beijing Palace Soluxe Hotel Astana» for your upcoming stay. We look forward to welcoming you and providing you with an unforgettable experience.*

*\*The Reservation form to be issued on the letterhead, signed by the head of the stamped*

Date:

### **Reservation form**

Hereby (Full name of Your Company) kindly requests to reserve (quantity of rooms, type of rooms) for the following guests:

1. Guest Name, Surname.
2. Arrival Date – Check-in time.
3. Departure Date – Check-out time.
4. Payment type: (select one of these payment types):
  - 1) Accommodation to be paid by company, other expenses by guest;
  - 2) All hotel and additional expenses to be paid by company;
  - 3) Full payment by guest (credit card details for guarantee).

**The company guarantees the payment of penalties in the amount of one full day for each room booked in case of late cancellation (less than 24 hours prior to arrival), in case of non arrival of guests.**

Director .....Signature / Stamp/

Contact person:

Contact details:

*\*Contact person, contact details (phone, e-mail.).*