



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

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

No. SWG/660

*Enclosure:
as stated,
on 8 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 the information on organizational matters of the Special Working Group meeting to be held in a hybrid format in Astana on 13-14 June 2023 starting at 10:00 local time (GMT+6).

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

Astana, 2 June 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**

№ SWG/660

*Приложение:
упомянутое,
на 8 л.*

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и имеет честь направить информацию по организационным вопросам заседания Специальной рабочей группы, которое пройдет в Астане в гибридном формате 13–14 июня 2023 года, начиная с 10:00 по местному времени (GMT + 6).

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

Астана, 2 июня 2023 г.



**ГОСУДАРСТВА-ЧЛЕНЫ
СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ И
МЕРАМ ДОВЕРИЯ В АЗИИ**

*Қосымша:
аталған, 8 п.*

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (Азия Кеңесінің) Хатшылығы Азия Кеңесінің мүше мемлекеттеріне өзінің зор ілтипатын білдіре отырып, 2023 жылғы 13-14 маусымда жергілікті уақыт бойынша сағат 10:00-де (GMT+6) гибридті форматта Астана қаласында өтетін Арнаулы жұмыс тобы отырысының ұйымдастыру мәселелері бойынша ақпаратты жолдауды өзіне мәртебе санайды.

Хатшылық осы мүмкіндікті пайдалана отырып, Азия Кеңесінің мүше мемлекеттеріне өзінің зор ілтипатын тағы да растайды.

Астана қаласы, 2023 жылғы 2 маусым

**АЗИЯДАҒЫ ӨЗАРА ІС-ҚИМЫЛ ЖӘНЕ
СЕНІМ ШАРАЛАРЫ КЕҢЕСІНІҢ
МҮШЕ МЕМЛЕКЕТТЕРІ**



Secretariat

INFORMATION

for participants of
the CICA Special Working Group meeting (*SWG*)
(13-14 June 2023, Astana, Republic of Kazakhstan)

1. Date and venue

13-14 June 2023 at 10:00 Astana time (*GMT+6*), Beijing Palace Soluxe Hotel
Astana, Soluxe Hall (45 *Syganak Str.*, Astana).

2. Meeting format

The meeting will be held in a hybrid format. The meeting link for online
participants is provided in Annex 1.

Due to the limited capacity of the conference hall, the recommended delegation
format for offline participants is 1+1.

3. Registration of participants

Delegates are required to complete the registration form at the CICA Secretariat
website – <https://s-cica.org/registration>.

4. Documents for the meeting

Supporting material for the SWG meeting is available on the restricted part of
the CICA Secretariat website – <https://s-cica.org/index.php?view=page&t=swg-meeting-13-june-2023>. To obtain
access to the restricted part of the website, please contact the CICA Secretariat.

5. Working languages

The working languages of the meeting are English and Russian. Simultaneous
interpretation from/into English and Russian will be provided.

6. Accommodations and meals

Meeting participants are expected to make their own hotel reservations and cover associated costs.

The following hotel is recommended for accommodation with special rates for participants of the SWG meeting: **Beijing Palace Soluxe Hotel Astana** (soluxehotelastana.tilda.ws). The room rates and reservation form are enclosed (*Annex 2*).

During the meeting, participants will be offered lunches and coffee breaks.

7. Transport

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 do this, please contact the CICA Secretariat.

8. Visa

Participants who need a visa to enter the Republic of Kazakhstan are required to contact the embassies of the Republic of Kazakhstan in their respective countries to obtain visas (*list of countries with which the Republic of Kazakhstan has visa agreements is contained in Annex 3*).

Visas for participants from countries that do not have diplomatic missions of the Republic of Kazakhstan will be issued upon arrival at the airports of Astana and Almaty (*delegates need to send a note with the completed form (enclosed to Annex 3) and forward copies of their passports in electronic form to a.daut@mfa.gov.kz*).

9. Additional information

For general information about Astana, please visit: <https://visitastana.kz>

10. Points of contact

First Secretary of the Ministry of Foreign Affairs of Kazakhstan Mr. Almas Daut, mob.: +7 777 812 02 71 (*WhatsApp*), e-mail: a.daut@mfa.gov.kz.

Senior Officer of the CICA Secretariat Mr. Arkadii Koshcheev, mob.: +7 705 155 7502, +7 985 467 15 05 (*WhatsApp*), email: a.koshcheev@s-cica.org.

Link for online participants

Join Zoom Meeting

<https://us06web.zoom.us/j/81047565160?pwd=NkY5dFhVUDNaMllLamRhTitrWW9Ydz09>

Meeting ID: 810 4756 5160

Passcode: 089238

Join by SIP

81047565160@zoomcrc.com

Date: 30/05/2023
From: «Beijing Palace Soluxe Hotel Astana»
Contact person: Saule Tazhibayeva, Sales Manager
Mobile: 8708 777 75 77
E-mail: saule.sales1@gmail.com
Subject: Commercial offer for 2023

Dear Guests,

Thank you for your interest in our hotel “**Beijing Palace Soluxe Hotel Astana**”!

We are pleased to meet your guests and to offer the best services exceeding their expectations. We propose special offer for your consideration.

Room type	Rates incl. 12% VAT and breakfast
	(KZT)
Standart King (35 m2)	30 000
Standart Twin (35 m2)	36 400
Deluxe King (35 m2)	49 000
Junior Suite (53m2)	60 000
Business Suite (72 m2)	75 000
Deluxe Suite (141 m2)	190 400
Executive Suite (141 m2)	432 000
Presidential Suite (900 m2)	850 000

These Rates:

- Rates are NET and per room per night including 12% VAT. Include;
- Breakfast;
- SPA Centre entry (Sauna, gym, swimming pool).

*Additional charge for the second person staying in the same room 15 USD (inclusive breakfast).
Children at 12 and under can stay free in the parents' 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.

In order for these rates to be available to you for booking, please contact with sales manager. Once this process is completed, you will be able to fax your reservation requests directly to our Reservations Department using your company's letterhead paper.

We hope to see you, your colleagues and your guests as valued guests of “**Beijing Palace Soluxe Hotel Astana**”.

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

Data:

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.

DirectorSignature / Stamp/

Contact person:

Contact details:

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

**Visa requirements of the Republic of Kazakhstan
for foreign citizens**

D – diplomatic passport

S – service/official passport

N – ordinary passport

No.	Country	Visa requirements by passport types		
		D	S	N
1.	Azerbaijan	visa free <i>(citizens who intend to stay for a period exceeding 30 days have to register with the competent authorities)</i>	visa free <i>(citizens who intend to stay for a period exceeding 30 days have to register with the competent authorities)</i>	visa free <i>(citizens who intend to stay for a period exceeding 30 days have to register with the competent authorities)</i>
2.	Bahrain	visa free up to 30 days	visa free up to 30 days	visa free up to 30 days
3.	Bangladesh	visa	visa	visa
4.	Cambodia	visa	visa	visa
5.	China	visa free up to 30 days	visa free up to 30 days	visa free up to 14 days
6.	Egypt	visa free up to 30 days	visa	visa
7.	India	visa free up to 30 days	visa free up to 30 days	visa free up to 14 days
8.	Iran	visa free up to 30 days	visa free up to 30 days	visa free up to 14 days
9.	Iraq	visa	visa	visa
10.	Israel	visa free up to 90 days	visa free up to 90 days	visa free up to 30 days
11.	Jordan	visa free up to 30 days	visa free up to 30 days	visa
12.	Kuwait	visa free up to 90 days	visa free up to 90 days	visa free up to 30 days
13.	Kyrgyzstan	visa free <i>(citizens who intend to stay for a period exceeding 90 days have to register with the competent authorities)</i>	visa free <i>(citizens who intend to stay for a period exceeding 90 days have to register with the competent authorities)</i>	visa free <i>(citizens who intend to stay for a period exceeding 90 days have to register with the competent authorities)</i>

14.	Mongolia	visa free up to 90 days	visa free up to 90 days	visa free up to 90 days
15.	Pakistan	visa free up to 30 days	visa free up to 30 days	visa
16.	Palestine	visa	visa	visa
17.	Qatar	visa free up to 30 days	visa free up to 30 days	visa free up to 30 days
18.	Korea	visa free up to 90 days	visa free up to 90 days	visa free up to 30 days
19.	Russia	visa free up to 90 days	visa free up to 90 days	visa free up to 90 days
20.	Sri Lanka	visa free up to 30 days	visa free up to 30 days	visa
21.	Tajikistan	visa free <i>(citizens who intend to stay for a period exceeding 30 days have to register with the competent authorities)</i>	visa free <i>(citizens who intend to stay for a period exceeding 30 days have to register with the competent authorities)</i>	visa free <i>(citizens who intend to stay for a period exceeding 30 days have to register with the competent authorities)</i>
22.	Thailand	visa free up to 30 days	visa free up to 30 days	visa free up to 30 days
23.	Türkiye	visa free up to 30 days	visa free up to 30 days	visa free up to 30 days
24.	United Arab Emirates	visa free up to 90 days	visa free up to 90 days	visa free up to 30 days
25.	Uzbekistan	visa free <i>(citizens who intend to stay for a period exceeding 30 days have to register with the competent authorities)</i>	visa free <i>(citizens who intend to stay for a period exceeding 30 days have to register with the competent authorities)</i>	visa free <i>(citizens who intend to stay for a period exceeding 30 days have to register with the competent authorities)</i>
26.	Viet Nam	visa free up to 30 days	visa free up to 30 days	visa free up to 30 days

Ref. No. and date Indicate the date and number of the note (mandatory)	No.
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Legal entity:		Department of Consular Service Ministry of Foreign Affairs Republic of Kazakhstan Nur-Sultan
Name	Indicate the name of the organization (mandatory)	
BIN	Please indicate BIN of the organization (mandatory)	
No. and date of the certificate of registration:	Letter dated day month year issued by the Ministry of Foreign Affairs of the Republic of Kazakhstan (mandatory)	
Address:	Indicate the address of the organization (mandatory)	
Contact phone numbers:	Indicate the phone numbers of the organization (mandatory)	

Confirms the invitation to accept:

Last name, first name (according to passport) (Eng)	Sex	Date and place of birth	Nationality	Passport No.	Date of issue and expiration date	Place of work and position abroad	Address of residence in Kazakhstan					Itinerary in Kazakhstan	Address of residence abroad (Eng)	Period of validity of the visa requested	Visa multiplicity	Place of issue of visa
							KATO code of residential area (9 digits)	Street, microdistrict	Building	Facility	Apartment					
Visa type (category)	A3 Service visa															
Additional information:	(in this section please provide as much additional information as possible, that is, the position of the person replacing him/her, the purpose of the visit, etc.)															

We acknowledge liability for failure to take measures for timely registration of immigrants, registration of documents for their right to stay in the Republic of Kazakhstan, movement within the country and ensuring departure from the Republic of Kazakhstan after a certain period of stay in accordance with the legislation of the Republic of Kazakhstan on migration, under Article 518 of the Code of the Republic of Kazakhstan On Administrative Offences

_____	_____	_____
(Position of the head of the legal entity)	(Signature and stamp)	(Full name of the head of the legal entity)

By: _____ Tel.: _____

APPROVED