



**CICA RULES OF PROCEDURE  
(as amended in 2021)**

The Member States of the Conference on Interaction and Confidence Building Measures in Asia (CICA), who adopted the CICA Rules of Procedure on 22 October 2004 and decisions amending the CICA Rules of Procedure on 1 September 2009 and 21 May 2014;

In accordance with Rule 15 of the Amended CICA Rules of Procedure of 21 May 2014;

Have agreed to amend the CICA Rules of Procedure as follows:

**1. General Provisions**

1.1 Conference on Interaction and Confidence Building Measures in Asia (hereafter referred as CICA) shall be an intergovernmental forum for multilateral discussions on maintaining peace, security and stability in Asia on the basis of consensus.

1.2 The criteria for consensus shall be absence of formal objection from any Member State.

1.3 CICA Principles shall be governed by the Declaration on the Principles Guiding Relations among the CICA Member States of 14 September 1999.

1.4 Objectives and goals of CICA shall be governed by the Almaty Act of 4 June 2002.

1.5 Cooperation on Confidence Building Measures (hereafter referred to as

CBMs) within CICA shall be governed by the CICA Catalogue of Confidence Building Measures of 22 October 2004 or its subsequent amended versions approved by the Member States (hereafter referred as the Catalogue).

1.6 CICA shall comprise of the Member States. The procedure for conferring Membership Status shall be governed by Article 11.

1.7 States, international organisations and fora may be conferred Observer Status. The procedure for conferring Observer Status shall be governed by Article 12.

1.8 States, international organisations and fora may be invited as Guests at CICA Meetings. The procedure for inviting Guests shall be governed by Article 13.

1.9 Governing bodies of CICA shall be Meeting of Heads of State and/or Government, Meeting of Ministers of Foreign Affairs, and Senior Officials Committee as specified in Articles 3-5.

1.10 The tenure, procedure for assumption of office and role of the CICA Chair (hereafter referred as the Chair) shall be governed by Article 14.

1.11 Permanent administrative body of CICA shall be the CICA Secretariat (hereafter referred as the Secretariat), whose structure and functions shall be governed by the Statute of the Secretariat of the Conference on Interaction and Confidence Building Measures in Asia of 17 June 2006, Financial Regulations of the CICA Secretariat of 14 December 2006, Host Country Agreement between the Government of the Republic of Kazakhstan and the Secretariat regarding the Terms and Conditions of the Secretariat's Location in the Territory of the Republic of Kazakhstan of 26 June 2007.

1.12 External Relations of CICA shall be represented by the Chair and the CICA Executive Director (hereafter referred as the Executive Director), and governed by the Guidelines for CICA's External Relations of 14 March 2007.

1.13 The CICA Symbols shall be governed by the Terms of Reference of the CICA Symbols of 5 October 2006.

1.14 CICA Day – the official day of the Conference – shall be celebrated annually on October 5 in accordance with the Declaration of the Second CICA Summit.

## **2. CICA Meetings**

### 2.1 Types of Meetings

CICA shall have the following meetings:

- Meetings of Heads of State and/or Government (Summit);
- Meetings of Ministers of Foreign Affairs (Ministerial Meeting);
- Meetings of Senior Officials Committee (SOC Meeting);
- Meetings of Special Working Group (SWG Meeting);
- Experts Meetings;
- Specialised Meetings;
- Special Meetings as agreed by the Member States.

### 2.2 Meeting format

The meetings shall be conducted in the form of plenary sessions and other forms agreed by the Member States.

### 2.3 Quorum

A CICA Meeting shall, in principle, be considered to have a quorum when two thirds of the Member States are represented.

### 2.4 Seating arrangements at Meetings

The delegations shall be seated in accordance with the English alphabetical order of generally accepted names of their countries, taking into account their participation status.

### 2.5 Speaking arrangements at Meetings

2.5.1 Heads of State and Government of the Member States and/or their designated representatives may address the Summits.

2.5.2 Ministers of Foreign Affairs of the Member States and/or their designated representatives may address the Ministerial Meetings.

2.5.3 The Secretary General of the United Nations may address the CICA Summits and Ministerial Meetings either in person or through a designated representative.

2.5.4 The Chair may, upon request and with the consent of the Member States, allow Observers and Guests to make oral presentations or distribute written statements at CICA Meetings or their parts to which they were invited.

2.5.5 The order of speakers for the Summit and Ministerial Meetings shall be in accordance with the English alphabetical order of generally accepted names of their countries, taking into account their participation status.

## 2.6 Languages of Meetings and documents

2.6.1 English and Russian shall be the working languages of the Meetings.

2.6.2 The language of the official documents to be signed or adopted shall be English.

2.6.3 The country hosting a meeting and the Secretariat shall provide simultaneous interpretation in the working languages.

2.6.4 Any representative may speak in his/her native language if he/she provides simultaneous translation into one of the working languages.

## 2.7 Agenda of the CICA Meetings

2.7.1 Draft agenda of Summits, Ministerial Meetings, Senior Officials Committee Meetings and Special Working Group Meetings shall be drawn by the Executive Director under the guidance of the Chair and circulated to the Member States, at least 30 days prior to the Meetings.

2.7.2 Draft agenda for the Experts Meetings and Specialised Meetings shall be drawn by the Member State hosting the meeting and shall be forwarded to the

Secretariat, at least 30 days prior to the meeting for dissemination among the Member States.

2.7.3 Any Member State or the Executive Director may request amendments to the agenda. The revised draft shall be circulated among the Member States, to seek their consent, not later than 10 days prior to the date of the Meeting.

2.7.4 No new items may be considered after adoption of the agenda, unless decided otherwise by the CICA Meeting, and before the relevant report of the Executive Director, if any, on the issue.

2.7.5 In case of any formal objection from a Member State to a certain item in the draft agenda of the meeting, such an item shall not be included in the agenda.

2.7.6 During each session, draft agenda of the Meeting and additional list of items shall be presented for adoption immediately after the opening of the Meeting.

### **3. Meeting of Heads of State and/or Government**

3.1 Meeting of Heads of State and/or Government (hereafter referred as Summit Meeting) shall be the Supreme Governing body of the CICA. It shall define priorities and provide policy guidelines and directions of the CICA, taking decisions on key issues pertaining to realisation of the objectives of CICA and resolve key issues of its internal mechanism and functioning, interaction with other states, as well as with international organisations and fora, and consider the most important international issues of interest to the Member States.

3.2 The Summit Meeting may, as necessary, make statements.

3.3 The Summit Meeting shall take place every four years.

3.4 The Chair, in consultation with the Host country shall announce the venue and dates of the Summit Meeting.

3.5 Expenses on organising the Summit shall be borne by the Member State

hosting the Meeting. The host country may decide the level and extent of hospitality for the representatives of the Member States, Observer States and Organisations, and Guests.

#### **4. Meeting of Ministers of Foreign Affairs**

4.1 Meeting of Ministers of Foreign Affairs (hereafter referred as Ministerial Meeting) shall be responsible for implementation of decisions and agreements reached at Summits as well as consider current activities of CICA and all issues submitted to it by the Senior Officials Committee and carry out consultations on international issues within the CICA.

4.2 The Ministerial Meeting may, as necessary, make statements.

4.3 The regular Ministerial Meeting shall be convened every four years, after an interval of two years from the regular Summit.

4.4 The Chair, in consultation with the host country, shall announce the venue and dates of the Ministerial Meeting.

4.5 Expenses on organising the Ministerial Meeting shall be borne by the Member State hosting the Meeting. The host country may decide the level and extent of hospitality for the representatives of the Member States, Observer States and Organisations, and Guests.

#### **5. Senior Officials Committee**

5.1 Senior Officials Committee (hereafter referred as SOC) shall be the basic decision taking body for implementation of agreements and decisions of the Summit and the Ministerial Meeting; take decisions on key issues concerning development of interaction within CICA, as well as administrative and financial issues of the Secretariat's activities and all issues submitted to it by the Special Working Group.

5.2 SOC may make recommendations for consideration of the Summit and the Ministerial Meeting.

5.3 SOC shall elaborate and recommend draft outcome documents to be

signed and/or approved at the Summit and Ministerial Meetings.

5.4 SOC Meeting shall be convened as often as required but not less than twice in a year. To the extent possible, SOC meetings shall be held back to back with meetings of the Special Working Group.

5.5 Any Member State may host an SOC meeting.

5.6 Expenses on organising the SOC meeting shall be borne by the Member State hosting the Meeting. Expenses relating to the participation of representatives of the Member States in the Meetings shall be borne by the sending party.

5.7 SOC shall be chaired by the representative of the Member State holding CICA Chair irrespective of the venue of the meeting.

5.8 The Chairperson may, with the consent of the Member States, invite representatives of other multinational bodies or specialized agencies of the UN to address the SOC on relevant issues.

5.9 The venue and date of the SOC Meetings shall be decided by the host country in consultation with the CICA Chair.

## **6. Special Working Group**

6.1 Special Working Group (hereafter referred as SWG) shall carry out coordination and management of current activities of the CICA and consider, facilitate and monitor progress of issues in all spheres of the CICA activities pertaining to realisation of its objectives.

6.2 SOC may, by a decision, constitute additional Working Groups to deal with specific issues.

6.3 Additional Working Groups shall be governed by the same rules as the SWG.

6.4 SWG shall report to SOC and present its recommendations and final draft documents for approval.

6.5 SWG Meeting shall be convened as often as required but not less than twice in a year.

6.6 Any Member State may host an SWG meeting.

6.7 Expenses on organising the meeting shall be borne by the Member State hosting the Meeting. Expenses relating to the participation of representatives of the Member States in the Meetings shall be borne by the sending party.

6.8 SWG shall be chaired by the representative of the Member State holding CICA Chair irrespective of the venue of the meeting.

6.9 The venue and date of the SWG Meetings shall be decided by the host country in consultation with the Chair.

## **7. Experts Meeting**

7.1 Experts Meeting (hereafter referred as EM) shall formulate draft Concept Papers and Action Plans on implementation of specific CICA CBMs within the dimensions specified in the Catalogue and in compliance with procedures established by the Member States and submit reports to the SWG for consideration.

7.2 EM shall be convened as necessary by decision of the Member State coordinating or co-coordinating the specific CBM.

7.3 By the decision of the Member States “ad-hoc” groups may be formed for implementation of concrete projects as and when considered necessary. Ad-hoc groups shall function during the intervening periods between the EM.

7.4 EM shall be chaired by the representative of the Member State coordinating or co-coordinating implementation of the specific CBM (hereafter referred to as Coordinator and co-coordinator respectively). The Coordinator shall manage the EM activities through consultations with the Member States and CICA Secretariat during the intervening periods between the meetings.

7.5 Coordinator and Co-coordinator shall work in close cooperation with



each other and the Secretariat for implementation of CBMs.

7.6 Expenses for organising the EM and other related work shall be borne by the Coordinator or Co-coordinator hosting the meeting. Expenses relating to the participation of representatives of the Member States in the Meetings shall be borne by the sending party.

7.7 The Coordinator shall prepare and circulate among the Member States, via the Secretariat, a working document on implementation of the CICA CBMs in the relevant dimensions of the Catalogue not later than for 60 days prior to the EM. Project Reports/Action Plans, reflecting results of the discussions at the meetings, shall be circulated by the Coordinator via the Secretariat not later than 20 days after the conclusion of the meeting had taken place.

7.8 The Coordinator, Co-coordinator or the Secretariat may, if necessary, solicit scientific and professional contributions from the Member States for appropriate implementation of the CICA CBMs in relevant dimensions of the Catalogue.

7.9 EM shall report to the SWG and/or SOC and present its report, recommendations and final draft documents for consideration and approval.

## **8. Specialised Meetings**

8.1 On the recommendation of SOC, specialised meetings may be convened with participation of relevant ministries, competent national agencies or organisations of the Member States to consider issues of specific and/or technical character.

## **9. Special Meetings**

9.1 Any Member State may request the Chair to convene a special Summit or Ministerial Meeting. The request shall specify the reasons and need for the convening of such a meeting.

9.2 The Chair may convene Special or Informal Ministerial Meetings on the sidelines of the UN General Assembly or any other international meeting to consider the current international situation and issues of importance to CICA.

9.3 Upon receiving such a request the Chair shall carry out consultations with the Member States in order to obtain their agreement to convene the requested meeting.

9.4 Upon reaching a positive decision, the Chair, in consultations with the Member States, shall decide the date, venue and undertake other administrative and organizational arrangements with regard to the special meeting.

## **10. CICA documents**

### 10.1 Categories

CICA documents may be divided into various categories in compliance with the accepted definitions for documents of international public character.

### 10.2 Method of adoption

10.2.1 CICA documents shall be signed and/or adopted at the relevant CICA Meetings.

10.2.2 Consensus shall be the decision-making principle of CICA. CICA documents and decisions at all levels shall be signed or adopted by consensus.

10.2.3 When governing bodies of CICA are not in session, the Chair may request adoption of draft documents/decisions through silence procedure, giving a reasonable period of time for consideration. SOC may also suggest adoption of draft documents/decisions through silence procedure. The draft documents/decisions circulated by the Secretariat to the Member States upon direction by the Chair or the SOC, shall be considered approved unless any objection is received by the specified deadline.

## **11. Membership**

11.1 A state, seeking a Member State status, must, at least, have a part of its territory geographically located in Asia. Such a state may apply to the CICA Chair with the statement indicating its intention to join the CICA as a Member

State, wherein readiness to abide by the principles and decisions adopted or signed within the CICA framework shall be expressed.

11.2 The Chair shall inform the Member States, through the Secretariat whenever such a request is received.

11.3 Member State status shall be considered granted following the approval by

- the Summit Meeting; or
- the Ministerial Meeting; or
- through silence procedure, following approval by the SOC, after the Candidate State has signed the Declaration on the Principles Guiding Relations among the CICA Member States of 14 September 1999 and the Almaty Act of 4 June 2002.

## **12. Observer Status**

12.1 A state or an international organization or an intergovernmental forum seeking an Observer Status shall make a request in writing to the Chair with the statement expressing its intention to become an Observer of the CICA.

12.2 The Chair shall inform the Member States, through the Secretariat, whenever such a request is received and shall initiate consideration of the request by the SOC.

12.3 Once the request is approved by the SOC, it shall be submitted for approval by the Summit or Ministers of Foreign Affairs at their regular meetings or through silence procedure.

12.4 The Observers shall have the right to attend the Summit and Ministerial meetings at the invitation of the Chair in the absence of formal objection from any Member State.

12.5 The Observers shall have the right to attend, at the invitation of the Chair, parts of SOC meetings not related to the discussion of internal CICA issues or possible decisions. Such parts of an SOC meeting shall be indicated in the draft agenda.

12.6 The level of participation of Observers should correspond to the level of each specific CICA Meeting.

12.7 The Observers shall not take part in decision-making.

### **13. CICA Guest Status**

13.1 Other states, international organisations and intergovernmental fora may be invited, with the consent of the Member States, to attend the Summit Meeting and Ministerial Meeting as Guests.

13.2 The Chair shall inform the Member States about its intention to extend such an invitation and seek their consent either at the SOC meeting or through silence procedure.

### **14. CICA Chair**

14.1 Assumption of office

14.1.1 A Member State may express its intention to assume Chair of the CICA for either of the next two terms in writing to the current CICA Chair.

14.1.2 The CICA Chair shall inform the Member States, through the Secretariat, whenever such a request is received.

14.1.3 The current CICA Chair may express its intention to continue for the next term.

14.1.4 The SOC shall, after due consideration, make recommendation for acceptance of the candidature of the Member State for next CICA Chair through silence procedure.

14.1.5 To facilitate continued functioning of CICA, Chair for the next term shall, in principle, be decided one year before expiry of the term of the current chair.

14.1.6 In case two or more Member States express their intentions to

assume Chair for a particular term, decision shall be taken by consensus. The current Chair shall facilitate the process of arriving at consensus.

## 14.2 Tenure

The Member State hosting the regular Summit shall be the CICA Chair until the next regular Ministerial Meeting. The Member State hosting the regular Ministerial Meeting shall be the CICA Chair until the next regular Summit.

## 14.3 Role and functions

14.3.1 The Chair shall represent CICA at the United Nations and other appropriate international fora. The Chair may, if considered necessary or expedient, direct the Executive Director to represent CICA at the United Nations and other appropriate international fora.

14.3.2 The Chair may, with the consent of the Member States, make statements on behalf of the CICA at the United Nations or other international fora in accordance with their respective rules and practices.

14.3.3 The Chair, with the assistance of the Secretariat, shall be responsible for the coordination and communication on current CICA activities.

14.3.4 Unless decided otherwise, the Chair shall host and preside over various CICA meetings.

14.3.5 The Chair, in coordination with the Secretariat, shall prepare and submit the draft documents in advance to various CICA meetings.

14.3.6 The Chair may delegate any of its functions to the Secretariat.

14.3.7 The Chair may issue directions to the Secretariat for its proper and efficient functioning.

14.3.8 The Chair may consult with preceding and succeeding Chairs and the Republic of Kazakhstan on the foregoing.

## **15. Amendments**

The Member States may propose amendments to these Rules of Procedure. The amendments shall be approved by the Summit or Ministers of Foreign Affairs at their regular meetings or through silence procedure, as the case may be, upon the recommendations of SOC.