



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

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

№SOC/746

*Enclosure:
as stated,
on 46 p.*

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) presents its compliments to the CICA Member States and, on behalf of the CICA Chairmanship, has the honour to circulate the attached draft of the updated CICA Rules of Procedure (document MC/2024/DRAFT/4 of 19 June 2024) and the accompanying explanatory note (document SOC/2024/CHAIR/2 of 19 June 2024) for consideration of the Member States.

The document is submitted under Cluster 4 of [the Road Map for CICA Transformation](#) and will be introduced at the Senior Officials Committee (SOC) meeting on 27 June 2024.

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

Astana, 19 June 2024



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



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AND CONFIDENCE BUILDING MEASURES IN ASIA**

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И МЕРАМ ДОВЕРИЯ В АЗИИ**

№SOC/746

*Приложение:
упомянутое,
на 46 л.*

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и от имени Председательства СВМДА имеет честь препроводить прилагаемый проект обновленных Правил процедуры СВМДА (документ MC/2024/DRAFT/4 от 19 июня 2024 года) и сопроводительную пояснительную записку (документ SOC/2024/CHAIR/2 от 19 июня 2024 года) для рассмотрения государствами-членами.

Документ представлен в рамках кластера 4 [Дорожной карты трансформации СВМДА](#) и будет рассмотрен на заседании Комитета старших должностных лиц (КСДЛ) 27 июня 2024 года.

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

город Астана, 19 июня 2024 года



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

Қосымша:
аталған,
46 п.

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (Азия Кеңесінің) Хатшылығы Азия Кеңесіне мүше мемлекеттерге өзінің зор ілтипатын білдіреді және Азия Кеңесі Төрағалығының атынан қоса берілген Азия Кеңесінің жаңартылған Рәсім ережелерінің жобасын (2024 жылғы 19 маусымдағы MC/2024/DRAFT/4 құжат) және тиісті түсіндірме жазбаны (2024 жылғы 19 маусымдағы SOC/2024/CHAIR/2 құжат) мүше мемлекеттердің қарауына жолдауды өзіне мәртебе санайды.

Құжат [Азия Кеңесі трансформациясының жол картасы](#) 4 кластері шеңберінде ұсынылған және 2024 жылғы 27 маусымда Аға лауазымды тұлғалар комитетінің (АЛТК) отырысында қаралатын болады.

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

Астана қаласы, 2024 жылғы 19 маусым

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



Chairmanship of Kazakhstan

**DRAFT CICA RULES OF PROCEDURE
(as amended in 2024)**

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The Member States of the Conference on Interaction and Confidence Building Measures in Asia (CICA),

- Based on the CICA Rules of Procedure originally adopted on 22 October 2004 and amended on 1 September 2009, 21 May 2014 and 12 October 2021,
- In implementation of tasks and in accordance with new terms set by the Sixth CICA Summit in the Astana Statement on CICA Transformation of 13 October 2022,

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

Article 1. General Provisions

1.1 The main objective and thrust of CICA shall be to enhance cooperation through elaborating multilateral approaches towards promoting peace, security and stability in Asia.

1.2. CICA principles and objectives shall be governed by the Declaration on the Principles Guiding Relations between the CICA Member States of 14 September 1999 and the Almaty Act of 4 June 2002.

1.3 Cooperation on confidence building measures (CBMs) within CICA shall be governed by the CICA Catalogue of Confidence Building Measures. Modalities of implementation of CICA CBMs shall be governed by other relevant CICA documents.

1.4 CICA shall consist of the Member States, governing bodies, the Secretariat, and other bodies and structures established by the Member States as integral parts of CICA. The procedure for conferring the CICA Member State status shall be governed by Article 3.

1.5 The present CICA Rules of Procedure shall govern the working methods of all types of bodies and meetings referred to in Article 2, which, for the purpose of this document, shall be referred to as "CICA bodies".

1.6 The CICA Member States shall be represented in all types of CICA bodies and their meetings by such delegates and experts, hereinafter referred to as “Representatives”, as they shall designate for the purpose.

1.7 The definition, terms of reference, tenure and procedure for assumption of office of the CICA Chair (also referred to as the CICA Chairmanship) are set out in Article 9.

1.8 The Chief Executive Officer of CICA shall be the CICA Secretary General. The primary executive structure of CICA shall be the CICA Secretariat headed by the CICA Secretary General. The structure and functions of the CICA Secretariat and the terms of reference of the CICA Secretary General shall be governed by the Statute of the Secretariat of the Conference on Interaction and Confidence Building Measures in Asia of 17 June 2006 and other relevant CICA documents.

1.9 The definition of the terms “Observer”, “Partner Organization” and “Guest”, modalities of their attendance of meetings of CICA bodies and the procedures for conferring the respective status are set out in Article 10.

Article 2. Types of CICA bodies

2.1 CICA governing bodies are the bodies consisting of Representatives of all Member States and authorized to take decisions and adopt texts reflecting the views of all Member States, hereinafter referred to as “CICA decisions” or “CICA documents”.

2.2 CICA decisions/documents shall be adopted by consensus. Consensus shall be understood to mean the absence of formal objection from any Member State to the adoption of the decision or document in question.

2.3 The governing bodies of CICA shall be the CICA Council of Heads of State or Government (also referred to as CICA Summit), CICA Council of Ministers of Foreign Affairs (also referred to as CICA Ministerial Council) and CICA Senior Officials Committee (SOC). The Ministerial Council shall be a subordinate body to the Summit, and the SOC shall be a subordinate body to the Summit and the Ministerial Council.

2.4 The Summit shall be the supreme governing body of CICA. It shall take decisions and carry out consultations on any issue relevant to CICA, define priorities and provide policy guidelines. The Summit shall set directions on key issues pertaining to the objectives and activities of CICA, its internal mechanisms and functioning, interaction with other states and international organizations and fora, and shall consider the most important international issues of interest to the Member States.

2.5 The Ministerial Council (MC) shall be the governing body for taking decisions and carrying out consultations on any issue relevant to CICA, considering and setting directions, priorities and policy guidelines on CICA activities, including on its internal mechanisms and functioning and interaction with other states and international organizations and fora, and for considering the most important international issues of interest to the Member States between Summit meetings. The MC shall be responsible for implementation of decisions and agreements reached at Summits and shall consider all issues submitted to it by the SOC.

2.6 The SOC shall be the governing body for decision-making and regular consultations on any issue relevant to CICA between Summit and MC meetings. The SOC shall implement agreements and decisions of the Summit and the MC, consider and take decisions on key issues concerning cooperation within CICA and its operations, including administrative and financial issues of the Secretariat activities and CICA's external relations, and on all issues submitted to it by its subsidiary bodies. The SOC may make recommendations for consideration and decision making by the Summit and the MC and shall elaborate draft documents to be adopted by the Summit or the MC.

2.7 Any CICA governing body may establish its subsidiary bodies without the decision-making capacity as specified in Article 2.1, consisting of Representatives of all Member States and reporting to their superior governing body.

2.8 Without prejudice to possible establishment of other subsidiary bodies, CICA shall have the following subsidiary bodies of the SOC:

- Special Working Group (SWG),
- Committee of Permanent Representatives (CPR),

- Project Review Committee (PRC) of the CICA Fund.

2.9 The SWG shall consider, facilitate and monitor progress in implementation of all CICA activities. The SWG shall report to the SOC, may make recommendations for consideration and decision-making by the SOC, and shall elaborate draft documents for approval by the SOC or higher-level governing bodies.

2.10 The CPR shall be the subsidiary body of the SOC at the seat of CICA for consultations among Member States, facilitating decision-making by CICA governing bodies and exchange of information with the CICA Secretariat.

2.11 The PRC shall be the subsidiary body of the SOC acting in accordance with the Regulations of the CICA Fund.

2.12 The CICA governing bodies may establish or convene on a permanent, temporary or ad-hoc basis specialized bodies or specialized meetings without the decision-making capacity as specified in Article 2.1 and with the participation of heads of competent national authorities of all Member States for consideration of issues of specific or technical nature.

2.13 The CICA governing bodies, the CICA Chair or the chairpersons of governing and subsidiary bodies may set up or convene on a permanent, temporary or ad-hoc basis expert meetings without the decision-making capacity as specified in Article 2.1 and consisting of Representatives of all Member States, for consultation, discussion and facilitation of decision-making on any matter, including on issues of specific or technical nature.

2.14 Expert meetings may also be convened, in consultation with the CICA Chair, by the Coordinators or Co-coordinators of CBM implementation, for any purpose pertaining to implementation of their functions, including for consideration of draft concept papers on CBMs.

2.15 The CICA Chair may delegate the function of chairing certain expert meetings to other Member States or the CICA Secretariat.

Article 3. Membership

3.1 The admission of any state to the membership in CICA shall be effected by a decision of the CICA Summit or CICA Ministerial Council upon recommendation of the SOC.

3.2 A state seeking the Member State status must have at least part of its territory geographically located in Asia.

3.3 Such a state shall apply to the CICA Chair in writing with the statement indicating its request to join CICA as a Member State, wherein commitment to abide by the principles and decisions adopted or signed within the CICA framework shall be expressed.

3.4 The CICA Chair shall communicate such a request to the Member States through the CICA Secretariat as soon as possible and shall initiate its consideration by the SOC.

3.5 Once the request is approved by the SOC, it shall be submitted for approval by the CICA Summit or CICA Ministerial Council subject to the applicant state's signing of the Declaration on the Principles Guiding Relations between the CICA Member States of 14 September 1999 and the Almaty Act of 4 June 2002.

3.6 The CICA Member State status may be granted to a state which does not meet criteria 3.2 above if in the judgment of the CICA Summit or CICA Ministerial Council this state is able and willing to carry out its CICA commitments and to contribute to promoting peace, security, stability and prosperity in Asia.

Article 4. Decision-making procedures

4.1 Draft CICA decisions/documents may be initiated by any Member State, the CICA Chair and the CICA Secretary General. Proposals for draft decisions/documents shall be submitted in writing to the CICA Chair and, upon request of the CICA Chair, shall be circulated by the CICA Secretariat to all Member States as soon as possible.

4.2 The CICA Chair shall ensure that draft decisions/documents are considered by an appropriate expert meeting, subsidiary body and/or subordinate governing body of the governing body expected to adopt the draft decision/document in question, or otherwise considered by all Member States.

4.3 CICA decisions/documents shall be adopted by governing bodies at meetings or intersessionally, through the application of the silence procedure as set out in Article 4.7.

4.4 The CICA Chair shall submit draft decisions/documents for adoption at a meeting by indication on the draft agenda of that meeting.

4.5 The format of a meeting of a governing body shall not affect its decision-making capacity.

4.6 A meeting of a governing body shall be considered to have a quorum required for the adoption of decisions/documents when at least two thirds of the Member States are represented.

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

4.8 Unless otherwise specified in the text of a CICA decision/document, it shall enter into force on the date of adoption at a meeting or on the date of the expiration of the silence procedure.

4.9 Any CICA decision/document may be amended or overruled by the same governing body that has adopted it or by a higher-level governing body, unless a subordinate governing body has been explicitly authorized to do so.

4.10 Texts of documents for adoption jointly by CICA and an external party, including an international organization or intergovernmental forum, shall be

approved by a decision of a relevant CICA governing body. Such a decision shall contain provisions ensuring that the joint document comes into effect for CICA not earlier than for the other party.

4.11 For certain CICA documents the Member States may decide to apply a signing procedure and/or national ratification or accession procedures.

Article 5. Convening meetings of the CICA bodies

5.1 The regular Summit meetings shall take place every four years and shall be convened, hosted and presided over by the CICA Chair. The CICA Chair shall announce the dates and venue of the Summit meeting as early as possible.

5.2 The regular Ministerial Council meetings shall take place every four years, with an interval of two years between the regular Summit and MC meetings. The regular MC meetings shall be convened, hosted and presided over by the CICA Chair. The CICA Chair shall announce the dates and venue of the MC meeting as early as possible.

5.3.1 Additional meetings of the Summit or Ministerial Council may be convened by the CICA Chair, including at the request of any Member State. The request shall specify the reasons and need for the convening of such a meeting.

5.3.2 Additional Summit or MC meetings may be hosted by any Member State or held on the sidelines of the UN General Assembly or any other major international meeting where participation of all CICA Member States is expected.

5.3.3 The CICA Chair shall carry out consultations with the Member States in order to obtain their agreement to convening an additional Summit or MC meeting. Upon reaching a positive decision, the CICA Chair shall announce its dates and venue as early as possible and undertake administrative and organizational arrangements with regard to the meeting, if applicable in consultation with the Member State hosting the meeting.

5.3.4 Additional meetings of the Summit and MC shall be governed by the same rules of procedure as their regular meetings.

5.4.1 The SOC meetings shall be convened by the CICA Chair as often as required but not less than twice in a year. Any Member State may host an SOC meeting in consultation with the CICA Chair.

5.4.2 The dates and venue of the SOC meetings shall be determined by the CICA Chair or, if hosted by another Member State, by the CICA Chair and the host country, and shall be announced by the CICA Chair not later than one month in advance. The SOC meetings shall be chaired by the CICA Chair irrespective of the venue of the meeting.

5.4.3 The CICA Chair may, with the consent of the Member States, invite representatives of other international organizations, intergovernmental fora or specialized agencies of the UN to address the SOC on relevant issues.

5.5.1 The SWG meetings shall be convened by the CICA Chair as often as required but not less than twice in a year. To the extent possible, SWG meetings shall be held back to back with SOC meetings. Any Member State may host an SWG meeting in consultation with the CICA Chair.

5.5.2 The dates and venue of the SWG meetings shall be determined by the CICA Chair or, if hosted by another Member State, by the CICA Chair and the host country, and shall be announced by the CICA Chair not later than one month in advance. The SWG meetings shall be chaired by the CICA Chair irrespective of the venue of the meeting.

Article 6. Agenda

6.1 Any meeting of a CICA body shall be conducted in accordance with an agenda – a list of items for consideration by the meeting, and shall be presided over by a chairperson of the meeting, hereinafter referred to as “Chairperson”.

6.2 CICA bodies shall keep standing items on the agenda of their meetings, such as “any other business”, under which any issue may be raised by any Member State.

6.3 Draft agenda of the meetings of CICA governing bodies and CICA specialized meetings shall be drawn by the CICA Secretary General under the guidance of the CICA Chair and circulated by the CICA Secretariat to the

Member States at least 30 days prior to the meetings.

6.4 Draft agenda for the meetings of other types of CICA bodies shall be drawn by the Member State chairing the meeting with support of the CICA Secretariat. Draft agenda for such meetings may be circulated at a later stage, but an announcement of a meeting must be issued through the CICA Secretariat at least 30 days prior to the meeting.

6.5 Any Member State or the CICA Secretary General may request amendments to the draft agenda. The draft agenda may be revised at any time before or at the opening of the meeting.

6.6 To facilitate preparation to meetings, the CICA Chair and the CICA Secretary General may issue, for information of the Member States, a draft annotated agenda with clarifications and sub-items under agenda items and/or a programme of the meeting with the schedule of consideration of agenda items.

6.7 The draft agenda of a meeting and an additional list of items, if any, shall be presented for adoption immediately after the opening of the meeting. 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.

6.8 No new items may be considered at a meeting after adoption of the agenda, unless decided otherwise by the meeting, and before the relevant report of the Chairperson or the CICA Secretary General, if any, on the issue.

6.9 The Chairperson may change the order of consideration of agenda items with the consent of the meeting. The Chairperson shall strive to ensure the completion of consideration by the meeting of all issues on its agenda.

Article 7. Working languages of the CICA bodies

7.1 English and Russian shall be the working languages of the CICA bodies.

7.2 The language of the documents to be adopted by the governing bodies or submitted to the governing bodies for other purposes shall be English. The originators of documents submitted to the governing bodies in the other

working language shall provide a translation to English.

7.3 The adopted texts of CICA decisions/documents shall be circulated to the Member States in English in a standard CICA format, translated by the CICA Secretariat into Russian and published in both languages.

7.4 Any Member State may request that its statement delivered at a meeting or submitted in writing be placed on record. In this case it shall submit the statement in question to the CICA Secretariat as soon as possible. The CICA Secretariat shall publish the statement or make it available only to the Member States subject to the choice of its originator.

7.5 Meetings of the CICA bodies shall be conducted with simultaneous interpretation between the working languages. The Member State hosting a meeting or the CICA Secretariat shall provide simultaneous interpretation between the working languages.

7.6 Any Representative may speak in a language other than the working languages. In this case, he/she shall provide simultaneous interpretation into one of the working languages, notifying the CICA Secretariat sufficiently in advance of the meeting.

Article 8. Conduct of meetings of the CICA bodies

The Chairperson shall ensure the good order and smooth running of the meeting and may suspend and resume the meeting as necessary.

8.1 *Seating arrangements at meetings*

8.1.1 At the meetings of the CICA governing bodies each Member State, the CICA Secretary General, participating Observers, Partner Organizations and Guests shall have one seat at the main table with a nameplate in English. Additional seats at the main table may be allocated to officials of the CICA Chair and the host country.

8.1.2 The Member States shall be seated in accordance with the English alphabetical order of generally accepted names of their countries.

8.1.3 Participating Observers, Partner Organizations and Guests shall be seated separately from the Member States in accordance with the English alphabetical order of generally accepted names of their countries or organizations.

8.1.4 The Chairperson may adjust the seating arrangement taking into account the level of the heads of delegation of the Member States, participating Observers, Partner Organizations and Guests.

8.2 *Speaking arrangements at meetings*

8.2.1 During the meeting, the Chairperson shall keep a list of speakers to which all Member States shall have equal and unhindered access. There shall be separate lists of speakers for each agenda item.

8.2.2 During the meeting, the Chairperson may declare the list of speakers closed with the consent of the meeting. If a statement made after the closure of the list of speakers makes desirable a reply by a Representative, the Chairperson shall accord the right of reply to that Representative, at his/her request.

8.2.3 If a Representative wishes to raise a point of order, he/she shall communicate that wish to the Chairperson, and the latter shall give him/her the floor immediately. A Representative raising a point of order may not speak on the substance of the matter under discussion.

8.2.4 The order of speakers at the Summit and Ministerial Council meetings shall be in accordance with the English alphabetical order of generally accepted country names of the Member States, taking into account the level of the speaker.

8.2.5 The Chairperson may, upon request and with the consent of the Member States, allow participating Observers, Partner Organizations and Guests to make oral presentations or distribute written statements at meetings of the CICA bodies or their parts to which they were invited.

8.2.6 Those participating Observers, Partner Organizations and Guests who are allowed to take the floor shall speak following the statements by all Member

States, in accordance with the English alphabetical order of generally accepted names of their countries or organizations, taking into account the level of the speaker.

8.2.7 The Secretary-General of the United Nations may address the CICA Summit and Ministerial Council meetings either in person or through a designated representative any time during the meeting as determined by the Chairperson.

8.3 *Costs of meetings*

Costs of organizing the meetings of CICA bodies shall be borne by the Member State hosting the meeting. The host country may decide on the level and extent of hospitality for the participants of the meeting. Expenses relating to the participation of Representatives or other attendees shall be borne by the sending party.

Article 9. CICA Chair

The role of coordination of and consultation on current CICA business, including but not limited to presiding over the CICA governing and subsidiary bodies and steering the decision-making processes therein, as well as directing the activities of the CICA executive structures and representing CICA in its external relations, shall be exercised by one CICA Member State at a time, referred to as CICA Chair or CICA Chairmanship, designated as such by the CICA Summit or CICA Ministerial Council for a certain period of time.

9.1 *Role and functions*

9.1.1 The CICA Chair shall be responsible for the coordination and communication on current CICA activities.

9.1.2 The CICA Chair shall be assisted by and may delegate any of its functions to the CICA Secretariat.

9.1.3 The CICA Chair, in coordination with the CICA Secretariat, shall prepare and submit the draft documents for adoption by the CICA governing bodies.

9.1.4 Unless otherwise decided by the Member States or stipulated in the present CICA Rules of Procedure, the CICA Chair shall host and preside over meetings of the CICA bodies.

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

9.1.6 The CICA Chair shall represent CICA at the United Nations and other international fora. The CICA Chair may, if considered necessary or expedient, direct the CICA Secretary General to represent CICA at the United Nations and other international fora.

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

9.1.8 The CICA Chair may consult with the preceding and succeeding CICA Chairs and the Republic of Kazakhstan in carrying out any of its functions outlined above. The current, preceding and incoming CICA Chairs shall collectively be referred to as “CICA Troika”.

9.2 *Tenure and assumption of office*

9.2.1 The duration of one CICA Chairmanship term shall be two years. The succession of CICA Chairs shall take place at the closure of a regular Summit meeting or regular MC meeting.

9.2.2 To facilitate continued functioning of CICA, the decision of the CICA Summit or Ministerial Council on the designation of the CICA Chair for the next term shall be taken not later than one year before the expiry of the term of the current CICA Chair.

9.2.3 Any Member State, including the current CICA Chair, may express its intention to assume CICA Chairmanship for either of the next two terms. Such requests shall be submitted in writing to the current CICA Chair. The CICA Chair shall communicate the request to the Member States through the CICA Secretariat as soon as possible and shall initiate its consideration by the SOC.

9.2.4 Should there be more than one Member State intending to assume CICA Chairmanship for a particular term, the current CICA Chair shall facilitate the process of arriving at consensus. If one of the candidates is the current CICA Chair, this process shall be coordinated by the preceding CICA Chair.

Article 10. External parties

10.1 General provisions

10.1.1 States, international organizations and intergovernmental fora may be conferred the Observer status - the right to attend meetings of CICA bodies on a regular basis on conditions specified in the present CICA Rules of Procedure.

10.1.2 States, international organizations and intergovernmental fora may, on an ad-hoc basis, be conferred the Guest status - the right to attend certain meetings of CICA bodies on conditions specified in the present CICA Rules of Procedure.

10.1.3 In external relations CICA shall be represented by the CICA Chair and the CICA Secretary General.

10.1.4 External relations of CICA with other international organizations and intergovernmental fora shall be governed by the Guidelines for CICA's External Relations, other relevant CICA documents and bilateral arrangements with respective organizations.

10.1.5 International organizations and intergovernmental fora with which CICA has established permanent relationship through bilateral arrangements shall be referred to as CICA Partner Organizations. With regard to attendance of meetings of CICA bodies, the Partner Organizations shall have the same status as Observers.

10.1.6 The Observers, Partner Organizations and Guests shall not take part in decision-making.

10.1.7 Invitation to and participation of Observers, Partner Organizations and Guests at CICA specialized meetings shall be governed by the same rules as

those applied for the Summit and Ministerial Council meetings.

10.1.8 The Observers, Partner Organizations and Guests shall, as a rule, not be invited to meetings of CICA subsidiary bodies and expert meetings unless such attendance is explicitly proposed by the respective Chairperson and there is no objection from any Member State.

10.2 CICA Observer status

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

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

10.2.3 Once the request is approved by the SOC, it shall be submitted for approval by the Summit or Ministerial Council at their regular meetings or through silence procedure.

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

10.2.5 The Observers shall have the right to attend, at the invitation of the CICA 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.

10.2.6 The level of participation of Observers should correspond to the level of the attended meeting.

10.3 CICA Guest status

10.3.1 Other states, international organizations and intergovernmental fora may be invited, with the consent of the Member States, to attend certain meetings of the Summit and Ministerial Council as Guests.

10.3.2 The CICA 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.

Article 11. Corporate image of CICA

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

11.2 The CICA Day – the official holiday of CICA – shall, in accordance with the Declaration of the Second CICA Summit, be celebrated annually on 5 October.



Chairmanship of Kazakhstan

**EXPLANATORY NOTE
ON THE DRAFT CICA RULES OF PROCEDURE**

*(proposed for adoption by the CICA Ministerial Council in 2024,
issued separately in document MC/2024/DRAFT/4 of 19 June 2024)*

Objectives and rationale

The main goals of this proposal by the CICA Chairmanship of Kazakhstan to update the CICA Rules of Procedure (RoP) are as follows.

1. *Timely implementation of the task set by the Sixth CICA Summit in paragraph 5 of the Astana Statement on CICA Transformation (AST) of 13 October 2022.*

As the first step of the transformation process, the Summit has institutionalized the Ministerial Meetings and Summit Meetings into permanent bodies - the Ministerial Council (MC) and the Council of Heads of State and Government, and has tasked the Chairmanship and the Secretariat with proposing amendments to the relevant CICA documents.

By this decision the Summit has acknowledged and reflected on the fact that CICA has outgrown the status of a “conference” and that CICA governing bodies are no longer “meetings” but continuously working decision-making organs.

Therefore, this ***institutionalization of the governing structure of CICA*** necessitates not only mere renewal of the terminology but, most importantly, adaptation of the types, structure, powers and working methods of all CICA bodies and meetings as contained in the current RoP.

2. *Launching the work under Cluster 4 “Updating the Rules of Procedure” of the Road Map for CICA Transformation (RMT) endorsed by the CICA Ministerial Council on 21 September 2023.*

The SOC meeting on 14 March 2024 discussed the first four clusters of the RMT and took note of the progress made by the Chairmanship with the support of the Secretariat and its plans on the implementation of the RMT. The summary of the SOC discussion, including views expressed by Member States, is available in the minutes of the SOC meeting (document SOC/2024-I/INF/3/Rev.1 of 16 April 2024, <https://www.s-cica.org/docs/1487719625661e6c00cb5a7.pdf>).

In particular, Mr. Alibek Bakayev, Deputy Minister of Foreign Affairs of Kazakhstan and SOC Chair, presented the Chairmanship’s general approaches to the work under Cluster 4 of the RMT.

In view of the Chair, the main goal and result of updating the RoP would be the codification of the established procedural practice and further improvement of the *modi operandi* of the CICA governing and working bodies. Practical measures to that end may be grouped into two categories:

A. Reflecting new terms established by the Sixth CICA Summit in the RoP, as well as ***codifying and reflecting improved current practices, including classification, structure and modi operandi of CICA bodies, and revisiting outdated terminology.***

B. ***Discussing possible innovations*** to our methods of work to make them more effective and efficient. Should there be consensus on such ideas, these could be included in the updated RoP. Otherwise, such innovations can be discussed and implemented at a later stage, as the RoP is a living document which can be updated by the Member States at any time in the future.

For example, this concerns the proposal of the Chair on establishing an additional subsidiary body of the SOC at the seat of the organization in Astana, which would not replace the SWG. Such an informal (i.e. without decision-making capacity) structure would facilitate dialogue and exchange of information among Member States and between the Member States and the Secretariat, and would support the decision-making in the capitals of the Member States.

3. Developing major building blocks for a CICA Charter, thereby effectively launching the work on RMT Cluster 1 “Elaborating a charter”.

The text of the future CICA Charter is broadly considered by the Member States as “***the quintessence***” of the entire transformation process, and the adoption of the Charter - as “***the culmination***” of the transformation process, i.e. the moment when CICA shall be recognized as a full-fledged international organization by all its Member States.

The work on the Charter is considered by all Member States as the most important and overarching RMT cluster, because the ultimate goal and result of this work is the reflection in the Charter of the main objectives, principles and working methods of CICA, main areas of cooperation and other most important institutional features of our organization.

At the SOC meeting on 14 March 2024 the Chair presented 13 elements of a future CICA Charter, which were broadly welcomed by the Member States. These elements already provide an indicative vision of the content of the future Charter. The Chair envisages introducing a “draft zero” of the Charter to the SOC meeting on 27 June 2024 and proposes to launch its discussion after the Seventh MC Meeting in Baku, based on the following considerations.

Due to the comprehensive nature and high-level status of the Charter, its content will and must naturally overlap and be interconnected with major outcomes of work on some other RMT Clusters, such as Cluster 2 (“... *exploring focus areas of our cooperation within the future organization*”) and Cluster 4 (“*Updating the Rules of Procedure*”).

Therefore, the Chairmanship will continue to work on various RMT clusters gradually, in parallel, and step by step, according to the principle “from simple to complex”, placing the highest priority on the Charter, and thereby ***incrementally creating a quintessence to be reflected in the Charter.***

First of all, this concerns ***the interlinkage between the Charter and the RoP.*** Both documents naturally contain common elements and texts - these are key terms and definitions pertaining to all types of CICA bodies, the structure, terms of reference and working methods of CICA bodies, as well as the criteria, principles and procedures for the accession of new Member States to CICA.

In order to formulate the “quintessence” of these elements for reflection in the Charter, it is necessary first to discuss these elements in detail and in a holistic and thorough way in the broader context of the RoP, with consideration of all terminological and procedural aspects (Articles 1-5 and 9 of the draft of the updated RoP).

Therefore, the work on the RoP should start without delay and should precede the work on the text of the Charter, as the process of updating the RoP shall develop the major building blocks of the Charter on the structure of CICA bodies and the principles of accession to CICA.

Main approaches to updating the RoP

The following are the main approaches to the drafting of the updated RoP:

- 1. *Codification exercise*** – preserving the purpose and meaning of the provisions of the current RoP with consolidation and reflection of the best current practices to the maximum extent and with minimal innovations.
- 2. *Systematization exercise*** – classification of the CICA bodies using clear terminology and, as a derivative, categorizing their methods of work in accordance with the type of the body based on the principle “the higher the powers of the body, the stricter the rules”.
- 3. *Holistic approach to developing quintessence for the CICA Charter*** – the interlinkage between the texts of the RoP and the Charter on the types and structure of CICA bodies and accession of new Member States requires drafting of the entire text of the RoP first, in order to reflect most essential provisions of the RoP in the Charter thereafter.
- 4. *Flexibility for the Member States*** – while providing clear guidelines on how to run the CICA business, the RoP must ensure flexibility for the Member States and the CICA Chair in achieving CICA objectives without overregulating the procedures and placing the Member States “in a straitjacket”.
- 5. *Improving the quality of language*** – elimination of unclear, ambiguous or unnecessary words and phrases, introducing more clear and streamlined presentation of the terms, definitions, rules and procedures.

The Chairmanship expects that it will be feasible to discuss and finalize the updated RoP by the time of ***the Seventh MC Meeting in Baku on 11 November 2024***.

That would not only constitute timely fulfilment of the 2022 Summit task set in the AST, but would become an excellent interim result in the implementation of the RMT and a major progress in the development of the CICA Charter.

The draft RoP proposed for discussion and adoption has been circulated to all Member States by the Secretariat as a separate ***document MC/2024/DRAFT/4 of 19 June 2024***.

The attached ***tracked version of the draft of the updated RoP*** is provided for the ease of comparison with the text of the current RoP. This document is organized according to the structure and order of paragraphs of the draft of the updated RoP. All amendments to the current RoP are visible, but the location of amended or deleted paragraphs does not correspond to their order in the current RoP. Fully deleted paragraphs are placed before the new texts replacing them.

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DRAFT CICA RULES OF PROCEDURE
(as amended in ~~2021~~ 2024)

Tracked version to compare with the current CICA Rules of Procedure

This document is organized according to the structure and order of paragraphs of the draft of amended CICA Rules of Procedure (RoP). All amendments to the current RoP are visible, but the location of amended and deleted paragraphs does not correspond to their order in the current RoP. Fully deleted paragraphs are placed before the new texts replacing them.

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The Member States of the Conference on Interaction and Confidence Building Measures in Asia (CICA),

- ~~who adopted~~ **Based on** the CICA Rules of Procedure **originally adopted** on 22 October 2004 and ~~decisions amending the CICA Rules of Procedure on~~ 1 September 2009, ~~and~~ 21 May 2014 **and 12 October 2021**;

- **In implementation of tasks and in accordance with new terms set by the Sixth CICA Summit in the Astana Statement on CICA Transformation of 13 October 2022,**

~~— 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

Article 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.~~

1.1 The main objective and thrust of CICA shall be to enhance cooperation through elaborating multilateral approaches towards promoting peace, security and stability in Asia.

~~1.3~~ **1.2.** CICA ~~P~~**principles and objectives** shall be governed by the Declaration on the Principles Guiding Relations ~~among~~ **between** 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~~ **1.3** Cooperation on ~~C~~**confidence B**uilding ~~M~~**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).
Modalities of implementation of CICA CBMs shall be governed by other relevant CICA documents.

~~1.6~~ **1.4** CICA shall ~~comprise~~ **consist** of the Member States, **governing bodies, the Secretariat, and other bodies and structures established by the Member States as integral parts of CICA.** The procedure for conferring the CICA Membership State ~~status~~ shall be governed by ~~Article 11~~ **Article 3.**

1.5 The present CICA Rules of Procedure shall govern the working methods of all types of bodies and meetings referred to in Article 2, which, for the purpose of this document, shall be referred to as “CICA bodies”.

1.6 The CICA Member States shall be represented in all types of CICA bodies and their meetings by such delegates and experts, hereinafter referred to as “Representatives”, as they shall designate for the purpose.

~~1.10~~ **1.7** The **definition, terms of reference, tenure, and** procedure for assumption of office ~~and role~~ of the CICA Chair (~~hereafter also referred to as the CICA Chairmanship~~) shall be governed by ~~Article 14~~ **are set out in Article 9.**

~~1.11~~ **1.8** **The Chief Executive Officer of CICA shall be the CICA Secretary General.** ~~Permanent administrative body~~ **The primary executive structure** of CICA shall be the CICA Secretariat **headed by the CICA Secretary General.** (~~hereafter referred as the Secretariat~~), whose **The structure and functions of the CICA Secretariat and the terms of reference of the CICA Secretary General** shall be governed by the Statute of the Secretariat of the Conference on Interaction and Confidence Building Measures in Asia of 17 June 2006 **and other relevant CICA documents.**, ~~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.~~

~~1.7~~ ~~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 The definition of the terms “Observer”, “Partner Organization” and “Guest”, modalities of their attendance of meetings of CICA bodies and the procedures for conferring the respective status are set out in Article 10.

~~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.~~

Article 2. Types of CICA bodies

2.1 CICA governing bodies are the bodies consisting of Representatives of all Member States and authorized to take decisions and adopt texts reflecting the views of all Member States, hereinafter referred to as “CICA decisions” or “CICA documents”.

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

~~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.~~

2.2 CICA decisions/documents shall be adopted by consensus. Consensus shall be understood to mean the absence of formal objection from any Member State to the adoption of the decision or document in

question.

~~1.9~~ **2.3** The ~~G~~governing bodies of CICA shall be ~~Meeting the CICA Council~~ of Heads of State and/or Government (**also referred to as CICA Summit**), ~~Meeting CICA Council of Ministers of Foreign Affairs~~ (**also referred to as CICA Ministerial Council**), and CICA Senior Officials Committee (**SOC**) as specified in ~~Articles 3-5~~. **The Ministerial Council shall be a subordinate body to the Summit, and the SOC shall be a subordinate body to the Summit and the Ministerial Council.**

~~3. — Meeting of Heads of State and/or Government~~

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

~~3.1~~ **2.4** ~~Meeting of Heads of State and/or Government~~ (hereafter referred as **The Summit Meeting**) shall be the ~~S~~supreme ~~G~~governing body of the CICA. It shall **take decisions and carry out consultations on any issue relevant to CICA**, define priorities and provide policy guidelines. **The Summit shall set and directions of the CICA, taking decisions on key issues pertaining to realisation of the objectives and activities of CICA, and resolve key issues of its internal mechanisms and functioning, interaction with other states, as well as with and international organizations and fora, and shall consider the most important international issues of interest to the Member States.**

~~4. — Meeting of Ministers of Foreign Affairs~~

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

~~4.1~~ **2.5** ~~Meeting of Ministers of Foreign Affairs~~ (hereafter referred as **The Ministerial Council (MC**~~Meeting~~) shall be **the governing body for taking decisions and carrying out consultations on any issue relevant to CICA, considering and setting directions, priorities and policy guidelines on CICA activities, including on its internal mechanisms and functioning and interaction with other states and international organizations and fora, and for considering the most important international issues of interest to the Member States between Summit meetings. The MC shall be responsible for implementation of decisions and agreements reached at Summits as well as and shall consider current activities of CICA and all issues submitted to it by**

the ~~SOC Senior Officials Committee~~ and carry out consultations on international issues within the CICA.

~~5. Senior Officials Committee~~

~~5.1~~ **2.6** Senior Officials Committee (hereafter referred as **The SOC**) shall be the basic decision-taking **governing** body for **decision-making and regular consultations on any issue relevant to CICA between Summit and MC meetings. The SOC shall** implementation of agreements and decisions of the Summit and the Ministerial Meeting **MC;** **consider and** take decisions on key issues concerning ~~development of interaction~~ **cooperation** within CICA **and its operations, including** as well as administrative and financial issues of the Secretariat's activities **and CICA's external relations, and on** all issues submitted to it by the ~~Special Working Group~~ **its subsidiary bodies.** ~~5.2~~ **The SOC may make recommendations for consideration and decision making by** of the Summit and the Ministerial Meeting **MC.** ~~5.3~~ **SOC and** shall elaborate and recommend draft outcome documents to be signed and/or approved at **adopted by** the Summit and Ministerial Meetings **or the MC.**

~~6. Special Working Group~~

~~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.

2.7 Any CICA governing body may establish its subsidiary bodies without the decision-making capacity as specified in Article 2.1, consisting of Representatives of all Member States and reporting to their superior governing body.

2.8 Without prejudice to possible establishment of other subsidiary bodies, CICA shall have the following subsidiary bodies of the SOC:

- **Special Working Group (SWG),**
- **Committee of Permanent Representatives (CPR),**
- **Project Review Committee (PRC) of the CICA Fund.**

~~6.1 2.9~~ **The 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 implementation of all spheres of the CICA activities pertaining to realisation of its objectives. 6.4 The SWG shall report to the SOC, may make and present its recommendations for consideration and decision-making by the SOC, and shall elaborate final draft documents for approval by the SOC or higher-level governing bodies.**

2.10 The CPR shall be the subsidiary body of the SOC at the seat of CICA for consultations among Member States, facilitating decision-making by CICA governing bodies and exchange of information with the CICA Secretariat.

2.11 The PRC shall be the subsidiary body of the SOC acting in accordance with the Regulations of the CICA Fund.

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.~~

2.12 The CICA governing bodies may establish or convene on a permanent, temporary or ad-hoc basis specialized bodies or specialized meetings without the decision-making capacity as specified in Article 2.1 and with the participation of heads of competent national authorities of all Member States for consideration of issues of specific or technical nature.

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.~~

2.13 The CICA governing bodies, the CICA Chair or the chairpersons of governing and subsidiary bodies may set up or convene on a permanent,

temporary or ad-hoc basis expert meetings without the decision-making capacity as specified in Article 2.1 and consisting of Representatives of all Member States, for consultation, discussion and facilitation of decision-making on any matter, including on issues of specific or technical nature.

2.14 Expert meetings may also be convened, in consultation with the CICA Chair, by the Coordinators or Co-coordinators of CBM implementation, for any purpose pertaining to implementation of their functions, including for consideration of draft concept papers on CBMs.

2.15 The CICA Chair may delegate the function of chairing certain expert meetings to other Member States or the CICA Secretariat.

~~11.~~ **Membership**

Article 3. Membership

3.1 The admission of any state to the membership in CICA shall be effected by a decision of the CICA Summit or CICA Ministerial Council upon recommendation of the SOC.

~~11.1~~ 3.2 A state, seeking a **the** Member State status, must, ~~at least,~~ have at **least** part of its territory geographically located in Asia.

3.3 Such a state ~~may~~ **shall** apply to the CICA Chair **in writing** with the statement indicating its ~~intention~~ **request** to join ~~the~~ CICA as a Member State, wherein ~~readiness~~ **commitment** to abide by the principles and decisions adopted or signed within the CICA framework shall be expressed.

~~11.2~~ 3.4 The CICA Chair shall **communicate such a request to inform** the Member States; through the CICA Secretariat **as soon as possible and shall initiate its consideration by the SOC** ~~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.~~

3.5 Once the request is approved by the SOC, it shall be submitted for approval by the CICA Summit or CICA Ministerial Council subject to the applicant state's signing of the Declaration on the Principles Guiding Relations between the CICA Member States of 14 September 1999 and the Almaty Act of 4 June 2002.

3.6 The CICA Member State status may be granted to a state which does not meet criteria 3.2 above if in the judgment of the CICA Summit or CICA Ministerial Council this state is able and willing to carry out its CICA commitments and to contribute to promoting peace, security, stability and prosperity in Asia.

Article 4. Decision-making procedures

4.1 Draft CICA decisions/documents may be initiated by any Member State, the CICA Chair and the CICA Secretary General. Proposals for draft decisions/documents shall be submitted in writing to the CICA Chair and, upon request of the CICA Chair, shall be circulated by the CICA Secretariat to all Member States as soon as possible.

4.2 The CICA Chair shall ensure that draft decisions/documents are considered by an appropriate expert meeting, subsidiary body and/or subordinate governing body of the governing body expected to adopt the draft decision/document in question, or otherwise considered by all Member States.

~~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.

4.3 CICA decisions/documents shall be adopted by governing bodies at meetings or intersessionally, through the application of the silence procedure as set out in Article 4.7.

4.4 The CICA Chair shall submit draft decisions/documents for adoption at a meeting by indication on the draft agenda of that meeting.

~~2.2 Meeting format~~

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

4.5 The format of a meeting of a governing body shall not affect its decision-making capacity.

~~2.3 Quorum~~

4.6 A CICA Mmeeting of a governing body shall, in principle, be considered to have a quorum required for the adoption of decisions/documents when at least two thirds of the Member States are represented.

~~10.2.3~~ **4.7** When governing bodies of CICA are not in session, the CICA Chair may request adoption of draft documents/decisions through **the** silence procedure, giving a reasonable period of time for consideration. **The** SOC may also suggest adoption of draft documents/decisions through **the** silence procedure **by the Ministerial Council or Summit**. The draft documents/decisions circulated by the CICA Secretariat to the Member States upon direction by the CICA Chair or the SOC, shall be considered approved unless any objection is received by the specified deadline.

4.8 Unless otherwise specified in the text of a CICA decision/document, it shall enter into force on the date of adoption at a meeting or on the date of the expiration of the silence procedure.

4.9 Any CICA decision/document may be amended or overruled by the same governing body that has adopted it or by a higher-level governing body, unless a subordinate governing body has been explicitly authorized to do so.

4.10 Texts of documents for adoption jointly by CICA and an external party, including an international organization or intergovernmental forum, shall be approved by a decision of a relevant CICA governing body. Such a decision shall contain provisions ensuring that the joint document comes into effect for CICA not earlier than for the other party.

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

4.11 For certain CICA documents the Member States may decide to apply a signing procedure and/or national ratification or accession procedures.

Article 5. Convening meetings of the CICA bodies

~~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.~~

~~3.3~~ **5.1** The **regular Summit M**meetings shall take place every four years **and shall be convened, hosted and presided over by the CICA Chair.** ~~3.4~~ The CICA Chair, ~~in consultation with the Host country~~ shall announce the venue and dates **and venue** of the Summit ~~M~~meeting **as early as possible.**

~~4.3~~ **5.2** The regular Ministerial **Council M**meetings shall ~~be convened~~ **take place** every four years, ~~after~~ **with** an interval of two years ~~from~~ **between** the regular Summit **and MC meetings.** ~~4.4~~ **The regular MC meetings shall be convened, hosted and presided over by the CICA Chair.** The CICA Chair, ~~in consultation with the host country,~~ shall announce the venue and dates **and venue** of the Ministerial ~~MC M~~meeting **as early as possible.**

~~9.~~ **Special Meetings**

~~9.1~~ **5.3.1** ~~Any Member State may request the Chair to convene a special~~ **Additional meetings of the Summit or Ministerial Council Meeting, may be convened by the CICA Chair, including at the request of any Member State.** The request shall specify the reasons and need for the convening of such a meeting.

~~9.2~~ **5.3.2** ~~The Chair may convene Special or Informal Ministerial Meetings~~ **Additional Summit or MC meetings may be hosted by any Member State or held** on the sidelines of the UN General Assembly or any other **major** international meeting **where participation of all CICA Member States is expected.** ~~to consider the current international situation and issues of importance to CICA.~~

~~9.3~~ **5.3.3** ~~Upon receiving such a request~~ **The CICA Chair shall carry out consultations with the Member States in order to obtain their agreement to convening the requested an additional Summit or MC meeting.** ~~9.4~~ Upon reaching a positive decision, the **CICA Chair, in consultations with the Member States, shall decide the announce its dates, and venue as early as possible and undertake other administrative and organizational arrangements with regard to the special meeting, if applicable in consultation with the Member State hosting the meeting.**

5.3.4 Additional meetings of the Summit and MC shall be governed by the same rules of procedure as their regular meetings.

~~5.4~~ **5.4.1** ~~The SOC Mmeetings shall be convened by the CICA Chair 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 **in consultation with the CICA Chair.**

~~5.9~~ **5.4.2** ~~The dates and venue and date of the SOC Mmeetings shall be decided determined by the host country in consultation with the CICA Chair or, if hosted by another Member State, by the CICA Chair and the host country, and shall be announced by the CICA Chair not later than one month in advance.~~ **5.7** ~~The SOC meetings shall be chaired by the representative of the Member State holding CICA Chair irrespective of the venue of the meeting.~~ **The SOC meetings shall be chaired by the representative of the Member State holding CICA Chair irrespective of the venue of the meeting.**

~~5.8~~ **5.4.3** The **CICA Chairperson** may, with the consent of the Member States, invite representatives of other ~~multinational~~ **bodies international organizations, intergovernmental fora** or specialized agencies of the UN to address the SOC on relevant issues.

~~6.5~~ **5.5.1** The SWG ~~M~~meetings shall be convened by the **CICA Chair** as often as required but not less than twice in a year. **To the extent possible, SWG meetings shall be held back to back with SOC meetings.** ~~6.6~~ Any Member State may host an SWG meeting **in consultation with the CICA Chair.**

~~6.9~~ **5.5.2** The **dates and venue and date** of the SWG ~~M~~meetings shall be ~~decided~~ **determined** by the ~~host country in consultation with the CICA Chair~~ or, if hosted by another Member State, by the **CICA Chair and the host country, and shall be announced by the CICA Chair not later than one month in advance.** ~~6.8~~ The SWG meetings shall be chaired by the ~~representative of the Member State holding CICA Chair~~ irrespective of the venue of the meeting.

~~2.7~~ ~~Agenda of the CICA Meetings~~

Article 6. Agenda

6.1 Any meeting of a CICA body shall be conducted in accordance with an agenda - a list of items for consideration by the meeting, and shall be presided over by a chairperson of the meeting, hereinafter referred to as "Chairperson".

6.2 CICA bodies shall keep standing items on the agenda of their meetings, such as "any other business", under which any issue may be raised by any Member State.

~~2.7.1~~ **6.3** Draft agenda of Summits, Ministerial Meetings, ~~Senior Officials Committee Meetings and Special Working Group Meetings~~ **the meetings of CICA governing bodies and CICA specialized meetings** shall be drawn by the ~~Executive Director~~ **CICA Secretary General** under the guidance of the **CICA Chair** and circulated by the **CICA Secretariat** to the Member States, at least 30 days prior to the ~~M~~meetings.

~~2.7.2~~ **6.4** Draft agenda for the ~~Experts Meetings and Specialised M~~meetings of other types of CICA bodies shall be drawn by the Member State hosting chairing the meeting with support of the CICA Secretariat and shall be forwarded to the Secretariat, at least 30 days prior to the meeting for dissemination among the Member States. Draft agenda for such meetings may be circulated at a later stage, but an announcement of a meeting must be issued through the CICA Secretariat at least 30 days prior to the meeting.

~~2.7.3~~ **6.5** Any Member State or the ~~Executive Director~~ CICA Secretary General may request amendments to the draft agenda. The draft agenda may be 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. at any time before or at the opening of the meeting.

6.6 To facilitate preparation to meetings, the CICA Chair and the CICA Secretary General may issue, for information of the Member States, a draft annotated agenda with clarifications and sub-items under agenda items and/or a programme of the meeting with the schedule of consideration of agenda items.

~~2.7.6~~ **6.7** During each session, ~~The~~ draft agenda of a the ~~M~~meeting and an additional list of items, if any, shall be presented for adoption immediately after the opening of the ~~M~~meeting. ~~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.

~~2.7.4~~ **6.8** No new items may be considered at a meeting after adoption of the agenda, unless decided otherwise by the ~~CICA M~~meeting, and before the relevant report of the ~~Executive Director~~ Chairperson or the CICA Secretary General, if any, on the issue.

6.9 The Chairperson may change the order of consideration of agenda items with the consent of the meeting. The Chairperson shall strive to ensure the completion of consideration by the meeting of all issues on its agenda.

~~2.6~~ Languages of Meetings and documents

Article 7. Working languages of the CICA bodies

~~2.6.1~~ **7.1** English and Russian shall be the working languages of the Meetings CICA bodies.

~~2.6.2~~ **7.2** The language of the official documents to be signed or adopted by the governing bodies or submitted to the governing bodies for other purposes shall be English. The originators of documents submitted to the governing bodies in the other working language shall provide a translation to English.

7.3 The adopted texts of CICA decisions/documents shall be circulated to the Member States in English in a standard CICA format, translated by the CICA Secretariat into Russian and published in both languages.

7.4 Any Member State may request that its statement delivered at a meeting or submitted in writing be placed on record. In this case it shall submit the statement in question to the CICA Secretariat as soon as possible. The CICA Secretariat shall publish the statement or make it available only to the Member States subject to the choice of its originator.

7.5 Meetings of the CICA bodies shall be conducted with simultaneous interpretation between the working languages. ~~2.6.3~~ The country Member State hosting a meeting and or the CICA Secretariat shall provide simultaneous interpretation in **between** the working languages.

~~2.6.4~~ **7.6** Any Representative may speak in his/her native a language other than the working languages. In this case, if he/she shall provides simultaneous translation ~~translation~~ **interpretation** into one of the working languages, notifying the CICA Secretariat sufficiently in advance of the meeting.

Article 8. Conduct of meetings of the CICA bodies

The Chairperson shall ensure the good order and smooth running of the meeting and may suspend and resume the meeting as necessary.

~~2.4~~—Seating arrangements at Meetings

8.1 *Seating arrangements at meetings*

8.1.1 At the meetings of the CICA governing bodies each Member State, the CICA Secretary General, participating Observers, Partner Organizations and Guests shall have one seat at the main table with a nameplate in English. Additional seats at the main table may be allocated to officials of the CICA Chair and the host country.

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

8.1.3 Participating Observers, Partner Organizations and Guests shall be seated separately from the Member States in accordance with the English alphabetical order of generally accepted names of their countries or organizations.

8.1.4 The Chairperson may adjust the seating arrangement taking into account the level of the heads of delegation of the Member States, participating Observers, Partner Organizations and Guests.

~~2.5—Speaking arrangements at Meetings~~

8.2 *Speaking arrangements at meetings*

8.2.1 During the meeting, the Chairperson shall keep a list of speakers to which all Member States shall have equal and unhindered access. There shall be separate lists of speakers for each agenda item.

8.2.2 During the meeting, the Chairperson may declare the list of speakers closed with the consent of the meeting. If a statement made after the closure of the list of speakers makes desirable a reply by a Representative, the Chairperson shall accord the right of reply to that Representative, at his/her request.

8.2.3 If a Representative wishes to raise a point of order, he/she shall communicate that wish to the Chairperson, and the latter shall give him/her the floor immediately. A Representative raising a point of order

may not speak on the substance of the matter under discussion.

~~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.~~

~~2.5.5~~ **8.2.4** The order of speakers ~~for~~ **at** the Summit and Ministerial **Council M**meetings shall be in accordance with the English alphabetical order of generally accepted **country** names of ~~their countries~~ **the Member States**, taking into account **the level of the speaker** ~~their participation status~~.

~~2.5.4~~ **8.2.5** The Chair**person** may, upon request and with the consent of the Member States, allow **participating** Observers, **Partner Organizations** and Guests to make oral presentations or distribute written statements at ~~CICA M~~meetings **of the CICA bodies** or their parts to which they were invited.

8.2.6 Those participating Observers, Partner Organizations and Guests who are allowed to take the floor shall speak following the statements by all Member States, in accordance with the English alphabetical order of generally accepted names of their countries or organizations, taking into account the level of the speaker.

~~2.5.3~~ **8.2.7** The Secretary-General of the United Nations may address the CICA Summits and Ministerial **Council M**meetings either in person or through a designated representative **any time during the meeting as determined by the Chairperson**.

8.3 *Costs of meetings*

~~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.~~

~~4.5—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.~~

~~5.6 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.~~

~~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.~~

Costs of organizing the meetings of CICA bodies shall be borne by the Member State hosting the meeting. The host country may decide on the level and extent of hospitality for the participants of the meeting. Expenses relating to the participation of Representatives or other attendees shall be borne by the sending party.

~~14. CICA Chair~~

Article 9. CICA Chair

The role of coordination of and consultation on current CICA business, including but not limited to presiding over the CICA governing and subsidiary bodies and steering the decision-making processes therein, as well as directing the activities of the CICA executive structures and representing CICA in its external relations, shall be exercised by one CICA Member State at a time, referred to as CICA Chair or CICA Chairmanship, designated as such by the CICA Summit or CICA Ministerial Council for a certain period of time.

~~14.3 Role and functions~~

9.1 Role and functions

~~14.3.3~~ **9.1.1** The CICA Chair, with the assistance of the ~~CICA~~ Secretariat, shall be responsible for the coordination and communication on current CICA activities.

~~14.3.6~~ **9.1.2** The **CICA Chair shall be assisted by and** may delegate any of its functions to the **CICA Secretariat**.

~~14.3.5~~ **9.1.3** The **CICA Chair**, in coordination with the **CICA Secretariat**, shall prepare and submit the draft documents ~~in advance to various CICA meetings for adoption by the CICA governing bodies~~.

~~14.3.4~~ **9.1.4** Unless ~~decided otherwise~~ **decided by the Member States or stipulated in the present CICA Rules of Procedure**, the **CICA Chair** shall host and preside over ~~various CICA meetings~~ **of the CICA bodies**.

~~14.3.7~~ **9.1.5** The **CICA Chair** may issue directions to the **CICA Secretariat** for its proper and efficient functioning.

~~14.3.1~~ **9.1.6** The **CICA Chair** shall represent CICA at the United Nations and other ~~appropriate~~ international fora. The **CICA Chair** may, if considered necessary or expedient, direct the ~~Executive Director~~ **CICA Secretary General** to represent CICA at the United Nations and other ~~appropriate~~ international fora.

~~14.3.2~~ **9.1.7** The **CICA 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.

~~14.3.8~~ **9.1.8** The **CICA Chair** may consult with **the** preceding and succeeding **CICA Chairs** and the Republic of Kazakhstan ~~on the foregoing~~ **in carrying out any of its functions outlined above. The current, preceding and incoming CICA Chairs shall collectively be referred to as "CICA Troika"**.

~~14.1 Assumption of office~~

~~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.~~

9.2 Tenure and assumption of office

9.2.1 The duration of one CICA Chairmanship term shall be two years. The succession of CICA Chairs shall take place at the closure of a regular Summit meeting or regular MC meeting.

~~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~~ **9.2.2** To facilitate continued functioning of CICA, the decision of the CICA Summit or Ministerial Council on the designation of the CICA Chair for the next term shall, in principle, be decided taken not later than one year before the expiry of the term of the current CICA Chair.

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

~~14.1.1~~ **9.2.3** Any Member State, including the current CICA Chair, may express its intention to assume CICA Chairmanship of the CICA for either of the next two terms. Such requests shall be submitted in writing to the current CICA Chair. ~~14.1.2~~ The CICA Chair shall communicate the request to inform the Member States, through the CICA Secretariat as soon as possible and shall initiate its consideration by the SOC, whenever such a request is received.

~~14.1.6~~ **9.2.4** Should there be in case two or more than one Member States express their intentions to assume CICA Chairmanship for a particular term, decision shall be taken by consensus. The current CICA Chair shall facilitate the process of arriving at consensus. If one of the candidates is the current CICA Chair, this process shall be coordinated by the preceding CICA Chair.

Article 10. External parties

10.1 General provisions

~~1.7~~ **10.1.1** States, international organizations and intergovernmental fora may be conferred the Observer Status - the right to attend meetings of

CICA bodies on a regular basis on conditions specified in the present CICA Rules of Procedure. ~~The procedure for conferring Observer Status shall be governed by Article 12.~~

~~1.8~~ **10.1.2** States, international organizations and intergovernmental fora may, **on an ad-hoc basis, be conferred the be invited as Guests status - the right to attend certain at CICA Mmeetings of CICA bodies on conditions specified in the present CICA Rules of Procedure..** ~~The procedure for inviting Guests shall be governed by Article 13.~~

~~1.12~~ **10.1.3** ~~In E~~external Rrelations of CICA shall be represented by the CICA Chair and the CICA ~~Executive Director (hereafter referred as the Executive Director)~~ **Secretary General.**

10.1.4 External relations of CICA with other international organizations and intergovernmental fora shall be ~~and~~ governed by the Guidelines for CICA's External Relations ~~of 14 March 2007~~, other relevant CICA documents and bilateral arrangements with respective organizations.

10.1.5 International organizations and intergovernmental fora with which CICA has established permanent relationship through bilateral arrangements shall be referred to as CICA Partner Organizations. With regard to attendance of meetings of CICA bodies, the Partner Organizations shall have the same status as Observers.

~~12.7~~ **10.1.6** The Observers, Partner Organizations and Guests shall not take part in decision making.

10.1.7 Invitation to and participation of Observers, Partner Organizations and Guests at CICA specialized meetings shall be governed by the same rules as those applied for the Summit and Ministerial Council meetings.

10.1.8 The Observers, Partner Organizations and Guests shall, as a rule, not be invited to meetings of CICA subsidiary bodies and expert meetings unless such attendance is explicitly proposed by the respective Chairperson and there is no objection from any Member State.

~~12.~~ **10.2 CICA Observer status**

~~12.1~~ **10.2.1** A state, or an international organization or an intergovernmental forum seeking an Observer ~~S~~status shall make a request in writing to the **CICA** Chair with the statement expressing its intention to become an Observer of ~~the~~ CICA.

~~12.2~~ **10.2.2** The **CICA** Chair shall inform the Member States, through the **CICA** Secretariat, whenever such a request is received and shall initiate consideration of the request by the SOC.

~~12.3~~ **10.2.3** Once the request is approved by the SOC, it shall be submitted for approval by the Summit or Ministerial **Councils** ~~of Foreign Affairs~~ at their regular meetings or through silence procedure.

~~12.4~~ **10.2.4** The Observers shall have the right to attend the Summit and Ministerial **Council** meetings at the invitation of the **CICA** Chair in the absence of formal objection from any Member State.

~~12.5~~ **10.2.5** The Observers shall have the right to attend, at the invitation of the **CICA** 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~~ **10.2.6** The level of participation of Observers should correspond to the level of **the attended** ~~each specific CICA M~~meeting.

~~13.~~ **10.3 CICA Guest status**

~~13.1~~ **10.3.1** Other states, international organizations and intergovernmental fora may be invited, with the consent of the Member States, to attend **certain meetings of** the Summit ~~Meeting~~ and Ministerial **Council Meeting** as Guests.

~~13.2~~ **10.3.2** The **CICA** 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.

~~15.~~ **Amendments**

Article 11. Corporate image of CICA

~~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.~~

~~1.13~~ **11.1** The CICA Symbols shall be governed by the Terms of Reference of the CICA Symbols of 5 October 2006.

~~1.14~~ **11.2** ~~The~~ CICA Day – the official **holiday** of **CICA** ~~the Conference~~ – shall, ~~be celebrated annually on October 5~~ in accordance with the Declaration of the Second CICA Summit, **be celebrated annually on 5 October.**