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**Senior Officials Committee**

**DECISION OF THE SENIOR OFFICIALS COMMITTEE**

**General guidelines for conducting events on  
implementation of CICA confidence building measures**

The Senior Officials Committee,

Decides that the following general guidelines are recommended for application in practical activities on implementation of CICA confidence building measures (CBMs):

1. It should be ensured that any activity on implementation of CICA CBMs (hereinafter referred to as “event” or “CICA event”) is conducted purely within the CICA framework and within its area of responsibility, and its subject should be directly relevant to a specific CICA CBM, priority area or CICA dimension of interaction, and be of interest to as broad as possible range of CICA Member States;
2. Before the end of the calendar year, the Senior Officials Committee (SOC) shall approve an Annual Plan of Implementation of CBMs for the following year and will update it as necessary. Inclusion of an event in the Annual Plan does not mean automatic approval of its concept.
3. When planning any CICA event, the organizing Member State should submit, before 1 October, to the CICA Secretariat preliminary information about the event, including its brief concept, expected title, purpose, organizer(s) and other available information about the event, for its inclusion in the CICA Annual Plan of Implementation of CBMs for the following year.
4. It should be ensured that the CICA event is not repetitive but incremental in nature in order to constantly enhance the implementation of CBMs.
5. The concept paper of the CICA event should be shared by the host country with all Member States through the Secretariat at least 60 days prior to the event, for comments.
6. The concept paper should include the event’s objectives and expected outcomes, subject and themes, justification of relevance to specific area or dimension of CICA, including the event’s contribution to implementation of CICA CBMs,

information about expected participants and measures to ensure inclusiveness, as well as dates and venue.

7. At the time of circulation of the concept paper to all Member States, they should be given a reasonable time, not exceeding three weeks, to comment on the paper, and the organizer of the CICA event should take these comments into consideration in preparation of the event.

8. The programme and format of the CICA event should provide interactive sessions for participants from Member States in order to make it as inclusive and multilateral as possible. Depending on the purpose and theme of the event, the organizers are encouraged to ensure as diverse as possible participation of representatives of Member States, including among invited speakers.

9. Participation of non-member States and other international organizations, including CICA observers, should be indicated in the concept paper of the CICA event and be based on the principle of consensus. Invitation for participation of non-member States should be given through government channel and issued by the organizing Member State after approval by the CICA Member States through the Secretariat.

10. A tentative programme of the event should be shared with all Member States through the Secretariat at least 45 days prior to the event, or 30 days in case of virtual events. A final programme and organizational modalities should be issued at least 30 days prior to the event, or 15 days in case of virtual events.

11. In case of virtual or hybrid modality, the link of the online platform of the event, along with contact details of the focal point on technical issues, should be circulated at least 7 days prior to the event.

12. Following the CICA event, the organizer of the event should provide to the Secretariat a summary report for circulation to all Member States, as well as the list of participants for the record of the Secretariat and all relevant material for the Secretariat's use in publicizing the event through its website and for keeping good record of the event.