



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

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

**№SOC/263**

*Enclosure:  
as stated,  
on 7 p.*

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) presents its compliments to the CICA Member States and has the honour to forward herewith information circular on organizational aspects of the Senior Officials Committee meeting to be held in Astana on 14 March 2024.

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

Astana, 1 March 2024



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



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

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

**№SOC/263**

*Приложение:  
упомянутое,  
на 7 л.*

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и имеет честь направить информационный циркуляр по организационным аспектам заседания Комитета старших должностных лиц, которое состоится в Астане 14 марта 2024 года.

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

Астана, 1 марта 2024 г.



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

Қосымша:  
аталған 7 п.

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (Азия Кеңесінің) Хатшылығы Азия Кеңесіне мүше мемлекеттерге өзінің зор ілтипатын білдіре отырып, 2024 жылғы 14 наурызда Астана қаласында өтетін Аға лауазымды тұлғалар комитеті отырысының ұйымдастырушылық аспектілері бойынша ақпараттық циркулярды жолдауды өзіне мәртебе санайды.

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

Астана қаласы, 2024 жылғы 1 наурыз

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



---

Secretariat

**INFORMATION ON ORGANIZATIONAL MATTERS**

**for participants of the CICA Senior Officials Committee (SOC) meeting  
on 14 March 2024 in Astana**

**1. Date and venue**

Thursday, 14 March 2024, at 10:00 Astana time (GMT+5), Rixos President Astana, “Zheryuik Hall” (7 Kunayev Str., Astana).

**2. Meeting format and registration of participants**

Due to the limited capacity of the conference hall, the recommended delegation format is 1+2. Delegates are required to complete the registration form at the CICA Secretariat website using the link <https://s-cica.org/registration/>.

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

Supporting material for the meeting is available on the restricted part of the CICA Secretariat website <https://s-cica.org/index.php?view=page&t=soc-meeting-14-march-2024>. To obtain access to the restricted part of the website, please contact the CICA Secretariat. The working languages of the meeting are English and Russian. Simultaneous interpretation between English and Russian will be provided by the Secretariat.

**4. Accommodation and meals**

Meeting participants are expected to make their own hotel reservations and cover associated costs. The following hotel, which is the venue of the meeting, is recommended for accommodation with special rates for participants of the meeting: **Rixos President Astana** (<https://www.rixos.com/en/hotel-resort/rixos-president-astana>). The hotel reservation form is enclosed. During the meeting, participants will be offered lunch and coffee breaks.

## 5. **Transportation**

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

## 6. **Visa**

Participants who need a visa to enter Kazakhstan are required to contact the embassy/consulate of Kazakhstan in their respective countries to obtain visas. The list of countries with which Kazakhstan has visa agreements and visa application form are available on the restricted part of the CICA Secretariat website <https://s-cica.org/index.php?view=page&t=soc-meeting-14-march-2024>.

Visas for participants from countries that do not have any diplomatic mission of Kazakhstan will be issued upon arrival at the airport of Astana or Almaty. To that end, the participant must send a note with the completed visa application form and a copy of the passport in electronic form to [d.tastybayev@mfa.gov.kz](mailto:d.tastybayev@mfa.gov.kz) before 8 March 2024.

## 7. **Contact points**

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

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

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

**D – diplomatic passport**

**S – service/official passport**

**N – ordinary passport**

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

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

Ref. No. and date Indicate the date and number of the note <b>(mandatory)</b>		No.
---	--	-----

**Legal entity:**

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

**Confirms the invitation to accept:**

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

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

\_\_\_\_\_  
(Position of the head of the legal entity)

\_\_\_\_\_  
(Signature and stamp)

\_\_\_\_\_  
(Full name of the head of the legal entity)

By:

Tel.:

**APPROVED**





Republic of Kazakhstan, Astana, 7 D.Kunayev str. Tel: (7172) 24-50-50, fax: (7172) 24-27-60

**Special offer for the participants of the Senior Officials Committee meeting  
on 14 March 2024, Astana, Kazakhstan**

Date \_\_\_\_\_

Room type	Rate: single accommodation	Rate: Double accommodation
<b>Deluxe room</b>	<b>50 000 KZT</b>	<b>60 000 KZT</b>
<b>Premium room</b>	<b>60 000 KZT</b>	<b>70 000 KZT</b>

**Room information and booking conditions:**

- The above prices are applicable for event participants only.
- The above rates are inclusive of 12% VAT.
- When booking a room, the hotel will provide a confirmation number.
- Room rates include:
  - breakfast buffet,
  - free entrance to the Hotel ANJANA SPA Wellness Centre (gym, swimming pool, 3 types of sauna) for all staying guests;
  - free wireless internet in the rooms and common guest areas of the Hotel;
  - car park
- Official check-in time: 14.00; official check-out time: 12.00 the next day.
- Guaranteed early check-in before 14:00 is available in case of booking a room from the previous day and 100% payment for the rebooked period.
- Payment for early arrival (from 07:00 am to 14:00 pm) and late departure (from 12:00 pm to 18:00 pm) is equal to 50% of the daily room rate. Early check-in is subject to availability.
- Late check-out after 18:00 is charged at 100% of the room rate.
- - Cancellation Policy: in case of cancellation later than 24 hours prior to check-in or no-show within the specified period, the hotel has the right to charge the first day's room rate (including all taxes).

**Accommodation booking form**

(please send a copy of your passport for correct booking)

Name:	First name:
Status: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	
Date of birthday:	Nº of passport:
Company:	
Address:	
Index:	
Country:	City:
Phone.:	E-mail:
Arrival date:	Arrival time:
Departure date:	Departure time:
<input type="checkbox"/> smoking room	<input type="checkbox"/> Non-smoking room
Additional:	
Transfer prices:	

Airport – Hotel/ Hotel - Airport (ONE WAY PRICE PER CAR):

CAR BRAND	COLOR	PICK UP/DROP OFF (ONE WAY PRICE) KZT	CHECK BOX
Toyota Camry 70-75 2021 year of issue	Black	14 000 KZT	<input type="checkbox"/>
Toyota HiAce 12 seats 2021 year of issue	White	20 000 KZT	<input type="checkbox"/>
Mercedes-Benz-Sprinter 17-20 seats 2018 year of issue	White	26 000 KZT	<input type="checkbox"/>
Mercedes-Benz-Sprinter Luxe 17-20 seats 2018 year of issue	Black	30 000 KZT	<input type="checkbox"/>
Mercedes-Benz V-class 5-7 seats 2018-2019 year of issue	Black	35 000 KZT	<input type="checkbox"/>
Mercedes-Benz-Sprinter Luxe VIP 15 seats 2022 year of issue	Black	40 000 KZT	<input type="checkbox"/>
Mercedes -Benz S560 W222 2019 year of issue	Black	40 000 KZT	<input type="checkbox"/>
Toyota Land Cruiser 300 2023 year of issue	Black	45 000 KZT	<input type="checkbox"/>
The bus Mercedes-Benz Tourismo 50 seats 2018-2022 year of issue	White	60 000 KZT	<input type="checkbox"/>
Mercedes-Benz Maybach S650 W222 2020 year of issue	Black	55 000 KZT	<input type="checkbox"/>
Mercedes-Benz S450 W223 2022 year of issue	Black	120 000 KZT	<input type="checkbox"/>

**Please make payment via the link <https://epay.rixosastana.kz/> to guarantee the booking:**

Arrival date to the hotel:	Flight:	Arrival date and time to airport:
Departure date to the hotel:	Flight:	Departure date and time to airport:
Full name of the cardholder:	Card type:	
Number of card:	Expire date:	

**I, \_\_\_\_\_, authorise Rixos President Astana Hotel to charge this credit card for the room rate shown, in accordance with the cancellation policy, in case of late cancellation or in case of no-show.**

\_\_\_\_\_  
Cardholder's signature

Please fill in this form and forward it to the Reservation Department of Rixos President Astana Hotel.

Contact:	Department	Phone.:	+7 7172 24 50 50
Fax:	+7 7172 24 27 60	E-mail:	Please send your application to <a href="mailto:astana@rixos.com">astana@rixos.com</a> ;