



Chairmanship of Kazakhstan

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

Table of contents

	<u>Page</u>
1. General Provisions	2
2. Types of CICA bodies.....	3
3. Membership	6
4. Decision-making procedures.....	6
5. Convening meetings of the CICA bodies.....	8
6. Agenda.....	9
7. Working languages of the CICA bodies.....	10
8. Conduct of meetings of the CICA bodies	11
9. CICA Chair	13
10. External parties	15
11. Corporate image of CICA.....	17

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.