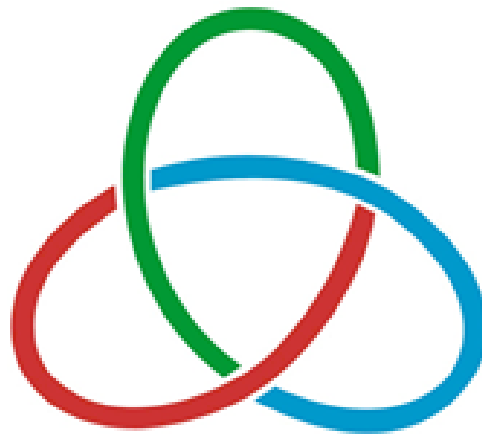


**The Sixth Meeting of the Ministers of Foreign Affairs
of the Conference on Interaction and
Confidence Building Measures in Asia
Nur-Sultan, 11-12 October 2021**



INFORMATION CIRCULAR NO. 2

**Organizational and protocol-related
matters**

As of 23.09.2021

PRELIMINARY PROGRAMME
of the Sixth Meeting of the Ministers of Foreign Affairs
of the Conference on Interaction and Confidence Building Measures in Asia
(CICA)

October 11-12, 2021
 Nur-Sultan

11 October
(Monday)

- under a separate schedule* - Arrival of the Heads of Delegation in Nur-Sultan
- Time for bilateral meetings
- 18.30 – 19.00 - Departure and arrival at Qazaq Gourmet restaurant
- 19.00-20.30** - **Informal dinner for the Heads of Delegation**
TBD

12 October
(Tuesday)

- 09.00-09.15 - Departure and arrival of the Heads of Delegation to the
TBD Akorda residence
- 09.15-09.45** - **Collective meeting with President of Kazakhstan**
TBD **Kassym-Jomart Tokayev**
- 09.45 – 10.00 - Departure and arrival at the St. Regis hotel
- 10.00-10.05** - **Group photo**
TBD
- 10.05-13.20** - **Proceedings of the Sixth Meeting of the CICA Ministers**
TBD **of Foreign Affairs**

Statements by Heads of Delegation in alphabetical order according to the level of participation (time limit - 3-5 minutes)

- **Closure of the Sixth Meeting of the CICA Ministers of Foreign Affairs**
- 13.20 – 13.35** - **Press Stakeout of Deputy Prime Minister - Minister of Foreign Affairs of Kazakhstan Mukhtar Tileuberdi and CICA Executive Director Kairat Sarybay**
- 13.35-14.40** - **Official reception on behalf of Deputy Prime Minister - Minister of Foreign Affairs of Kazakhstan Mukhtar Tileuberdi**
TBD
- 14.40-14.50 - Departure and arrival of the Heads of Delegation to the Nazarbayev Center
TBD
(TBC)
- 15.00-15.30** - **Collective meeting with the First President of Kazakhstan - Elbasy Nursultan Nazarbayev**
TBD
(TBC)
- TBD* - Handover of the CICA flag, which has been in outer space, to the Museum of the First President of the Republic of Kazakhstan
- 15.30 - 15.45 - Departure and arrival of the Heads of Delegation to the EXPO exhibition complex
TBD
- 15.45 – 16.30** - **Official inauguration of the new office of the CICA Secretariat. Collective CICA flag-raising ceremony**
- under a separate schedule* - Departure of delegations

Draft agenda
of the Sixth Meeting of the CICA Ministers of Foreign Affairs
on the theme: “Security and sustainable development in Asia in new realities
of the post-pandemic world”

1. Opening
2. Adoption of the agenda
3. Statements by the Heads of Delegation
4. Adoption of decisions/documents
 - Declaration of the 6th Meeting of the CICA Ministers of Foreign Affairs
 - Updated CICA Catalogue of Confidence Building Measures
 - Regulations of the CICA Council of Eminent Persons
 - Amendments to the CICA Rules of Procedure
 - Other decisions as may be recommended by the Senior Officials Committee
5. Any other business
6. Closure

General information

1. Theme of the Sixth Meeting of the CICA Ministers of Foreign Affairs

Theme of the Sixth Meeting of the CICA Ministers of Foreign Affairs: “Security and sustainable development in Asia in new realities of the post-pandemic world” Under this theme, the Chairmanship proposes to discuss such issues as the current security situation in the CICA area, economic development in the post-pandemic period, enhancement of international cooperation in combating traditional and new challenges and threats, implementation of confidence building measures in different areas of CICA activities.

2. Participation format

The Sixth Meeting of the CICA Ministers of Foreign Affairs provides the following format of participation: at the level of Minister – “1 + 3”, the level of Deputy Minister/Head of International Organization – “1 + 2”, another level (*head of diplomatic mission*) – “1 + 1”.

Statements are delivered in accordance with the English alphabetical order of the generally accepted names of countries, given the status of participation.

3. Time limit for general statements by the Heads of Delegation

The time limit for statements by Ministers – 5 minutes, for Deputy Ministers – 4 minutes, for other speakers – 3 minutes.

All speakers are kindly requested to provide texts of their statements to the Chairmanship in either English or Russian prior to the Meeting, sending them to the email addresses specified in item 16 to facilitate interpretation and reflect accurately the statements in the summary records of the Meeting.

While submitting the statement text, please indicate clearly whether the text is forwarded for restricted use only by the Chairmanship/Secretariat or for open distribution.

CICA Observers and Meeting Guests wishing to make an oral statement or distribute a written statement should send a corresponding request to the Chairmanship, with a copy to the CICA Secretariat, by September 25, 2021 to the email addresses specified in item 16, for timely submission of the request to the CICA Member States for consent.

4. Working languages

The working languages of the event are English and Russian.

If the head of delegation wishes to speak another language, the relevant delegation will provide simultaneous interpretation of the statement into English or Russian.

5. Venue

The Sixth Meeting of the CICA Ministers of Foreign Affairs will take place at the St. Regis Astana hotel in Nur-Sultan.

The St. Regis Astana

1 Kabanbay Batyr Avenue,

010000, Nur-Sultan

Republic of Kazakhstan

Phone: +7 7172 79 08 88

Fax: +7 7172 79 08 89

www.marriott.com/hotels/travel/tsexr-the-st-regis-astana/

6. Accommodation

It is recommended to book rooms at the St. Regis Astana – venue of the Sixth Meeting of the CICA Ministers of Foreign Affairs.

The host country covers the accommodation costs for the Heads of Delegations according to the following format of hospitality:

- at the level of Minister/Head of International Organization – “1 + 2”;
- at the level of Deputy Minister/Deputy Head of International Organization – “1+1”;
- at another level – “1” (Head of Delegation).

The accommodation will be carried out in a centralized manner by the Ministry of Foreign Affairs of the Republic of Kazakhstan.

Extra services are paid by members of delegation on their own.

Delegations need to book, on their own, hotel rooms beyond the host country’s hospitality format using the attached form. Information about the booking should be sent to the below indicated e-mail addresses of the hotel (*Reservations.Astana@stregis.com*), host country and the CICA Secretariat.

7. PCR testing

It is necessary to undergo additional PCR testing on the eve of the event for members of delegations participating in the event and official bilateral meetings with the country's leadership. The time and place will be communicated additionally through the liaison officers responsible for the delegation. In case of a negative PCR test result, the heads of delegation will be provided with appropriate certificates and holograms to participate in a collective meeting with President of Kazakhstan Kassym-Jomart Tokayev.

8. Transport

The host country provides the following vehicles from 11 to 12 October 2021 (two days):

Minister of Foreign Affairs' level:

- 1 passenger car for the protocol service (1 seat);
- 1 VIP car for the Head of Delegation;
- 1 minibus for the official delegation;

Deputy Minister of Foreign Affairs' level/Head of International Organizations:

- 1 VIP car for the Head of Delegation;
- 1 passenger car for the protocol service (1 seat);

Other heads of delegations:

- 1 VIP car for the Head of Delegation;

All vehicles, including those rented or owned by foreign embassies/offices of international organizations, will be admitted to the venue with special passes. In this case, it is necessary to provide the State Protocol Service of the Ministry of Foreign Affairs of the Republic of Kazakhstan the information about cars (make/model, license plate, full name of the driver).

9. Air travel

Air travel fees to/from Nur-Sultan are paid by the sending party. Information about the flight, arrival/departure time should be sent to the below indicated e-mail addresses of the host country and the CICA Secretariat, as well as to the designated officer of the Ministry of Foreign Affairs of the Republic of Kazakhstan.

Yeldar Orazgozha

Tel.: +7 701 800 70 47

Email: e.orazgozha@mfa.gov.kz

10. Security issues

Employees of foreign security services arriving with weapon must always be in possession of a permit issued to them for import/export and bearing of weapon in the territory of the Republic of Kazakhstan.

A security check will be carried out at the security checkpoint, which will include both personal inspection and inspection of personal belongings and equipment.

11. Accreditation of members of official delegations

For the purpose of timely accreditation of the participants in the Meeting of the CICA Ministers of Foreign Affairs, Kazakhstan requests to communicate the composition of delegation (official delegation, accompanying persons, security and press) to the Ministry of Foreign Affairs of the Republic of Kazakhstan by **October 2, 2021**.

The composition of delegation must be communicated in accordance with the attached accreditation and registration forms (see Annex 1).

The form must be sent to the following email address:

b.zhankulov@mfa.gov.kz , s.ashirov@mfa.gov.kz

Accreditation ends on **October 2**, at 19.00. (Nur-Sultan time).

Moreover, please identify a responsible officer from the Embassies of the CICA Member States, Observer States and Offices of International organizations in Nur-Sultan for the timely coordination of organizational and protocol-related matters. It is requested to provide the data on the responsible officers of the Embassies **before September 28, 2021** to the officer of the Ministry of Foreign Affairs of the Republic of Kazakhstan.

Yeldar Orazgozha

Tel.: +7 701 800 70 47

Email: e.orazgozha@mfa.gov.kz

Categories and types of accreditation:

The participants will be provided with accreditation badges. Admission to the venues will be subject only to a badge.

The badge contains the following information:

- Surname and first name of the owner;
- National flag;
- Photo of the owner.

The photo for the badge must be in color, not scanned and meet the following requirements:

- Resolution - 300 DPI, size - 3.5 x 4.5 cm, format - JPEG;
- The face should be photographed strictly in full face, with facial expressions that do not distort its features, without a headdress;
- The file name should be only in Latin and be written according to the following pattern: Firstname_Lastname.jpg.

All badges will be issued through the liaison officers.

12. Media accreditation

Media representatives are accredited by the International Information Committee of the Ministry of Foreign Affairs of the Republic of Kazakhstan.

For accreditation to cover the CICA Ministerial Meeting, media representatives arriving in the city of Nur-Sultan must send information to

cicakz2021@gmail.com, accreditation@mfa.kz, pressa.mfa.kz@gmail.com by **October 3, 2021** in accordance with the established form (see Annex 2) and copies of their passports.

Please note that the access of media representatives to official events and to the Press Center will be granted only in presence of a badge with photo and an identity document (copy of the passport).

Accreditation badges will be issued on the eve of the event. Advance teams or embassies are kindly requested to designate an officer with accreditation card to receive badges and transfer them further to media representatives of their country.

Press Center

The Press Center will be located in the building of the venue of the CICA Ministerial Meeting. The Press Center will be provided with all equipment necessary for a proper work of media representatives.

13. Information for advance teams

A meeting with advance teams to discuss organizational and protocol-related matters, security issues, and the work of media representatives will take place on **6 October** at the MFA building. After that, it is planned to conduct site visits.

By October 2, 2021, it is necessary to send to the State Protocol Service of the Ministry of Foreign Affairs of the Republic of Kazakhstan (email: d.kusherbayev@mfa.gov.kz) a note with information about the advance team, contacts, as well as a list of participants of the meeting.

Participation format for the meeting:

Advance team at the level of Minister: (4 persons):

- leader of the advance team, a representative of the security service, a representative of the press service, a representative of the embassy.

Advance team at the level of Deputy Minister: (2 persons):

- leader of the advance team, a representative of the embassy.

Advance team at the level of Ambassador (1 person):

- representative of the embassy/office of international organization.

Site visits according to the Ministerial Meeting programme for advance teams are not expected at other times.

14. Visa issues

The Ministry of Foreign Affairs of the Republic of Kazakhstan and foreign missions of the Republic of Kazakhstan issue and approve invitations of foreign ministries, diplomatic and equivalent missions, consular offices of foreign states, international organizations and their missions.

A verbal note is sent no earlier than 90 calendar days and no later than 5 days before the expected date of entry of the visa recipient into the Republic of

Kazakhstan (Rules for issuing invitations, agreeing on invitations for the entry of foreigners and stateless persons into the Republic of Kazakhstan, issuing cancellations, restoring visas of the Republic of Kazakhstan, as well as the extension and reduction of their validity periods).

For members of the official delegation – citizens of countries where there are no consular offices of the Republic of Kazakhstan, as well as recipients of visas on the basis of an invitation, visas are issued by the Ministry of Foreign Affairs of the Republic of Kazakhstan at the international airports of the Republic of Kazakhstan.

According to the Procedure for Crossing the State Border of the Republic of Kazakhstan, foreigners may enter the Republic of Kazakhstan if they are citizens of the states with which direct (regular, irregular charter flights for tourist purposes) have been resumed by the decision of the Government of the Republic of Kazakhstan - subject to compliance with visa requirements, unless a different procedure is provided for by international agreements of the Republic of Kazakhstan, and the foreigner must be a citizen of a country with which Kazakhstan resumed direct air communication and travel from this country by direct flight.

15. Bilateral meetings

The St. Regis hotel will provide rooms for bilateral meetings. Delegations may contact the organizers of the event to reserve rooms on the “first come, first serve” basis.

Kuanysh Beissenov, e-mail: k.beisenov@mfa.gov.kz, tel. +7 7172 72 02 42
+7 778 597 19 85 (WhatsApp)

16. Contacts

Focal point for organizational and protocol-related matters, preparation of the event venue:

- Darkhan Yerbolovich Kuserbayev
tel.: +7 (7172) 72 01 38, mob.: +7 7756009311
email: d.kuserbayev@mfa.gov.kz, d.kuserbayev@mfa.kz
- Askar Yerlanovich Shalkarbayev
tel.: +7 (7172) 72 02 37, mob.: +7 701 981 5871
email: cicakz2021@gmail.com, a.shalkarbayev@mfa.gov.kz

Transport:

- Askar Toleubayuly Tolepberegeni
tel.: +7 (7172) 72 01 54, mob.: +7 7077118223
email: a.tolepbergeni@mfa.kz, a.tolepbergeni@mfa.gov.kz
- Yeldar Orazgozha, email: e.ozarozgozha@mfa.gov.kz, tel.: +77172 72 05 41
+7 701 800 70 47 (WhatsApp)

Hotel and accommodation:

- Dilyara Abilda
tel.: +7 (7172) 72 01 51, mob.: +7 7019057347
email: d.abilda@mfa.gov.kz
- Olzhas Karabayev, email: o.karabayev@mfa.gov.kz, tel.: +77172 72 02 47
+7 701 546 77 87 (WhatsApp)

Bilateral meetings and room reservation for bilateral meetings:

- Kuanysh Beissenov, email: k.beisenov@mfa.gov.kz, tel.: +7 7172 72 02 42
+7 778 597 19 85 (WhatsApp)

Accreditation of members of official delegations

- Serik Ashirov
tel.: +7 (7172) 72 01 55, mob.: +7 7087011914
email: cicakz2021@gmail.com
s.ashirov@mfa.gov.kz, s.ashirov@mfa.kz
- Bekzat Zhankulov
email: b.zhankulov@mfa.gov.kz
- Agzhan Shozhen, email: a.shozhen@mfa.gov.kz, tel.: +7 7172 72 04 30

Visa issues:

- Zhanbolat Abu
tel.: +7 775 137 5885
email: j.abu@mfa.gov.kz

Media accreditation:

- Ablay Amandykov,
tel.: +7 (7172) 72 00 11, mob.: +7 7017776447
email: cicakz2021@gmail.com, accreditation@mfa.kz,
pressa.mfa.kz@gmail.com
- Baurzhan Alzhanov, email: b.alzhanov@mfa.gov.kz, tel.: +7 775 000 4271

CICA Secretariat:

- email: s-cica@s-cica.kz, tel.: +7 7172 57 65 10
- Nurlan Tokseitov,
+7 701 015 15 17 (WhatsApp)

REGISTRATION FORM

**for the Sixth Meeting of the Ministers of Foreign Affairs of the Conference
on Interaction and Confidence Building Measures in Asia**

(11-12 October 2021, Nur-Sultan)

Member State/ Observer/Guest	
First Name	
Surname	
Position	
Organization	
Phone	
Email	
Travel dates	
Passport details	
Dietary restrictions	

ACCREDITATION FORM

No.	Full name		Position	Photo
	Official delegation			
1.				
2.				
	Accompanying persons:			
3.				
4.				

**List of media representatives and personal press service
arriving to cover the event**

(Nur-Sultan, 11-12 October 2021)

No.	Full name	Place of employment, position	Number, date of issue, validity period and issuer of the identity document	Type of equipment	Make	Serial number
1.	Name and surname in Latin (as in passport) Place for photo (3x4)					
2.						

Requirements to participants for the prevention of the COVID-19 coronavirus infection

1. All arriving persons crossing the state border of Kazakhstan must provide a certificate with a negative PCR test result for COVID-19 (in English or Russian), with the issuance date of the certificate not exceeding 3 days (72 hours) at the time of crossing the state border of Kazakhstan.
2. All arriving persons, when crossing the state border of Kazakhstan, undergo a temperature check and fill out a questionnaire.
3. Medical respiratory masks must be used during the entire period of stay inside the venue.
4. Social distancing must be kept.
5. Handshakes or other forms of direct contact must be avoided.
6. Speakers may deliver statements without wearing protective equipment if located at a distance of at least 2 meters from other participants.
7. Seating arrangement of the participants in the hall shall be in compliance with the social distancing rules.
8. It is required to undergo non-contact temperature check and sanitize hands at the entry into the venue.
9. To find information on the current epidemiological situation in Kazakhstan, please visit coronavirus2020.kz
10. The presence of a certificate with a negative PCR test result for COVID-19 for all members of delegation, issued no earlier than 24 hours before the event, is mandatory (*the certificate must be presented on paper in English or Russian*).
11. In the case the health of a member of the official delegation deteriorates, hospitalization will be carried out in line with the appropriate scheme, and a set of anti-epidemic and preventive measures will be taken in accordance with the legislation of the Republic of Kazakhstan.

The Sixth Meeting of the Ministers of Foreign Affairs of the Conference on Interaction and Confidence Building Measures in Asia

October 11-12, 2021

**The St. Regis Hotel Astana, Nur-Sultan, Kazakhstan
Hotel Reservation Form**

Please complete all sections below and send this form directly to Room **Reservations Department**

Fax number: +7 7172 79 08 89 Direct tel: +7 7172 79 08 88

Email: Reservations.Astana@stregis.com

Title (Dr., Mr., Ms., Mrs., etc.)	
First name:	
Last name:	
Telephone number:	
Facsimile number:	
Email address:	
Arrival Date/Flight details/Time:	
Departure Date/Flight details/Time:	
Total number of nights:	
Airport pick up/drop off* (Yes/No):	
Method of payment (credit card/cash/bank transfer)	

*Please note that airport pick up or drop off is subject to additional charge from 15 000 KZT (one way) and above

Room Type	Special Room Rate per room per night, TENGE*	Retail Rate, TENGE, excluding breakfast and VAT	Check box
Deluxe King (68 sqm)	78 400,00	120 000,00	<input type="checkbox"/>
Deluxe Twin (68 sqm)	86 800,00	127 500,00	<input type="checkbox"/>
Ambassador Suite (110 sqm)	134 400,00	230 000,00	<input type="checkbox"/>
St. Regis Suite(150 sqm)	302 400,00	430 000,00	<input type="checkbox"/>

*The rates include Buffet Breakfast, Signature Butler Service, access to Iridium Spa and The St. Regis Athletic Club, Wi-Fi internet access, and 12% VAT .

**The rates are applicable for participants of The Commemorative Session and the 6th Meeting of the Ministers of Foreign Affairs of the Conference on Interaction and Confidence Building Measures in Asia only.

*** Rate Offer valid and applicable until 15th of September 2021

<p><u>CANCELLATION POLICY</u></p> <p>Please note that the following cancellation fees will be applied:</p> <ul style="list-style-type: none"> - any cancellations received before 15th of September are free of charge. - any late cancellations (after 15th of September) are subject to 100% charge of the full stay. - any no-shows are subject to 100% charge of the full stay. 	<p><u>ADDITIONAL INFO</u></p> <p>Standard check-in time is at 15:00, an early check-in between 00:00 and 09:00 is subject to a full night charge; hence, the reservation must be pre-booked a day prior to arrival in order to ensure room availability upon guest's arrival. An early check-in between 09:00 and 15:00 is subject to 50% charge; otherwise, it will be subject to availability.</p> <p>Check-out time is at 12:00 noon; hence, a late check-out until 18:00 is subject to a 50% charge and beyond 18:00 is subject to a full night charge.</p>
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Upon completion of this form, please kindly submit it to the reservation department. Once the form is received, please confirm your booking via the link that will be sent to your email address. Kindly note that status of your reservation will be guaranteed only once the credit card details are received. By providing details of the credit card, you kindly agree to the cancellation terms and conditions of the hotel. Shall any cancellations or no-show fees apply on a later stage, they will be charged to the credit card provided.

We look forward to welcoming you to The St. Regis Astana!

The St. Regis Astana

1 Kabanbay Batyr Avenue,

010000, Nur-Sultan

Republic of Kazakhstan

Phone: +7 7172 79 08 88

Fax: +7 7172 79 08 89

www.marriott.com/hotels/travel/tsexr-the-st-regis-astana/