



**CONFERENCE ON INTERACTION AND  
CONFIDENCE BUILDING MEASURES IN ASIA**

**СОВЕЩАНИЕ ПО ВЗАИМОДЕЙСТВИЮ И  
МЕРАМ ДОВЕРИЯ В АЗИИ**

**Adopted by the CICA Senior Officials Committee**

**Ankara, 21 April 2014**

**REGULATIONS OF BUSINESS COUNCIL OF  
THE CONFERENCE ON INTERACTION AND CONFIDENCE BUILDING  
MEASURES IN ASIA (CICA)**

**I. General Provisions**

1.1 These Regulations define the basis of the establishment and activities of the Business Council of «The Conference on Interaction and Confidence Building Measures in Asia» (hereinafter referred to as the CICA).

1.2 The CICA Business Council shall be an advisory body of CICA integrating representatives of business organizations and public authorities of the Member States of the CICA.

1.3 The CICA Business Council shall be responsible for promoting development and expansion of economic cooperation in the Small and Medium Entrepreneurship (SME) sphere, establishing direct ties and initiating dialogue between the representatives of private sector and state bodies of Member States of the Forum, and for their engagement in all-round cooperation in the economic direction with the purpose of initiating a mutually beneficial regional economic cooperation.

1.4 The CICA Business Council shall function concurrently with CICA Secretariat (hereinafter referred to as the Secretariat) under the guidance of the Senior Officials Committee (SOC).

1.5 The CICA Business Council may have stamps and letterheads with its name and logo.

## **II. Goals and Role of the CICA Business Council**

2.1 To promote development of economic cooperation in the field of SME among the CICA Member-States in areas of mutual interest as well as for creation of a favorable environment.

2.2 To identify the areas of cooperation facilitating effective exchange of goods and services in trade operations among the CICA Member-States as well as in investment cooperation; and to disseminate related information among the CICA Member-States.

2.3 To promote intra-regional cooperation within the CICA by holding appropriate events (exhibitions, conferences, and others); and by organizing business missions aiming to get acquainted with activities of companies and enterprises of the CICA Member-States including small and medium enterprises (SMEs).

2.4 To provide assistance and support in searching, collecting and issuing necessary information and other aspects for implementation of joint projects within CICA.

2.5 To coordinate the process of data exchange to develop cooperation between the representatives of commercial organizations and public authorities, chambers of commerce and business organizations / associations of the CICA Member-States.

2.6 To promote cooperation between CICA and other international organizations in areas of SME.

2.7 Areas of cooperation and objectives of the CICA Business Council may be expanded by mutual agreement of the CICA Member-States.

## **III. Structure of the CICA Business Council**

3.1 The structure of the CICA Business Council shall be consisted of: the Board of the CICA Business Council (hereinafter referred to as the Board) and the Meeting of the Members of the CICA Business Council (hereinafter referred to as the Plenary Session).

3.2 These Regulations lay down the procedure for formation, authority and functions of the working bodies of the Business Council.

3.3 The Board shall comprise Board Members – Chairman, Vice- Chairmen from coordinating and co- coordinating countries (in accordance with the cooperative approach for the implementation of Confidence Building Measures, approved by the SOC on 14 March, 2007 in Bangkok, Thailand<sup>1</sup>) and one or more designated representatives from the Secretariat. The Board shall be permanent executive body of the CICA Business Council.

3.3.1 The Chairman of the Board shall be nominated representative of a private company or a national SMEs organization/association of the CICA Member-State assuming CICA Chairmanship. Chairman of the Board shall be nominated by the CICA Chairmanship for a period of two years.

3.3.2 The Deputy Chairmen of the Board shall be nominated (one each) by the coordinator and co-coordinators of Confidence Building Measures in the Development of Small and Medium Enterprises. The Deputy Chairmen will assist Chairman in all Board proceedings. The Board shall have the option to invite representatives from the relevant state bodies of the CICA Member-States.

3.4 The functions of the Chairman of the Board shall include:

3.4.1 To coordinate activities for organizing and holding the Plenary Sessions;

3.4.2 To coordinate interaction with the CICA Secretariat;

3.4.3 To maintain contacts with the members of the Board during the period between the Plenary Sessions;

3.4.4 To develop the detailed action plan for implementing the endorsed and adopted solutions/proposals during the Plenary Sessions, if necessary with the approval of the SOC, and to monitor its implementation;

3.4.5 To draft and provide a final report of the CICA Business Council meetings at meetings of the CICA Special Working Group (hereinafter referred to as SWG and SOC).

3.5 The Board shall perform the following functions:

3.5.1 To introduce draft agenda and program of Plenary Sessions for approval of the CICA Business Council;

3.5.2 To discuss and resolve issues related to the activities of the CICA Business Council, assist the implementation of confidence-building measures to achieve the intended objectives;

3.5.3 To prepare draft work schedule of the CICA Business Council, minutes of the meetings of the CICA Business Council; as well as the set of proposals introduced at the Plenary Session for the approval of the SWG and SOC; and take necessary actions on approved and adopted proposals;

3.5.4 To establish and maintain contacts with international organizations and national business organizations/associations and public authorities of the CICA Member-States on the activities of the CICA Business Council with the approval of SOC;

3.5.5 To prepare and organize the Plenary Sessions in consultation with the host CICA Member-State;

3.5.6 To approve and develop with the Secretariat, the structure and work plan of the special meetings and events, whenever required, in consultation with members of the CICA Business Council.

3.6 The Board carries out its functions in the following order:

3.6.1 The Board shall hold its meetings before the Plenary Session. The board members shall discuss the organizational issues and coordinate current and further activities of the CICA Business Council;

3.6.2 If needed, the Board may also hold its additional meetings. Such meetings of the Board shall be convened at the initiative of not less than two Board Members. The initiators shall send the proposal to the Secretariat with agenda, dates and venue of the meeting at least 60 working days in advance from the date of the meeting. The Secretariat shall inform other Board Members about the proposal within the next 7 days and seek their response within the following 10 days. The Secretariat shall then send the proposal and responses

to the Chairman for formal decision on the proposal which will then be intimated to all the Members;

3.6.3 The Board shall regularly monitor the activities of the Business Council and report to members of the Business Council;

3.6.4 Board Members shall have direct contact with the Secretariat and their contact details shall be forwarded to the Chairman.

3.7 The CICA Secretariat shall perform the functions of the Secretariat of the CICA Business Council.

3.8 Within the framework of its authority, the CICA Secretariat shall execute the following functions:

3.8.1 To prepare the provisional agenda and program of the Plenary Session for consideration by the Board and circulate finalized agenda among Members of the CICA Business Council indicating the date and venue of the Plenary Sessions not later than twenty days prior to these events; as well as to assist the Board in the preparation and organization of the Plenary Session in consultation with the host country;

3.8.2 To update regularly the contact list of all Members of the CICA Business Council to strengthen links and place it on the official CICA website (section «CICA Business Council»);

3.8.3 To provide to the Members of the CICA Business Council with copies of documents (agreed minutes, agenda, program, presentations and other documents related to the activities of the CICA Business Council) adopted by the Board on the results of the Plenary Sessions and accumulate information materials and other documents that are necessary for the operation of the CICA Business Council;

3.8.4 To assist the Board to organize exhibitions, conferences, seminars, workshops, symposiums and other events as part of the CICA Business Council activity agreed by the Members of the CICA Business Council;

3.8.5 To place related information on the official CICA website in consultation with the Board (in particular section «CICA Business Council»);

3.8.6 To assist the Board in compiling the contact information of Members of the CICA Business Council;

3.8.7 To assist the Board in monitoring and reporting on the activities of the Members of the CICA Business Council;

3.8.8 To keep the minutes of the Board meetings in consultation with the Chairman;

3.8.9 To establish and maintain contact with relevant international, public and private organizations on approval of the Board.

3.9 The members of the CICA Business Council shall consist of appointed members – three representatives of each CICA Member State. The CICA Member States shall appoint two representatives from national business organizations from SMEs sphere. Third appointed representative shall be an official of the CICA Member- State who is responsible for coordination and implementation of public policy in the field of SME.

#### **IV. Work Management of the Business Council**

4.1 Plenary Sessions of the CICA Business Council, held immediately prior to the meetings of the SOC or SWG, or at any other time as agreed by Members of the CICA Business Council, shall be chaired by Chairman of the Business Council or, in his absence, one of the Deputy Chairmen authorized to conduct Plenary Session.

4.2 The Plenary Session shall discuss the current activities of the CICA Business Council, set priorities for the main direction of the CICA Business Council activities in the medium term, discuss issues relating to the economic activities in the CICA and interaction with business associations / organizations and public authorities of the CICA in the field of SME.

4.3 The Plenary Session shall adopt decisions of the CICA Business Council through consensus.

4.4 Adopted decisions of the CICA Business Council shall be referred to the SOC for final approval. Decisions approved by SOC shall be implemented by the CICA Member-States on voluntary basis.

4.5 The CICA Business Council may hold extraordinary Plenary Session at the initiative of one or more CICA Member-States. CICA Member-State desiring to hold such a session shall send proposal to the Chairman with a copy to the Secretariat mentioning all relevant details like agenda, dates and venue of the proposed Session at least 45 workings days in advance. The extraordinary Plenary Session will be held after approval of all the CICA Member States.

4.6 The CICA Business Council may carry out such forms of cooperation as business fora, exhibitions, presentations, conferences, roundtables, workshops, business trips for representatives of SMEs business organizations of the CICA Member-States, as well as other activities. The date, venue, agenda, program and work plan of events shall be developed by the Board in conjunction with the CICA Secretariat, in consultation with Members of the CICA Business Council.

4.7 CICA Business Council, in consultation with its Members, have the authority to invite to their events representatives of commercial organizations or national business organizations / associations and public authorities of the CICA Member-States, who are not Members of the CICA Business Council, and representatives of international organizations as invited guests, subject to approval of SOC.

## **V. Financing of the Board of Business Council**

5. Organisational and technical expenses related to the holding of the Board meetings and Plenary Sessions of the CICA Business Council shall be borne by receiving party. Organisational and technical expenses related to extraordinary meeting shall be borne by the country initiating the proposal. Expenses for transportation to the venue and boarding and lodging shall be borne by the sending party.

## **VI. Final Provisions**

6.1 Working languages of the Business Council shall be English and Russian. Minutes of the meetings as well as other documents related to the activity of the CICA Business Council shall be in English.

6.2 The present Regulations shall enter into force from the date of their approval by the CICA Senior Officials Committee (SOC) through silence procedure.

6.3 Amendments and/or supplements may be introduced to the present regulations with approval of the SOC. Corresponding changes shall enter into force from the date of their adoption.

**Ankara, 21 April 2014**