INTER-AMERICAN CONVENTION ON OEA/Ser.K/XLIV.2

TRANSPARENCY IN CONVENTIONAL CITAAC/CEP-II/doc.4/22 rev. 2

WEAPONS ACQUISITIONS (CITAAC) 19 April 2022

Second Conference of the States Parties Original: Spanish

April 19, 2022

Virtual Format

RULES OF PROCEDURE OF THE CONSULTATIVE COMMITTEE

OF THE INTER-AMERICAN CONVENTION ON TRANSPARENCY   
IN CONVENTIONAL WEAPONS ACQUISITIONS (CITAAC)

(Approved at the Second Conference of the States Parties to the CITAAC, held on April 19, 2022)

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CHAPTER I

NATURE

**Article 1**

The Consultative Committee is an organ established by the States Parties to the Inter-American Convention on Transparency in Conventional Weapons Acquisitions (hereinafter “the Convention”) pursuant to Article 21 of the Rules of Procedure of the Conference of States Parties.

**Article 2**

The activities of the Consultative Committee are carried out under the auspices of the Convention and are governed by these Rules of Procedure.

CHAPTER II

FUNCTIONS

**Article 3**

The Consultative Committee shall have the following functions:

1. Promoting fulfillment by States Parties of the obligations set forth in Articles III, IV, and V of the Convention;
2. Supporting the General Secretariat of the Organization of American States (GS/OAS), in its capacity as the Technical and Administrative Secretariat of the Convention, in receiving, compiling, analyzing, and distributing to States Parties any information pursuant to Articles III, IV, and V of the Convention;
3. Facilitate the necessary information to keep the list of points of contact of States Parties up to date;
4. Promoting the exchange of information referred to in the Convention;
5. Facilitating the exchange of information on domestic legislation and administrative procedures of the States Parties to the Convention;
6. Promoting training, exchange of knowledge and experiences, and technical assistance among States Parties of the Convention and relevant international organizations, as well as academic studies;
7. Requesting from other States, no parties to the Convention, when appropriate, information on exports of conventional weapons to States Parties in accordance with Article V of the Convention;
8. Promoting the universalization of the Convention through adherence thereto and ratification of the Convention by OAS Member States that have not done so;
9. Analyzing measures to promote the integration of the Convention with other regional and international instruments whose objectives are complementary to the Convention’s, such as the Inter-American Convention against the Illicit Manufacturing of and Trafficking in Firearms, Ammunition, Explosives, and Other Related Materials (CIFTA) and the United Nations Register of Conventional Arms;
10. Coordinate and maintain ongoing communication with the Inter-American Defense Board, through the Technical Services Division-Weapons Management Section, on all matters related to the Convention;
11. Contributing to the implementation of programs, projects and activities developed by the GS/OAS to facilitate implementation of the Convention; and
12. Promoting measures to facilitate the application of the Convention.

CHAPTER III

COMPOSITION

**Article 4**

The Consultative Committee shall consist of one representative from each State Party to the Convention.

**Article 5**

The Consultative Committee shall have a Secretariat pro tempore. The host State Party for each regular meeting of the Consultative Committee shall serve as Secretariat pro tempore until the next regular meeting. When a regular meeting is held at the main headquarters of the GS/OAS, a State Party that will serve as Secretariat pro tempore shall be elected at that meeting.

**Article 6**

The Secretariat pro tempore, in consultation with the States Parties to the Convention, shall have the following functions:

a. convening regular and special meetings of the Consultative Committee;

b. preparing a draft agenda for the meetings;

c. preparing the draft reports and minutes of the meetings; and

d. such other functions as the Consultative Committee may assign it.

CHAPTER IV

MEETINGS

**Article 7**

The Consultative Committee shall hold at least one biennial regular meeting and shall hold special meetings as necessary.

**Article 8**

The first regular meeting of the Consultative Committee shall be held at the main headquarters of the GS/OAS General Secretariat of the Organization of American States, unless a State Party offers to host it, on a date to be agreed upon in the Committee on Hemispheric Security and approved by the States Parties, through their permanent missions to the OAS, in the Permanent Council.

Meetings of the Consultative Committee shall be held at the place agreed upon by the States Parties at the previous ordinary meeting. If there is no offer to host, the Consultative Committee shall meet at the main headquarters of the GS/OAS.

The GS/OAS, in addition to its functions as depositary of this Convention pursuant to Article XIV hereof, shall provide the Consultative Committee with the secretariat services and the support it may require for carrying out its mandate.

**Article 9**

The quorum required for holding a meeting of the Consultative Committee shall be more than one third of its members.

**Article 10**

In the deliberations of the Consultative Committee, each representative shall have one vote. Decisions shall be adopted by a majority of the representatives of the States Parties and shall be in the nature of a recommendation.

**Article 11**

The Consultative Committee shall keep confidential any information it receives in the performance of its duties, if so requested.

# Article 12

The working languages of the Consultative Committee shall be the official languages of the Organization of American States.

**Article 13**

The meetings shall be presided over by the State Party that is serving as Secretariat pro tempore.

CHAPTER V

BUDGET AND FINANCES

# Article 14

The Consultative Committee, through the State Party that is serving as Secretariat pro tempore, is authorized to receive voluntary contributions from any State or international organization for the performance of its functions, in the manner agreed upon by the States Parties.

CHAPTER VI

RULES OF PROCEDURE

**Article 15**

These Rules of Procedure shall be adopted by the Conference of States Parties. Their adoption and amendments thereto shall be subject to a quorum of two thirds of the States Parties present at the Conference.

**Article 16**

These Rules of Procedure shall enter into force on the date of their adoption by the Consultative Committee.

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