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RULES OF PROCEDURE

OF THE CONFERENCE OF THE STATES PARTIES TO 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)

**RULES OF PROCEDURE**

**OF THE CONFERENCE OF THE STATES PARTIES TO THE INTER-AMERICAN CONVENTION ON TRANSPARENCY IN CONVENTIONAL WEAPONS ACQUISITIONS (CITAAC)**

CHAPTER I

THE NATURE OF THE CONFERENCE AND ITS PURPOSE

**Article 1**

The Conference of the States Parties (hereinafter “the Conference”) is a meeting of the States Parties to the Inter-American Convention on Transparency in Conventional Weapons Acquisitions (hereinafter, “the Convention”), established in Article VIII of said Convention, and that could be convened in different opportunities according to the requirements contemplated in the Convention.

**Article 2**

Pursuant to the provisions of Article VIII of the Convention, the purpose of the Conference of the States Parties is to examine the functioning and application of the Convention and to consider further transparency measures consistent with the objective of the Convention.

CHAPTER II

THE FUNCTIONS

**Article 3**

To fulfill its purpose, the Conference will have the following functions:

a. Take such decisions as it deems necessary to guide the States Parties and the Consultative Committee on the functioning and application of the Convention, particularly as regards fulfilling the obligations set forth in Articles III and IV;

b. Set priorities and identify objectives for effective application of the Convention;

c. Instruct the Consultative Committee to adopt and develop measures to facilitate the proper functioning and application of the Convention;

d. Examine the outcomes of the measures adopted by the Consultative Committee to facilitate the functioning and application of the Convention;

e. Request reports to the Technical Secretariat and the Consultative Committee, as it deems necessary, to examine the functioning and the degree of implementation of the Convention, as well as to arrange for studies or analyses to be undertaken to help identify strengths and weaknesses in its application;

f. Consider further transparency measures consistent with the objective of the Convention as well as amendments to the categories of conventional weapons listed in Annex I to the Convention, taking into consideration the integration between the Convention and the United Nations Register of Conventional Arms; and to further consider the possibility of including small arms and light weapons within the scope of the Convention. Amendments to Annex I shall be effected in accordance with the provisions of Article XI of the Convention;

g. Ensure the necessary provisions are in place for strengthening the relationship of the States Parties to the Convention and of the Consultative Committee with other international and regional organizations, with a view to developing joint programs to facilitate the application of the Convention and managing technical and financial cooperation for execution of such programs, including coordination with the United Nations and the United Nations Register of Conventional Arms.

CHAPER III

COMPOSITION AND ORGANIZATION

**Article 4**

The Conference shall be composed of the States Parties to the Convention. Each State Party shall designate a head of delegation and other delegates as it considers necessary.

**Article 5**

The Conference shall have a Chair and three Vice Chairs. The Chair and Vice Chairs shall be elected at the beginning of each Conference, according to the procedure established in article 14 of these Rules of Procedure.

The State Party elected as Chair of the Conference shall serve as Chair until the next Conference.

In the absence of the Chair from a meeting or part thereof, the First Vice Chair shall take his/her place and in the absence of the latter, the Second Vice Chair shall serve. In the absence of the Second Vice Chair, the Third Vice Chair shall serve instead.

**Article 6**

The State Party chairing the Conference shall be responsible for:

1. Organizing the Conference.
2. Opening and closing the sessions and directing the debates.
3. Proposing the draft agenda for the Conference and any other documents as deemed necessary.
4. Ruling on points of order arising during deliberations.
5. Submitting to a vote matters under discussion that require a decision, and announcing the results.
6. Such other functions conferred by these Rules of Procedure and the Conference.

**Article 7**

The Chair shall convene at least one preparatory meeting for each Conference sufficiently in advance of the scheduled date of the Conference, to allow the States Parties to consider sending their representatives.

The preparatory meetings shall consider and draft the agenda, schedule, and final document for the particular Conference. To that end, preparatory meetings shall decide on the deadlines for States Parties to the Convention, through their permanent missions to the Organization of American States (OAS), to present proposals concerning these draft documents aforementioned.

Decisions shall be adopted at the preparatory meetings applying the provisions of Articles 13, 14, and 15 of these Rules of Procedure, as appropriate.

CHAPTER IV

MEETINGS

**Article 8**

The Second Conference will be held on a date to be decided on by the Committee on Hemispheric Security and approved by the States Parties through their permanent missions to the OAS in the Permanent Council. Each Conference shall decide on the date for the next one to be held, without prejudice that other additional Conferences are convened when the Consultative Committee deems necessary.

**Article 9**

The accreditation of the delegations designated by the States Parties to represent them at a Conference shall be conveyed by written communication addressed to the Secretary General of the OAS.

**Article 10**

Drafts or proposals presented by the States Parties for consideration at a Conference shall be submitted in writing to the General Secretariat of the OAS (GS/OAS) at least forty-eight hours prior to a particular meeting.

Notwithstanding the above, the Conference may authorize the discussion of drafts or proposals that have not been submitted in writing within this deadline.

**Article 11**

The Conference shall meet at the headquarters of the GS/OAS, in Washington D.C., unless a State Party offers to host it and the other States Parties are in agreement.

**Article 12**

The quorum required to hold a Conference shall be constituted by one third of the States Parties.

**Article 13**

The order of precedence of the State Parties’ delegations shall be established by lot at the preparatory session. To that end, the alphabetical order of the names of the states in Spanish shall be followed.

**Article 14**

In the deliberations of the Conference, each State Party shall have one vote. Decisions shall be taken by majority vote of the States Parties participating in the Conference, except for the adoption of amendments to the Convention, which require the approval of two thirds of the State Parties participating in the Conference, as provided for in Article XI of the Convention.

**Article 15**

OAS member states that are not party to the Convention may be invited to the Conference, with the right to speak but not to vote. They may take the floor whenever the Chair of the Conference so decides.

**Article 16**

Permanent observers to the OAS may be invited to attend the Conference. They may request the floor and the Chair will decide thereon.

**Article 17**

International bodies and organizations deemed relevant may also be invited to attend the Conference and may speak as decided by the Chair of the Conference.

**Article 18**

Whenever it is deemed useful for the purposes of the Conference, invitations may be extended to representatives of civil society organizations whose work is related to areas addressed by the Convention, in accordance with the “Guidelines for the Participation of Civil Society Organizations in the Activities of the Organization” and the “Strategies for Increasing and Strengthening Participation by Civil Society Organizations in OAS Activities,” approved by the Permanent Council.

**Article 19**

The working languages of the Conference shall be the official languages of the OAS. As such, meetings should count with interpretation and documents should be made available in the official languages.

CHAPTER V

THE CONSULTATIVE COMMITTEE

**Article 20**

To fulfill the objectives of the Convention and to foster cooperation and ongoing activities by the States Parties, a Consultative Committee shall be established. Its decisions shall be in the nature of a recommendation and shall be validated by the Conference.

**Article 21**

The functions of the Consultative Committee are to:

1. Promote fulfillment by States Parties of the obligations set forth in Articles III, IV, and V of the Convention;
2. Support the GS/OAS, in its capacity as the Technical and Administrative Secretariat for 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 contacts of the States Parties up to date;
4. Promote the information exchange referred to in the Convention;
5. Facilitate the information of exchange on domestic legislation and administrative procedures of the States Parties to the Convention;
6. Promote training, exchange of knowledge and experiences, and technical assistance among the States Parties of the Convention, and relevant international organizations, and academic studies;
7. Request from other States, not parties to the Convention, when appropriate, information on exports of conventional weapons to States Parties in accordance with Article V of the Convention;
8. Promote the universalization of the Convention through adherence thereto and ratification by OAS Member States that have not done so;
9. Analyze 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. Contribute to the implementation of programs, projects, and activities executed by the GS/OAS to facilitate application of the Convention; and
12. Promote measures to facilitate application of the Convention.

**Article 22**

The States Parties shall identify a single point of contact to serve as a liaison among the States Parties, as well as between them and the Consultative Committee for cooperation and information sharing purposes.

**Article 23**

The Consultative Committee shall establish specific rules to govern its activities.

CHAPTER VI

THE SECRETARIAT

**Article 24**

The GS/OAS, in its capacity as the depositary for the Convention under Article XIV of same, shall provide technical and administrative secretariat services for the Conference process.

Accordingly, in all matters relating to its technical and administrative staff, as well as to its organization and functioning, the Secretariat shall be governed by the provisions of the Charter of the OAS, the General Assembly-approved General Standards for its operations, and decisions taken by the OAS Secretary General pursuant thereto.

**Article 25**

The Secretariat shall perform the following functions:

1. Advise the respective chairs on preparations for and conduct of each Conference and meetings of the Consultative Committee, including support for preparation and distribution of draft agendas, through the permanent missions to the OAS;
2. Coordinate the organizational and administrative aspects of each Conference and meetings of the Consultative Committee. When a State Party offers to host any of these meetings, it shall enter into an agreement with the GS/OAS. The negotiation and signing of this agreement shall be coordinated through its permanent mission to the OAS;
3. Provide specific secretariat services to each Conference and meetings of the Consultative Committee, assist them with preparation and consideration of the corresponding draft recommendations, classify, translate, distribute to the delegations, and, as appropriate, disseminate via the Internet and any other means, official texts of documents submitted, considered, and approved in the context of the meetings;
4. Serve as a central point of coordination and contact for sending and receiving documents and communications among the officials participating in each Conference and meetings of the Consultative Committee concerning all matters related to organizing and conducting them and to implementing their respective recommendations;
5. Promote regular and ongoing delivery of the reports established in Articles III, IV, and V of the Convention, through awareness-raising, dissemination, and training activities for the relevant authorities of the States Parties, and implementation of mechanisms to facilitate delivery of reports, such as information systems and possible delivery of reports electronically, among other relevant measures;
6. Consolidate reports received from States Parties, as established in Articles III, IV, and V of the Convention, and transmit them to the States Parties;
7. Prepare the consolidated annual report from information provided under the Convention, for submittal to the States Parties;
8. Keep an updated database of information on the national points of contact for the Convention;
9. Promote, organize, and coordinate programs, projects, and activities to facilitate and strengthen information exchange, training, and technical cooperation to promote the Convention and, to that end and in ongoing communication with the States Parties, enter into the relevant agreements with States, international organizations, and agencies to help finance them and with the States in which they will be executed, in accordance with OAS provisions in force governing the subject matter;
10. Implement strategies to encourage States that have not signed the Convention, or those that signed but have not ratified, to ratify or accede thereto;
11. Maintain ongoing communication and coordination with the Inter-American Defense Board, through the Technical Services Division-Weapons Management Section, on all matters related to the Convention;
12. Establish a mechanism within the scope of the Convention to systematize technical registration and policy support for the Convention, according to available resources;
13. Design and maintain a website or platform for information exchange, according to available resources;
14. Follow up on Convention-related decisions emanating from the OAS General Assembly;
15. Submit such reports as may be called for by the Conference, the Consultative Committee, the General Assembly, the OAS Permanent Council, or its permanent committees, in its capacity as technical and administrative secretariat; and
16. Other activities related to the Convention, in accordance with resolutions adopted by the States Parties.

**Article 26**

The Secretariat shall perform the functions set forth in the preceding article in accordance with available human and financial resources and shall make the necessary arrangements to secure internal and external resources to finance those activities.

CHAPTER VII

THE RULES OF PROCEDURE

**Article 27**

The Rules of Procedure shall be adopted by the Second Conference and shall take effect on the date of its adoption.

**Article 28**

The Rules of Procedure may be amended by the Conference by supermajority of two-thirds of the States Parties.

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