Conference Procedure

For more efficient and orderly conference proceeding, the Secretariat has prepared the following rules of procedures for the 5th Meeting of the Asia-Europe Political Forum.

Registration

- All delegates who would like to join the conference are requested to complete their registration forms and send them to the ICAPP Secretariat at secretariat@theicapp.org, no later than **Friday, 22 September 2023.**

Speeches

- There will be up to one speaker from each political party for each meeting.
- The list of speakers will be prepared in the order of request to the ICAPP Secretariat and it will be circulated by the Secretariat in advance of the meetings. In this regard, participants who would like to speak during the conference are recommended to mark in the registration form they submit.
- The speakers are requested to make their remarks related to the topics of the meetings.
- All participants who signed up to speak are requested to send the text of their speeches to the Secretariat at secretariat@theicapp.org, before the meeting.
- All speakers other than the keynote presenters will be allocated five (5) minutes each for their remarks.

Statement

- The "Kathmandu Statement" for the 5th Meeting of the Asia-Europe Political Forum that reflects the key outcome of the meeting will be adopted at the closing session.
- The initial draft statement will be prepared by the Secretariat after consultations with the Bureau Members of the Asia-Europe Political Forum. Afterwards, the draft statement will be circulated to SC Members in advance of the meeting. The final draft will be circulated to all participants during the first session of the meeting. Participants are requested to submit their comments or suggestions, if any, on the draft statement to the Secretariat in written form.
- The final statement will be completed before the closing session.

Final Report

- The ICAPP Secretariat, in coordination with the CPN-UML, will prepare and circulate the final report that summarizes the key outcome of meetings.

Working Language

- The meeting will be conducted in English in accordance with Article 15 of the ICAPP Charter.
- Participants will be responsible for their own interpreters should they require such services. However, the same time limit will be applied to all participants regardless of their use of interpreter services.