A GUIDELINE FOR FEALAC MEETINGS

Submitted by FEALAC CYBER SECRETARIAT

2019

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1.   Introduction

FEALAC as a whole has shown a significant improvement over the years in promoting regional cooperation between East Asia and Latin America, by hosting multiple workshops and meetings to facilitate mutual understanding and related political dialogue. Nevertheless, there is also a room for improvement in developing more systematic and standardized set of rules and requirements to ensure operational consistency and efficiency of the Forum. In this sense, the *New FEALAC Action Plan* was adopted at the 8th Foreign Ministers' Meeting to emphasize the need for an enhanced institutional framework.

Supporting all the joint efforts made by members, the FEALAC Cyber Secretariat proposes this document, *A Guideline for FEALAC Meetings*, to provide guidance for FEALAC member countries on procedures, requirements, responsibilities, document formats, and recommendations in organizing FEALAC official meetings. This guideline will serve to assist Regional Coordinators, Working Group Co-Chairs and other member countries on how these requirements and responsibilities can be accomplished. Furthermore, it will provide official instructions on how to work with the Cyber Secretariat to facilitate follow-ups on decisions made at FEALAC meetings.

Contents of this guideline are predominantly based on the following three officially adopted documents: *Framework for a Forum for Dialogue and Cooperation between East Asia and Latin America, Co-Proposals by Japan and Korea on strengthening FEALAC Mechanism, and Guideline for FEALAC Working process.* Otherwise, the new guideline is written based on other previously adopted SOM/FMM documents and best practiced norms that FEALAC has accumulated through past meetings. Additionally, this document aims to propose new standards and templates for meetings and documents. Proposed templates can be found on Annex 1-5.

This Guideline could be reviewed and amended upon request of member countries if necessary.
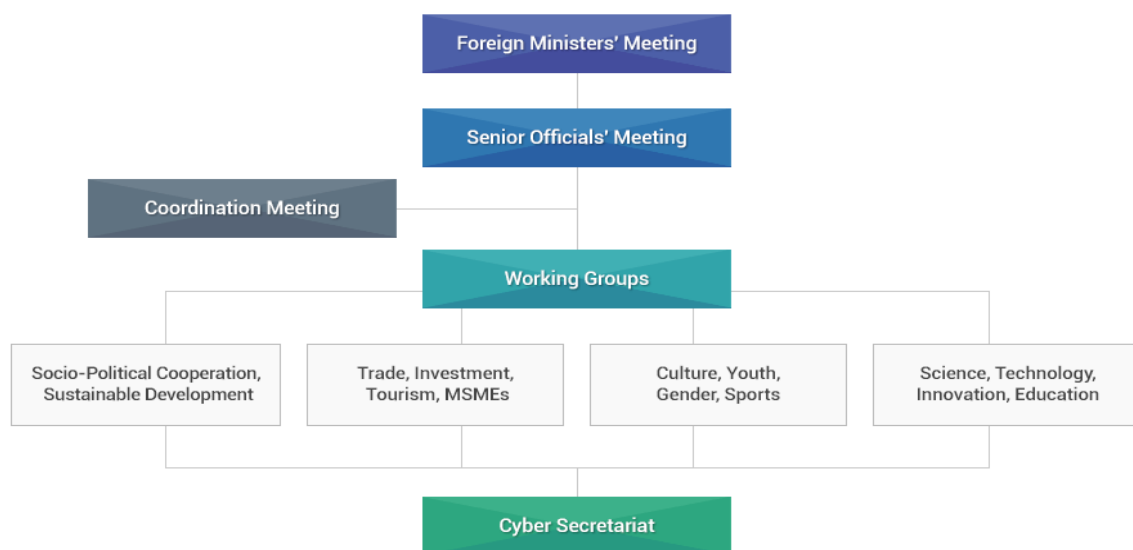
2.   Organization of FEALAC

> This part is written based on the following documents, information and other best practiced norms that FEALAC has accumulated through past meetings:
> -   *FEALAC Guidebook (2017)*
> -   *FEALAC Leaflet (2017)*
> -   *FEALAC Official Website*

The main objective of FEALAC is to foster mutual understanding and political dialogue amongst its member countries. FEALAC, though various meeting and workshops, has discussed common issues where members can improve relations and linkages between East Asia and Latin America. The range of topics that FEALAC has dealt with indicates the diversity of elements that FEALAC can contribute to promoting growth, development and sustainability.

Figure 1.   FEALAC Organizational Chart

As illustrated in Figure 1, there are four major FEALAC meetings: Foreign Ministers' Meeting (FMM), Senior Officials' Meeting (SOM), Working Group Meetings (WG) and Coordination Meeting (CM). Likewise, Working Groups are divided into four areas: (1) Socio-political Cooperation, Sustainable Development (SPCSD), (2) Trade, Investment, Tourism, MSMEs (TITM), (3) Culture, Youth, Gender, Sports (CYGS), and (4) Science Technology, Innovation, Education (STIE). In addition, the Troika Foreign Ministers' Meeting is held every year since 2016 to ensure the continuity of FEALAC agenda and effective implementation of national and regional projects. Lastly, there is the FEALAC Cyber Secretariat that assists communication and information exchange of FEALAC.

3. Roles of Regional Coordinators, Deputy Regional Coordinators, and Working Group Co-Chairs

> This part is written based on the following documents and other best practiced norms that FEALAC has accumulated through past meetings:
>
> - *Coordinators' Report, 2nd SOM (2000)*
> - *Framework for a Forum for Dialogue and Cooperation between East Asia and Latin America, Annex A of the 1st FMM (2001)*
> - *Co-proposal by Japan and Korea on strengthening FEALAC Mechanism, adopted document of the 10th SOM (2010)*
> - *Guideline for FEALAC Working Process, adopted document of the 16th SOM (2015)*
> - *Busan Declaration, 8th FMM (2017)*
> - *New FEALAC Action Plan, 8th FMM (2017)*

A. Roles of Regional Coordinators

Any member country can volunteer for the Regional Coordinator (RC) position. The appointment of the two Coordinators, one from each region, shall be on the basis of consensus within their respective regions. [1] In this respect, incoming Coordinators are to be nominated by the Current Regional Coordinator through informal consultation with other member countries in their own region.[2] The newly appointed Regional Coordinators assume the position a day after the end of the FMM and the work handover from the previous Regional Coordinator needs to be completed as soon as possible. The two year term continues until the next FMM. The role of Regional Coordinators includes the followings:

a) Host and lead the Ministerial and Senior Officials' Meeting

   - Make proposals of schedule and agenda of Foreign Ministers' Meeting (FMM) and Senior Officials' Meeting (SOM)

   - Prepare draft of the Final Documents of FMM and SOM

   - Number FEALAC official documents and supervise its overall management

   - Finalize draft of the Final Documents after confirming consensus among the member countries through circulation, and afterwards, send the final version to Cyber Secretariat

b) Host and lead the Coordination Meeting, and lead the Interim Coordination Meeting

   - Make proposal of schedule and agenda of Coordination Meeting and Interim

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[1] Framework for a Forum for Dialogue and Cooperation between East Asia and Latin America, Annex A of the 1st FMM (2001)

[2] Guideline for FEALAC Working Process, adopted document of the 16th SOM (2015)

Coordination Meeting

c) Host and Lead Regional Coordination Meetings for each respective region

   - Make proposal of schedule and agenda of Regional Coordination Meetings

d) Lead the FEALAC Troika Meeting

   - Make proposal of schedule and agenda of FEALAC Troika Meeting

   - Prepare the meeting minutes and upload it to Focal Point Zone in the FEALAC official website

e) Host the four Working Group Meetings

   - Make proposals of the schedule of four Working Groups Meetings after consulting with the Co-Chairs of each Working Group

   - Circulate the agendas of Working Group Meetings prepared by the Co-Chairs of Working Groups

   - Circulate Final Documents of four Working Group meetings prepared by the Co-Chairs of Working Groups

f) Suggest to nominate the next Regional Coordinators, Deputy Regional Coordinators, and Working Group Co-Chairs when member countries volunteer

g) Organize seminars or symposium on one or two themes about priority agendas of Working Groups as a side event of the Senior Officials' or Ministerial meeting, thereby allowing experts to exchange their views with their local and international counterparts in a substantive manner[3]

h) Represent FEALAC when participating in other regional and international meetings, with the consensus of all FEALAC members[4]

i) Participate in the Steering Committee for the FEALAC Fund

B. Roles of Deputy Regional Coordinators

The FEALAC Deputy Regional Coordinators system was introduced at the 1st FMM in 2001, with the role to assist Regional Coordinators in ensuring the continuity of FEALAC meetings and boosting partnership. Deputy Regional Coordinators, who are the next provisional Regional Coordinators, are to be appointed on a voluntary basis at least one year in advance. In the Busan Declaration of the 8th FMM, Foreign Ministers strongly encouraged that incoming Regional Coordinators (Deputy Regional Coordinator) be selected by latest at the Senior Officials' Meeting, held in the year when Foreign Ministers'

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[3] Co-proposals by Japan and Korea on strengthening FEALAC Mechanism, adopted document of the 10th SOM (2010)

[4] Coordinators' Report, 2nd SOM (2000)

Meeting is not held. Followings are the roles of Deputy Regional Coordinators:[5]

a) Disseminate information

b) Communicate with member countries of their own region

c) Prepare the meetings

d) Participate in the Troika, Coordination, Interim Coordination, and Regional Coordination Meetings

C. Roles of Working Group Co-Chairs

Working Group Co-Chairs assume the position on a voluntary basis. Regional Coordinators may also invite member countries to take the role of WG Co-Chairs. Currently, there is no definite length of terms. Followings are the roles of Co-Chairs:

a) Lead meetings of each Working Group

b) Make/suggest agenda and schedule, etc. on the Working Group meetings and submit to Regional Coordinators in a timely manner[6]

c) Encourage member countries to update national and regional projects on FEALAC website database, and complete the project review survey by providing comments on FEALAC website Focal Point Zone[7]

   - Encourage member countries in each WG to complete the Project Review Survey in collaboration with the Cyber Secretariat[8]

d) Monitor national and regional projects regularly that member countries implement to avoid duplication[9]

   - Monitor regularly the progress of the projects

e) Lead discussion on proposals of Regional Projects in each Working Group

f) Develop Area-specific Initiatives in each Working Group[10]

g) Write the Working Group reports and submit it to the SOM

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[5] Guideline for FEALAC Working Process, adopted document of the 16th SOM (2015)

[6] Co-proposals by Japan and Korea on strengthening FEALAC Mechanism, adopted document of the 10th SOM (2010)

[7] Busan Declaration, 8th FMM (2017)

[8] New FEALAC Action Plan, 8th FMM (2017)

[9] Busan Declaration, 8th FMM (2017)

[10] New FEALAC Action Plan, 8th FMM (2017)

4. FEALAC Meeting Schedule

> This content is written based on the following documents and other best practiced norms that FEALAC has accumulated through past meetings:
>
> - *Framework for a Forum for Dialogue and Cooperation between East Asia and Latin America, Annex A of the 1st FMM (2001)*
> - *Guideline for FEALAC Working Process, adopted document of the 16th SOM (2015)*

The two-year term of Regional Coordinators starts from the end of the FEALAC Foreign Ministers' Meeting. In this regard, the FEALAC meeting schedule follows the term of Regional Coordinators.[11]

The calendar for the main FEALAC Meetings is determined by the host country after arrangement with member countries. For reference, recent FEALAC Meetings were held typically following the timeline below:

FEALAC Meeting	Typical Timeline
Interim Coordination Meeting	March/April (convened back-to-back with Cyber Secretariat Workshop)
Foreign Ministers' Meeting	June/August (on a **biennial** basis)
Senior Officials' Meeting	June/August (on an **annual** basis)
Working Group Meetings	convened back-to-back with SOM
Coordination Meeting	
Regional Coordination Meeting (East Asia/Latin America)	
Trust Fund Steering Committee Meeting	
Troika Meeting	September (convened back-to-back with UNGA)

An ad-hoc meeting can be convened when necessary.

Besides, other FEALAC events, that aim to strengthen stronger connectivity and cooperation between East Asia and Latin America, such as the FEALAC Business Forum, can be held on the sideline of the FEALAC FMM or SOM.

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[11] Framework for a Forum for Dialogue and Cooperation between East Asia and Latin America, Annex A of the 1st FMM (2001)

5.   FEALAC Meetings

This chapter is written based on the following documents and other best practiced norms that FEALAC has accumulated through past meetings:

- *Framework for a Forum for Dialogue and Cooperation between East Asia and Latin America, Annex A of the 1ˢᵗ FMM (2001)*
- *Coordinators' Report, 3ʳᵈ SOM (2001), Co-Chairs' statement, 1ˢᵗ FMM (2001)*
- *Co-proposal by Japan and Korea on strengthening FEALAC Mechanism, adopted document of the 10ᵗʰ SOM (2010)*
- *Buenos Aires Declaration, 5ᵗʰ FMM (2011)*
- *Guideline for FEALAC Working Process, adopted document of the 16ᵗʰ SOM (2015)*
- *Proposal for the Improvement of FEALAC Project Review Survey, Annex 2 of the 17ᵗʰ SOM (2016)*
- *Busan Declaration, 8ᵗʰ FMM (2017)*
- *New FEALAC Action Plan, 8ᵗʰ FMM (2017)*
- *FEALAC Troika – Operational Modalities, Annex 2 of the 8ᵗʰ FMM (2017)*
- *FEALAC Guidebook (2017)*
- *Terms of Reference of the FEALAC Fund Steering Committee (2018)*
- *Rules of Procedure of the FEALAC Fund Steering Committee (2018)*

A.   Foreign Ministers' Meeting (FMM)

The Foreign Ministers' Meeting is the highest decision making body in FEALAC which decides by consensus to establish FEALAC goals, approve main projects, adopt FEALAC official documents and admit new member countries.

It is held approximately every two years. The host country of the FMM should decide the locations and dates of the Meetings, and inform all member countries in a timely fashion.

The venue of the meeting should alternate between the two regions and be decided on the basis of consensus.[12]

(5A-1)   Preparation Process for the Ministerial Meeting

FEALAC does not have any defined or agreed process for preparing meetings among member countries. Nonetheless, FEALAC has a common procedure from past experience for the last twenty years. This following guide is written based on this precedence in order to help understanding of the Host country and relevant meeting organizers.

a)   Official invitation

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[12] Framework for a Forum for Dialogue and Cooperation between East Asia and Latin America, Annex A of the 1ˢᵗ FMM (2001)

The host country is expected to issue an official invitation to all FEALAC member countries and the Cyber Secretariat <u>10-12 weeks</u> prior to the meetings. International and other regional organizations can be invited if necessary. The invited guest, called for the meeting, may participate in the Ministerial Meeting after agreement by consensus of member countries.

b) Distribution of Agendas and schedule of the Meetings

- The host country generally prepares the agenda and schedule of the following:

    · Regional Coordinators' Meeting (if necessary)

    · Meeting of the host country's region

      (The other Regional Coordinator will prepare the meeting of the other region.)

    · Coordination Meeting

    · Senior Officials' Meeting

    · Foreign Ministers' Meeting

    · Any other relevant FEALAC Meetings to be held on the sidelines of the FMM

- The Working Group co-chairs prepare the agenda of the following:

    · Respective Working Group Meetings

- The UN ESCAP and ECLAC prepare the agenda of the following:

    · FEALAC Fund Steering Committee Meeting

      (with the approval of the steering committee co-chairs)

c) Circulation of the drafts of the Foreign Ministers' Meeting Declaration

The host country prepares <u>the draft of Foreign Ministers' Declaration</u> as it receives contributions from member countries. The host country is expected to mediate differences of opinions among member countries through internal communication channel.

In order to secure enough time for the preparation of the final draft document, the initial draft of the Ministerial declaration is recommended to be circulated <u>10-12 weeks</u> before the meeting are scheduled to be held.

d) Notice from the host country

The host country is recommended to notify member countries regarding the following before the meeting:

· Receiving application for candidacy of the following position of FEALAC:

Regional Coordinators, Deputy Regional Coordinators, and WG co-chairs

· Confirmed list of Head of Delegation

· Logistics and Media Note

e) Documentation

The host country is responsible for finalizing all FEALAC meeting-related documents. It is imperative that the host country delivers the soft copy of the adopted document to the Cyber Secretariat before their departure from the meeting venue. In the end, the host country should transmit the finalized documents with its annex(es) in electronic form to the Cyber Secretariat so that they can be posted on the FEALAC website.

(5A-2)   Agenda Setting & Circulation

Agenda Setting

The Regional Coordinators should prepare the provisional agenda for the plenary and retreat sessions including agenda items of (1) adoption of the Ministerial declaration, (2) consideration and approval of SOM report, (3) endorsement on the next Regional (deputy) Coordinators, (4) admission of new members upon request, (5) expected date and venue of next Ministerial Meeting and (6) other key issues.

If possible, annotated agendas should be shared amongst members in a timely manner. Each agenda item should specify a clear description of topics to be discussed and the expected outcome in order for delegations to properly prepare the meeting.[13]

Circulation of Agenda

The proposed agenda should be circulated to all member countries in advance through the Cyber Secretariat and the diplomatic channel, and it should be finalized after confirming consensus among the member countries. It is recommended to be circulated at least 8-10 weeks before the meeting.[14]

(5A-3)   Invitation

The host country is expected to issue an official invitation to all FEALAC member countries

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[13] Guideline for FEALAC Working Process, adopted document of the 16th SOM (2015)

[14] The time recommendations in this document are drawn from the case of other international organizations and the general norms in FEALAC Meetings.

and the Cyber Secretariat 10-12 weeks before the meetings. International and other regional organizations can be invited if necessary. The invited guest, called for the meeting, may participate in the Ministerial Meeting after agreement by consensus of member countries. It is recommended that the host country engages experts or actors from other Ministries.[15] Moreover, the possible participation of Economic or other Ministers, and the possibility of having a Summit of Leaders can be discussed by the Foreign Ministers.[16]

Ministerial Retreat Meeting is only open to the Ministers or their representatives, and registered officials of the delegation.

(5A-4)   Logistical Note

A logistical note for the FEALAC FMM provides logistical and other general information for the meeting. Host country is responsible for preparing the logistical note and it should be sent out to FEALAC member countries through the Cyber Secretariat in advance of the meeting. Notes are generally distributed 8-10 weeks prior to the meeting.

The logistical note will include the following information: (1) Host country's contact point, (2) programs and schedules of the meeting, (3) bilateral meeting arrangement, (4) registration manual, (5) arrival/departure formalities, (6) transportation arrangement, (7) accommodation arrangement, (8) meeting venue/site plans, (9) contact number of delegation liaison officers, and (10) other general information (information such as climate, currency, electricity supply, local time, emergency numbers etc.)

In some part of the note, information of accommodation arrangement such as the range of coverage for delegates needs to be specified, if applicable.

(5A-5)   Website, Registration and Accreditation

Website

The FMM host country is recommended to establish and operate a website that can be used as a platform for online registration for participants of the meeting. More functions can be added for publicizing information such as meeting schedule, speeches, announcements etc. It is recommended to establish the website 8-10 weeks prior to the meeting. For better accessibility to the website, it is highly recommended that a pop-up banner be made with the help of Cyber Secretariat at the FEALAC official website so that it can be directly connected to the website.

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[15] Guideline for FEALAC Working Process, adopted document of the 16th SOM (2015)

[16] Framework for a Forum for Dialogue and Cooperation between East Asia and Latin America, Annex A of the 1st FMM (2001)

<u>Registration and Accreditation</u>

On-site registration desk should be operated during the meeting period for the distribution of ID cards for pre-registered delegates, and assistance with on-site registration after confirmation of either authorized delegation officer or their Diplomatic missions in the host country.

Distinctive and separate lapel pins are recommended to be prepared for Foreign Ministers or Heads of Delegations of FMM. Lapel pins and ID cards should be worn and be visible at the meeting venues.

(5A-6) Press Conference

Holding a press conference is not a requirement but it is advised that the host country takes it into consideration, especially given the magnitude and importance of the FMM meeting. Although the theme of the press conference will depend on the host and Regional Coordinators' agenda, it is nonetheless encouraged for press conference holders to include some of the important keynotes such as the summary of that year's FMM declaration.

(5A-7) Final Report and Documentation

The host country is responsible for numbering and finalizing all FMM documents. It is imperative that the host country delivers the soft copy of the adopted document to the Cyber Secretariat before their departure from the meeting venue. In the end, the host country should transmit the finalized documents with its annex(es) in electronic form to the Cyber Secretariat so that they can be posted on the website.

Followings are required documents that need to be submitted:

a) FMM Final Document and its annexed documents

- The Final Document of Foreign Ministers' Meeting generally consists of the Ministerial declaration.

- In the Ministerial Meeting, SOM report is normally considered and approved. In this regard, the final report of SOM can be included as an Annex document.

- Final Document should include the Agenda of the Meeting and the List of Participants as an Annex document. List of Participants normally consists of participants' names, titles, organization /department information, and other information. The order of the list is alphabetical. It is recommended for the host country to initially gather information on expected participation prior to the meeting in order to facilitate the process of drawing up the final list of participants.

For a detailed template, refer to Annex 3.

- Other achievements, decisions or joint statements can be attached to the Annex in the Final Document.

b) Classification of Meeting Papers and Documents

- Classification of Meeting Papers and Documents is critical in categorizing documents and assuring whether the document set is complete. The document classification list may be reviewed at the subsequent meeting, if necessary, to verify de-restriction in an applicable area. For more detailed information, refer to Annex 1: FEALAC Documentation Guide and Annex 4: Template of Document List.

(5A-8)　Interpretation Services

Since its foundation of FEALAC, English has been the medium of communication in FEALAC meeting. For practical purpose, it is encouraged to provide simultaneous Spanish interpretation in every Foreign Ministerial Meeting.[17]

B.　Senior Officials' Meeting (SOM)

The Senior Officials' Meeting is held to prepare for the Foreign Ministers' Meeting and discuss the way of development of FEALAC. It should be held at least once a year, as well as back to back with Foreign Ministers' Meeting.[18] Senior Officials approve the four Working Group reports and other key Meetings' result in the meeting. It submits the agreed SOM report to the FMM and selects other key topics to be discussed at the FMM.

(5B-1)　Agenda Setting & Circulation

Agenda Setting

The Regional Coordinators should prepare the provisional agenda for the Senior Officials' Meeting. It is noted that the agenda generally includes the followings:

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[17]　Buenos Aires Declaration, 5th FMM (2011)

[18]　Framework for a Forum for Dialogue and Cooperation between East Asia and Latin America, Annex A of the 1st FMM (2001)

(1) follow-up on decisions taken at previous meetings, (2) review of Working Group Reports, (3) report of Cyber Secretariat Activity, (4) follow-up on the progress of FEALAC Trust Fund and decisions taken at FEALAC Troika, (5) nomination of next Regional Coordinators, Deputy Coordinators, and Working Group Co-Chairs when needed, (6) future activities in FEALAC, (7) discussion on the preparation for the next meeting, and (8) other relevant proposals and key issues.

If possible, annotated agendas should be shared amongst members in a timely manner. Each agenda item should specify a clear description of topics to be discussed and the expected outcome in order for delegations to properly prepare the meeting.[19]

Circulation of Agenda

The proposed agenda should be circulated to all member countries in advance through the Cyber Secretariat and the diplomatic channel, and it should be finalized after confirming consensus among the member countries. It is recommended to be circulated at least 8-10 weeks before the meeting.

(5B-2) Invitation

The host country invites all FEALAC member countries and the Cyber Secretariat to the meeting. When needed, international and other regional organizations can be invited. It is also recommended that Senior Officials try to include experts from relevant Ministries in their countries.[20]

(5B-3) Logistical Note

A logistical note for the FEALAC SOM provides logistical and other general information for the meeting. Host country is responsible for preparing the logistical note, which should be sent out to FEALAC member countries through the Cyber Secretariat in advance of the meeting. Notes are generally distributed 8-10 weeks prior to the meeting.

The logistical circular will include the following information: (1) Host country's contact point, (2) programs and schedules of the meeting, (3) registration manual, (4) arrival/departure formalities, (5) transportation arrangement, (6) accommodation arrangement, (7) meeting venue/site plans, and (8) other general information (information such as host country's climate, currency, electricity supply, local time, emergency numbers, etc.)

In some part of the note, information of accommodation arrangement such as the range of coverage for delegates needs to be specified, if applicable.

(5B-4)   Registration and Accreditation

The registration for the FEALAC SOM is conducted through direct email or diplomatic channel with the registration form elaborated by the host country. The registration is recommended to begin <u>8-10 weeks</u> prior to the meeting.

On-site registration desk also needs to be operated during the meeting period for the distribution of ID cards for pre-registered delegates, and assistance with on-site registration after confirmation of either authorized delegation officer or their diplomatic missions in the host country.

(5B-5)   Final Report and Documentation

The host country is responsible for numbering and finalizing all SOM documents. Along the lines of FMM, it is also crucial that the host country delivers the soft copy of the adopted document to the Cyber Secretariat before their departure from the meeting venue. Afterwards, the host country should transmit the finalized documents with its annex(es) in the electronic form to the Cyber Secretariat so that they can be posted on the website. If the FMM is being held during the same year, the host country should send electronic copies of the adopted SOM documents along with other FMM documents to the Cyber Secretariat.

Followings are required documents that need to be submitted:

a) SOM Final Report and its annexed documents

   - The Final Report of SOM generally consists of:
     · The review and consideration of Working Group Reports, where detailed reports should be included as annex documents
     · The review and upcoming plans of Cyber Secretariat's activities
     · Reports on progress of FEALAC Trust Fund
     · Designation of future Regional Coordinators and Working Group Co-Chairs along with plans for the next meeting of FEALAC if applicable
     · Other key agenda to be discussed at the FMM
     · List of Participants as an Annex
     · The adopted agenda as an Annex

   - Other achievements, decisions or joint statements can be attached to Annex in the

Final Report.

   b) Classification of Meeting Papers and Documents

-   Classification of Meeting Papers and Documents is analogous to those of FMM in its requirements. For more detailed information, refer to Annex 1: FEALAC Documentation Guide and Annex 4: Template of Document List.

C.   Working Group Meeting (WG)

The Working Group coordinates and harmonizes existing national and regional projects, and explores potential cooperation within projects. It is attended by delegates of working-level to elaborate detailed frameworks for cooperation between the two regions. The Meetings are held more than once a year to discuss developments of projects and to report them to the Senior Officials' Meeting. Generally, two Working Group meetings are held concurrently.

(5C-1)   Agenda Setting & Circulation

Agenda Setting

The two Regional Coordinators make proposals of agenda of Working Groups Meetings after consulting with the Co-Chairs of each Working Group. Each Working Group should suggest and make an attractive agenda that might interest experts to participate in the meetings.[21]

The agenda of each Working Group generally includes the followings:

(1) Consideration of reports on ongoing and completed national and regional projects after the previous Working Group Meetings (based on the annexed list of projects provided by the Cyber Secretariat), (2) Discussion on regional projects for endorsement, and (3) presentation of new proposals

Circulation of Agenda

The agenda of the Working Groups should be notified to FEALAC members as early as possible.

The Regional Coordinators circulate the provisional agenda to all member countries in advance through the Cyber Secretariat and the diplomatic channel. The agenda should be

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[21] Co-proposals by Japan and Korea on strengthening FEALAC Mechanism, adopted document of the 10th SOM (2010)

finalized after confirming consensus among the member countries. It is recommended to be circulated at least <u>8-10 weeks</u> before the meeting.

(5C-2) Invitation

Membership of the Working Groups is flexible and could include government officials, private sector, academia, and other relevant non-governmental organizations as well as regional and international organizations.[22] Therefore it is recommended that WG Co-Chairs and members invite area-specific experts from various WG-related fields.

(5C-3) Project Review

The FEALAC Project Review Survey was proposed by the Cyber Secretariat and established since 7th FMM in 2015. To enhance mutual understanding among member countries by sharing information, the Review Survey is expected to be an efficient tool for promoting connectivity. Working Group Co-Chairs need to ensure that all projects undergo adequate evaluation and review so that the best practices are shared in FEALAC.

Working Group Co-Chairs will conduct important roles in facilitating and operating the Review Survey. They should be aware of the status of all the FEALAC projects under their Working Group themes and monitor the completion of Review Survey by the host country of the project. The process for the review survey works as follows:[23]

  a) The host country of the FEALAC project fills out the Project Review Survey, which is available at the Focal Point Zone of the FEALAC website (www.fealac.org), <u>within 4 weeks</u> of completion of the project

  b) The Co-Chairs of the Working Groups, in which the project belongs to, provide comments under the completed Project Review Survey

(5C-4) Final Report and Documentation

It is recommended for the Co-Chairs to prepare draft of Working Group reports and to decide each Working Group topic prior to the meeting in order to facilitate the process of adopting recommendations and finalizing outcome of Working Groups Reports. Moreover, detailed reports of Working Groups should be included as Annex documents of the SOM final report, and classification of meeting documents, list of participants, and reports should

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[22] Coordinators' Report, 3rd SOM (2001), Co-Chairs' statement, 1st FMM (2001)

[23] Proposal for the Improvement of FEALAC Project Review Survey, Annex 2 of the 17th SOM (2016)

be in accordance with Annex 1: FEALAC Documentation Guide, Annex 3: Template of List of Participants, and Annex 4: Template of Document List.

D.   Coordination Meeting (CM)

The Coordination Meeting (CM) was created at the 7th SOM in 2015 to strengthen communication and coordination within FEALAC, in lieu of the Coordinating Board which was created at the 4th FMM in 2010. The CM is a useful mechanism to make FEALAC activities more effective and consistent, by following up on the decisions taken at the FMM and/or SOM, and by facilitating coordination among the four Working Groups.

The participants of the CM are the two Regional Coordinators, all WG Co-Chairs, the two immediately previous Regional Coordinators, incoming Coordinators[24], and the Cyber Secretariat. Other member countries may also participate in the meeting.[25]

There are three types of CM: Coordination Meeting, Interim Coordination Meeting, and Regional Coordination Meeting.

The CM is convened back to back with the SOM and FMM, in particular before the SOM to carry out preliminary discussions on the agendas of all scheduled meetings. Interim CM is held along with the Cyber Secretariat Workshop as an inter-sessional meeting between the Senior Officials' Meetings. Moreover, on practical basis, during each SOM, a separate Regional CM may be convened to discuss region-specific issues such as the nomination of Regional Coordinators.

Additional meetings may be convened between the Senior Officials' Meetings for more coordination and consultation among the Coordinators and the WG Co-Chairs.

(5D-1)   Agenda Setting & Circulation

Agenda Setting

Regional Coordinators propose the schedule and agenda of the CM. Suggested agenda for each type of CM are as follows:

a) Coordination Meeting: (1) follow-up on decisions taken at previous FMM, SOM, and/or WG meetings, (2) agendas and schedule for FMM, SOM, and/or WG meetings,

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[24] If incoming coordinators are not designated, the two penultimate participate the meeting.

[25] Guideline for FEALAC Working Process, adopted document of the 16th SOM (2015)

(3) follow-up on the progress of FEALAC Fund, (4) nomination of Regional Coordinators, Deputy Coordinators, and/or Working Group Co-Chairs, and (5) other key issues.

b) Interim Coordination Meeting: (1) review of the previous FMM and/or SOM, (2) review and future plan of FEALAC projects in each Working Group, (3) follow-up on the progress of FEALAC Fund and (4) discussion on agenda and schedule of the upcoming FMM and/or SOM, etc.

  * The CM/ICM which is held after the Troika Ministerial Meeting is recommended to include discussions on decisions taken at the Troika Meeting.

c) Regional Coordination Meeting: (1) nomination of Regional Coordinators, Deputy Coordinators and/or Working Group Co-Chairs, and (2) other important region-specific issues.

Circulation of Agenda

The proposed agenda should be circulated to all participating countries 8-10 weeks in advance through the Cyber Secretariat and the diplomatic channel, and it should be finalized after confirming consensus among the member countries that hold membership to the Coordination Meeting.

(5D-2)   Final Report and Documentation

Though it is not mandatory to prepare a meeting summary for Coordination Meetings, Regional Coordinators are recommended to keep records of the CM/ICM for informational purposes. For Regional CM, considering its nature as a closed meeting, its record is not required. In any case, the host country should prepare the list of participants for CM and Interim CM, and deliver the soft copy to the Cyber Secretariat before its departure from the meeting venue.

E.   Troika Foreign Ministers' Meeting

The FEALAC Troika Foreign Ministers' Meeting was suggested at the 7th FMM in 2015, with the aim to encourage a shared leadership that ensures greater continuity of FEALAC agenda. With the adoption of the *FEALAC Troika-Operational Modalities* at the 8th FMM in 2017, the meeting has been installed as an annually convened high-level consultative mechanism to complement the biennially held Foreign Ministers' Meeting.

The Troika consists of six countries. Between the FMM and the next SOM, the Troika will

consist of the two penultimate, two previous, and two current Regional Coordinators from East Asia and Latin America. Between the SOM and the next FMM, the Troika will consist of two previous, two current, and two incoming Regional Coordinators.[26]

The Troika Meeting is held every year on the sideline of the United Nations General Assembly (UNGA) under the leadership of the current Regional Coordinators.

The Troika can hold ad-hoc FEALAC SOM if deemed necessary.

(5E-1) Agenda Setting & Circulation

Agenda Setting

The provisional agenda is drawn up by current Regional Coordinators, especially led by the host country of SOM of that year. The provisional agenda of the regular Troika meeting generally includes the following items:

(1) follow up on the previous FMM, (2) follow up on the progress of FEALAC Fund and its projects, (3) discussion on ways forward for FEALAC, (4) discussion on agenda and schedule of the upcoming FMM and/or SOM, and (5) other matters

Circulation of Agenda

The provisional agenda will be transmitted to all Troika member countries 8-10 weeks in advance through diplomatic channel and the Cyber Secretariat.

(5E-2) Invitation

Regional Coordinators should issue an official invitation to all Troika member countries with specific date, time, venue of the meeting, and a provisional agenda.

(5E-3) Final Report and Documentation

Regional Coordinators are recommended to prepare a summary note (restricted document) of the Troika Meeting following the Annex 1: FEALAC Documentation Guide. The summary note along with the list of participants will be transmitted to the Cyber Secretariat for the purpose of compiling information.

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[26] FEALAC Troika – Operational Modalities, Annex 2 of the 8th FMM (2017)

F.   FEALAC Trust Fund Steering Committee Meeting

The 8th FMM approved the establishment of the FEALAC Multi-donor trust fund (FEALAC Fund) to promote capacity development and cooperation between member countries through the implementation of FEALAC-Wide projects.

The Steering Committee of FEALAC Fund was established as a central advisory body, comprising representatives of the FEALAC Troika, donor countries, and ESCAP and ECLAC, to provide advice and assistance to the Fund Administrators. All other FEALAC member countries and Cyber Secretariat are allowed to participate as observers.

FEALAC Cyber Secretariat may provide assistance to the Steering Committee for facilitating communication and distribution of reports.

Fundamentally, the Steering Committee is governed in accordance with the *Terms of Reference of the Steering Committee* and the *Rules of Procedure of the Steering Committee*. The Steering Committee is co-chaired by two Steering Committee members. The Co-Chairs of the Steering Committee are elected one from each region by consensus among the Steering Committee members. The term of Co-Chairs is two years, between FEALAC FMMs.

The Steering Committee Meeting is held every year normally back-to-back with the FEALAC SOM at the same venue and convened by the Co-Chairs in consultation with ESCAP and ECLAC.

Ad-hoc meeting may be held if deemed necessary by the Co-Chairs, ESCAP and ECLAC.

(5F-1)   Agenda Setting & Circulation

Agenda Setting

The provisional agenda for each meeting of the Steering Committee should be drawn up by ESCAP and ECLAC under the guidance of the Co-Chairs of Steering Committee. The provisional agenda for regular meetings of the Steering Committee should include the following items:

(1) adoption of the agenda, (2) update on the Trust Fund development: progress report on the projects and financial report of the Trust Fund, (3) review and recommendations on project proposals and workplan, (4) date and place of the next Steering Committee meeting, and (5) other matters

Circulation of Agenda

The Co-Chairs of Steering Committee should transmit an invitation with regards to each regular meeting of the Steering Committee, together with a provisional agenda, at least 30

<u>days</u> in advance of the start of the meeting through diplomatic channel and the Cyber Secretariat.

(5F-2)   Invitation

An invitation along with provisional agenda should be transmitted at least <u>30 days</u> in advance of the start of the meeting.

The Steering Committee may invite organizations, or individuals whose expertise may be considered valuable to the Committee's deliberations, to participate as observers in any given meeting on the basis of consensus. Invitation to a meeting as an observer is limited to that specific meeting.

(5F-3)   Final Report and Documentation

The draft report of meetings of the Steering Committee should be prepared by ESCAP and ECLAC and transmitted to Steering Committee members <u>within 30 days</u> of the end of the meeting. Steering Committee members may transmit any comments on the draft report to ESCAP and ECLAC <u>within 15 days</u> of receiving the draft report. ESCAP and ECLAC will transmit the final report to the Steering Committee members as soon as possible.

6.   FEALAC Cyber Secretariat Support

> This chapter is written based on the following documents and other best practiced norms that FEALAC has accumulated through past meetings:
>
> - *Co-proposal by Japan and Korea on strengthening FEALAC Mechanism, adopted document of the 10th SOM (2010)*
> - *Guideline for FEALAC Working Process, adopted document of the 16th SOM (2015)*

The function and responsibility of the FEALAC Cyber Secretariat are stated in *Co-Proposal by Japan and Korea on Strengthening FEALAC Mechanism* adopted in 2010 and *the Guideline for FEALAC Working Process* adopted in 2016.

The Cyber Secretariat should assist the SOMs, Regional Coordinators, and Working Groups Co-Chairs on following up the decisions made in the FMM, the SOM, and the Working Groups.

A.   Logistical Support for hosts

The FEALAC Cyber Secretariat generally attends all official meetings as an observer (FMM, WGs, and FEALAC Fund meeting) or a speaker (SOM and CM) and provides advice and technical assistance on FEALAC meetings as required. The office space for the Cyber Secretariat should be provided by the host country. The host country normally provides the necessary equipment (e.g. computers, printers, etc.) to the Cyber secretariat.

Considering its official responsibilities, the level of logistical support provided by the Cyber Secretariat to the host country is as follows:

(6A-1)   Foreign Ministers' Meeting

a) Provide comments on the draft agenda and schedule

b) Provide comments on the draft Joint Ministerial Statement (Declaration)

c) Provide advice to the Chairs on various substantive and logistical matters before and during the meeting, including participation procedures, and document numbering system etc.

(6A-2)   Senior Officials' Meeting

a) Participate as a speaker and report on the Cyber Secretariat's activities and other issues

b) Provide comments on the draft agenda and schedule

c) Provide advice to the Chairs on various substantive and logistical matters before and during the meeting, including participation procedures, and document numbering system etc.

(6A-3) Working Group Meeting

a) Provide comments on the draft agenda and schedule

b) Provide advice to the Chairs on various substantive and logistical matters before and during the meeting, including participation procedures, and document numbering system etc.

c) Provide the FEALAC Project list

d) Provide the database on the FEALAC Project Review Survey

(6A-4) Coordination Meeting

a) Participate as a speaker

b) Provide comments on the draft agenda and schedule

c) Provide advice to the Chairs on various substantive and logistical matters before and during the meeting, including participation procedures, and document numbering system etc.

d) Organize the interim Coordination Meeting along with the Cyber Secretariat Workshop

(6A-5) Troika Foreign Ministers' Meeting

a) Provide advice to the Chairs on various substantive and logistical matters

(6A-6) FEALAC Trust Fund Steering Committee

a) Provide assistance to the Steering Committee for facilitating communication and distribution of reports

B. Communication Support

The FEALAC Cyber Secretariat manages the official website (www.fealac.org) and operates the Focal Point Zone within the website to provide a space where member countries can freely communicate and to circulate information including important materials before the official meetings. The Cyber Secretariat also establishes a database of official documents after the meetings (web-based documentation support).

a) Deliver draft agendas, draft ministerial statements, schedules, notice and other relevant documents to member countries by email and upload them through the official website

b) Deliver all final documents, list of participants, and other documents classified by the FEALAC Document Numbering system to member countries

c) Upload all relevant documents including information mentioned above under Focal Point Zone at the official FEALAC website

C.   Other Support

a) Organize the Cyber Secretariat Workshop in the first quarter of every year to follow up the previous FEALAC meetings and activities

b) Maintain and update contact details of FEALAC Focal Points to facilitate the communication among member countries

c) Improve visibility by uploading photographs, videos and publishing news releases on the official FEALAC website, and social media.

d) Publish and distribute promotional materials such as the FEALAC Guidebook and brochures, and provide statistical overview of FEALAC by publishing the FEALAC Fact Sheet

e) Enhance visibility of FEALAC through online promotional activities by organizing public social media events and posting FEALAC projects and activities

Annex 1.   FEALAC Documentation Guide

In accordance with the decision taken at the 5th Senior Officials Meeting in 2003, the government of Philippines and Colombia introduced the FEALAC Document Format and the Numbering System at the 6th SOM.[27] The initial FEALAC Documentation Guide was proposed in the 6th Senior Officials' Meeting, which was held in 2004, for approval by the Foreign Ministers.[28] However, the document format and numbering system have not been fully used so far.

In this regard, Cyber Secretariat suggests the <u>updated documentation format for FEALAC Meetings</u> based on the initial documentation guide, but more suitable to the present conditions.

<u>Documents that any member countries may wish to include as a formal documents of a FEALAC meeting should be finalized and sent to the host country in advance so that they may be formatted and numbered to prevent confusion at the meetings. The Cyber Secretariat may provide advice to the Chair on the process of documentation.</u>

As the mandate of the two Regional Coordinators is for two years, it is suggested that the host country of the Senior Officials' Meeting of that year takes charge of documentation including the numbering documents.

The formatted and numbered documents will be distributed through the Cyber Secretariat, to archive all FEALAC documents and to keep accurate and complete meeting records.

A.   FEALAC Document Format

a) The document number appears flush right at the top of the document or on the cover page in Times New Roman 12-point font.

b) The distribution and date of the document would be on the next line of the document number.

c) The FEALAC logo would be at the left side of the principal header.

d) The new version of the document template is to be used, as proposed at the 17th SOM by Cyber Secretariat. (Attached as Annex 2)

e) Immediately below the header dividing line, flush right, there would be an indication

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[27] Article No.6 of 5th SOM (2003): *To facilitate the organization of documents, the SOM also requested the Regional Coordinators and the Co-Chairs of the Working Groups to work together to devise a uniform document numbering system.*

[28] Proposed FEALAC Document Format and Numbering System, Annex 3 of the 6th SOM (2004)

on the nature of the document such as what agenda item for which meeting the document is intended for.

f) Centered over the main text of the document would be the title of the document in Times New Roman 14 points, italic.

g) The proposed font for official FEALAC documents is Times New Roman, 12 point.

h) Paragraphs should be numbered for ease of reference.

i) Page numbers for a multiple-page document would appear flush right at the bottom of the page.

B. FEALAC Document Numbering System[29]

Structure of Document Numbers

The document number, a combination of numbers and letters, serves as a unique identifier for a document. It generally does not give any significant indication of the subject of a document.

Thus, document numbers would contain at least three elements.

a) FEALAC Entities

The first element in a document number reflects the FEALAC entity to which the document pertains:

FMM/-	Foreign Ministers' Meeting
SOM/-	Senior Officials' Meeting
SPCSD/-	Socio-Political Cooperation, Sustainable Development Working Group
TITM/-	Trade, Investment, Tourism, MSMEs Working Group
STIE/-	Science, Technology, Innovation, Education Working Group
CYGS/-	Culture, Youth, Gender, Sports Working Group
CM/-	Coordination Meeting
FUND/-	FEALAC Fund

b) Series Number

The second component reflects the series number of the document, namely the year of issuance.

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[29] The numbering system is based on the UN document symbol system.

c) Unit Number

The unit number refers to the number assigned to a document, in consecutive sequence from previously numbered documents.

d) Nature of Document

A third element can be included, after the series number and before the unit number, which reflects the nature of the document:

-/L. …	Limited distribution (i.e. generally draft documents)
-/R. …	Restricted distribution; restricted access (unless subsequently derestricted)
-/INF/-	Information series (e.g. lists of participants)
-/SR. …	Summary records of meetings
-/WP. …	Working Papers
-CRP. …	Conference Room Paper

e) Document Suffixes

A fourth element that may be incorporated is a suffix reflecting modifications to a previous text:

-/Add. …	Addendum
-/Amend. …	Alteration, be decision of a competent authority, of a portion of an adopted format text
-/Corr. …	Corrigendum
-/Rev. …	Revision (replacing texts previously issued)
-/Summary	Summarized version
-/-*	Re-issuance of a document for technical reasons

Example of this document system is as below:

- FMM/2004/1 : Document 1 of the Foreign Ministers' Meeting, series of 2004

- FMM/2004/CRP/1 : Conference Room Paper 1 of the Foreign Ministers' Meeting, Series of 2004

- SOM/2004/1/L.1 : Limited distribution document 1 of SOM, series of 2004

- SOM/2004/1/L.1/Rev.1 : Revision 1 of Limited distribution document 1 of the SOM, series of 2004

Annex 2.   FEALAC Document Template

Forum for East Asia-Latin America Cooperation

SOM 19
Agenda Item 8: Approval of the 19th SOM Report

Report of the 19th FEALAC Senior Officials' Meeting

21 November 2018, Vientiane, Lao PDR

The nineteenth Senior Officials' Meeting of the Forum for East Asia – Latin America Cooperation (FEALAC) took place …

Annex 3.　Template of List of Participants

Forum for East Asia-Latin America Cooperation

FEALAC

List of Participants of the 9th FMM[30]

Nationality	Title	Full Name	Position	Organization

* The order of the list is recommended to follow an alphabetical order.

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[30] The title can be replaced to SOM, WG, CM etc.

Annex 4.   Template of Document List

FEALAC *Forum for East Asia-Latin America Cooperation*

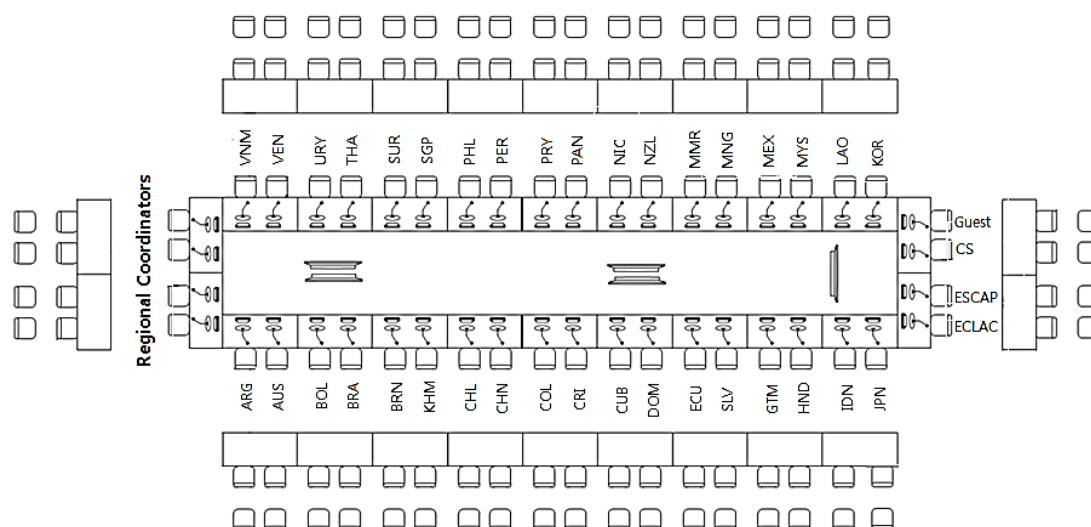## Document List of 9th Foreign Ministers' Meeting

Document No.	Title	Agenda Item	Submitted by	Public Release		Reason for Restriction
				Yes	No	
CM/2019/1	Report of Coordination Meeting	-	SOM Chairs		V	Internal Document
SOM/2019/3	Guideline for FEALAC Meeting	4	Cyber Secretariat	V		

Annex 5. Seating Arrangement

For FEALAC meetings, it is recommended to follow the Hollow Square type and the alphabetical seating order.

The sample seating layout is as below and it can be adjusted or modified in each type of meeting. Technical equipment such as projector for presentation and internet access should be prepared.

* Below seating arrangement is recommended example of the Senior Officials' Meeting.

ECLAC	SLV: El Salvador	PER: Peru
ESCAP	GTM: Guatemala	PHL: Philippines
ARG: Argentina	HND: Honduras	SGP: Singapore
AUS: Australia	IDN: Indonesia	SUR: Suriname
BOL: Bolivia	JPN: Japan	THA: Thailand
BRA: Brazil	KOR: Korea	URY: Uruguay
BRN: Brunei	LAO: Lao PDR	VEN: Venezuela
KHM: Cambodia	MYS: Malaysia	VNM: Vietnam
CHL: Chile	MEX: Mexico	Invited Guest
CHN: China	MNG: Mongolia	CS: Cyber Secretariat
COL: Colombia	MMR: Myanmar	
CRI: Costa Rica	NZL: New Zealand	
CUB: Cuba	NIC: Nicaragua	
DOM: Dominican Republic	PAN: Panama	
ECU: Ecuador	PRY: Paraguay	