

**Conference Procedures for the 8<sup>th</sup> General Assembly of the ICAPP  
(Colombo, Sri Lanka, September 18-21, 2014)**

1. The official language of the 8<sup>th</sup> General Assembly (GA) shall be English. However, if any delegation or observer provides its own interpreter, who can simultaneously interpret its native language into English, the Freedom Party of Sri Lanka (hereinafter referred to as the “host”) will provide facilities for simultaneous interpretation.

2. A Chairman and five Vice Chairmen of the GA will be elected at the Opening Ceremony. The list of candidates for the Bureau of the GA will be prepared and submitted by the ICAPP Standing Committee for its adoption at the GA. In this regard, Chairman of the GA will be nominated by the host in accordance with the ICAPP tradition. Five Vice Chairmen will be nominated by the ICAPP Standing Committee (SC) in consideration of geographic balance of the region, of whom the First Deputy Chairman will be nominated by the host. The Chairman, and Vice Chairmen upon the request from the Chairman, will preside over the plenary sessions of the GA, including the opening and closing sessions.

3. Heads of Delegations, and Heads of Observer Delegations, will be invited to deliver their keynote speeches at the plenary sessions of the GA on the main theme of the GA which is “Building an Asian Community”. Their speeches should not exceed seven minutes each for the smooth conduct of the conference. The list of speakers will be prepared and circulated by the ICAPP Secretariat at the beginning of each plenary session.

In this regard, all delegates are requested to take note that, at the 13<sup>th</sup> Meeting of the ICAPP Standing Committee held in Kunming, China in July 2010, an understanding was reached that all representatives of the political parties at ICAPP meetings should refrain from raising any issues directly related to bilateral conflicts or disputes among the countries in the region.

The copies of speeches, in English, should be submitted electronically (by email) to the ICAPP Secretariat at [secretariat@theicapp.org](mailto:secretariat@theicapp.org) for publication of the report of the GA. Otherwise, the copies of the speeches will not be included in the final report.

4. Heads of Delegations with positions higher than Speaker of their respective national parliaments or Prime Minister of their respective national governments will be invited to the designated seats on the podium during the Opening Session of the GA.

5. The annual meetings of the ICAPP Women’s Wing and the ICAPP Youth Wing will be held separately on the sidelines of the GA. The Bureaus of the ICAPP Women’s Wing and the ICAPP Youth Wing will organize these programs in cooperation with the ICAPP Secretariat and the host.

6. The Colombo Declaration will be adopted and read at the Closing Session. The first draft of the declaration will be prepared by the ICAPP Standing Committee and circulated among all the delegations at the beginning of the GA. In this regard, the Drafting Committee of the Colombo Declaration will also be elected at the Opening Session of the GA. The list of candidates for the Drafting Committee will be prepared and submitted by the ICAPP Standing Committee in consultation with the Secretariat.