

Principles/Guidelines Governing the

Attendance of ECO Secretariat in the Meetings/Events

- In accordance with Article 9 of Izmir Treaty, one of the main duties of the Secretariat is to service the meetings of the organization.
- Furthermore, based on the ECO Rules of Procedures under the section entitled “Overall Responsibilities and Functions”, the Secretariat should provide technical and administrative services to all meetings and activities of the organization and help the preparation of the reports and documents.
- Chapter VI of the Rules of Procedure which specifically deals with the representation of the Secretariat in the meetings, instructs the Secretary General or his/her designated representative to attend all meetings of the organization, to make oral or written statements and to offer clarification upon request. This chapter further indicates that the Secretary General shall represent the organization in external relations. He may also designate members of the staff to represent the organization in international meetings.

To follow the above procedures and in order to ensure an effective and fruitful participation of the Secretariat in the meetings of the organization and those within the external relations of the Secretariat, the following principles/guidelines will be adopted. The Secretariat shall observe them while attending meetings:

1. Participation of the Secretariat in various meetings of the organization from the quantity and quality point of view, should be logical, and well

calculated so that the aim of providing necessary services for the meeting will be achieved.

2. For the meetings outside the headquarters of the Secretariat, it should try to secure the maximum services from the host country.

3. Level of participation of the Secretariat in various meetings of the organizations and those related to its external relations, should be relevant to the topics of discussion and comparable to the level of participation of member states and other participants.

4. Participation of the Secretary General in the summits and meetings of the principal organs of ECO (COM, RPC, CPR) shall be regulated in accordance with the provisions of the basic documents.

5. While attending the meetings/events outside the headquarters, the Secretariat should not be left, under any circumstances, without the presence of at least one of its senior directing staff (Secretary General and Deputy Secretaries General) at the premises.

6. The Secretariat may allocate a maximum of 30% of the calendar of events of the organization to the meetings/events relating to its external relations, provided that exact date and venue of such meetings will be mentioned in the calendar and participation of the Secretariat would be upon invitation or to pursue specific cooperation/programmes.

7. To the extent possible, the Secretariat should avoid to participate (at any level) in the meetings/events outside the headquarters, which are not reflected in the calendar of events. If needed, the Secretariat shall inform CPR well in advance and provide necessary justification for attending such meeting, in order to seek the Council's approval. In any case, the number of such events should not be more than 5% of total events/meetings in the calendar.

8. The Secretariat shall circulate the outcome of attending events/meetings to the member states in written, along with its practical recommendations and follow-up measures. Briefing of events/meetings will be submitted to CPR.