APPROVED
by the Coordination Council
of the CIS Member-States
at Informatization under the RCC
(Decision №1/1 of December 18, 2002)

**REGULATIONS
of the Coordination Council of the CIS Member-States on Informatization
at the Regional Commonwealth in the field of Communications**

**1.Area of Action**

The Regulation of the Coordination Council of the CIS Member-States on Informatization at the Regional Commonwealth in the Field of Communications (RCC) determines the working procedure of the Coordination Council of the CIS Member-States on Informatization at the RCC (hereinafter referred to as the Coordination Council), ensuring the fulfillment of the tasks and functions established by the Regulation approved by the CIS Council Decisions of the Governments’ Heads of October 7, 2002 “On the Regulation on the Coordination Council of the CIS Member-States on Informatization at the Regional Commonwealth in the Field of Communications”.

**2.Terms and Definitions**

For the purposes of this Regulation, the following terms and definitions are applied:

2.1. A member of the Coordination Council is the head (or his deputy) of the national executive body responsible for public administration, implementation of state policy and coordination of work in the field of informatization, which participates in the work of the Coordination Council with a casting vote.

2.2. Observer of the Coordination Council - a representative of the national body for informatization of the state, as well as a representative of a recognized international, regional and other body, organization and enterprise participating in the work of the Coordination Council, recognizing and sharing its goals and objectives, with the right of an advisory vote.

2.3. The members of the Coordination Council are its participants and observers.

**3.** **Interaction with the RCC Board of Communications Administrations Heads**

3.1. To develop an agreed policy on communications and informatization by mutual agreement, joint meetings of the RCC Board of Communications Administrations Heads (hereinafter referred to as the RCC Board) and the Coordination Council are held.

3.2. The Coordination Council and the RCC Board mutually inform each other about their work.

3.3. The Coordination Council is guided in its activities by the current regulatory documents of the RCC adopted by the RCC Board, as far as it does not conflict with the Regulation of the Coordination Council.

**4.Management of the Coordination Council**

4.1. The Coordination Council is chaired by the Chairman and Vice-Chairman.

The Chairman of the Coordination Council is the Chairman of the RCC Board.

The Deputy Chairman is appointed on the basis of the rotation principle for a period of one year from among the members of the Coordination Council in the alphabetical order of the Russian language.

4.2. In the event that the head of the executive body for informatization is replaced by a decision of the government of the CIS member-state, the newly appointed head continues to perform the duties of the Chairman (or his deputy) of the Coordination Council until the deadline for the next election.

**5.Convocation of the Coordination Council Meetings**

5.1. Meetings of the Coordination Council are held in the countries of the members or observers of the Coordination Council as necessary, but at least once a year. Meetings of the Coordination Council are usually held on the eve (or immediately after) of the meetings of the RCC Board in the same country as the meeting of the RCC Board.

For consideration of urgent issues, extraordinary meetings of the Coordination Council may be held, which shall be convened at the proposal of one of the members of the Coordination Council and supported by at least two of its members.

5.2. A meeting of the Coordination Council is competent if at least half of the total number of members of the Coordination Council is present at it.

5.3. Meetings may also be held using information and communications technology. The decision on the time of the meeting and the procedure for its financing is taken by the Coordination Council in each case.

5.4. Notifications to the participants of the Coordination Council on the date of meetings indicating the conditions of stay agreed with the host party are sent out by the RCC Executive Committee no later than 30 days before the meeting of the Coordination Council.

5.5. Invitations to meetings of the Coordination Council are sent to all its members and observers on behalf of the participant of the Coordination Council in whose country the meeting is being held.

**6.** **The procedure for preparing materials and their consideration by the Coordination Council**

6.1. The draft agenda for the meeting is formed on the basis of decisions of the Coordination Council, proposals of its participants, the RCC Board, as well as the CIS Executive Committee, the RCC working bodies and the RCC Executive Committee.

6.2. Materials for consideration at the meetings of the Coordination Council are prepared by the participants of the Coordination Council, the RCC working bodies and the RCC Executive Committee in accordance with the draft agenda.

They should contain:

• abstracts, references on the issues discussed;

• draft programs, concepts, etc;

• draft decisions of the Coordination Council.

These documents are sent to the RCC Executive Committee for generalization no later than 20 days before the date of the meeting of the Coordination Council.

6.3. On matters requiring urgent consideration, the Coordination Council or its Chairperson may adopt a different procedure and terms for the preparation of materials.

6.4. The draft agenda with the necessary documents attached is sent out by the RCC Executive Committee no later than 20 days before the start of the meeting of the Coordination Council.

6.5. Comments and suggestions on the received documents, the participants of the Coordination Board inform the RCC Executive Committee for summarization no later than 10 days before the work of the Coordination Council. The RCC Executive Committee sends them to all members of the Coordination Council. Failure to submit comments within the indicated period shall be considered as their absence.

6.6. The agenda, drawn up as amended by the participants of the Coordination Council, is approved by the Coordination Council at the beginning of the meeting.

6.7. During the meeting, by decision of the Coordination Council, issues that members of the Coordination Council consider important and urgent, may be additionally included on the agenda, provided that they are supported by at least two members of the Coordination Council.

6.8. The time for reports and co-reports is determined at a meeting of the Coordination Council when approving the agenda.

Questions to rapporteurs and co-rapporteurs are communicated in writing or asked from the spot.

**7.Conduction of the Coordination Council Meetings**

7.1. Meetings of the Coordination Council are held by the Chairman of the Coordination Council or his deputy.

7.2. In the absence of the persons referred to in clause 7.1. At a meeting of the Coordination Council, the members of the Coordination Council elect the chairperson from among the members present, giving preference to the representative of the country in whose territory the meeting of the Coordination Council takes place. The chairman of the meeting of the Coordination Council is entrusted with the functions referred to in paragraph 11.1.

**8.Members of the Coordination Council Meetings**

8.1. In addition to members and observers of the Coordination Council, their official delegations, experts, heads of the RCC working bodies, representatives of the CIS Executive Committee, the General Director of the RCC Executive Committee (or his deputy), other invited people (the latter only with the consent of the Chairman of the Coordination Council) can participate in meetings of the Coordination Council )

Delegations of the RCC Communications Administrations that are not members of the Coordination Council may attend the meeting as observers.

Representatives of the CIS Executive Committee, the General Director of the RCC Executive Committee (or his deputy), participate in meetings of the Coordination Council with an advisory vote.

8.2. In exceptional cases, plenipotentiary representatives of the members of the Coordination Council may participate in meetings of the Coordination Council with presenting the relevant powers to the Chairman of the Coordination Council before the meeting.

8.3. The decision on the presence of media representatives at the meetings of the Coordination Council is taken by the participant of the Coordination Council, in which the meeting of the Coordination Council is held.

8.4. The personal composition of delegations to the meeting of the Coordination Council is communicated to the host country and the RCC Executive Committee no later than 10 days before the meeting of the Coordination Council.

**9.Rights of the Coordination Council**

The Coordination Council has the right:

9.1. To make proposals in the established order on issues of informatization to the Council of Heads of Government of the CIS. If necessary, these proposals are discussed at joint meetings of the RCC Council and the Coordination Council and are submitted to the Council of CIS Heads of Government from the RCC as a whole.

9.2. Create permanent or temporary commissions, expert and working groups, approve regulations on them, determine the order of work and exercise control over their activities.

9.3. To make proposals on the volumes of financing of projects and programs in the field of informatization, to develop proposals on the sources and amounts of extrabudgetary financing of such programs carried out in the interests of the CIS member states.

9.4. Organize, with the participation of representatives of interested members of the Coordination Council, the examination of programs and forecasts for the development of information systems and other projects, the implementation of which affects or may affect the interests of two or more participants.

9.5. To ask the members of the Coordination Council for the information necessary for the activities of the Coordination Council, if it is not of a confidential nature.

9.6. Determine the number of employees of the RCC Executive Committee, directly related to the activities of the Coordination Council, which is the basis for the formation of the financial plan.

**10.** **Rights and obligations of the Members of the Coordination Council**

10.1. Members of the Coordination Council have the right:

10.1.1. Submit to the Coordination Council for consideration issues related to their competence and participate in the discussion of these issues.

10.1.2. To participate in the work of commissions, expert and working groups of the Coordination Council, as well as in the work of the RCC Informatization Commission and, if necessary, in other working bodies of the RCC.

10.1.3. Head the working bodies of the Coordination Council, referred to in paragraph 9.2.

10.1.4. To participate with the permission of the chair of the debate, to make proposals, comments, amendments and reservations on the merits of the issues discussed, to provide information.

10.1.5. Request and receive the necessary materials on all aspects of the activities of the Coordination Council.

10.1.6. If necessary, it may transfer its voting right to another member of the Coordination Council, having notified the Chairman of the Coordination Council in writing. Moreover, one member of the Coordination Council may represent, in addition to himself, another member of the Coordination Council.

10.1.7. Invite experts to the meetings of the Coordination Council.

10.2. Members of the Coordination Council are required to:

10.2.1. Promote the implementation of decisions made.

10.2.2. Maintain confidentiality of information received at meetings of the Coordination Council.

10.3. Observers of the Coordination Council have the same rights and duties as members of the Coordination Council, with the exception of clauses 10.1.3., 10.1.5. and 10.1.6.

10.4. Persons invited to a meeting of the Coordination Council may submit their comments on the materials under consideration, as well as receive extracts from the decisions of the Coordination Council on issues relating to them, unless another decision of the Coordination Council is adopted.

**11.** **Rights and Obligations of the Chairman of the Coordination Council**

11.1. Chairman of the Coordination Council at the meeting:

11.1.1. Opens and closes the meetings of the Coordination Council, submits for approval the agenda of the meeting, gives the floor to the speakers, puts to the vote draft documents and proposals on the issues under discussion, announces references and statements, ensures compliance with these Regulations.

11.1.2. Closes meetings, closes the list of speakers or stops the debate, opens a discussion if proposals are made on issues related to the application of the Regulation on the Coordination Council or these Rules, and invites the members of the Coordination Council to speak on this issue and make the necessary decision.

11.1.3. It can, as a rule, with the consent of the participants, declare the meeting of the Coordination Council closed, having previously provided any participant with the right to reply if it is necessary in connection with any statement made after closing the list of speakers.

11.1.4. Ensures that the speeches of the participants at the meeting of the Coordination Council are limited to the issues under consideration and has the right to interrupt any speaker who deviates from the topic with a request to limit their statements to the agenda item. May propose to adjourn or close the debate on any issue or to limit the time for speaking.

11.1.5. Provides the opportunity for each member of the Coordination Council to speak on a point of order.

11.1.6. Bring to the attention of the meeting participants the opinion of the absent participant of the Coordination Council on the issues on the agenda, addressed to him in writing.

11.1.7. Signs decisions and minutes of the meetings of the Coordination Council and enjoys the rights determined by the decisions of the Coordination Council.

11.1.8. It protects the rights of each participant to freely and fully express their opinions on the issues discussed, to promote a spirit of cooperation, to bring the parties closer on the issues under discussion, to achieve mutually agreed decisions of the Coordination Council.

11.1.9. Ensures the correctness of the discussions.

11.2. Chairman of the Coordination Council between meetings:

11.2.1. Provides a solution to issues related to the activities of the Coordination Council under the Regulation on the Coordination Council and decisions adopted by the Coordination Council, and contributes to the implementation of decisions of the Coordination Council.

11.2.2. It maintains contacts on the activities of the Coordination Council and conducts correspondence on behalf of the Coordination Council and on its behalf on the form in the established form.

11.2.3. It interacts with CIS bodies, ITU, UPU, UN and other international organizations on issues of informatization within the framework of the powers granted to it by the Coordination Council.

11.2.4. Submits to the RCC Board proposals of the Coordination Council on issues requiring an agreed policy in the field of communications and informatization.

11.2.5. Carries out other actions related to ensuring the activities of the Coordination Council.

**12.Procedure of Acceotance of the Coordination Council Decisions**

12.1. The Coordination Council adopts two types of documents: a recommendatory one on informatization issues and a binding one on the functioning of the Coordination Council.

12.2. Decisions on procedural issues are made by a simple majority vote of the members participating in the meeting of the Coordination Council, and on other issues by consensus.

In the event of a dispute about whether the issue under discussion belongs to a procedural one or not, the members of the Coordination Council hold a discussion and decide by a simple majority.

12.3. Decisions between meetings of the Coordination Council, if necessary, may be made by correspondence with the obligatory receipt of the original signature of each member of the Coordination Council.

12.4. A member of the Coordination Council during a meeting of the Coordination Council or when deciding on correspondence may declare his disinterest in considering a particular issue, which is not an obstacle to a decision by the Coordination Council.

12.5. A member of the Coordination Council who is present at the meeting may make amendments and reservations to the decisions taken.

An amendment is a proposal to amend part of the original proposal or to supplement part of the proposal, which does not change the substance of the proposal.

A reservation is considered to be the opinion of a member of the Coordination Council that does not affect the interests of other participants, which he wishes to reflect in the decision or in the protocol on any issue adopted by the Coordination Council.

12.6. Decisions of the Coordination Council directly affecting the interests of a member of the Coordination Council cannot be taken in his absence.

**13.** **The Procedure for Registration of the Coordination Council Meetings’ Protocols**

13.1. The results of the meetings of the Coordination Council are recorded in the protocol in the Russian Language, and, if necessary, in the English Language. The minutes reflect the course of discussions, including decisions made and protocol notes.

The minutes and decisions taken at the meeting of the Coordination Council are signed by its Chairman or by the chairperson on his behalf.

13.2. Any member of the Coordination Council, if necessary, may ask the chairman to reflect in the protocol his dissenting opinion on the decision made, as well as request that his statement be included in the protocol in whole or in part, provided that the text is transmitted no later than the closure of the meeting of the Coordination Council.

13.3. Maintenance and execution of protocols is entrusted to the RCC Executive Committee, which is responsible for the accuracy of the materials presented.

Decisions and minutes of the meetings of the Coordination Council are sent to its participants by the RCC Executive Committee within 30 days after the meeting.

13.4. If a member of the Coordination Council was absent from the meeting of the Coordination Council and, having received the minutes of the meeting, expresses disagreement with the decision on any agenda item, he must notify the Chairman of the Coordination Council in writing. At the same time, he has the right to raise the question of revising the decision either at the next meeting of the Coordination Council, or by correspondence, sending his proposals to the Chairman and all members of the Coordination Council.

**14.** **Financing the Activities of the Coordination Council**

14.1. The activities of the Coordination Council are financed from the general cost estimate of the RCC, in which it is reflected in a separate line.

The total amount of contributions for the maintenance of the Coordination Council is established by the RCC Board in agreement with the Coordination Council when approving the RCC annual (semi-annual) financial plan.

The size of the annual (semi-annual) contribution for the members of the Coordination Council is determined in equal shares:

for a member of the Coordination Council - 1 unit of contribution;

for the observer - 0.5 units of contribution.

Participants of the Coordination Council may voluntarily increase the share of their contributions, which they must report to the RCC Executive Committee no later than 3 months before the start of the calendar year.

14.2. The costs of holding the meetings of the Coordination Council are borne by the participant of the Coordination Council - the receiving party, which, if necessary, can use various sources of financing, including registration fees and sponsorship funds.

The costs of the secondment of the members of the Coordination Council are borne by the sending parties.

The procedure for covering the costs of extraordinary meetings is adopted by the Coordination Council in each case.

During the meeting, the host party provides the Coordination Council participants with the opportunity of preferential use of communication services.

14.3. The financial activities of the Coordination Council are reflected in the general accounting report of the RCC.

The participants of the Coordination Council are sent information in the form of information annually according to the results of the work of the RCC Revisory Commission.

**15.** **Admission and Resignation from the Coordination Council**

15.1. The initial membership of the Coordination Council is made up of representatives of the CIS countries whose governments signed the Decision on the Regulation on the Coordination Council of the CIS Member-States on Informatization at the Regional Commonwealth in the Field of Communications in Chisinau on October 7, 2002.

15.2. New members are admitted to the Coordination Council on applications (appeals) addressed to the Chairman of the Coordination Council on behalf of the Governments of the CIS member-states and does not require a decision of the Coordination Council.

15.3. Admission of observers from the CIS countries at the level of national executive authorities in the field of informatization is carried out on the recommendation of the Government and does not require a decision of the Coordination Council.

15.4. Admission of observers from the CIS countries at the level of other executive bodies, organizations and enterprises is carried out on the recommendation of a member of the Coordination Council from this country or at the request of the Government, which are discussed at a meeting of the Coordination Council and decisions are made on them.

15.5. The admission of international and regional organizations as observers is carried out at the request of at least two members of the Coordination Council. It is discussed and a decision is made at a meeting of the Coordination Council.

15.6. Admission of observers from bodies and organizations of states that are not part of the CIS is carried out on their applications with the consent of the government of that state. Statements are discussed at a meeting of the Coordination Council and a decision is made.

15.7. A member of the Coordination Council may withdraw from its composition by sending a corresponding notice. The RCC Executive Committee shall immediately inform all members of the Coordination Council of the receipt of such notification.

The decision to withdraw from the Coordination Council is taken at its meeting and takes effect six months after receiving notification when resolving relations for all obligations related to participation in the Coordination Council.

15.8. Membership in the Coordination Council is not an obstacle for joining other unions, communities, associations, joining other agreements.

**16.** **Procedure for Placing the Members at a meeting of the Coordination Council**

16.1. Members of the Coordination Council take places at the table in the Russian alphabetical order of the names of the states they represent.

Observers of the Coordination Council are deployed on the same principle.

By decision of the chair of the meeting table, invited officials may also take places.

16.2. The Deputy Chairman of the Coordination Council takes a seat next to the chairman on the right side, and the General Director (or his deputy) of the RCC Executive Committee - on the left.

16.3. Members of delegations, experts and invited persons are accommodated in the meeting room in specially designated places.

**17.Languages**

17.1. The official language of the Coordination Council is the Russian Language.

17.2. At the meetings of the Coordination Council and in working correspondence, the English Language can be used as the working language.

17.3. Each delegation has the right to use other languages as well. In this case, the delegation itself takes measures to ensure the translation of the documents and statements.

**18.Entry into Force of this Regulation**

18.1. This Regulation will enter into force on the date of its approval by the Coordination Council.

18.2. The Coordination Council may make additions and changes to these Regulations.