



# Community of Latin American and Caribbean States (CELAC) Procedures for the Organic Operation of CELAC

## Preamble

The Heads of States and Government of the Member Countries of the Community of the Latin American and Caribbean States

Highlighting our coordination and convergence commitment in order to carry out joint actions in defense of the permanent interests of our States

We decided to build a common space with the aim of deepening political, economic, social and cultural integration of our Region, to revitalize and to strengthen the regional unity, by establishing goals and mechanisms compatible with its reality, as well as to develop ties of solidarity and cooperation among the Latin-American and Caribbean countries.

In order to develop such common actions, we are renewing our conviction in the validity of the shared principles and adopted agreements, which are part of the historical heritage of our Latin American and Caribbean Community (CELAC), as expressed within all the declarations and communiqués of the Rio Group and



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the Summit of Latin America and the Caribbean on Integration and Development of its own origins.

Reaffirming our irrevocable commitment with the peace, strengthen of democracy and the impulse to the social and economical development of our peoples; convinced that a larger integration among our nations is a guarantee to materialize this hopes and promoting peacefully coexistence among our nations

We are determined to continue generating our own solutions to common problems and to strengthen the negotiating capacity of our countries before to the international community

Ratifying the Declaration of the Unity Summit of Latin America and the Caribbean, adopted at the Maya Riviera, Mexico on 23<sup>rd</sup> February, 2010, which is the constitutive document of the Community of Latin American and Caribbean States (CELAC), the following procedures for the organic functioning of CELAC are hereby adopted

## I. Bodies

CELAC shall consist of the following bodies:

### 1. Summit of Heads of State and Government



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2. Meeting of Ministers of Foreign Affairs
3. Pro Tempore Presidency
4. Meeting of National Coordinators
5. Specialized Meetings
6. Troika

## 1. - Summit of Heads of State and Government

The Summit of Heads of State and Government shall be the supreme body of the Community. It shall meet in the in the country holding the Pro Tempore Presidency of CELAC and in an extraordinary basis when the Pro Tempore Presidency in consultation with Members States convene it. The Pro Tempore Presidency may convene Summits and extraordinary meetings in consultation with the Troika

Its responsibilities are:

- Designate the state hosting the next meeting and serving as Pro Tempore Presidency of CELAC.
- Define guidelines, policy guidelines, priorities, and to establish strategies and action plans to achieve the objectives of CELAC.

- Adopt policy guidelines and strategies for relations with third countries or other organizations or international, regional or subregional intergovernmental forums.
- Approve the modification of procedures and modifications required to facilitate the function of the CELAC
- Promote the participation of the citizen participation in CELAC

## 2. - Meeting of Ministers of Foreign Affairs

Meetings of Ministers of Foreign Affairs will take place twice a year, being able to convene extraordinary meetings if necessary at the request of a Member State.

Its responsibilities are:

- Adopting resolutions, issuing statements on regional or international topics that are of interest of the countries in the region
- Adopting resolutions to implement the decisions and statements of the Summit of Heads of State and Government.
- Adopting the drafts of statements and decisions to

- be approved at the Summit of Heads of State and Government.
- Preparing the Summit of Heads of State and Government.
  - Coordinating the joint position of member countries at multilateral forums, political spaces and international negotiations to impulse the Latin American and Caribbean agenda
  - Deciding the formation of working groups, open-ended, permanent or temporary, to reach the achievement of its objectives.
  - Promoting and developing and promoting political dialogue and consensus on issues of interest to CELAC.
  - Agreeing and approving the topics of priority interest to CELAC and studies and working groups that provide legal and technical support to the same.
  - Monitoring and analyze the process of unity and integration as a whole, as well as monitoring and enforcement of the declarations and decisions of the Summit of Heads of State and Government, and deepening the unity and cooperation for the development of our peoples
  - Monitoring and evaluate the implementation of action plans

- Adopting the Biennial Work Programme of CELAC activities, which may include specialized meetings.
- Implementing policy guidelines and strategies for relations with other governmental actors or international organizations.
- Delegating tasks and responsibilities in the organs and working groups that are formed to carry out specific tasks as necessary.
- Proposing legislation of CELAC and the necessary amendments to such legislation considering the historic legacy
- Approving programs, projects and initiatives on integration, cooperation, complementarity and development, submitted by member States and to be presented to the Summit of Heads of State and Government for adoption.
- Foment the communication, complementarity, cooperation and articulation between subregional mechanisms of integration, and receiving, for its consideration, the results of the meetings requested by the Pro Tempore Presidency using to that end the existing institutional structures
- Coordinating and promoting positions on central issues of interest of CELAC.

### **3. Pro Tempore Presidency:**

For the 2011-2012 and 2012-2013 periods, the Pro Tempore Presidency will be held for periods one year and Summit meetings will be convened in the years 2012 and 2013. In the 2013 Summit, the Heads of State and Government will decide how often the Summits will be held and for what period the Pro Tempore Presidency shall be exercised.

The Pro Tempore Presidency is the institutional, technical and administrative support to CELAC and its functions, among others are:

- To prepare, convene and preside over the Summit of Heads of State and Government of the meetings of the Ministers of Foreign Affairs and National Coordinators, as well as the Meetings of mechanisms for regional and subregional integration.
- Implement the decisions of the Summit of Heads of State and Government and the meetings of Ministers of Foreign Affairs.
- Ensure continuity and monitoring the work of the Community and informing member States;





- Organize and coordinating CELAC meetings.
- Coordinate CELAC permanent activities.
- Submit for consideration of the Summit of Heads of State and Government, Meeting of Ministers of Foreign Affairs and the Meeting of National Coordinators, the Biennial Work Programme of CELAC activities, with dates, venues and agenda of meetings of its bodies.
- Monitor the agreements reached at each meeting.
- Prepare working papers on topics of interest to CELAC.
- Issue, register and organize official documents and messages and maintaining official communication with member States.
- Establish itself as a recipient of the Community legacy, as well as from the Rio Group and the CALC
- Support the CELAC bodies in fulfilling their duties
- Prepare and present the Annual Report and the respective reports to the authorities of CELAC
- Prepare and issue the minutes at the end of each meeting.





- Ensure that all official documentation are submitted to Member States in a timely manner and in all the official languages of CELAC
- The Pro Tempore Presidency will be able to convene a meeting of the Regional and Sub Regional Meetings of Integration to share information, to coordinate their tasks, avoid duplicity and intensify dialogue in order to deep the unity and integration and accelerate the regional development in priority areas of CELAC

The state headquarters of the Pro Tempore Presidency shall assume the expenses incurred for its operation.

The State headquarters of the Pro Temporary Secretariat will create and maintain an official website for CELAC, in which, among other things, will be available CELAC statements.

#### **4. - Meeting of National Coordinators**

Member States will be linked to the Pro Tempore Presidency through the National Coordinators, who will be responsible for the coordination and direct monitoring



of the topics under discussion.

Each country will designate one National Coordinator holding such position and the necessary deputies.

They shall meet ordinarily at least twice a year before each meeting of Foreign Ministers and extraordinarily when required.

As a norm, meetings of National Coordinators shall take place in the country holding the Pro Tempore Presidency unless, following its proposal and in agreement with member States, another venue is decided.

Its responsibilities are:

- Coordinating at the national level the union issues, dialogues and regional political consensus that are for interest for the agenda of the CELAC
- Liaising and coordinating for union issues, political consensus and dialogue.



- Liaising and coordinating for the programmes, projects and initiatives for integration, cooperation and development
- Adopting the relevant provisions, implementing the decisions of the Summit of Heads of State and Government and the resolutions of the Meeting of Ministers of Foreign Affairs, with support from the Pro Tempore Presidency.
- Function as the preparatory body for the meetings of Ministers of Foreign Affairs.
- Prepare draft statements, decisions, resolutions, and regulations for consideration by the Meeting of Ministers of Foreign Affairs.
- Coordinate CELAC initiatives with other existing processes of regional and subregional integration, in order to promote complementarity of efforts;
- Structure, coordinate and monitor the Working Groups;
- Follow up on the political dialogue and consensus on issues of regional and international interest.
- Monitoring and coordinate cooperation and development projects that are within CELAC.

- Working groups can be conformed and shall be open-ended, in compliance with the mandates and recommendations of the relevant agencies.
- Such agencies shall report on their findings to the National Coordinators, who will submit this information to the Meeting of Ministers of Foreign Affairs
- To know the results that spring from the Meetings Regional and Subregional Mecanisms of Integration and to submit them to consideration of Ministers of Foreign Affairs.

## 5. - Specialized Meetings

Specialized meetings shall address areas of interest and other priority areas for the promotion of unity, integration and regional cooperation and these meetings will be attended by High Officials with enough decision capacity in order to meet the objectives of CELAC.

The Pro Tempore Presidency shall convene such meetings in accordance with the provisions of CELAC Biennial Work Programme.

These bodies shall report the results of their work to the National Coordinators Meeting, who will submit such

results at the meeting of Ministers of Foreign Affairs.

If necessary, such meetings could be preceded by preparatory technical meetings

## 6. Troika

The Pro Tempore Presidency shall be assisted by a troika formed by the State holding the Pro Tempore Presidency, by the former State in this responsibility and by the one that will be assuming the Pro Tempore Presidency

The troika will be automatically created at the time of the election of the Member State will preside over the Pro Tempore Presidency of the CELAC

## Decisions:

[All decisions shall be taken by consensus in all instances. If it is not possible, decisions shall be taken by a qualified majority.

The proposal on the methodology and mechanisms that will be implemented to adopt decisions will be made by troika and presented for the consideration of the



following meeting of Ministers of Foreign Affairs.  
(Republic of Ecuador)

Decisions shall be documented in written and shall take the form of declarations, decisions, joint and special communiqués, resolutions or any other instrument of decision that is determined by mutual agreement. All decisions have the character of political agreements. ]

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## II. Urgent Consultation Mechanism

In order to issue pronouncements by CELAC with speed and timeliness of unforeseen events that deserve urgent attention, the Pro Tempore Presidency or any member State, through the Pro Tempore Presidency,



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may propose the adoption of a declaration or statement which will be circulated by the Pro Tempore Presidency to the members of the Troika, which will issue an opinion on the convenience or otherwise of giving a ruling on a specific topic. To have a favorable opinion of the Troika, the draft of declaration or statement must be consulted and agreed with all Member States, through the National Coordinators, keeping if possible, within a minimum of twelve hours for consultations between the Pro Tempore Presidency and the Troika and the same period of consultation with Member States. The consultations are made on the principle that if there is not an observation or proposal in this term, this will mean the tacit approval of the proposal

It is the duty of the Pro Tempore Presidency deal with the request made by the Member State.

### III. Links with other regions

CELAC shall assume the following responsibilities in the relationship and dialogue of the Community with other countries and regional groups:

- Political dialogue with other intergovernmental actors, international organisms and mechanisms.
- Coordination of common positions in multilateral forums to promote and advance the interests of the





Latin American and Caribbean Community *vis-a-vis* the new issues in the international agenda.

- Promotion of the Latin American and Caribbean agenda in global forums.
- Positioning of Latin America and the Caribbean at relevant events.
- The Pro Tempore Presidency shall coordinate the annual dialogues with other regional blocs and countries that play a predominant role in the international community.

The Community of Latin American and Caribbean States constitutes the representative mechanism of Latin America and the Caribbean and, as such, shall assume the dialogue in these forums, without undermining those which eventually emerge:

- Summit of Latin America and the Caribbean-European Union (ALC-UE)
- Institutionalized Ministerial Dialogue between the Rio Group and the European Union.
- Dialogues that the Rio Group has had with countries or groups of countries within the framework of the meetings that are held outside the United Nations General Assembly.



## IV. Languages

The official languages of the Community of Latin American and Caribbean States will be Dutch, English, French, Portuguese and Spanish. The working languages are English, French, Portuguese and Spanish.

## V. Modifications for the procedures

Any of the Member States may propose amendments to the following procedures by written communications of its Minister of Foreign Affairs to Pro Tempore Presidency. These proposals shall be analyzed by the Ministers of Foreign Affairs who will make recommendations to the consideration of the Heads of State and Governments, who will take a decision.

## VI. Incorporation of the historic legacy of the Rio Group and CALC

Integrate the historic legacy of the CELAC the declarations, joint and special communicates, resolutions and other instruments of decisions approved during the processes of the Rio Group and CALC.



Attached to this statute of procedures, are: the list of topics, statements and documents that have been discussed at CALC and the Rio Group, which constitute the historical heritage of both mechanisms.

## VII. Unification of Rio Group and CALC

The Community of Latin American and Caribbean States, for all purposes, is the successor of the Permanent Mechanism for Political Consultation and Consensus (Rio Group) and the Latin American and Caribbean Summit on Integration and Development (CALC). Therefore, the Rio Group and the CALC shall cease functioning, without affecting the continuity of ongoing programs and actions that have been agreed by the Rio Group and the Latin American and Caribbean Summit on Integration and Development.

### Transitional Provisions

Until the term content in the Declaration of Unity, adopted at the Riviera Maya, on February 23, 2010, expires, it will be celebrated the agreed the summit to be held in Chile in 2012, a country which will hold the first Pro Tempore Presidency of the CELAC to that date.



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The appointment of the first Troika 20 11-2012 shall consist of the State which has been designated to head the Pro Tempore Presidency 2012-2013, the last State that has led the Pro Tempore Presidency of the Rio Group and the latter that has held the Presidency of the CALC.

With the adoption of the Statute of procedures is completed the process of establishing the Community of Latin American and Caribbean (CELAC).



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