

## CHANDI 2025 MINISTERIAL SUMMIT

Bali Beach Convention Centre by The Meru Sanur, Bali  
3 September 2025 | 13.00 – 17.00 (GMT+8)

### SESSION GUIDELINES

*“Culture Beyond 2030: Safeguarding Heritage, Building Peace, and  
Advancing CCIs in a Digital Future”*

#### PRACTICAL INFORMATION

Session : Ministerial Summit (Day 1 of CHANDI)  
Date, time : Wednesday, 3 September 2025 (13:00–17:00 GMT+8)  
Venue : Ballroom BBC 3, Bali Beach Convention Centre, Sanur, Bali

#### FORMAT AND PARTICIPATION

- **Participants and access:** The Ministerial Summit is a high-level dialogue among country representatives. Each delegation is led by a Head of Delegation (HoD), who may be a Minister, Vice Minister, Ambassador, or another appointed high-level official, and is accompanied by up to three officials (1+3 participation format). Accredited international organizations attend as observers. Badges will reflect these categories and will be checked at the entrance to maintain the room’s capacity and protocol.
- **Seating arrangement:** Seating follows a u-shape arrangement, in which each Head of Delegate sits at the front country desk, with up to three accompanying officials seated directly behind. Country nameplates and flags will be provided. Delegations are requested to be seated at least fifteen minutes before the start, and use desk microphones when recognized by the Chair.
- **Session flow:** Please refer to the Order of Business.

#### SPEAKING GUIDELINES

- **Speaking guidelines:** Country statements are heard in alphabetical order by country following the Chair, Co-Chair and Rapporteur, and upon invitation by the Chair. Within this roll call, precedence by rank is understood as follows: Ministers, then Vice Ministers, then Ambassadors, then other appointed high-level officials.
- **Time allocation:** Speaking time will be allocated in the following manner, with Ministers and Vice Ministers are invited to deliver statements of up to 4 minutes, while Ambassadors and other appointed high-level officials may deliver statements of up to 3 minutes. The Chair may grant up to 1 additional minute solely for a brief clarification.

During the consideration and adoption of declaration, the HoD may intervene only when invited by the Chair after indicating their wish to speak.

- **Session end time:** The session is scheduled to conclude at 17:00 to allow transition to subsequent CHANDI programme items. Delegations are asked to manage speaking time to support timely completion of the agenda.

## LANGUAGES & INTERPRETATION

- **Floor language:** The working language is English. Delegations are encouraged to submit written statements in English to support accuracy in the record.
- **Simultaneous interpretation:** Arabic, French, and Russian simultaneous interpretation will be available for the full session in the plenary room. SIS tools (receivers and headsets) will be provided and must be returned at the end of the meeting.
- **Own interpreter:** Delegations may bring their own interpreters. If logistical support is required, such as booth access, headsets, or table seating, please inform your Liaison Officer or the Secretariat as early as possible so arrangements can be made. Providing a copy of your statement in advance will also help ensure interpretation quality.

## EXPECTED OUTCOMES

- **Adoption of the Declaration:** Subject to the Summit's consideration, delegates will adopt the Bali Cultural Initiative Declaration 2025. A clean version, reflecting accepted inputs, will be consolidated by the Secretariat and circulated through the designated Liaison Officers at least one day before the session. This clean version will be displayed during the adoption item led by the Chair.
- **Submitting amendments to the draft Declaration:** To facilitate a transparent and timely process, please follow these house rules (adapted from international good practice):
  - i) Scope: Suggested amendments should propose specific changes to the draft (add/delete/move/combine words or paragraphs). General comments without concrete text changes cannot be processed.
  - ii) How to mark changes: The preferred method is to edit directly in the draft file.
    - Please show additions in bold, and deletions with strikethrough.
    - Where text is both removed and added, strike out the original first, then insert the new wording in bold.
    - If delegations submit changes in a separate document, please refer the exact paragraph numbers to be amended.
  - iii) Paragraph numbering: Please do not renumber paragraphs. The Secretariat will adjust numbering after all amendments are consolidated.
  - iv) Language of submission: Amendments should be submitted in English.
  - v) Deadline: To enable consolidation and clearance, please email amendments by Sunday, 31 August 2025, 17:00 (GMT+8).
  - vi) Where to submit: Please send your suggested amendments to the designated LO and Secretariat ([secretariatchandisummit2025@kemenbud.go.id](mailto:secretariatchandisummit2025@kemenbud.go.id)) with subject line: "Amendment - [Country] - Bali Cultural Initiative Declaration."

- vii) Consolidation & circulation: The Secretariat will compile and harmonize inputs into a Clean Version, circulated via Liaison Officers no later than 2 September 2025 evening for delegates' review, and tabled during the adoption segment.

#### NOTIFICATION OF RECORDING & STREAMING (CONSENT NOTICE)

- **Recording and live streaming:** The Ministerial Summit will be recorded and may be live streamed only during the following segments: Opening, consideration/adoption of the Declaration, and closing. There will be no recording during country statements.
- **Consent:** By entering the venue and/or taking the floor during the recorded/streamed segments noted above, delegates acknowledge and consent to video and audio capture of their presence and statements in those segments. If your delegation objects to being filmed or requires adjustments (e.g. limited shots during the session), please inform your Liaison Officer or the Secretariat as early as possible, so that reasonable accommodations can be considered within technical and security constraints.
- **Media access & adjustments:** Accredited media and delegation-nominated media will be admitted to the room only for the designated recorded/streamed segments.

#### DOCUMENT CIRCULATION & PRINTING

- **Country statements (for interpretation and the proceeding):** Please provide the final text of your statement to the designated Liaison Officer before the session to support accurate interpretation and proceedings. If your text is not ready in advance, a floor assistant will collect a copy after delivery for inclusion in the official record.
- **On-site printing:** Printing services are available at the Secretariat booth located in front of Ballroom BBC 3 for the duration of the Summit.
- **Confidential materials:** Clearly mark any confidential documents, which will be handled in accordance with Summit protocols.

#### CONTACT

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