



**SECRETARIAT OF THE CONFERENCE ON INTERACTION
AND CONFIDENCE BUILDING MEASURES IN ASIA**

**СЕКРЕТАРИАТ СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ
И МЕРАМ ДОВЕРИЯ В АЗИИ**

№SOC/OI/1490

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) presents its compliments to the CICA Member States and has the honour to forward the following documents for consideration at the Special Working Group (SWG) and Senior Officials Committee (SOC) meetings on 12 and 14 December 2022:

*Enclosure:
as stated,
on 13 p.*

- Note by the Secretary General on the draft Staff Matrix of the CICA Secretariat;
- Draft SOC decision on the position of Deputy Secretary General of CICA;
- Draft SOC decision on the Staff Matrix of the CICA Secretariat.

The Secretariat avails itself of this opportunity to renew to the CICA Member States the assurances of its highest consideration.

Astana, 2 December 2022



**MEMBER STATES
OF THE CONFERENCE ON INTERACTION
AND CONFIDENCE BUILDING MEASURES
IN ASIA**



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Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и имеет честь препроводить следующие документы для рассмотрения на заседаниях Специальной рабочей группы (СРГ) и Комитета старших должностных лиц (КСДЛ) 12 и 14 декабря 2022 года:

*Приложение:
упомянутое,
на 13 л.*

- Пояснительная записка Генерального секретаря о проекте Штатного расписания Секретариата СВМДА;
- Проект решения КСДЛ о должности Заместителя Генерального секретаря СВМДА;
- Проект решения КСДЛ о Штатном расписании Секретариата СВМДА.

Секретариат пользуется случаем, чтобы возобновить государствам-членам СВМДА уверения в своем весьма высоком уважении.

Астана, 2 декабря 2022 год



**ГОСУДАРСТВА-ЧЛЕНЫ
СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ
И МЕРАМ ДОВЕРИЯ В АЗИИ**

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (Азия Кеңесінің) Хатшылығы Азия Кеңесінің мүше мемлекеттеріне өзінің зор ілтипатын білдіре отырып, 2022 жылғы 12 және 14 желтоқсанда өтетін Арнаулы жұмыс тобының (АЖТ) және Аға лауазымды тұлғалар комитетінің (АЛТК) отырыстарында қарау үшін келесі құжаттарды жолдауды өзіне мәртебе санайды:

Қосымша:
аталған,
13 п.

- Азия Кеңесі Хатшылығы Штат кестесінің жобасы туралы Бас хатшының түсіндірме жазбасы;

- Азия Кеңесі Бас хатшысының орынбасары лауазымы туралы АЛТК шешімінің жобасы;

- Азия Кеңесі Хатшылығының Штат кестесі туралы АЛТК шешімінің жобасы.

Хатшылық осы мүмкіндікті пайдалана отырып, Азия Кеңесінің мүше мемлекеттеріне өзінің зор ілтипатын тағы да растайды.

Астана, 2022 жылғы 2 желтоқсан

**АЗИЯДАҒЫ ӨЗАРА ІС-ҚИМЫЛ ЖӘНЕ
СЕНІМ ШАРАЛАРЫ КЕҢЕСІНІҢ
МҮШЕ МЕМЛЕКЕТТЕРІ**

**Note by the Secretary General
on the draft Staff Matrix of the CICA Secretariat**

The CICA Summit at its Sixth Meeting in Astana on 13 October 2022 has adopted the Astana Statement on Transformation which contains the decision that *“The Executive Director of the CICA Secretariat shall henceforth be referred to as Secretary General”*. It also tasked the Secretariat to *“submit to the Member States, through the Chairmanship, proposals for amendments to the relevant CICA documents for approval by the respective governing bodies.”*

This Summit decision to establish the post of CICA Secretary General (SG) necessitates renaming of some other positions in the Secretariat, including those contained in the Staff Matrix of the Secretariat for General/Support Personnel and the position of “Deputy Executive Director of the CICA Secretariat”.

On this basis, and in exercising the function of the SG to propose to the Senior Officials Committee (SOC) *“a Staffing Matrix of the Secretariat, including title, job description, terms of office and duties allocation scheme”* (Statute of the CICA Secretariat, Article 3, paragraph 10(c)), the two attached draft decisions are hereby submitted for adoption by the SOC at its meeting on 14 December 2022.

The title of the position of Deputy Executive Director was established in the Statute of the CICA Secretariat and the Staff Regulations of the CICA Secretariat. Therefore, it is proposed to adopt a separate SOC decision on renaming this position to *“Deputy Secretary General of CICA”*, in order to be consistent with the decision of the Sixth CICA Summit.

By the decision on the Staff Matrix the SOC would rename the positions “Personal Assistant to the Executive Director” and “Personal Assistant to the Deputy Executive Director” to *“Personal Assistant to the Secretary General”* and *“Personal Assistant to the Deputy Secretary General”* respectively.

It is also proposed to rename the position “Adviser to the Executive Director” to *“Director of the Office of the Secretary General”* as a result of the increased

responsibilities of and high expectations from the role of the Adviser experienced in the course of 2022 and envisaged in the future, including in supporting the SG in effective management and coordination of the Secretariat work and in assisting the SG, the Chairmanship and the Member States in the process of gradual and incremental transformation of CICA into a full-fledged regional international organization.

In light of the strengthening of the role of the Head of the CICA Secretariat as a result of its recognition as Secretary General of CICA by the Heads of State or Government of all Member States, the Secretariat team must be able to meet raised expectations by further strengthening its efficiency and maintaining highest standards of professionalism.

This is particularly important for supporting implementation of the Summit request to *“the Chairmanship to make proposals in 2023, with the assistance of the Secretary General and in close consultation with Member States, on a road map of necessary measures in the transformation process for consideration by the Member States”* and for ensuring most efficient and effective implementation of the transformation road map following its approval, including through bringing best applicable practices of other international organizations.

As a first step towards strengthening the effectiveness of the Secretariat to that end, and in exercising the function of the SG to *“assign responsibilities among the Members of the Personnel of the Secretariat”* (Statute of the CICA Secretariat, Article 3, paragraph 10(d)), the existing responsibilities of the Secretariat staff will be assigned, without changing them, in a more structured way by grouping functions in accordance with their nature. This will represent a first ever organigram of the Secretariat (*attached*), which will be further improved and optimized on the basis of best international practices and experience gained as well as the transformation process.

The Secretariat responsibilities will be grouped as follows:

- The **Division of Operations**, lead by the Deputy SG (DSG), will comprise all Members of the Professional Personnel and the Personal Assistant to the Deputy SG. This Division will continue to provide substantive assistance to the Member States in the implementation of confidence

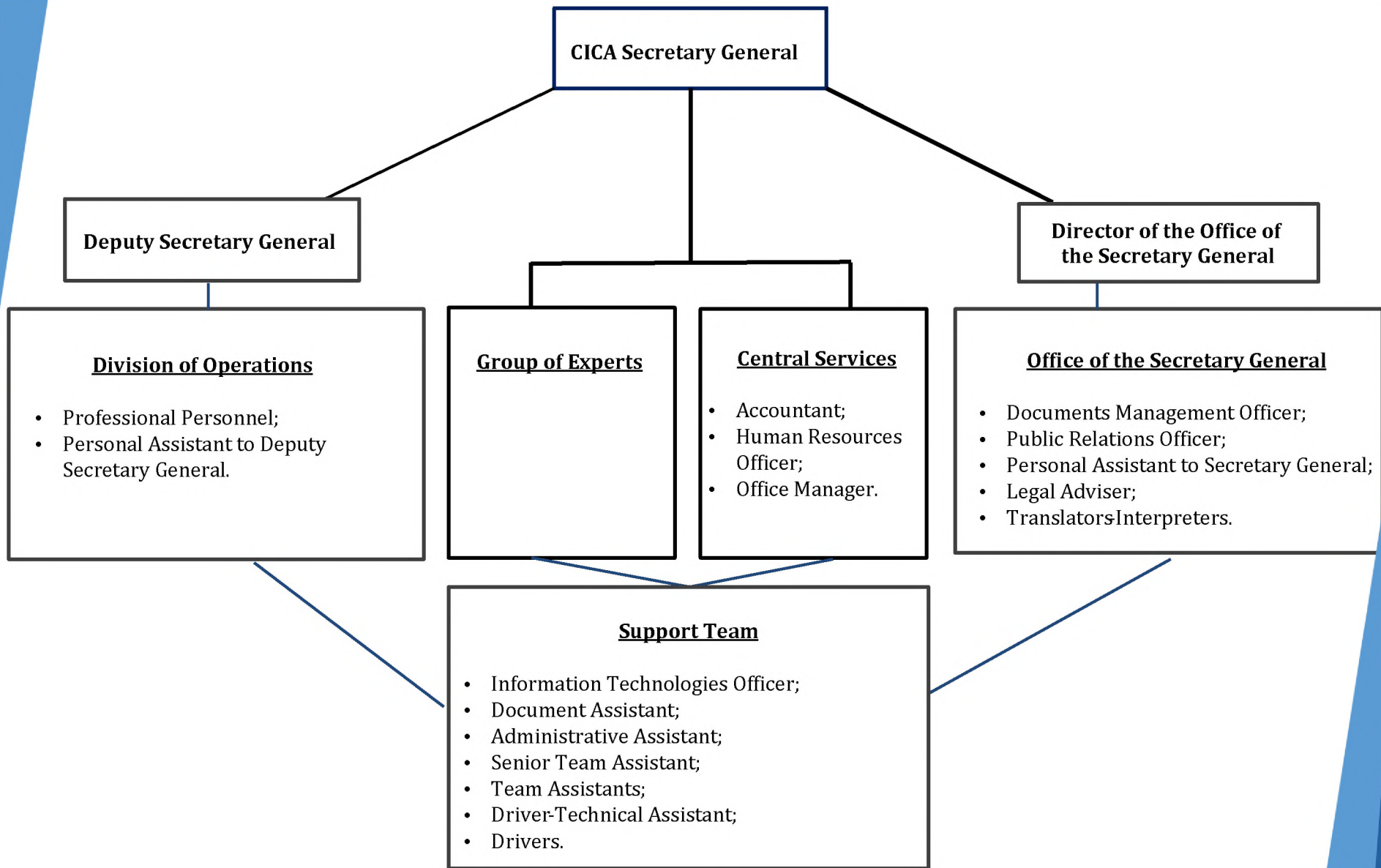
building measures, to the work of the CICA institutions and to meetings of CICA governing bodies, and carry out other substantive activities.

- The **Office of the Secretary General**, lead by the Director of the Office of the SG (DOSG), will comprise the Personal Assistant to the SG, Documents Management Officer, Public Relations Officer, Legal Adviser and Translators-Interpreters. This Office will provide managerial and other direct support to the SG and ensure effective coordination and coherence in Secretariat activities.
- The **Group of Experts**, reporting directly to the SG, will comprise all Experts and, in line with their individual responsibilities, will provide analytical support to CICA activities, including research and analysis for the SG and the Division of Operations.
- The **Central Services**, reporting directly to the SG, comprising the Accountant, HR Officer and Office Manager, will support the SG in administration of human, financial and material resources of the Secretariat and provide related services to all staff of the Secretariat.
- The **Support Team**, comprising the IT Officer, Document Assistant, Administrative Assistant, Team Assistants and Drivers, will provide cross-cutting administrative, organizational and technical assistance to the SG, DSG and all staff of the Secretariat in line with their individually assigned responsibilities and will facilitate the day-to-day functioning of the Secretariat.

Thus, the proposed updated Staff Matrix reflects the actually increased responsibilities and the de-facto supervisory role of the position of the Adviser to the Executive Director: *“assisting the SG in management and coordination of the Secretariat work and supervising the Office of the SG”*.

The proposed updated Staff Matrix does not contain any changes to the number of positions and to the maximum salary rates. It therefore does not have any budgetary implications as the total budget for salaries of the General/Support Personnel remains unchanged.

Attachment: new organigram of the CICA Secretariat





**CONFERENCE ON INTERACTION AND CONFIDENCE
BUILDING MEASURES IN ASIA**

SOC/2022-IV/DRAFT/2
2 December 2022

**СОВЕЩАНИЕ ПО ВЗАИМОДЕЙСТВИЮ И
МЕРАМ ДОВЕРИЯ В АЗИИ**

Distr: Member States only

Chairmanship of Kazakhstan

DRAFT DECISION OF THE SENIOR OFFICIALS COMMITTEE

On the position of Deputy Secretary General of CICA

The Senior Officials Committee

Decides to rename the position of Deputy Executive Director of the CICA Secretariat to Deputy Secretary General of CICA.



Chairmanship of Kazakhstan

DRAFT DECISION OF THE SENIOR OFFICIALS COMMITTEE

on the Staff Matrix of the CICA Secretariat

The Senior Officials Committee

Approves the attached Staff Matrix of the CICA Secretariat for General/Support Personnel.

**DRAFT STAFF MATRIX OF THE CICA SECRETARIAT
(GENERAL/SUPPORT STAFF POSITIONS)**

No.	Title	Job Description	No. of posts	Maximum salary rates per post (per month)	Maximum salary rates (total per month)
1.	Director of the Office of the Secretary General <i>(previously Adviser to the Executive Director)</i>	Providing advice to the Secretary General (SG) and support to coordination between the Chairmanship and Secretariat. Assisting the SG in management and coordination of the Secretariat work and supervising the Office of the SG. Drafting and analyzing legal, political and administrative documents. Preparing documentation for and providing substantive and organizational support to planning, conduct and follow-up of meetings of CICA governing bodies. Any other work assigned by the SG.	1	7000,00	7000,00
2.	Expert (Military-Political Dimension)	Monitoring and analysis of security issues within and beyond the CICA region having implications for the region, with particular reference to military and political situations. Contribution to the work	1	3500,00	3500,00

		of appropriate CICA bodies and activities within the military-political dimension. Providing expert analysis of and recommendations on CICA events on implementation of confidence building measures (CBMs) and cooperation in the military-political dimension. Preparing relevant materials and participation in various events.			
3.	Expert (New Challenges and Threats Dimension)	Monitoring and analysis of issues related to the new challenges and threats within and beyond the CICA region, specifically in all priority areas of the new challenges and threats dimension, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the new challenges and threats dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the new challenges and threats dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
4.	Expert (Economic Dimension)	Monitoring and analysis of economic issues within the and beyond the CICA region, specifically in all priority areas of the economic dimension, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the economic dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the	1	3500,00	3500,00

		economic dimension. Preparing relevant materials and participation in various events.			
5.	Expert (Environmental Dimension)	Monitoring and analysis of environmental issues within the and beyond the CICA region, specifically in all priority areas of the environmental dimension, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the environmental dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the environmental dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
6.	Expert (Human Dimension)	Monitoring and analysis of human dimension issues within and beyond the CICA region, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the human dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the human dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
7.	Accountant	Handling accounts of the Secretariat in accordance with financial rules and regulations of CICA and other regulatory documents. Handling bank accounts of the Secretariat. Receiving and	1	3500,00	3500,00

		disbursing payments. Preparing budget and financial statements.			
8.	Legal Adviser	Providing legal advice and analysis regarding CICA documents, regulatory framework of the Secretariat and the Rules of Procedure. Providing advisory and drafting service on all legal matters of the Secretariat activities, including human resources, administrative and financial issues, drafting and reviewing contracts and agreements.	1	3325,00	3325,00
9.	Personal Assistant to the Secretary General/Deputy Secretary General <i>(previously Personal Assistant to the Executive Director/Deputy Executive Director)</i>	Rendering secretarial and administrative assistance to the SG/Deputy SG. Keeping the schedule and record of his/her engagements. Making travel arrangements for duty travel. As required, preparation of files, handling correspondence and following up on tasks. Handling any other work assigned by the SG /Deputy SG.	2	3150,00	6300,00
10.	Documents Management Officer	Managing, maintaining and controlling all incoming and outgoing correspondence of the Secretariat. Processing, registration, filing, dispatch and circulation of Secretariat documents. Designing, maintaining and further improvement of Secretariat filing and archiving systems. Handling any other work assigned by the SG /Deputy SG.	1	3150,00	3150,00

11.	Human Resources Officer	Designing and implementing human resources management policies by establishing standards and procedures in accordance with the CICA Staff Regulations and other regulatory documents. Keeping personnel records and handling recruitment and staff appraisals. Ensuring that health and safety policies are up to date.	1	3150,00	3150,00
12.	Office Management Officer	Maintaining office services and efficiency by organizing office operations, planning and implementing office systems, layouts and supplies, and administering related procurement.	1	2975,00	2975,00
13.	Translator - Interpreter	Translation of documents from English into Russian and vice versa. Interpretation at meetings within the framework of CICA. Fluency in Kazakh is essential for correspondence with the host country.	3	2975,00	8925,00
14.	Public Relations Officer	Disseminating information about CICA and its activities to the press, social media and general public. Drafting press-releases and other types of public information. Managing content of the Secretariat website and keeping it up to date. Monitoring CICA related publications in the media. Handling press interviews – both print and visual.	1	2800,00	2800,00
15.	Information Technologies Officer	Providing IT support within the Secretariat and technical assistance in resolving IT related issues. Maintaining IT systems, equipment, hardware and software of the Secretariat, keeping them up to	1	2800,00	2800,00

		date. Administering the website of the Secretariat. Providing technical support to CICA meetings.			
16.	Administrative Assistant	Handling routine administrative tasks within the Secretariat, such as travel arrangement and hotel booking, procurement, assistance to Secretariat staff members in onboarding, accreditation and addressing host country related issues. Handling any other work assigned by the SG/Deputy SG.	1	2450,00	2450,00
17.	Driver - Technical Assistant	Providing services of a driver. Ensuring maintenance of all Secretariat vehicles in good condition. Checking and gathering supplies. Observing and reporting incidents. Carrying out necessary paper work related to registration of vehicles. Handling any other work assigned by the SG/Deputy SG.	1	1775,00	1775,00
18.	Driver	Providing services of a driver. Maintaining assigned vehicles in good condition and completing vehicle service requirements. Handling any other work assigned by the SG/Deputy SG.	2	1775,00	3550,00
19.	Documents Assistant	Maintaining both physical and digital archive of documents of the Secretariat. Providing assistance to Documents Management Officer with managing correspondence and designing and maintaining filing and archiving systems.	1	1425,00	1425,00

20.	Senior Team Assistant	Handling any assignments by the SG/Deputy SG, including substantive and administrative assistance to other team members.	1	1425,00	1425,00
21.	Team Assistant	Handling any work assigned by the SG/Deputy SG, including administrative and technical assistance to other team members.	4	1075,00	4300,00
Total number of posts			28		
Total maximum amount of salary rates per month					76350,00
Total maximum amount salary rates per year					916200,00