



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

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

**№ FUND/984**

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) presents its compliments to the CICA Member States and refers to the Note by the Secretary General (No-SOC/254) dated 9 March 2023 regarding the operationalization of the CICA Fund.

The CICA Fund is established to assist Member States in pursuing developmental goals in line with CICA objectives. The Secretariat has already opened a bank account to commence the operations of the CICA Fund. The Fund is intended to support projects that foster mutual understanding, confidence building, and economic development among Member States. The collective efforts in identifying projects, mobilizing resources and facilitating the implementation of projects under the Fund will certainly strengthen the spirit of cooperation that underpin CICA's vision.

The Secretariat kindly encourages all Member States to accelerate the internal processes required to operationalize the CICA Fund. This includes the submission of project proposals, the nomination of official representatives to the Project Review Committee and the initiation of fundraising activities.

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

Astana, 15 August 2023

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





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**СЕКРЕТАРИАТ СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ  
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**№ FUND/984**

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и, ссылаясь на записку Генерального секретаря (No-SOC/254) от 9 марта 2023 года о начале функционирования Фонда СВМДА, информирует о нижеследующем.

Фонд СВМДА создан для оказания содействия государствам-членам в достижении целей развития в соответствии с задачами СВМДА. Секретариат уже открыл банковский счет для начала операций Фонда СВМДА. Фонд предназначен для поддержки проектов, способствующих взаимопониманию, укреплению доверия и экономическому развитию государств-членов. Коллективные усилия по выявлению проектов, мобилизации ресурсов и содействию реализации проектов в рамках Фонда, безусловно, укрепят дух сотрудничества, лежащий в основе видения СВМДА.

Секретариат любезно призывает все государства-члены ускорить внутренние процессы, необходимые для начала функционирования Фонда СВМДА. Это включает в себя подачу проектных предложений, назначение официальных представителей в Комитет по рассмотрению проектов и инициирование мероприятий по сбору средств.

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

город Астана, 15 августа 2023 г.

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



*Приложение:  
упомянутое,  
на 42 л.*

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (Азия Кеңесінің) Хатшылығы Азия Кеңесінің мүше мемлекеттеріне өзінің зор ілтипатын білдіре отырып, 2023 жылғы 9 наурыздағы Бас хатшының Азия Кеңесі Қорының іске қосылуы туралы жазбасына (No-SOC/254) қосымша ретінде келесіні хабарлайды.

Қосымша:  
аталған, 42 п.

Азия Кеңесі Қоры мүше мемлекеттерге Азия Кеңесі міндеттеріне сәйкес даму мақсаттарына қол жеткізуге жәрдемдесу үшін құрылған. Хатшылық Азия Кеңесі Қорының операцияларын жүргізу үшін банктік шот ашты. Қор мүше мемлекеттер арасындағы өзара түсіністікке, сенімді нығайтуға және экономикалық дамуға ықпал ететін жобаларды қолдауға арналған. Жобаларды анықтау, ресурстарды жұмылдыру және Қор шеңберінде жобаларды іске асыруға жәрдемдесу жөніндегі ұжымдық күш-жігер Азия Кеңесі пайымының негізінде жатқан ынтымақтастық рухын нығайтатыны анық.

Хатшылық барлық мүше мемлекеттерді Азия Кеңесі Қорын іске қосу үшін қажетті ішкі процестерді жеделдетуге шақырады. Бұған жобалық ұсыныстар беру, Жобаларды қарау комитетіне ресми өкілдерді тағайындау және қаражат жинау шараларын бастау кіреді.

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

Астана қаласы, 2023 жылғы 15 тамыз

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



**SECRETARIAT OF THE CONFERENCE ON INTERACTION  
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**СЕКРЕТАРИАТ СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ  
И МЕРАМ ДОВЕРИЯ В АЗИИ**

**№SOC/254**

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 Note by the Secretary General on operationalization of the CICA Fund.

*Enclosure:  
as stated,  
on 39 pp.*

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

Astana, 9 March 2023



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



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

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

**№SOC/254**

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и имеет честь препроводить записку Генерального секретаря о начале функционирования Фонда СВМДА.

*Приложение:  
упомянутое,  
на 39 лл.*

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

город Астана, 9 марта 2023 г.



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

Қосымша:  
аталған,  
39 пп.

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

Астана қаласы, 2023 жылғы 9 наурыз

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



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Secretariat

## **Note by the Secretary General on operationalization of the CICA Fund**

### **Introduction**

The Sixth CICA Summit adopted the Regulations of the CICA Fund (Summit decision SUM/2022/DEC/4 of 13 October 2022) and thereby established the Fund as a special mechanism for identification of CICA projects and mobilization of voluntary funding for their implementation. The Regulations of the CICA Fund establishes first ever modalities for CICA project activities. This is a basis for further development of CICA operational capacities towards strengthening its practical and tangible impact.

By this note, the Secretary General kindly invites the Member States to make the following first practical steps towards operationalization of the CICA Fund mechanism simultaneously: (1) submit project proposals, (2) prepare for the first meeting of the Project Review Committee (PRC), and (3) initiate fundraising activities.

### **1. Call for projects**

Please find attached a “Call for Projects” (Annex 1) aimed at collecting project proposals from interested Member States and their preparation, with support of the Secretariat, for submission to approval by the PRC in line with the criteria established in the Regulations of the Fund.

In initiating their projects, Member States are kindly invited to use the attached sample project proposal template (Attachment 1) (it was earlier shared with all Member States in the Chair’s Explanatory Note on Revision 3 of the draft Regulations of the CICA Fund - document SWG/2022-II/CHAIR/1 of 19 July 2022).

The Member States are also kindly invited to present their comments on both draft templates – project proposal template (Attachment 1) and project reporting template (Attachment 2) - with a view to eventually developing uniform project templates by the PRC. In view of the Secretariat, testing and further improving the attached samples on the basis of actual projects would facilitate this process.

## **2. Composition of the PRC**

By this note, all Member States are invited to authorize their official representatives with the relevant expertise to act as members of the PRC, and inform the Secretariat.

## **3. Fundraising activities**

By this note, the Member States are kindly invited to initiate fundraising activities with relevant national institutions authorized to provide funding for international assistance, including by awareness raising about the CICA Fund. The Secretariat would welcome information from Member States about potential donors' funding requirements and criteria for eligibility of projects for their funding.

To that end, please find attached a "Call for Funds" (Annex 2) and a presentation about the CICA Fund (Annex 3) aimed at facilitating awareness raising efforts and collection of information about donor requirements.



## **Call for project proposals for financing by the CICA Fund**

The CICA Fund is a special mechanism for identification of CICA projects and mobilization of voluntary funding for their implementation. The Fund's objective is to facilitate realization of CICA goals in practice by financing project activities implemented within the mandate and framework of CICA. The Fund shall operate based on the principles of transparency, voluntariness, consensus and accountability to the Member States.

The Fund's resources shall be used exclusively to finance activities and projects which are consistent with the CICA goals and principles outlined in the Declaration on the Principles Guiding Relations between the CICA Member States of 1999 and the Almaty Act of 2002, and are approved by the Member States in accordance with these Regulations.

All project activities financed by the Fund shall be implemented with respect to sovereignty and territorial integrity of all Member States, in agreement with the beneficiary or recipient Member State and in compliance with the principles of transparency and financial accountability.

Any Member State may propose projects for financing by the Fund. The Fund's resources shall be used for financing projects in the following areas:

- Programmes and projects to assist Member States in pursuing development goals in line with CICA objectives.
- Projects carried out as part of practical implementation of CICA confidence building measures as contained in the CICA Catalogue of Confidence Building Measures (CBMs), including but not limited to CBM events in the form of meetings, conferences, seminars, workshops, symposia, round tables, training events, etc.
- Research and development of scientific, analytical and information materials and publications within the framework of CICA.
- Humanitarian assistance to Member States.
- Other projects approved for financing by the Fund.

The project proposals shall contain all relevant project elements, including minimum requirements for project quality, such as objectives, justification and feasibility of the project, expected outcomes, project implementation plan and timeframe, project budget, information on the implementing agency and a schedule for submitting interim and final reports. Member States, through the CICA Secretariat; and the CICA Secretary General may request additional information from the project originators and/or implementing agency.

The project proposals shall be submitted to the CICA Secretariat for circulation to all Member States. The Member States shall review and, on the basis of consensus, approve the project at the Project Review Committee (PRC). The projects approved by the PRC shall be added to the List of Approved Projects for possible financing by the Fund. The List shall be posted and regularly updated on the website of the CICA Secretariat.

Responsibility for ensuring due implementation of projects financed from the Fund shall rest with a Member State receiving its funds (Beneficiary). The Beneficiary shall submit to all Member States, through the Secretariat, interim reports and final report on implementation of a project, including the information on achievement of project goals, financial statements and other required data. The Fund's Beneficiaries shall submit, upon request, all the required documents to the external auditor.

In order to assist the Beneficiary to ensure transparency and reporting to the PRC, a project group shall oversee the progress of a project during the entire period of its implementation. The project group will consist of representatives of the Chairmanship, Beneficiary and the donors, and Members of the PRC participating on a voluntary basis, and will be coordinated by the Secretariat.

**Member States initiating project proposals are requested to submit them to the Secretariat using the attached sample templates for project proposals and for project reporting (Attachments 1 and 2). Any comments and recommendations on improving these samples are welcome.**

**POSSIBLE SAMPLE FOR CICA PROJECT PROPOSAL TEMPLATE**

**I. Basic Data**

<b>Project Title:</b>
<b>Project N<sup>o</sup></b> <i>(to be assigned by the CICA Secretariat after approval of the project)</i>
<b>Proposing Member State:</b>
<b>Implementing Agency (Project Operator):</b>
<b>Receiving Member State (Beneficiary):</b>
<b>Project Manager and his/her contact data:</b>
<b>Project Timeframe (starting and ending date):</b>
<b>Total Financial Requirements (in USD):</b>

**II. Project Summary**

<b>Executive Summary</b>	<ul style="list-style-type: none"><li>• Provide a brief summary of your project including a concise overview of the project objective, the desired results and planned activities.</li><li>• Complete this section once you have finished all the other sections in this template, to ensure that key project elements are reflected in the executive summary.</li></ul>
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**III. Project Description**

<b>Project Objective</b>	<ul style="list-style-type: none"><li>• Formulate the Objective of the project in one sentence. Ideally any project should have one Objective, and not more than three.</li></ul>
<b>Background and Justification</b>	<ul style="list-style-type: none"><li>• Explain the project Objective, its relevance to the CICA framework and its consistency with CICA objectives and principles. Indicate CICA documents serving as a basis for the project.</li><li>• Provide the background and the context in which the project will take place and an analysis of the main problems to be addressed by the project.</li><li>• Describe the project's added value, benefits and practical impact for CICA. Ideally a project should have long-term direct or indirect benefits for as many as possible CICA Member States.</li><li>• Indicate beneficiaries, other stakeholders and</li></ul>

	<p>partners to be involved in the project implementation, describe how co-operation and co-ordination will be ensured.</p> <ul style="list-style-type: none"> <li>• Justify feasibility of the project, describing how realistic is achievement of the Objective, indicating project risks and measures to mitigate or exclude those risks.</li> </ul>
<b>For each Objective: Outcomes (Results)</b>	<ul style="list-style-type: none"> <li>• Formulate Outcomes (Results) - concrete results, products, goods and/or services that the project should deliver in order to contribute to the achievement of the Objective.</li> <li>• Each Outcome should ideally be formulated in one sentence and must be SMART – Specific, Measurable, Attainable, Relevant and Time-bound.</li> <li>• For each Outcome describe how this result would contribute to the achievement of project Objective.</li> <li>• For each Outcome it is highly recommended to formulate Key Performance Indicators (KPI) with the Baseline and Means of Verification – for quantitative or qualitative evaluation of the achievement of the Outcome and verification of progress in the course of project implementation.</li> </ul>
<b>For each Outcome (Result): Project Activities</b>	<ul style="list-style-type: none"> <li>• For each Outcome provide detailed description of Activities - the way in which the project will be carried out with outline of all specific actions aimed at delivering the Outcome (Result).</li> <li>• Project Activities should include the sequence of actions – a detailed and clear Plan of Operations/Activities/Actions to achieve the respective Outcome (Result).</li> <li>• Provide a consolidated Timetable for the implementation of all project Activities under all Outcomes (Results) for the entire project within the total timeframe of the project.</li> </ul>

#### **IV. Resource Requirements (Project Budget)**

Provide a detailed estimate of resource requirements for the project, i.e. the total budget proposal, in the form of a table with as detailed as possible breakdown by all expenditure categories, including staff costs (e.g. salaries, consultancy/expert fees, etc.), operational costs (e.g. travel/accommodation costs, conference services costs, transportation costs, vehicle rent, hospitality, etc.), asset/equipment costs (e.g. IT hardware/software, printed material,

office furniture/supplies, etc.), as well as expected in-kind contribution of any type.

## **V. Reporting**

Provide project reporting plan, including timelines for submission of interim and final project reports, as well timelines for submission of financial reports.

## **VI. Attachments**

Enclose any other documents and information relevant to the project.

**POSSIBLE SAMPLE FOR CICA PROJECT REPORTING TEMPLATE  
(for final project report)**

**I. Basic Data**

<b>Project Title:</b>
<b>Project N<sup>o</sup></b>
<b>Proposed Member State:</b>
<b>Implementing Agency (Project Operator):</b>
<b>Receiving Member State (Beneficiary):</b>
<b>Project Manager and his/her contact data:</b>
<b>Project Timeframe (starting and ending date):</b>
<b>Total Financial Requirements (in USD):</b>

**II. Project Summary**

<b>Executive Summary</b>	<ul style="list-style-type: none"><li>• Recall briefly the project objective, the desired results and activities.</li><li>• Describe briefly the operational context in which the project took place from the start date until completion date.</li><li>• Summarize the project performance, focusing on the main achievement and main conclusion.</li></ul>
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**III. Results and Performance**

**In the sections below, use the self-evaluation findings and conclusions to substantiate your assessment of achievements.**

<b>Achievement of the Objective and project impact</b>	<p>Describe to what extent the project Objective was achieved and the impact from the project by answering the following questions:</p> <ul style="list-style-type: none"><li>• To what extent was the project objective achieved?</li><li>• How did the results influence the beneficiaries?</li><li>• What are the long-term benefits resulting from the project?</li><li>• What were the major factors influencing the achievement or non-achievement of the project objective?</li></ul>
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	<ul style="list-style-type: none"> <li>• What was the influence of external factors (negative, positive, little/no influence), such as changes in policy legislation, general economic and financial conditions?</li> <li>• Did the project produce unintended effects? Why did these unintended results (positive or negative) happen?</li> </ul>
<b>Effectiveness of the project results</b>	<p>Describe to what extent the project Outcomes (Results) were achieved? Provide an overview of all results delivered by the project including by using Key Performance Indicators (KPIs) set at the start of the project:</p> <ul style="list-style-type: none"> <li>• Have all results been delivered? If not, to what extent?</li> <li>• How the direct and indirect benefits of these results be observed?</li> <li>• Is it recommended to try to identify other ways to achieve the results?</li> <li>• Did unforeseen issues impact the project activities and results? How were these unforeseen risks managed?</li> </ul>
<b>Efficiency of operations</b>	<p>Describe to what extent the project results were obtained at reasonable cost with minimum waste of effort, time, money and skills, by answering the following questions.</p> <ul style="list-style-type: none"> <li>• Were human, financial, material resources adequate in terms of quality and quantity to achieve project results and made available on time? (e.g. timely recruitment, procurement, smooth logistics and delivery)?</li> <li>• Did the concerned states contribute to efficiency of the project (e.g. tax exemptions, VAT exemption, in-kind contribution such as facilities, office, venue and staff)?</li> <li>• Was the budget adequate? Was the spending commensurate with the delivery of activities and achieving results?</li> <li>• Is it possible to deliver the same or similar results with different activities at a lower cost?</li> </ul>

<b>Sustainability</b>	<p>Describe to what extent the benefits of the project are likely to continue by answering the following questions:</p> <ul style="list-style-type: none"> <li>• Are the results likely to be sustained in the future?</li> <li>• Did national/regional/local authorities, civil society take ownership of the results of the project? Did they assume economic, financial responsibilities to ensure results are sustained?</li> <li>• Is it possible to objectively confirm that the project contributed to lasting institutional capacity (adequate and trained staff, sufficient budget and equipment, technical, financial, managerial capacity to sustain the benefits)?</li> </ul>
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#### **IV. Overall Project Performance**

Draw your main conclusions regarding overall project performance and its implementation. Try to briefly answer if the right project strategy was implemented, if it was implemented in the right way, and whether or not there are better ways to solve the same problems.

#### **V. Horizontal issues**

If applicable, specify and describe here the project's contribution to cross-cutting issues which had an impact on the project or would be of relevance to any follow-up such as:

- Participation and ownership;
- Government support;
- Environmental sustainability;
- Socio-cultural suitability;
- Effects on vulnerable groups (e.g. youth, the elderly, minorities), and
- Donor visibility.

#### **VI. Recommendations and Lessons Learned**

- Outline your concrete recommendations for follow-up projects or needs.
- Outline the positive and negative lessons learned.
- Are substantive revisions of similar projects or replication of this project elsewhere recommended? State the justification.



## **VII. Financial and Administrative Report**

- Attach the final financial report in the form of a table with as detailed breakdown of all incurred expenditures and savings, including staff costs (e.g. salaries, consultancy/expert fees, etc.), operational costs (e.g. travel/accommodation costs, conference services costs, transportation costs, vehicle rent, hospitality, etc.), asset/equipment costs (e.g. IT hardware/software, printed material, office furniture/supplies, etc.), as well as received in-kind contribution of any type.
- Summarize resources used, including staff, assets/equipment etc. (attach resource schedule, if available).
- Provide information on the current or future status of assets (handed over/saved/sold etc. (attach schedule on status of the assets, if available).

## **VIII. Attachments**

Enclose all additional relevant information. Documentation validating the assessments made above should be linked or attached.

## **Call for funds for the CICA Fund**

The CICA Fund is a special mechanism for identification of CICA projects and mobilization of voluntary funding for their implementation. The Fund's objective is to facilitate realization of CICA goals in practice by financing project activities implemented within the mandate and framework of CICA. The Fund shall operate based on the principles of transparency, voluntariness, consensus and accountability to the Member States.

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- Projects carried out as part of practical implementation of CICA confidence building measures as contained in the CICA Catalogue of Confidence Building Measures (CBMs), including but not limited to CBM events in the form of meetings, conferences, seminars, workshops, symposia, round tables, training events, etc.
- Research and development of scientific, analytical and information materials and publications within the framework of CICA.
- Humanitarian assistance to Member States.
- Other projects approved for financing by the Fund.

The financing of projects by the Fund shall be on a non-reimbursable basis, including in the form of grants, donations, technical assistance or other forms. The Fund's resources shall not be considered as the part of the CICA Secretariat's budget and shall be kept in a separate bank account of the CICA Secretariat. The immunity of the Fund and the safety of its resources are guaranteed by the CICA Convention on the Privileges and Immunities and its Host Country Agreement with the Republic of Kazakhstan.

According to the Regulations of the CICA Fund, Member States and/or their national development assistance agencies may provide voluntary monetary contributions to the CICA Fund. Acceptance of such contributions does not need approval by the Member States. Member States and/or their national development assistance agencies (donors) may provide:

- (i) contributions earmarked for certain projects from the List of Approved Projects;
- (ii) contributions earmarked for specific areas of activities; or
- (iii) non-earmarked contributions.

Any pledge of contribution from a Member State should be submitted to the Secretariat for informing all Member States about the donor, total amount of the offered contribution and its purpose, and any other relevant aspects of the pledge.

Acceptance of contributions from external sources (non-Member States, observer organizations, partner organizations, international organizations, international non-governmental organizations, legal entities and individuals etc.) requires prior approval by the Member States.

In accordance with the Regulations of the CICA Fund, the Chairmanship, Member States and the CICA Secretary General may carry out fundraising activities, search potential donors and interact with them.

**In this regard, Member States are kindly invited to contribute to fundraising activities and identify potential donors.**



**Fund of the Conference on  
Interaction and Confidence  
Building Measures in Asia  
(CICA)**

# CICA FUND



The Regulations of the CICA Fund were adopted at the Sixth Summit on 13 October 2022.



The CICA Fund is a special mechanism for collecting projects and voluntary funds for their implementation.



# PRINCIPLES AND GOALS



The Fund operates based on the principles of transparency, voluntariness, consensus and accountability to the Member States.



The Fund's main objective is to facilitate realization of CICA goals by financing project activities implemented within the mandate of CICA.



# IMMUNITY OF THE FUND



The immunity of the Fund and the safety of its resources are guaranteed by:

1) The Convention on the Privileges and Immunities of the Secretariat, its Personnel and Representatives of Members of CICA of 2010;



2) The Host Country Agreement between the Secretariat of the Conference on Interaction and Confidence Building Measures in Asia and the Government of the Republic of Kazakhstan regarding the Terms and Conditions of the Secretariat's Location in the Territory of the Republic of Kazakhstan of 2007.

# PROJECTS

Any Member State may propose projects for financing by the Fund by submitting a project proposal to the CICA Secretariat for further circulation to all Member States.

The Fund's resources may be used for financing projects in the following areas:



Programmes and projects to assist Member States in pursuing development goals in line with CICA objectives



Projects carried out as part of practical implementation of CICA confidence building measures as contained in the CICA Catalogue of Confidence Building Measures.



Research and development of scientific, analytical and information materials and publications within the framework of CICA.



Humanitarian assistance to Member States.



Other projects approved for financing by the Fund.



# PROJECT REVIEW COMMITTEE



The Member States review and, on the basis of consensus, approve projects at the Project Review Committee (PRC).



The PRC consists of official representatives from all Member States and is chaired by the Chairmanship in coordination with the Secretariat.



Meetings of the PRC are convened by the Chairmanship for consideration of the proposed projects or pledges of contribution or of other needs associated with the operation of the Fund.



The projects approved by the PRC are added to the List of Approved Projects for possible financing by the Fund. The List is posted and regularly updated on the website of the CICA Secretariat.

# RESOURCES OF THE FUND



## The Fund is formed from the following sources:



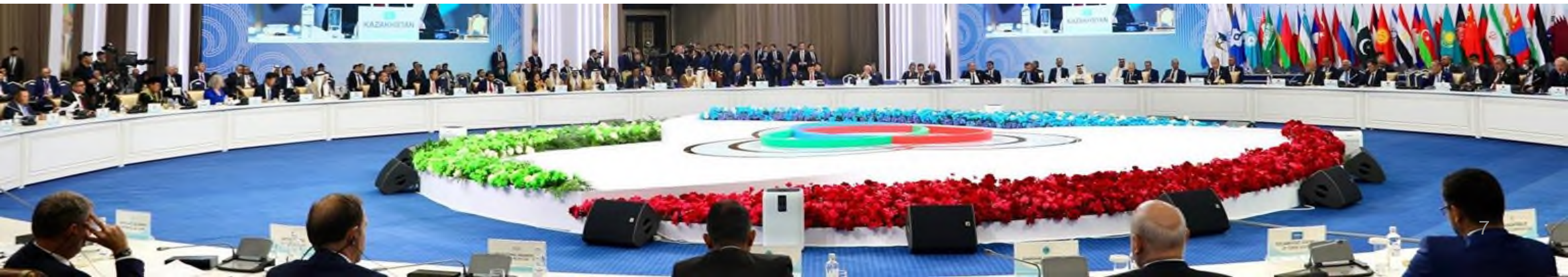
Voluntary monetary contributions from the Member States and/or their national development assistance agencies.

Acceptance of such contributions does not need approval by the Member States.



Voluntary monetary contributions from external sources, such as Observer States, other non-Member States, Observer Organizations, Partner Organizations, international organizations and forums, international nongovernmental organizations, national and international financial institutions and development agencies, legal entities and individuals.

Acceptance of such contributions is subject to prior approval by the Member States.



# CONTRIBUTIONS TO THE FUND



## Donors may provide:

- contributions earmarked for certain projects from the List of Approved Projects;
- contributions earmarked for specific areas of activities; or
- non-earmarked contributions.

**i** Any pledge of contribution should be submitted to the Secretariat for informing all Member States about the donor, total amount of the offered contribution and its purpose, and any other relevant aspects of the pledge.

**i** Monetary contributions may not be accepted from donors whose goals and principles contradict the goals and principles of CICA.

**i** The Chairmanship, Member States and the CICA Secretary General may carry out fundraising activities, search potential donors and interact with them.

# PROJECT FUNDING



The allocation of the Fund's resources for financing the projects specified in the List of Approved Projects is done by the Member States through the PRC, except for allocation of contributions from Member States already earmarked by the donor to certain approved projects.



The Chairmanship, Member States and the CICA Secretary General may suggest the PRC to use the available non-earmarked resources for financing projects from the List of Approved Projects.



# PROJECT IMPLEMENTATION



➤ Responsibility for ensuring due implementation of projects financed from the Fund rests with a Member State receiving its funds (Beneficiary).

➤ The Beneficiary submits to all Member States, through the Secretariat, interim reports and final report on implementation of a project, including the information on achievement of project goals, financial statements and other required data.



# PROJECT GROUP



➤ In order to assist the Beneficiary to ensure transparency and reporting to the PRC, a project group will oversee the progress of a project during the entire period of its implementation.

➤ The project group will consist of representatives of the Chairmanship, Beneficiary and the donor, and Members of the PRC participating on a voluntary basis, and will be coordinated by the Secretariat.



# FINANCIAL STATEMENTS



The Secretariat circulates to the Member States an annual financial statement no later than 31 March of the year following the reporting financial period (calendar year).



The financial statement includes information on the received, allocated and unused resources of the Fund as at the end of the reporting financial period.



The Beneficiaries submit to the Secretariat all the required data in order to produce such a statement.



# EXTERNAL AUDIT



External audit of the Fund is conducted by the decision of the Senior Officials Committee (SOC) at least once in two years in case of operational activity.



External audit is conducted by an audit institution nominated by a Member State and authorized by the SOC. Any Member State may nominate an external auditor.



The Beneficiaries submit, upon request, all the required documents to the external auditor.





# Фонд Совещания по взаимодействию и мерам доверия в Азии (СВМДА)

# ФОНД СВМДА



Положение о Фонде СВМДА было принято на заседании шестого Саммита 13 октября 2022 года.



Фонд СВМДА — это специальный механизм для аккумуляции проектов и добровольных средств для их реализации.



# ПРИНЦИПЫ И ЦЕЛИ



Фонд действует на основе принципов прозрачности, добровольности, консенсуса и подотчетности государствам-членам.



Основной задачей Фонда является содействие реализации целей СВМДА путем финансирования проектной деятельности, осуществляемой в рамках мандата СВМДА.



# ИММУНИТЕТ ФОНДА



Иммунитет Фонда и неприкосновенность его средств гарантируется:

1) Конвенцией о привилегиях и иммунитетах Секретариата, его персонала и представителей членов СВМДА 2010 года;



2) Соглашением между Секретариатом Совещания по взаимодействию и мерам доверия в Азии и Правительством Республики Казахстан об условиях пребывания Секретариата на территории Республики Казахстан 2007 года.

# ПРОЕКТЫ

Проекты для финансирования Фондом могут предлагаться любым из государств-членов путем направления проектного предложения в Секретариат СВМДА для дальнейшего распространения среди всех государств-членов.

Средства Фонда могут использоваться для финансирования проектов в следующих областях:



Программы и проекты по оказанию помощи государствам-членам в достижении целей развития в соответствии с задачами СВМДА.



Проекты, осуществляемые в рамках практической реализации мер доверия СВМДА, содержащихся в Каталоге мер укрепления доверия СВМДА.



Проведение исследований и разработка научных, аналитических и информационных материалов и публикаций в рамках СВМДА.



Гуманитарная помощь государствам-членам.



Другие проекты, утвержденные для финансирования Фондом.

# КОМИТЕТ ПО РАССМОТРЕНИЮ ПРОЕКТОВ



Государства-члены рассматривают и, на основе консенсуса, утверждают проекты на Комитете по рассмотрению проектов (КРП).



КРП состоит из официальных представителей государств-членов и возглавляется Председателем в координации с Секретариатом.



Заседания КРП созываются Председателем для рассмотрения предложенных проектов или объявленных взносов или других потребностей, связанных с деятельностью Фонда.



Проекты, утвержденные КРП, вносятся в Список утвержденных проектов для возможного финансирования Фондом.

Список размещается и регулярно обновляется на сайте Секретариата СВМДА.

# СРЕДСТВА ФОНДА



**Средства Фонда формируются из следующих источников:**



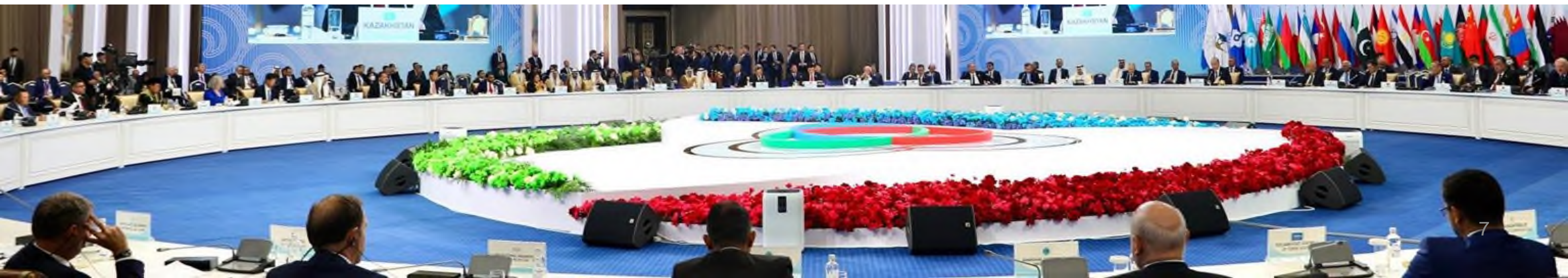
Добровольные денежные взносы государств-членов и/или их национальных агентств содействия развитию.



Добровольные денежные взносы из внешних источников, таких как государства-наблюдатели, другие государства, не являющиеся членами, организации-наблюдатели, организации партнеры, международные организации и форумы, международные неправительственные организации, национальные и международные финансовые учреждения и агентства развития, юридические и физические лица.

Принятие таких взносов не требует одобрения со стороны государств - членов.

Принятие таких взносов подлежит предварительному одобрению государствами-членами.



# ВЗНОСЫ В ФОНД



## Доноры могут вносить:

- » взносы, предназначенные для конкретных проектов из Списка утвержденных проектов;
- » взносы, предназначенные для конкретных областей деятельности;
- » нецелевые взносы.

**i** Любая заявка на взнос предоставляется в Секретариат для информирования всех государств-членов о доноре, общей сумме предлагаемого взноса и его цели, а также о любых других аспектах, имеющих отношение к данной заявке.

**i** Денежные взносы не могут приниматься от доноров, чьи цели и принципы противоречат целям и принципам СВМДА.

**i** Председательство, государства-члены и Генеральный секретарь СВМДА могут осуществлять деятельность по привлечению средств, поиску потенциальных доноров и взаимодействию с ними.



# ФИНАНСИРОВАНИЕ ПРОЕКТОВ



Выделение средств Фонда для финансирования проектов, указанных в Списке утвержденных проектов, осуществляется государствами-членами через КРП, за исключением выделения взносов государств-членов, уже выделенных донором на конкретные утвержденные проекты.



Председательство, государства-члены и Генеральный Секретарь СВМДА могут предложить КРП использовать имеющиеся нецелевые ресурсы для финансирования проектов из Списка утвержденных проектов.



# РЕАЛИЗАЦИЯ ПРОЕКТА



» Ответственность за надлежащую реализацию проекта, финансируемого из Фонда, несет государство-член, получающее средства (Бенефициар).

» Бенефициар представляет всем государствам-членам через Секретариат промежуточные отчеты и окончательный отчет о реализации проекта, включая информацию о достижении целей проекта, финансовые отчеты и другие необходимые данные.



# ПРОЕКТНАЯ ГРУППА



- Помощь Бенефициару в обеспечении прозрачности и отчетности за реализацию проекта перед КРП, будет осуществлять проектная группа, которая осуществляет надзор за ходом проекта в течение всего срока его реализации.
- Проектная группа будет состоять из представителей Председательства, Бенефициара и доноров, а также членов КРП, участвующих на добровольной основе, и будет координироваться Секретариатом.



# ФИНАНСОВАЯ ОТЧЕТНОСТЬ



Секретариат представляет государствам-членам ежегодный финансовый отчет не позднее 31 марта года, следующего за отчетным финансовым периодом (календарный год).



Финансовый отчет включает информацию о полученных, распределенных и неиспользованных средствах Фонда по состоянию на конец отчетного финансового периода.



Бенефициары представляют в Секретариат все необходимые данные для составления такого отчета.



# ВНЕШНИЙ АУДИТ



Внешний аудит Фонда проводится по решению Комитета старших должностных лиц (КСДЛ) не реже одного раза в два года в случае операционной деятельности.



Внешний аудит проводится аудиторской организацией, номинированной государством-членом и уполномоченной КСДЛ. Любое государство-член может назначить внешнего аудитора.



Бенефициары по запросу внешнего аудитора представляют ему все необходимые документы.