



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

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

**№SOC/DOC/1539**

*Enclosure:  
as stated,  
on 20 pp.*

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 decisions of the Senior Officials Committee meeting of 14 December 2022.

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

Astana, 14 December 2022



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



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AND CONFIDENCE BUILDING MEASURES IN ASIA**

**СЕКРЕТАРИАТ СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ  
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**№SOC/DOC/1539**

*Приложение:  
упомянутое,  
на 20 лл.*

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и имеет честь препроводить решения заседания Комитета старших должностных лиц от 14 декабря 2022 года.

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

город Астана, 14 декабря 2022 г.



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

*Қосымша:  
аталған 20 пп.*

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (Азия Кеңесінің) Хатшылығы Азия Кеңесінің мүше мемлекеттеріне өзінің зор ілтипатын білдіреді және Аға лауазымды тұлғалар комитеті отырысының 2022 жылғы 14 желтоқсандағы шешімдерін жолдауды өзіне мәртебе санайды.

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

Астана қаласы, 2022 жылғы 14 желтоқсан

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



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## Senior Officials Committee

### DECISIONS OF THE SENIOR OFFICIALS COMMITTEE

The Senior Officials Committee (SOC) at its online meeting on 14 December 2022 agreed on the following:

1. The SOC approved the Concept Paper on Cooperation among the CICA Member States in the Area of Tourism.
2. The SOC approved the Concept Paper on Implementation of Confidence Building Measures (CBMs) in the Area of Agriculture.
3. The SOC adopted the decision on the CICA Plan of Implementation of CBMs and Provisional Calendar of CICA Governing, Working and Advisory Bodies for 2023 with the understanding that the concepts of events in the Plan will be finalized in accordance with the General Guidelines for Conducting Events on Implementation of CICA CBMs.
4. The SOC adopted the decision on the 2023 Budget of the CICA Secretariat.
5. The SOC decided to carry out an external audit of the financial activities of the CICA Secretariat in 2023 covering the period from September 2020 to 31 December 2022 and to authorize the Independent Audit Company «Asia Astana Audit» to conduct the audit.
6. The SOC adopted the decision on the position of Deputy Secretary General of CICA.
7. The SOC adopted the decision on the Staff Matrix of the CICA Secretariat.
8. The SOC took note of the proposal of Arab Member States to include the Arabic language as a working language of CICA meetings. Some Member States requested further information from the Secretariat regarding legal, financial and other aspects of this initiative.



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**Senior Officials Committee**

**DECISION OF THE SENIOR OFFICIALS COMMITTEE**

**on the CICA Plan of Implementation  
of Confidence Building Measures for 2023**

The Senior Officials Committee

Approves the CICA Plan of Implementation of Confidence Building Measures and Provisional Calendar of CICA Governing, Working and Advisory Bodies for 2023 as contained in the Annex.

**CICA PLAN OF IMPLEMENTATION OF CONFIDENCE BUILDING MEASURES AND  
PROVISIONAL CALENDAR OF CICA GOVERNING, WORKING AND ADVISORY BODIES FOR 2023**  
(in chronological order)

<b>No.</b>	<b>Title and purpose of event</b>	<b>Organizer(s)</b>	<b>Initiated by</b>	<b>Preliminary dates and other information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>First half of 2023</b>				
1.	Seminar on Cooperation in Agricultural, Rural Development and Poverty Reduction in CICA Countries	People's Republic of China	NV from the MFA of China No. 107 of 17.11.2022	Preliminary concept paper is available (for all preliminary concepts hereinafter see Attachment)
2.	Experts Meetings on the Development of Transit and Transport Potential of CICA Countries (online)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	Brief concept paper is available (Attachment)
<b>I Quarter</b>				
3.	Joint Working Group of the CICA Secretariat and the EEU	CICA Secretariat and EEU	Based on the MoU between CICA and the EEU	
<b>February</b>				
4.	CICA Workshop on “Counter Radicalization” (online)	Republic of India, Bureau of Police Research & Development	NV from the Embassy of India in Astana No. AST/328/2022 of 22.11.2022	2-3 February 2023, draft concept paper was circulated by NV No. NCT/CT/1502 of

				7.12.2022
5.	CICA Training on Informing and Prevention Activities in Counter-Terrorism (offline in Türkiye)	Republic of Türkiye. Turkish National Police Counterterrorism Department	NV from the Embassy of Türkiye in Astana No. Z-2022 /49425594 /34994038 of 1.10.2022	6-10 February 2023, 5 days (26 hours), brief concept paper is available (Attachment)
6.	CICA event on Fundamentals of Digital Forensics (offline in Türkiye)	Republic of Türkiye. Turkish National Police of Cyber Crime	NV from the Embassy of Türkiye in Astana No. Z-2022 /49425594 /34994038 of 1.10.2022	6-10 February 2023, 5 days (30 hours), brief concept paper is available (Attachment)
7.	CICA event on Open Source Intelligence in Criminal Investigations	Republic of Türkiye. ASOC Department TADOC Division	NV from the Embassy of Türkiye in Astana No. Z-2022 /49425594 /34994038 of 1.10.2022	6-10 February 2023, 5 days, brief concept paper is available (Attachment)
8.	CICA event on Anti-money Laundering and Counter Financing of Terrorism	Republic of Türkiye, Anti-money Laundering and Counter Financing of Terrorism	NV from the Embassy of Türkiye in Astana No. Z-2022 /49425594 /34994038 of 1.10.2022	20-24 February 2023, 5 days, brief concept paper is available (Attachment)
9.	CICA event on Narcotics Detector Dogs and Handlers Training (offline in Türkiye)	Republic of Türkiye, Counter Narcotics Department	NV from the Embassy of Türkiye in Astana No. Z-2022 /49425594 /35221476 of 21.11.2022	20 February – 26 May or 11 September – 15 December 2023, 70 days, brief concept paper is available (Attachment)

<b>March</b>				
10.	CICA Special Working Group meeting (online)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	
11.	CICA event on First Response to Digital Evidence and Acquire to Forensic Copies (offline in Türkiye)	Republic of Türkiye, Turkish National Police of Cyber Crime	NV from the Embassy of Türkiye in Astana No. Z-2022 /49425594 /34994038 of 1.10.2022	6-10 March 2023, 5 days (30 hours), brief concept paper is available (Attachment)
12.	CICA event on Training on Risk Analysis at Airports and Search Techniques for Narcotics Crimes (offline in Türkiye)	Republic of Türkiye, Counter Narcotics Department	NV from the Embassy of Türkiye in Astana No. Z-2022 /49425594 /35221476 of 21.11.2022	20-24 March 2023, (20 hours), brief concept paper is available (Attachment)
<b>April</b>				
13.	Sixth Meeting of the CICA Youth Council	Republic of Uzbekistan, Samarkand	NV from the MFA of Uzbekistan No. 15/46016 of 2.12.2022	
14.	CICA Senior Officials Committee meeting (online)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	
15.	CICA Seminar “Towards disaster resilience through inclusive, gender-responsive and all of society approach” (online)	People’s Republic of Bangladesh, Ministry of Disaster Management and Relief of Bangladesh	NV from the MFA of Bangladesh No. 19.00.0000.305.61.000.22/407 of 8.12.2022	April-May 2023, 1 day (two hours for every event), brief concept paper is available (Attachment)
	CICA Seminar on “Disaster Prevention, Mitigation and adaptation approaches, strategies and practices - Bangladesh			



	experience” (online)			
<b>May</b>				
16.	CICA event on Basic Training for Analysis Methods (offline in Türkiye)	Republic of Türkiye, Turkish National Police Counterterrorism Department.	NV from the Embassy of Türkiye in Astana No. Z-2022 /49425594 /34994038 of 1.10.2022	8-12 May 2023, 5 Days (26 hours), brief concept paper is available (Attachment)
17.	CICA Webinar: Water and Food Security in Arid & Semi-arid Conditions (online)	State of Israel	NV from the Embassy of the State of Israel to the Republic of Kazakhstan No. 265/2022 of 7.12.2022	Brief concept paper is available (Attachment)
18.	CICA Workshop on “Ecosystem Restoration in the context of Climate and other Vulnerability” (offline/online format)	People’s Republic of Bangladesh. Ministry of Environment, Forest and Climate Change of Bangladesh	NV from the MFA of Bangladesh No. 19.00.0000.305.61.000.22/407 of 8.12.2022	2 days, draft concept paper is available (Attachment)
19.	CICA Seminar on Cooperation on Cross-Border Digital Commerce (online)	People’s Republic of Bangladesh, Information and Communication Technology Division of Bangladesh	NV from the MFA of Bangladesh No. 19.00.0000.305.61.000.22/407 of 8.12.2022	1 day, brief concept paper is available (Attachment)
<b>III Quarter</b>				
20.	CICA Session on Cooperation in maintaining the human rights at the Forum on “Mainstreaming the Human Rights of Youth under the Conditions of Digital Transformation”	Republic of Uzbekistan, Tashkent	NV from the MFA of Uzbekistan No. 15/46016 of 2.12.2022, email dated 13.12.2022	
<b>June</b>				

21.	National Trade Facilitation Committees Meeting among CICA Member States (online)	Republic of Türkiye	NV from the Embassy of Türkiye in Astana No. Z-2022 /49425594 /35061562 of 17.10.2022	Brief concept paper is available (Attachment)
<b>Second half of 2023</b>				
22.	Regular meetings on CICA transformation	TBC	Based on Sixth CICA Summit Meeting decisions	
<b>July</b>				
23.	Online training course “BCG Immunization for Tourism Industry: Features Insights and Perspectives for the New Era in CICA Countries”	Kingdom of Thailand	NV from Royal Thai Embassy in Astana No 63001/409 dated 12.12.2022	17-25 July, Concept paper is available (Attachment)
24.	CICA Seminar on cooperation of the CICA countries in the area of Biological Security (online)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	July – August 2023, Brief concept paper is available (Attachment)
<b>August</b>				
25.	Seminar on the Development of the Military-political Dimension of CICA (offline)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No. No. 1-19/61015 of 16.09.2022	23-24 August 2023, draft concept paper was circulated by NV No. MP/1248 of 3.10.2022
26.	CICA Senior Officials Committee meeting (offline)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	
27.	CICA Special Working Group meeting	CICA Chair – Republic of	NV from the MFA of Kazakhstan No.1-	

	(offline)	Kazakhstan	19/19968-И of 23.11.2022	
28.	CICA Experts Meeting on Environmental Protection (online/offline)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	August-September 2023, Brief concept paper is available (Attachment)
<b>September</b>				
29.	Informal CICA Ministerial meeting on the margins of the UN General Assembly (offline)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	New York
30.	Meetings of the Board of the CICA Business Council	Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	Before the CICA Business Council and Business Forum
31.	CICA Business Council and CICA Business Forum meetings.	Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	
<b>November</b>				
32.	CICA Seminar on Cooperation for Enhancing Food Security through Digital Innovation (online)	People’s Republic of Bangladesh. Information and Communication Technology Division of Bangladesh	NV from the MFA of Bangladesh No. 19.00.0000.305.61.000.22/407 of 8.12.2022	1 day, Brief concept paper is available (Attachment)
33.	CICA Think Tank Forum	Chair of the CICA Think Tank Forum – Shanghai Institutes for International Studies	NV from the MFA of China No. 107 of 17.11.2022	November – December 2023, brief concept paper is available (Attachment)
<b>December</b>				
34.	CICA Senior Officials Committee meeting (online)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	

35.	CICA Special Working Group meeting (online)	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	
<b>Dates to be clarified</b>				
36.	Plenary Session on Prospects of the Volunteering Development in CICA Countries of the International Volunteer Forum	CICA Chair – Republic of Kazakhstan	NV from the MFA of Kazakhstan No.1-19/19968-И of 23.11.2022	Brief concept paper is available (Attachment)
37.	CICA Specialized Meeting on “The Document examination support center: link between irregular travel statistics and interception at borders”	CICA Secretariat and Mission of the International Organization for Migration (IOM), the UN Agency on Migration in Kazakhstan	NV from the IOM in Kazakhstan No. AST/191/2022 of 1.12.2022  Based on the MoU between CICA and the IOM	Brief concept paper is available (Attachment)
38.	CICA Council of Eminent Persons meeting	CICA Chair – Republic of Kazakhstan	Based on Sixth CICA Ministerial Meeting decisions	
39.	Meetings of the Project Review Committee of the CICA Fund	CICA Chair – Republic of Kazakhstan	Based on Sixth CICA Summit Meeting decisions	
40.	CICA Online-workshop on Exchange of Experience in the Field of Digital Forensics	Russia	Letter from the MFA of Russia No. 6646/датс of 13.12.2022	Brief concept paper is available (Attachment)
41.	Seminar “Production cooperation and sales: opportunities for increasing the sales of products of small and medium enterprises (SMEs) in the CICA area”	Russia	Letter from the MFA of Russia No. 6646/датс of 13.12.2022	Postponed from 2022, Brief concept paper is available (Attachment)



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**Senior Officials Committee**

**DECISION OF THE SENIOR OFFICIALS COMMITTEE**

**On the Budget of the CICA Secretariat for 2023**

The Senior Officials Committee

Approves the budget of the CICA Secretariat for 2023 as contained in the Annex.

## BUDGET OF THE CICA SECRETARIAT FOR 2023

(US dollars)

	EXPENDITURES	Budget
1	<b>I - CAPITAL INVESTMENT EXPENSES</b>	<b>342,946</b>
2	<b>II - OPERATING EXPENSES</b>	<b>768,324</b>
3	<b>III - TRAVEL EXPENSES</b>	<b>609,204</b>
4	<b>IV - PERSONNEL EXPENSES</b>	<b>1,129,320</b>
	<i>Total</i>	<b>2,849,794</b>
5	<b>V - MISCELLANEOUS*</b>	<b>10,206</b>
	<i>Grand total</i>	<b>2,860,000</b>

*\* This item of expenses is provided taking into account inflation above the expected level and unforeseen expenses (0.5% of the total)*



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**Senior Officials Committee**

**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.



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**Senior Officials Committee**

**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.



**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.	<b>Director of the Office of the Secretary General</b> <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.	<b>Personal Assistant to the Secretary General/Deputy Secretary General</b> <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
<b>Total number of posts</b>			<b>28</b>		
<b>Total maximum amount of salary rates per month</b>					<b>76350,00</b>
<b>Total maximum amount salary rates per year</b>					<b>916200,00</b>