



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

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

**№19-5/788**

*Enclosure:  
as stated,  
on 9 p.*

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 herewith an explanatory note to the draft budget of the CICA Secretariat for 2022 and draft decision of the Senior Officials Committee (SOC) on the budget of the CICA Secretariat for 2022 for consideration at the Special Working Group and SOC meetings, which will be held on 6 and 8 December 2021.

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

Nur-Sultan, 26 November 2021



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



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**№19-5/788**

*Приложение:  
упомянутое,  
на 9 л.*

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и имеет честь направить пояснительную записку к проекту бюджета Секретариата СВМДА на 2022 год и проект решения Комитета старших должностных лиц (КСДЛ) относительно бюджета Секретариата СВМДА на 2022 год для рассмотрения на заседаниях Специальной рабочей группы и КСДЛ, которые состоятся 6 и 8 декабря 2021 года.

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

город Нур-Султан, 26 ноября 2021 г.



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

Қосымша:  
аталған 9 п.

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (АӨСШК) Хатшылығы АӨСШК мүше мемлекеттеріне өзінің зор ілтипатын білдіре отырып, ү.ж. 6 және 8 желтоқсанда өтетін Арнаулы жұмыс тобының және Аға лауазымды тұлғалар комитетінің (АЛТК) отырыстарында қарау үшін АӨСШК Хатшылығының 2022 жылға арналған бюджет жобасының түсіндірме жазбасын және АӨСШК Хатшылығының 2022 жылға арналған бюджетіне қатысты АЛТК шешімінің жобасын жолдауды өзіне мәртебе санайды.

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

Нұр-Сұлтан қаласы, 2021 жылғы 26 қараша

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

**Explanatory note by the Executive Director  
to draft budget of the CICA Secretariat for financial year 2022**

The draft budget of the CICA Secretariat for the financial year 2022 was prepared in accordance with the provisions of the Financial Rules which are an integral part of the Statute of the CICA Secretariat signed during the Second CICA Summit of Heads of State and Government on 17 June 2006 as well as the Financial Regulations approved by the CICA Senior Officials Committee on 14 December 2006.

The official annual inflation rate in Kazakhstan for 2022, which is forecasted to be around 8-9%, was taken into account during the estimations of the draft budget. It is believed that budget for 2022 corresponds to the needs of the CICA Secretariat in terms of effective and productive implementation of the goals and objectives stipulated in the Statute of the CICA Secretariat.

By the decision of the Ministers of Foreign Affairs of the CICA Member States of 24 September 2020, the CICA Chairmanship was handed over to the Republic of Kazakhstan for the period from 2020 to 2022.

As a result of the 2022 budget formation, the draft budget amounted to 4 460 000 US dollars. Among other items, this amount includes expenses for holding the CICA Summit in 2022 and for completion of the renewal of the vehicle fleet which has worn out since 2006.

**I – Capital investment expenses**

The estimated expenditures for 2022 for the fixed assets are mostly provided for in connection with the need for the update of assets. This is due to partial and complete wear of fixed assets. In addition, in accordance with the documents adopted in the framework of CICA, regulating the terms of operation, the vehicle fleet must be replaced after 5 years of operation or 100 000 km mileage.

*Section I.1 – “Hardware” – 238 489 US dollars,  
Section I.2 – “Office equipment” – 19 062 US dollars,  
Section I.3 – “Office furniture” – 37 046 US dollars.*

## **II – Operating expenses**

### *Section II.1 – “Stationery and office supplies”*

The number of inventory, stationery and household goods was estimated based on the expenditures of previous years, and taking into account the prices in Nur-Sultan, necessary for the activities carried out within CICA, as well as for the correspondence with 27 Member States, 9 Observer States, as well as other countries and international organizations on a wide range of issues. To hold the Summit, additional printed materials are also needed and for these purposes, appropriate financial resources are required in the amount of 921 081 US dollars.

### *Section II.2 – “Current activities”*

A number of events are planned, including the 30th anniversary of the CICA Day (5 October), the CICA Summit, the SWG and SOC meetings, meetings of the Youth Council and Business Council, Business Forum, and other gatherings. The above activities are usually accompanied by related hospitality expenses. Relevant funds in the amount of 914 450 US dollars are required for these purposes.

### *Section II.2 – “Office communications”*

This section provides for the costs for communication services (telephones, faxes, electronic mail and postage, etc.) – 48 266 US dollars.

### *Section II.4 – “Maintenance and repair expenses (building, office equipment, furniture)”*

This section provides for the expenses of maintenance, preventive maintenance of the building, equipment and repair of office equipment, dry cleaning of carpets and more. Relevant funds in the amount of 51 756 US dollars are required for these purposes.

### *Section II.5 – “Library, subscriptions and publication of information materials”*

We set tasks to increase CICA’s visibility, for this end the following is necessary:

- support for the new CICA website;
- creation of a full-length documentary film dedicated to the 30th Anniversary of CICA (presentation of the film is planned for 5 October 2022, on the CICA Day), as well as a set of promo videos about CICA;
- issue of a bulletin (including E-bulletin) with placement on the CICA website. The bulletin will include information materials on the results of the events held in accordance with the Plan on Confidence Building Measures for 2022;
- placement of publications in the media regarding the activities of CICA;
- release of image products with the CICA 30<sup>th</sup> Anniversary logo (desk calendars, notebooks, flash cards, pens).

Relevant funds in the amount of 63 669 US dollars are required for these purposes.

### *Section II.6 – One-off services (interpretation, etc.)*

This section includes expenditures for services provided by the simultaneous interpreters and their travel expenses. On average, the Secretariat applies for the services provided by simultaneous interpreters for 40 working days in a year.

Relevant funds in the amount of 67 850 US dollars are required for these purposes.

### *Section II.7 – “Maintenance of vehicles (gasoline, garage maintenance, repair, insurance and renting)”*

Maintenance of vehicles is carried out in special service centers and the maintenance of the vehicle fleet requires funds in the amount of 130 870 US dollars.

### *Section II.8 – “Utilities”*

To pay for the utilities of the rented office space in Nur-Sultan, an amount of 5 580 US dollars is required.

## **III – Meetings and other events**

### *Section III.1 – Travel expenses*

In accordance with the travel plan for 2022, 609 204 US dollars are required to pay for transportation, per diem and accommodation in hotels within the host country and abroad.

## **IV – Personnel expenses**

### *Section IV.1 – “Salaries”*

Staff matrix for 2022 provides for 28 staff members, including administrative staff – 19 members, technical staff – 3 members and maintenance staff – 6 members.

All payments to general/support personnel are paid in tenge. The personnel are not provided with any additional payments to the salary, for example in the form of bonuses.

Relevant funds in the amount of 916 200 US dollars are required for these purposes.

### *Section IV.2 – “Health recreational allowances”*

The amount of payment of health recreational allowances to the support personnel is stipulated in the Staff Regulations of 29 October 2009, approved by all CICA Member States and corresponds to the amount - 152 700 US dollars.

*Section IV.3 – “Social security payments”*

This section includes 16 500 US dollars required in accordance with the Decree of the Government of the Republic of Kazakhstan No.683 dated 21 June 2004 with additions No.1347 dated 21 December 2008.

*Section IV.4 – “Medical insurance”*

This section includes amount of 31 920 US dollars for medical insurance of the personnel in accordance with Staff Regulations dated 29 October 2009.

*Section IV.5 – “Training and professional development”*

This section includes expenditures for the possible allocation of funds in the amount of 24 000 US dollars for the training of the personnel.

*Section V. – “Miscellaneous”*

This section provides for unforeseen expenses on exchange rate differences due to inflation, bank commission and others in the amount of 211 357 US dollars, which is an amount within 5% of the budget.

The CICA Secretariat will continue to make optimal use of the allocated funds and perform its functions through rational management and effective activities in accordance with the expectations of Member States and expanding the scope of activities and interests of CICA in the international arena.

**Executive Director \_\_\_\_\_ K. Sarybay**

**Accountant \_\_\_\_\_ M. Rushanova**



**DRAFT DETAILED BUDGET EXPENDITURES FOR 2022**

(US dollars)

<b><u>I - CAPITAL INVESTMENT EXPENSES</u></b>		
		<b>Budget</b>
<b>I.1</b>	<b>Hardware</b>	<b>238 489</b>
<b>I.2</b>	<b>Office equipment</b>	<b>19 062</b>
<b>I.3</b>	<b>Office furniture</b>	<b>37 046</b>
	<b>Total</b>	<b>294 597</b>

**II - OPERATING EXPENSES**

		<b>Budget</b>
<b>II.1</b>	<b>Stationery and office supplies</b>	<b>921 081</b>
<b>II.2</b>	<b>Current activities (CICA Day reception and other representative expenses)</b>	<b>914 450</b>
<b>II.3</b>	<b>Office communications (telephones, faxes, electronic mail and postage)</b>	<b>48 266</b>
<b>II.4</b>	<b>Maintenance and repair expenses (building, office equipment, furniture)</b>	<b>51 756</b>
<b>II.5</b>	<b>Library, subscriptions and publication of information materials</b>	<b>63 669</b>
<b>II.6</b>	<b>One-off services (interpretation, etc.)</b>	<b>67 850</b>
<b>II.7</b>	<b>Maintenance of vehicles (gasoline, garage maintenance, repair, insurance and renting)</b>	<b>130 870</b>
<b>II.8</b>	<b>Utilities (electricity, water, heating supply, etc.)</b>	<b>5 580</b>
	<b>Total</b>	<b>2 203 522</b>

### III - Travel expenses for current CICA activities

		<b>Budget</b>
<b>III.1</b>	<b>Travel expenses</b> (transportation, per diem, hotel accommodation)	<b>609 204</b>
	<i>Total</i>	<b>609 204</b>

### IV - PERSONNEL EXPENSES

		<b>Budget</b>
<b>IV.1</b>	<b>Salaries</b>	<b>916 200</b>
<b>IV.2</b>	<b>Health recreational allowances</b>	<b>152 700</b>
<b>IV.3</b>	<b>Social security payments</b>	<b>16 500</b>
<b>IV.4</b>	<b>Medical insurance</b>	<b>31 920</b>
<b>IV.5</b>	<b>Training and professional development</b>	<b>24 000</b>
	<i>Total</i>	<b>1 141 320</b>
<b>V</b>	<b>Miscellaneous</b> (currency difference, bank commission, etc.)	<b>211 357</b>
	<b>Grand total</b>	<b>4 460 000</b>

Executive Director \_\_\_\_\_ **K. Sarybay**

Accountant \_\_\_\_\_ **M. Rushanova**



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**Chairmanship of Kazakhstan**

**DRAFT DECISION OF THE SENIOR OFFICIALS COMMITTEE**

**on the 2022 Budget of the CICA Secretariat**

The Senior Officials Committee,

Approves the budget of the CICA Secretariat for 2022 as contained in the Annex.

**DRAFT BUDGET OF THE CICA SECRETARIAT  
FOR 2022**

(US dollars)

	<b>EXPENDITURES</b>	<b>Budget</b>
1	<b>I - CAPITAL INVESTMENT EXPENSES</b>	294 597
2	<b>II - OPERATING EXPENSES</b>	2 203 522
3	<b>III - TRAVEL EXPENSES (for the implementation of CICA activities)</b>	609 204
4	<b>IV - PERSONNEL EXPENSES</b>	1 141 320
	<i>Total</i>	<b>4 248 643</b>
5	<b>V - MISCELLANEOUS*</b>	211 357
	<i>Grand total</i>	<b>4 460 000</b>

\* This item of expenses is provided taking into account inflation above the expected level and unforeseen expenses (5% of the total)