



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

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

№FUND/924

URGENT

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, on behalf of the CICA Chairmanship, Revision 3 of the Draft Regulations of the CICA Fund (SOC/2021/DRAFT/4/Rev.3) together with an explanatory note, for discussion at the Special Working Group meeting on 21 July 2022.

*Enclosure:
as stated, on
22 p.*

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

Nur-Sultan, 19 July 2022



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



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AND CONFIDENCE BUILDING MEASURES IN ASIA**

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СРОЧНО

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и, от имени Председательства СВМДА, имеет честь препроводить ревизию 3 проекта Положения о Фонде СВМДА (SOC/2021/DRAFT/4/Rev.3) вместе с пояснительной запиской, для обсуждения на заседании Специальной рабочей группы 21 июля 2022 года.

*Приложение:
упомянутое,
на 22 л.*

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

город Нур-Султан, 19 июля 2022 года



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

ШҰҒЫЛ

Қосымша:
аталған,
22 п.

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (Азия Кеңесінің) Хатшылығы Азия Кеңесінің мүше мемлекеттеріне өзінің зор ілтипатын білдіріп, Азия Кеңесі Төрағалығының атынан Азия Кеңесінің Қоры туралы ереже жобасының 3-ревизиясын (SOC/2021/DRAFT/4/Rev.3) түсіндірме жазбамен бірге Арнайы жұмыс тобының 2022 жылғы 21 шілдедегі отырысында талқылау үшін жолдауды өзіне мәртебе санайды.

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

Нұр-Сұлтан қаласы, 2022 жылғы 19 шілде

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



Chairmanship of Kazakhstan

DRAFT DECISION OF THE CICA SUMMIT MEETING

**Regulations of the Fund
of the Conference on Interaction and Confidence
Building Measures in Asia**

The CICA Summit,

Decides to establish and adopt the following Regulations of the Fund of the Conference on Interaction and Confidence Building Measures in Asia (CICA).

**Article 1
General provisions**

1.1 These Regulations define the objectives, structure and mode of operation of the CICA Fund.

1.2 The CICA Fund is a special mechanism for identification of CICA projects and mobilization of voluntary funding for their implementation.

1.3 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.

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

1.5 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.

1.6 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.

1.7 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.

1.8 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.

1.9 The immunity of the Fund and the safety of its resources are guaranteed by the Convention on the Privileges and Immunities of the Secretariat, its Personnel and Representatives of Members of the Conference on Interaction and Confidence Building Measures in Asia of 2010 and 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.

Article 2

The use of the Fund's resources

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

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

2.1.2 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 CBMs events in the form of meetings, conferences, seminars, workshops, symposia, round tables, training events, etc]. (+RUS)

2.1.3 Research and development of scientific, analytical and information materials [and publications] (+RUS) within the framework of CICA.

2.1.4 Humanitarian assistance to Member States.

2.1.5 Other projects approved for financing by the Fund.

2.2 Any Member State may propose projects for financing by the Fund.

2.3 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 Executive Director may request additional information from the project originators and/or implementing agency.

Article 3

Project review and approval process

3.1 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).

3.2 The PRC shall consist of [official] (+RUS) representatives with the relevant expertise from all Member States authorized by his/her Member State to represent it at the PRC. The PRC shall be chaired by the Chairmanship in coordination with the CICA Secretariat.

3.3 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.

3.4 Meetings of the PRC shall be convened by the Chairmanship as necessary for consideration of the proposed projects or pledges of contribution or of other needs associated with the operation of the Fund. The Secretariat shall prepare and circulate minutes of PRC meetings to all Member States. As necessary, the Chairmanship may propose the PRC to consider certain issues intersessionally, through a silence procedure.

3.5 The Chairmanship shall develop the agenda for PRC meetings. The format, venue and date of a PRC meeting shall be determined by the Chairmanship in consultation with the host.

3.6 Organizational costs, associated with the holding of the PRC meeting, shall be incurred by the host, travel expenses of meeting participants shall be borne by the sending party.

Article 4

Sources of funding

4.1 The Fund shall be formed from the following sources:

4.1.1 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.

4.1.2 Voluntary monetary contributions from external sources, such as Observer States, other non-Member States, observer organizations, partner organizations, international organizations and forums, international non-governmental organizations, national and international financial institutions and development agencies, legal entities and individuals. Acceptance of such contributions shall be subject to prior approval by the Member States.

4.2 Monetary contributions shall not be accepted from donors whose goals and principles contradict the goals and principles of CICA.

4.3 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.

4.4 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. Pledges from external sources referred to in p.4.1.2 above shall be reviewed and, on the basis of consensus, accepted by the Member States at the PRC, including on the basis of criteria referred to in p.4.2 above.

4.5 Upon receipt of each contribution, the CICA Executive Director shall provide all Member States with the information on the total amount of resources available in the Fund, indicating the donors and contribution related details.

4.6 The Chairmanship, Member States and the CICA Executive Director may carry out fundraising activities, search potential donors and interact with them.

Article 5

Mechanism of funding and control over implementation of projects

5.1 The allocation of the Fund's resources for financing the projects specified in the List of Approved Projects shall be 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.

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

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

5.4 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.

5.5 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 donor[s] (+RUS), and Members of the PRC participating on a voluntary basis, and will be coordinated by the Secretariat.

Article 6

Financial statements

6.1 The Secretariat shall circulate to the Member States an annual financial statement no later than 31 March of the year following the reporting financial period. The financial statement shall include information on the received, allocated and unused resources of the Fund as at the end of the reporting financial period. The financial period shall mean a calendar year. The Beneficiaries shall submit to the Secretariat all the required data in order to produce such a statement.

Article 7

External audit

7.1 External audit of the Fund shall be conducted by the decision of the SOC as often as necessary and at least once in two years in case of operational activity.

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

7.3 The audit report shall be circulated to all Member States by the Secretariat.

7.4 The Fund's Beneficiaries shall submit, upon request, all the required documents to the external auditor.

7.5 External audit shall be conducted at the expense of the Member State that nominated the external auditor.

7.6 In case no Member State wishes to nominate an external auditor, the SOC will decide if resources of the CICA Fund may be used for covering expenses for an external audit, subject to agreement of the contributor of these particular funds.

Article 8

Final provisions

8.1 These Regulations shall be adopted by the CICA Summit and shall enter into force on the date of adoption. The SOC may amend these Regulations and will further improve modalities of operation of the Fund and its project management framework.

8.2 The CICA Secretariat shall propose for approval by the SOC specific project management elements, including but not limited to project selection and evaluation criteria, project proposal and reporting templates, and other elements and procedures as necessary.

8.3 All disputes related to the operation of the Fund shall be settled through consultations among all relevant parties.

EXPLANATORY NOTE

on Revision 3 of the draft regulations of the CICA Fund (document SOC/2021/DRAFT/4/Rev.3)

At its last meeting on 8 June 2022 the Special Working Group (SWG) discussed Revision 2 of the draft regulations of the CICA Fund (document SOC/2021/DRAFT/4/Rev.2 of 20 May 2022) and has made only one amendment to the text (in paragraph 1.6).

Thereafter, comments from one Member State were received, and these are addressed in this explanatory note, reflected in Revision 3 of the draft (issued simultaneously with this note) and will be discussed at the SWG meeting on 21 July 2022. Below are clarifications on the latest comments received.

1. On p. 2.1: forms of all possible projects (conferences/round tables/seminars/publications etc.) should be mentioned.

The Chair believes that any project may have any form required for achieving its objective and shall be approved by all Member States at the Project Review Committee (PRC) on each project's individual merit and based on the project proposal containing information about the form of a project or event.

However, in order to satisfy the request, an addition is made to p. 2.1.2, which already envisages any type of events in any form without restrictions, in line with the current practice of implementation of CBM events.

2. On p. 2.1.1, 2.1.2 and p. 2.1.4: Still see contradictions in this Article: CICA mandate – including reflected in the CICA Catalogue of CBMs – does not suppose pursuing “development goals” and “humanitarian assistance”.

A very brief and non-exhaustive compilation of only few selected abstracts from CICA documents is provided in Attachment 1, which demonstrates the direct relevance of development goals and humanitarian assistance to the CICA mandate.

CICA objectives, as set out in its founding documents and reiterated in subsequent Summit or Ministerial documents, include cooperation among

Member States aimed at economic development and prosperity. Moreover, the CICA Catalogue of CBMs contains many CBMs and priority areas aimed at development of Member States in a broad range of specific areas. Some concerns humanitarian assistance, in particular cooperation in the natural disaster management area of the Catalogue.

3. It is necessary to continue discussion of p. 2.1. It is premature to discuss eventual projects' "areas of responsibility" to be financed by the Fund, until the discussion on future functioning of CICA is finished.

The thematic scope of areas for possible projects as outlined in p. 2.1 is most comprehensive and includes all dimensions of CICA cooperation. Relevance of each specific project's area of responsibility to the CICA mandate will be discussed by all Member States at the time of submission to the PRC.

As seen across the text of the draft Regulations, all elements, principles and procedures established in the mechanism of the Fund are based on fundamental CICA principles, such as the consensus rule and voluntariness, transparency and inclusiveness, accountability to and full control by all Member States, as well as consistency of any project and any CICA donor's goals and principles with agreed CICA goals and principles. These norms are not expected to be changed by the discussion on future functioning of CICA.

Should the transformation process eventually result in any reform requiring adjustment of the Fund mechanism, this can be done at any point, as established in Article 8.

4. On p. 2.3 and p. 5.4: It was requested to add, as attachments to the Regulations, templates for a project proposal and a project report for drafting and adoption alongside with the Regulations.

It is indeed would be useful and necessary to eventually develop and approve such templates.

However, such templates represent lower-level working documents, with high degree of detail, and their inclusion would represent micromanagement for a framework document to be adopted by the Summit. Furthermore, these templates will be dynamically evolving living documents, to be continuously improved by the SOC based on practical experience gained through implementation of concrete projects. Moreover, the draft Regulations already contain sufficient range of elements for such templates in p. 2.3 and p. 5.4, and p. 8.2 already envisages development and approval of such templates as soon as the Fund is established.

Nevertheless, the Secretariat has kindly developed, as an initial step in that direction, possible samples for such templates (Attachments 2 and 3) for giving initial impression on their content and structure. The underlying conceptual approach is to apply the universally recognized principles of results-based management (RBM).

At the same time, the Chair believes that all Member States would agree that such templates, as well as other specific details of project management, require further elaboration by experts at the PRC after the establishment of the Fund by the Summit.

5. Detailed modalities of the PRC work should be fixed in separate terms of reference which should be worked out alongside the Regulations.

Specific terms of reference of the PRC are already contained in the draft Regulations in Article 3, p. 4.4, p. 5.1, p. 5.2 and p. 5.5. Furthermore, the PRC is an integral part of the entire project management mechanism of the Fund as provided in the Regulations, therefore all provisions of the Regulations should be considered as the PRC's mandate, terms of reference and *modus operandi*.

6. On p. 4.1.2: The Fund as a structure of the intergovernmental organization cannot be an independent mechanism. So the participation of some non-governmental actors are still a matter of question.

The Fund, as a structure and mechanism within CICA, would be an integral part of CICA and cannot be independent from CICA. The Fund cannot be independent from CICA Member States because its PRC will consist of all Member States.

NGOs will not participate in the work of the Fund – they will be involved only in their capacity as donors, if approved by the Member States on the basis of criteria in p. 4.2, by providing contributions and, if interested, in assisting the beneficiaries and overseeing the project implementation, as explained in p. 5.5.

7. On p. 5.3: Sanctions against unscrupulous beneficiary should be listed as well.

Compliance and discipline of beneficiaries are ensured through the control and reporting mechanisms at each stage of project implementation, as reflected in Articles 3, 4, 5, in particular p. 5.4 and p. 5.5, as well as Articles 6 and 7. Dispute resolution clause is contained in p. 8.3.

Furthermore, additional control over due implementation may be ensured through donor agreements which usually stipulate specific requirements to prevent misappropriation of funds, including ways to address possible disputes.

8. On p. 8.2: For ensuring efficiency of the Fund's work, such criteria should be elaborated together/alongside the Regulations.

Project evaluation criteria are contained in the draft Regulations – in Articles 1, in particular p. 1.5, p. 1.6, Article 2, in particular p. 2.1 and p. 2.3, as well as p. 4.2. All these provisions, together with the project proposal, will be used by the PRC as criteria for evaluating the project before approving its implementation.

Furthermore, the criteria for evaluation of achievement of project objectives will be contained in the project proposal and shall be used for assessing the project results in the course of its implementation and after its completion in the respective project reports submitted to all Member States in accordance with p. 5.4.

Selected abstracts from CICA documents
on relevance of “development” goals and “humanitarian” assistance
to CICA mandate

Declaration on the Principles Guiding Relations Between the CICA
Member States, Almaty, 14 September 1999

Also reaffirming their determination to explore, fully taking into account the individuality and diversity of their positions and views, the possibilities of combining their efforts to enhance confidence and cooperation in the interests of stability, **economic and social development** in their region and the whole world,

Recognizing the **close link between peace, security and development** in Asia and in the world as a whole, and conscious of the need for each Member State to make its contribution to the strengthening of world peace and security and to the promotion of fundamental rights, **economic and social progress and the well-being of all peoples**,

Realizing their responsibility for a peaceful and **prosperous future of their peoples**,

Declare their determination to respect and **put into practice in their relations** with each other, irrespective of their political, economic and social systems as well as their size, geographical location and economic development level, the following principles, which are of fundamental significance and shall guide their relations:

VII. Economic, social and cultural cooperation

They emphasize the importance of the realization of economic and cultural rights as well as **the right to development**.

Almaty Act, Almaty, 4 June 2002

Declaring our determination to form in Asia a common and indivisible area of security, where all states peacefully co-exist, and their peoples live in conditions of peace, freedom and **prosperity**, and confident that peace, security and **development** complement, sustain and reinforce each other;

I. Security and co-operation

4. Recognising the contribution which increased trade and economic co-operation can make **for the prosperity and stability in Asia and to the well-being of their peoples, we will make further efforts to promote initiatives in these fields**, as mentioned in the Declaration on the Principles Guiding Relations among the CICA Member States.

6. We consider that **humanitarian issues, such as natural disasters and refugee flows**, are areas of common concern since they also affect stability and security in the region. The Member States are **resolved to developing measures, where necessary, to address these issues** through co-operation in the region as well as with the UN and other relevant international organisations.

8. We consider globalisation as a challenge of our time. While it could offer certain **opportunities for growth and development**, at present the benefits of globalisation are unevenly shared among the nations and **much remains to be done to ensure that its benefits be comprehensively and equitably distributed at the global level.**

Declaration of the First Summit, Almaty, June 4 2002

We consider as one of the primary tasks of the international community to strengthen efforts to eliminate poverty, unemployment, illiteracy, extremism, intolerance, entrenched hatred and all forms of discrimination. We believe that **it is necessary to ensure sustainable development of all regions of the world and to pay more attention to the socio-economic impact of globalization.**

Declaration of the Second Ministerial Meeting, Almaty, 22 October 2004

We recognize that **economic and social progress** is a vital component of security and stability in Asia. Therefore we stress the importance of the development of regional and sub-regional dialogue and strengthening multilateral cooperative approaches as well as measures as appropriate on **promoting sustainable development, economic cooperation, the well-being of our peoples** and respect for human rights.

Declaration of the Second Summit, Almaty, 17 June 2006

Expressing our firm belief in **the CICA process as a facilitator of constructive dialogue through interaction and CBMs for promoting peace and development of our nations;**

10. We emphasize that since First CICA Summit of 2002 in Almaty, Asia has witnessed rapid economic growth. Our shared interest in developing the CICA process has opened up new possibilities to **increase trade, economic and environmental co-operation for achieving sustainable development of our nations.**

13. We recognize that **development**, peace and human rights reinforce and complement each other and are inseparable.

Declaration of the Fourth Summit, Shanghai, 21 May 2014

Mindful of the fact that Asian countries face identical **development challenges** and have urgent **need to jointly create a favourable environment that they could share in the long run;**

1.2 We reiterate our collective desire to carry forward the spirit of solidarity, cooperation and mutual assistance; respect each other's sovereignty; **seek common development and progress;** and stay committed to building a security environment in Asia based on confidence, mutual trust, good neighbourliness, partnership and cooperation among all States deeply rooted in the heart of the Asian people.

Declaration of the Fifth Ministerial Meeting, Beijing, 28 April 2016

"Promoting Peace, Security, Stability and Sustainable Development in Asia Through Dialogue"

4. We reaffirm that in a globalised world, security has become an all-encompassing concept and countries in the region are sharing common interests in building a sustainable environment of peace and security. We should seek common, comprehensive, cooperative and sustainable security; respect each other's sovereignty, independence and territorial integrity; and **pursue further development and progress** based on the common understanding that has been reached so far; and build a security environment that fulfills the expectation of the Member States based on commitment to mutual trust, good neighbourliness and cooperation among Member States.

28. We believe that **promotion of economic growth and prosperity and elimination of poverty, ignorance, and illiteracy** and respect for human rights as well as promotion of access to justice are critical to address the conditions conducive to the spread of terrorism and extremism including but not limited to prolonged unresolved conflicts. We stress the need to further conduct regional and sub-regional dialogue, strengthen multilateral cooperation and **adopt appropriate measures to promote sustainable development, economic cooperation and the well-being of our people.**

29. We call upon all parties to promote culture of peace, security, stability and **sustainable development** in Asia to fulfill common goals of Member States by strengthening cross-culture dialogue, formulating and implementing CBMs, etc.

37. We recognise that CICA is an important conference for exploring and enhancing confidence building measures through continuous dialogue and interaction, comprehensive exchange of view and close cooperation. In more than twenty years since its establishment, the CICA process has played an important role and will continue to play equally important role in promoting interaction among Member States, enhancing dialogue among civilizations, establishing and implementing Confidence Building Measures (CBMs) and strengthening the CICA process, thus making contribution to peace, security, stability and **sustainable development in Asia.**

40. We underline the need for full implementation of CBMs in Political-Military dimension, fight against new challenges and threats, economic dimension, human dimension and environmental dimension for further promoting peace, security, stability and **sustainable development.**

Ministerial Statement on the 25th Anniversary of CICA, New York, 20 September 2017

II.2. We recognise that **peace, security and development are interlinked and mutually reinforcing**, and agree to build consensus and mutual trust in a step by step manner by cooperating in agreed five dimensions of confidence building measures; strengthening coordination with other international organisations and relevant regional mechanisms; and seeking a road to enhance regional security. To this end, new ideas and models shall be explored to strengthen cooperation on confidence building measures, **achieve fair, equitable, inclusive development**, beneficial cooperation, and **promote economic growth and improvement of people's lives in Member States in a transparent manner.**

II.7. We are resolved to further extend the reach of CICA to cover more Asian countries, increase external exchanges, and engage more extensively in regional and international affairs, thereby play a more active role in enhancing security, **promoting development and improving people's well-being.**

POSSIBLE SAMPLE FOR CICA PROJECT PROPOSAL TEMPLATE

I. Basic Data

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

II. Project Summary

Executive Summary	<ul style="list-style-type: none">• Provide a brief summary of your project including a concise overview of the project objective, the desired results and planned activities.• 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.
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III. Project Description

Project Objective	<ul style="list-style-type: none">• Formulate the Objective of the project in one sentence. Ideally any project should have one Objective, and not more than three.
Background and Justification	<ul style="list-style-type: none">• 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.• 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.• 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.• Indicate beneficiaries, other stakeholders and

	<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"> • Justify feasibility of the project, describing how realistic is achievement of the Objective, indicating project risks and measures to mitigate or exclude those risks.
For each Objective: Outcomes (Results)	<ul style="list-style-type: none"> • 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. • Each Outcome should ideally be formulated in one sentence and must be SMART – Specific, Measurable, Attainable, Relevant and Time-bound. • For each Outcome describe how this result would contribute to the achievement of project Objective. • 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.
For each Outcome (Result): Project Activities	<ul style="list-style-type: none"> • 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). • Project Activities should include the sequence of actions – a detailed and clear Plan of Operations/Activities/Actions to achieve the respective Outcome (Result). • 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.

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

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

II. Project Summary

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

Achievement of the Objective and project impact	<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">• To what extent was the project objective achieved?• How did the results influence the beneficiaries?• What are the long-term benefits resulting from the project?• What were the major factors influencing the achievement or non-achievement of the project objective?
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	<ul style="list-style-type: none"> • What was the influence of external factors (negative, positive, little/no influence), such as changes in policy legislation, general economic and financial conditions? • Did the project produce unintended effects? Why did these unintended results (positive or negative) happen?
Effectiveness of the project results	<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"> • Have all results been delivered? If not, to what extent? • How the direct and indirect benefits of these results be observed? • Is it recommended to try to identify other ways to achieve the results? • Did unforeseen issues impact the project activities and results? How were these unforeseen risks managed?
Efficiency of operations	<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"> • 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)? • 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)? • Was the budget adequate? Was the spending commensurate with the delivery of activities and achieving results? • Is it possible to deliver the same or similar results with different activities at a lower cost?

Sustainability	<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"> • Are the results likely to be sustained in the future? • 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? • 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)?
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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.