



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

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

**№17-2/822**

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 8 December 2021.

*Enclosure:  
as stated, on 20 p.*

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

Nur-Sultan, 8 December 2021



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



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**№17-2/822**

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 8 декабря 2021 года.

*Приложение:  
упомянутое,  
на 20 л.*

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

город Нур-Султан, 8 декабря 2021 г.



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

*Қосымша:  
Аталған 20 п.*

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (АӨСШК) Хатшылығы АӨСШК мүше мемлекеттеріне өзінің зор ілтипатын білдіреді және 2021 жылғы 8 желтоқсандағы Аға лауазымды тұлғалар комитетінің отырысы барысында қабылданған шешімдерді жолдауды өзіне мәртебе санайды.

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

Нұр-Сұлтан қаласы, 2021 жылғы 8 желтоқсан

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



### **DECISIONS OF THE SENIOR OFFICIALS COMMITTEE**

The Senior Officials Committee (SOC) at its meeting on 8 December 2021 agreed on the following:

1. The SOC took note of the report by the Executive Director on implementation of CICA confidence building measures (CBMs) and appreciated activities of the CICA Secretariat in 2021.
2. The SOC adopted the decision on recommendation for CICA Chairmanship in 2022-2024.
3. The SOC took note of the information by the Chair on the draft Regulations of the CICA Fund and of the deadline of 1 February 2022 for Member States' comments.
4. The SOC recommended convening specialized meetings envisaged by Chapter 8 of the CICA Rules of Procedure, for consideration of the draft CICA Plan of Action for Implementation of UN Global Counter-Terrorism Strategy.
5. The SOC approved the Concept Paper on implementation of CBMs in the priority area "Finance".
6. The SOC approved the Concept Paper for 2021-2023 on implementation of CBMs in the priority area "Development of small and medium enterprises (SMEs)".
7. The SOC approved new coordinating countries for implementing CBMs under priority areas of CICA dimensions:

- India in the priority area “Combating terrorism”;
- Kazakhstan in the priority area “Epidemiological safety, public health and pharmaceuticals”; and
- the Russian Federation in the priority area “Security of and in the use of information and communication technologies (ICTs)” for 2022 - 2023.

The SOC approved China as co-coordinating country for implementing CBMs in the priority area “Security of and in the use of information and communication technologies (ICTs)” for 2022 – 2023.

The SOC approved the amended List of coordinating and co-coordinating countries for implementing CBMs under priority areas of CICA dimensions.

8. The SOC approved the CICA Plan of Implementation of CBMs for 2022, with recommendation to the Member States to update or to submit preliminary concepts of 2022 events in accordance with the General Guidelines for Conducting Events on Implementation of CICA CBMs.

9. The SOC adopted the decision on the 2022 Budget of the CICA Secretariat.

10. The SOC adopted the decision on the Staff Matrix of the CICA Secretariat.

11. The SOC took note of the Chairmanship’s intention to continue consultations on membership in the CICA Council of Eminent Persons and supported the Chairmanship’s call to all Member States to nominate high level candidates to the Council of Eminent Persons and candidates to the Advisory Group until 31 December 2021, with a view to ensuring as broad geographical representation as possible.

12. The SOC took note of the information of the Chairmanship on progress in composition of the CICA Think Tank Forum (TTF) and on the forthcoming TTF meeting on 28-29 December 2021.

13. The SOC approved starting the process of establishing relations with the Eurasian Economic Commission (EEC) of the Eurasian Economic Union (EAEU) and with the Association of Southeast Asian Nations (ASEAN).



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**Senior Officials Committee**

**Online meeting on 8 December 2021**

**DECISION OF THE SENIOR OFFICIALS COMMITTEE**

**on recommendation for CICA Chairmanship in 2022-2024**

The Senior Officials Committee,

Recommends that the CICA Summit take a decision on accepting the candidature of Kazakhstan for next CICA Chairmanship in the years 2022-2024.



Senior Officials Committee

Online meeting on 8 December 2021

**DECISION OF THE SENIOR OFFICIALS COMMITTEE**

**List of coordinating and co-coordinating countries for implementing CBMs under priority areas of CICA dimensions**

No.	Dimension	Priority Area	Coordinator	Co-coordinator
1	Military-political		Kazakhstan	Turkey
2	New challenges and threats	1 New challenges and threats (general)	Turkey	Afghanistan
		2 Combating terrorism	India	
		3 Security of and in the use of information and communication technologies (ICTs)	Russian Federation (2022-2023)	China (2022-2023)
		4 Combating illicit drugs	Iran	Afghanistan
		5 Epidemiological safety, public health and pharmaceuticals	Kazakhstan	China Jordan
3	Economic	1 Development of small and medium enterprises (SMEs)	Russian Federation	Kazakhstan Thailand Turkey
		2 Energy security	Republic of Korea	India
		3 Information technology	Republic of Korea	Bangladesh
		4 Tourism	Tajikistan	Sri Lanka

		5	Development of secure and effective systems of transportation corridors	Azerbaijan	China India
		6	Agriculture	China	
		7	Finance	China	
		8	Trade and Investment		
4	Environment	1	Sustainable Development	Thailand	
		2	Natural disaster management	Iran	Bangladesh
		3	Environment protection	Mongolia	Bangladesh China
5	Human			Uzbekistan	China India Kazakhstan Kyrgyzstan





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**Senior Officials Committee**

**Online meeting on 8 December 2021**

**DECISION OF THE SENIOR OFFICIALS COMMITTEE**

**on the CICA Plan of Implementation of  
Confidence Building Measures for 2022**

The Senior Officials Committee,

Approves the attached CICA Plan of Implementation of Confidence Building Measures for 2022 as contained in the Annex.

**CICA PLAN OF IMPLEMENTATION OF CONFIDENCE BUILDING MEASURES FOR 2022**  
(in chronological order)

No.	Title and purpose of an event	Organizer(s)	Brief concept	Preliminary dates and other information
1	2	3	4	5
<b>First half of 2022</b>				
1.	CICA Urban Green and Low-Carbon Development Seminar	People's Republic of China. China Center for SCO Environmental Cooperation (Foreign Environmental Cooperation Center, Ministry of Ecology and Environment of China)	Attachment 1	First half of 2022. Seminar will be online and offline in China
2.	CICA Senior Officials Committee	Republic of Kazakhstan		First half of 2022
3.	CICA Special Working Group	Republic of Kazakhstan		First half of 2022
<b>Quarter I</b>				
4.	Expert meetings for discussion of the draft Regulations of the CICA Fund	Republic of Kazakhstan	TBC	Quarter I
5.	Specialised meeting of the CICA Member States on the Plan of Action for implementation of the UN Global Counter-Terrorism Strategy	Republic of Kazakhstan (in collaboration with the CICA Secretariat)	TBC	Quarter I

6.	CICA Business Council	Republic of Kazakhstan	TBC	Quarter I-II
7.	CICA Business Forum	Republic of Kazakhstan	TBC	Quarter I-II
<b>February</b>				
8.	Role of Traditional and Complementary Medicine Systems such as Ayurveda, Yoga in overall healthcare and its relevance in mitigation and treatment of COVID-19	Republic of India	Attachment 2	February 2022
<b>March</b>				
9.	Basic training of narcotics detection dog handlers and narcotics detection dogs	Republic of Turkey	Attachment 3	7 March 2022 - 11 June 2022 (14 weeks)
<b>Quarter II</b>				
10.	Round table of CICA Member States on “New Reality in the Field of Information and Communication Technologies: Trends and Prospects”	Republic of Kazakhstan	TBC	Quarter II
<b>April</b>				
11.	CICA Finance Summit	People's Republic of China. China Association for the Promotion of Development Financing, Ministry of Foreign Affairs of China	Attachment 4	April 2022
<b>Second half of 2022</b>				
12.	CICA Senior Officials Committee	Republic of Kazakhstan		Second half of 2022

13.	CICA Special Working Group	Republic of Kazakhstan		Second half of 2022
<b>Quarter IV</b>				
<b>October</b>				
14.	6th CICA Summit	Republic of Kazakhstan		October 2022
15.	Meeting of the Experts of Tourism Departments of the CICA Member States	Republic of Tajikistan	Attachment 5	6-7 October 2022
<b>November</b>				
16.	Meeting of the Heads of Tourism Departments of the CICA Member States	Republic of Tajikistan	Attachment 5	21-22 November 2022
<b>December</b>				
17.	Information exchange on scanning systems, use of technical equipment and projects	Republic of Turkey	Attachment 6	14 December 2022
<b>Dates to be confirmed</b>				
18.	Event on natural and man-made emergency situations	Republic of Kazakhstan	TBC	TBC
19.	CICA Youth Council	Republic of Kazakhstan	TBC	TBC
20.	Seminars in the field of military-political dimension of CICA	Republic of Kazakhstan	TBC	TBC
21.	Exchange of tourism health protocols applied in the CICA Member States	Kingdom of Bahrain. Tourism and Exhibition Authority of the Kingdom of Bahrain	TBC	TBC
22.	Maintenance treatment for opiates use disorders (online)	Islamic Republic of Iran	TBC	TBC

23.	Cooperation and experience promotion of mine safety risk prevention and control among CICA Member States	People's Republic of China. Information institute of Ministry of Emergency Management (IEM)	Attachment 7	TBC
24.	CICA Think Tank Forum	Chair of TTF - Shanghai Institutes for International Studies (SIIS)	Attachment 8	SIIS plans to organize two events in 2022, including one mid-year sub-forum and the main forum at the end of the year  Sub-forum: mid-year, online in Shanghai on Development of digital economy and new Asian perspective on security Main forum: late 2022, online and offline on Rebuilding trust and economy in the post-pandemic era
25.	CICA training courses in the field of agriculture	People's Republic of China. International Exchange Center of Yangling Agricultural High-tech Industry Demonstration Zone	Attachment 9	TBC
26.	Global Forum on Human Rights Education	Republic of Uzbekistan	Attachment 10	TBC
27.	Samarkand Forum on Human Rights	Republic of Uzbekistan	Attachment 11	TBC

28.	Sustainable waste management in circular economy	Kingdom of Thailand	TBC	TBC
29.	Sufficiency economy in microfinance for SMEs development	Kingdom of Thailand	TBC	TBC
30.	The impact of Covid-19 on different aspects of life	State of Israel	TBC	TBC



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**Senior Officials Committee**

**Online meeting on 8 December 2021**

**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.

## BUDGET OF THE CICA SECRETARIAT FOR 2022

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





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Senior Officials Committee

Online meeting on 8 December 2021

**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>Adviser to the Executive Director</b> <i>(previously Consultant)</i>	Providing advice to the Executive Director and support to coordination between the Chairmanship and Secretariat. 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 Executive Director.	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 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.	1	3500,00	3500,00

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 economic dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
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	1	3500,00	3500,00

		implementation of CBMs and cooperation in the environmental dimension. Preparing relevant materials and participation in various events.			
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 disbursing payments. Preparing budget and financial statements.	1	3500,00	3500,00
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 Executive Director/Deputy Executive Director</b>	Rendering secretarial and administrative assistance to the Executive Director/Deputy Executive Director. Keeping the schedule and record of his/her engagements. Making travel arrangements for duty travel. As required, preparation of files, handling	2	3150,00	6300,00

	<i>(previously Secretary to Executive Director/Deputy Executive Director)</i>	correspondence and following up on tasks. Handling any other work assigned by the Executive Director/Deputy Executive Director.			
10.	<b>Documents Management Officer</b> <i>(previously Chancery Officer)</i>	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 Executive Director/Deputy Executive Director.	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.	<b>Translator - Interpreter</b> <i>(previously Translator)</i>	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	1	2800,00	2800,00

		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.			
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 date. Administering the website of the Secretariat. Providing technical support to CICA meetings.	1	2800,00	2800,00
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 Executive Director/Deputy Executive Director.	1	2450,00	2450,00
17.	<b>Driver - Technical Assistant</b> <i>(previously Driver-Technician)</i>	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 Executive Director/Deputy Executive Director.	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	2	1775,00	3550,00

		assigned by the Executive Director/Deputy Executive Director.			
19.	<b>Documents Assistant</b> <i>(previously Superintendent)</i>	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.	<b>Senior Team Assistant</b> <i>(previously Superintendent)</i>	Handling any assignments by the Executive Director/Deputy Executive Director, including substantive and administrative assistance to other team members.	1	1425,00	1425,00
21.	<b>Team Assistant</b> <i>(previously General worker)</i>	Handling any work assigned by the Executive Director/Deputy Executive Director, 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>