



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

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

№SOC/1369

*Enclosure:
as stated, on 11 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 draft decision of the Senior Officials Committee (SOC) on the Budget of the CICA Secretariat for 2024 with Explanatory Note by the Secretary General.

The Secretariat invites Member States to provide comments to the attached draft SOC decision by 28 November 2023.

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

Astana, 14 November 2023



**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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Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и имеет честь направить проект решения Комитета старших должностных лиц (КСДЛ) о бюджете Секретариата СВМДА на 2024 год с Пояснительной запиской Генерального секретаря.

*Приложение:
упомянутое,
на 11 лл.*

Секретариат просит государства-члены предоставить свои комментарии к прилагаемому проекту решения КСДЛ до 28 ноября 2023 года.

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

город Астана, 14 ноября 2023 г.



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

Қосымша:
аталған 11 п.

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (Азия Кеңесінің) Хатшылығы Азия Кеңесіне мүше мемлекеттерге өзінің зор ілтипатын білдіре отырып, Азия Кеңесі Хатшылығының 2024 жылға арналған бюджеті туралы Аға лауазымды тұлғалар комитеті (АЛТК) шешімінің жобасы мен Бас хатшының түсіндірме жазбасын жолдауды өзіне мәртебе санайды.

Хатшылық мүше мемлекеттерден 2023 жылғы 28 қарашаға дейін қоса беріліп отырған АЛТК шешімінің жобасына түсініктемелерін жіберуді сұрайды.

Хатшылық осы мүмкіндікті пайдалана отырып, Азия Кеңесіне мүше мемлекеттерге өзінің зор ілтипатын тағы да растайды.

Астана қаласы, 2023 жылғы 14 қараша

**АЗИЯДАҒЫ ӨЗАРА ІС-ҚИМЫЛ ЖӘНЕ
СЕНІМ ШАРАЛАРЫ КЕҢЕСІНЕ
МҮШЕ МЕМЛЕКЕТТЕР**



**CONFERENCE ON INTERACTION AND CONFIDENCE
BUILDING MEASURES IN ASIA**

SOC/2023-III/DRAFT/2
14 November 2023

**СОВЕЩАНИЕ ПО ВЗАИМОДЕЙСТВИЮ И
МЕРАМ ДОВЕРИЯ В АЗИИ**

Distr: Member States only

Chairmanship of Kazakhstan

DRAFT DECISION OF THE SENIOR OFFICIALS COMMITTEE

On the Budget of the CICA Secretariat for 2024

The Senior Officials Committee

Approves the budget of the CICA Secretariat for 2024 as contained in the Annex.

**DRAFT BUDGET
OF THE CICA SECRETARIAT FOR 2024**

(US dollars)

Nº	EXPENDITURES	Budget
1	I - CAPITAL INVESTMENT EXPENSES	218,291
2	II - OPERATIONAL EXPENSES	1,629,598
3	III - TRAVEL EXPENSES	609,204
4	IV - PERSONNEL EXPENSES	1,146,506
5	V - RELOCATION TO AND EQUIPPING THE NEW CICA HEADQUARTERS	1,131,724
	<i>Total</i>	4,735,323
6	VI - MISCELLANEOUS	23,677
	<i>Grand total</i>	4,759,000

**Explanatory note of the Secretary General
to the draft budget of the CICA Secretariat
for the financial year 2024**

The draft budget of the CICA Secretariat for the financial year 2024 is prepared in accordance with the Financial Rules, which are an integral part of the Statute of the CICA Secretariat signed during the Second CICA Summit on 17 June 2006, as well as the Financial Regulations approved by the CICA Senior Officials Committee on 14 December 2006.

The budget for 2024 is proposed at the level of 4,759,000 US dollars. This amount reflects the resource requirements of the Secretariat for achievement of objectives and implementation of decisions and tasks set by the CICA Member States, providing substantive and organizational support to CICA governing bodies, CICA advisory bodies and Chairmanship activities, assisting Member States in implementation of confidence building measures, and carrying out other regular activities.

The projected increase by 1,899,000 US dollars is driven mainly by additional operational costs related to holding of the Seventh Meeting of the CICA Ministerial Council, ministerial-level conference on environmental issues, other high-profile events, such as the Rally of Volunteer Movement Leaders of the CICA Countries and inauguration of the CICA Partnership Network of Leading Universities. The budget proposal also takes into account the expected increase in the number of meetings within the transformation process to implement the decisions of the Sixth CICA Summit and the Ministerial Council Decision on a Road Map for CICA Transformation.

The increase is partly due to additional capital investment costs, mostly for equipment and hardware, required for the planned relocation of the CICA Secretariat to the new premises. It is expected that a separate building for the CICA headquarters will be constructed and inaugurated in the second half of 2024. No increase is envisaged in staff salaries and other staff costs in 2024.

The expected annual official inflation rate in Kazakhstan for 2024, which is projected at 8-9%, was taken into account when calculating the draft budget by object of expenditure.

The CICA Secretariat will continue to make optimal use of the allocated funds and apply sound management and utmost efficiency in order to meet high expectations of the Member States and ensure most cost-effective implementation of its activities and best value for money.

1. Draft budget of the CICA Secretariat for 2024

I - Capital investment expenses

Estimated expenditures for 2024 on capital assets are mostly due to the continuation of the process of renewing assets owing to partial and complete depreciation of capital assets, including motor vehicles, the useful life of which is 5 years or 100,000 km travelled. Potential increase in the number of seconded Secretariat personnel and associated need for additional equipment and furniture are also taken into account.

Section I.1 – Hardware – 208,850 US dollars

Section I.2 – Office equipment – 2,104 US dollars

Section I.3 – Office furniture – 7,337 US dollars

II - Operational expenses

Section II.1 – Stationery and office supplies

The amount of stationery, household goods and equipment was planned based on the expenditures of previous years and taking into account prices in Astana. Stationery, household goods and equipment are necessary for daily activities and correspondence with the Member States, observers and partners, as well as other countries and international organizations. For these purposes, funds in the amount of 194,895 US dollars are required.

Section II.2 – Current activities

Significant number of activities and meetings of all Member States are expected in 2024, including those related to the implementation of the decisions of the Sixth CICA Summit.

1. The Sixth CICA Summit decided that the next regular Ministerial Council meeting would be held in 2024 but did not determine the venue for this meeting. The draft budget indicates an approximate amount of resources required for holding the CICA Ministerial Council meeting based on the previous experience.
2. At the Sixth Summit several initiatives were put forward by the Chairmanship which envisage holding high-level events in 2024, including the CICA Ministerial Conference on Environmental Issues, Rally of Volunteer Movement Leaders of the CICA Countries and inauguration of the CICA Partnership Network of Leading Universities.
3. For implementation of the Road Map for CICA Transformation endorsed by the Ministerial Council it is planned to hold a series of meetings dedicated to the CICA transformation process.
4. It is expected that not less level of support will be provided by the Secretariat to holding regular SWG and SOC meetings, meetings of CICA advisory bodies - the Youth Council, Business Council and Business Forum, Council of Eminent Persons, Think Tank Forum and the Project Review Committee of the CICA Fund, as well as specialized and expert meetings.
5. A large number of annual and ad-hoc events on the implementation of CICA confidence building measures (CBMs) will continue to be held in 2024 with support of the Secretariat. As in previous years, more than 50 activities, including high-level events are projected for the following year.

The aforementioned activities, in particular high-level and high-profile meetings and events, usually incur hospitality expenses. For these purposes, funds in the amount of 1,076,860 US dollars are required.

Section II.3 – Communications services

This section provides for communication services (telephone, mobile, electronic mail, etc.) in the amount of 35,363 US dollars.

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

This section provides for expenses for maintenance and upkeep of the office, equipment and repair of office equipment, dry cleaning of carpets and more. For these purposes, funds in the amount of 27,210 US dollars are required.

Section II.5 – Library, subscriptions and publication of information materials

The following types of activity are envisaged within the continuous Secretariat work to increase CICA's visibility:

- Provide ongoing support for the CICA Secretariat website;
- Produce video materials about CICA;
- Issue the newsletter to be published on the CICA website. The newsletter will include information materials about activities carried out in accordance with the Plan of Implementation of CBMs for 2024;
- Place media publications regarding CICA activities;
- Release image-building products with the CICA logo (organizational brochures, quarterly digest, desk calendars, day planners, memory cards, pens);
- Conduct competitions with a prize fund to engage general public and promote CICA's mission and objectives;
- Populate and maintain social media platforms (Telegram, Instagram) and a YouTube channel with news and video content;
- Targeted social media advertising to expand CICA's audience and reach out to and attract users;
- Hold press events such as press conferences, press tours, seminars and journalist meetings to establish connections with media representatives and enhance CICA's visibility.

For these purposes, funds in the amount of 83,694 US dollars are required.

Section II.6 – One-off services (interpretation, external audit, etc.)

This section includes expenditures for one-off services of additional simultaneous interpreters for high-level events and their travel expenses. For these purposes, corresponding funds in the amount of 36,600 US dollars are required.

For other types of one-off and regular services, not related to interpretation services, the amount of 36,500 US dollars is required.

Due to the forthcoming end of the current term of chairmanship of the Republic of Kazakhstan in 2022-2024, it is required to conduct an external audit of the financial activities of the Secretariat with a total cost of 10,000 US dollars.

The total amount of expenditure - 83,100 US dollars.

Section II.7 – Maintenance of vehicles (gasoline, garage, repair, insurance and renting)

Maintenance of the Secretariat's vehicles is carried out by special service centres. Funds in the amount of 84,136 US dollars are required for the maintenance of vehicles.

Section II.8 – Utilities

An amount of 44,340 US dollars is budgeted for the payment for the utilities in the new premises of the CICA Secretariat.

III – Travel expenses

In accordance with the indicative travel plan of the Secretariat personnel for 2024, financial resources in the amount of 609,204 US dollars are required for transportation expenses, per diem and hotel accommodation within the host country and abroad.

IV – Personnel expenses

Section IV.1 – Salaries

The Staff Matrix of the Secretariat, containing only the general/support personnel (GSP) positions, currently comprises 28 posts. The number of GSP positions and their maximum salary rates approved by the SOC in 2022 remain unchanged. The salaries of the GSP are paid in tenge. Funds in the amount of 916,200 US dollars are required for these purposes.

Section IV.2 – Health recreational allowances

The requirement to pay health recreational allowances to the GSP is set out in the Staff Regulations of the CICA Secretariat. Funds in the amount of 152,700 US dollars are required for this purpose.

Section IV.3 – Social security payments

This section includes required expenses in the amount of 29,318 US dollars in accordance with the Decree of the Government of the Republic of Kazakhstan No.683 dated 21 June 2004 with additions No.1347 dated 31 December 2008.

Section IV.4 – Medical insurance

This section includes medical insurance for the GSP provided in accordance with the Staff Regulations in the amount of 36,288 US dollars.

Section IV.5 – Training and professional development

This section provides for funds for the training and professional development of the Secretariat personnel in the amount of 12,000 US dollars.

V - Relocation to and equipping the new CICA headquarters

According to the decision of President of the Republic of Kazakhstan Kassym-Jomart Tokayev, a new building will be built for the Secretariat, which is planned to be completed in 2024. The relocation of the Secretariat to a new and larger building will require the acquisition of additional equipment and

hardware for the functioning of the new premises in the amount of 1,131,724 US dollars.

VI - Miscellaneous

This section provides for unforeseen expenses related to the exchange rate difference, inflation above the expected level, bank commission, etc. in the amount of 23,677 US dollars, which should be budgeted in the amount of 0.5% of the total budget level.

Attachment to the Explanatory Note

DETAILED BUDGET EXPENSES FOR 2024

(US dollars)

<u>I - CAPITAL INVESTMENT EXPENSES</u>		
		Budget
I.1.	Hardware	208,850
I.2.	Office equipment	2,104
I.3.	Office furniture	7,337
	Subtotal	218,291

<u>II - OPERATIONAL EXPENSES</u>		
		Budget
II.1.	Stationery and office supplies	194,895
II.2.	Current activities	1,076,860
II.3.	Communications services (telephones, faxes, electronic mail, etc.)	35,363
II.4.	Maintenance and repair expenses (building, office equipment and furniture)	27,210
II.5.	Library, subscriptions and publication of information materials	83,694
II.6.	One-off services (interpretation, external audit, etc.)	83,100
II.7.	Maintenance of vehicles (gasoline, garage, repair, insurance and renting)	84,136
II.8.	Utilities (electricity, water, heating supply, etc.)	44,340
	Subtotal	1,629,598

III - TRAVEL EXPENSES

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

IV - PERSONNEL EXPENSES

		Budget
IV.1.	Salaries	916,200
IV.2.	Health recreational allowances	152,700
IV.3.	Social security payments	29,318
IV.4.	Medical insurance	36,288
IV.5.	Training and professional development	12,000
	<i>Subtotal</i>	1,146,506
V	Relocation to and equipping the new CICA headquarters	1,131,724
	<i>Total</i>	4,735,323
VI	Miscellaneous (currency difference, bank commission, etc.)	23,677
	Grand total	4,759,000