



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

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

**Adopted by the CICA Senior Officials Committee**

**Beijing, 29 October 2009**

**Staff Regulations of the CICA Secretariat**

**Article I**

**General Provisions**

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA), hereinafter referred to as “the Secretariat”, was established on June 17, 2006 by the decision of the Second CICA Summit. The constitutive document of the Secretariat is Statute of the Secretariat of the Conference on Interaction and Confidence Building Measures in Asia.

The Staff Regulations set forth the basic conditions of service and the rights, obligations and duties of members of the Secretariat, in conformity with the Statute.

**Article 2**

**Classification of Posts**

The posts in the Secretariat shall be classified in the following categories:

- a) Executive Director;
- b) Deputy Executive Director;
- c) Professional personnel;
- d) General/support personnel;

**Article 3**

**Executive Director**

1. Executive Director shall be appointed by the CICA Ministers of Foreign Affairs by consensus upon the recommendation of the Member State chairing the CICA from among its nationals.

2. Executive Director shall perform duties during the term of the chairmanship of the concerned Member-State.
3. If Executive Director is not able to perform his/her duties for any reason, a new Executive Director shall be appointed for the unexpired term of office by the CICA Ministers of Foreign Affairs by consensus upon the application of the Sending State.
4. Executive Director shall normally be of the rank of Ambassador.

## **Article 4**

### **Deputy Executive Director**

1. Deputy Executive Director shall be nominated by a Member State from among its nationals, and appointed by CICA Ministers of Foreign Affairs for a three-year term by consensus upon the recommendation of the Senior Officials Committee (SOC). The SOC shall consult the Executive Director before making the recommendation.
2. If Deputy Executive Director is not able to perform his/her duties, upon the application of the Sending State, a new Deputy Executive Director may be appointed for the unexpired term of office by the CICA Ministers of Foreign Affairs by consensus upon the recommendation of the SOC after consultation with the Executive Director.
3. If the sending state does not nominate a new Deputy Executive Director for the unexpired term of office within three months of the departure of the incumbent, the post shall become open and any other Member State may nominate a new Deputy Executive Director who shall be appointed for full term of three years following the procedure prescribed in clause 1 of this Article.
4. Deputy Executive Director shall normally be not less than the rank of Counsellor.
5. Executive Director and Deputy Executive Director shall be nationals of different Member States.

## **Article 5**

### **Professional Personnel**

1. Number of Professional Personnel shall be determined by the SOC upon the

recommendation of the Executive Director.

2. Whenever there is a vacancy among Professional Personnel, Executive Director shall inform all the Member States and invite nominations for secondment.

3. The Executive Director, with the approval of the SOC, shall appoint Members of the Professional personnel of the Secretariat.

4. Member of Professional Personnel shall as a rule be appointed for a three year term.

5. If Member of the Professional personnel is not able to perform his/her duties, upon the application of the Sending State, new Member of the Professional personnel of the Secretariat shall be appointed to the unexpired term of office by the Executive Director with the approval of the SOC.

6. If conduct and/or performance of a Member of Professional Personnel is found to be unsatisfactory, Executive Director shall take up the matter with the seconding State. In case such discussion fails to produce desired outcome, the Executive Director shall make a report to the SOC. After consideration of the report, SOC may recommend withdrawal of the particular person by the sending Member State.

7. Members of Professional Personnel shall be titled with three following categories:

a) *'Senior Officer'* – diplomats of the ranks of First Secretary and Counsellor (corresponding to P4-P5 levels of UN post system),

b) *'Officer'* – diplomat of the rank of Second Secretary (corresponding to P3 level of UN post system),

c) *'Associate Officer'* – diplomats of the ranks of Attaché and Third Secretary (corresponding to P1-P2 levels of UN post system).

## **Article 6**

### **General/support Personnel**

1. The Executive Director shall seek approval of SOC for changes in the current Staff Matrix whenever there is need for additional general/support staff.

2. General/support personnel shall be hired on contractual basis for a term up to three years, in accordance with approved Staff Matrix from among the

nationals of the Member States.

3. Appointing authority for general/support personnel shall be Executive Director.

4. Executive Director may, at his/her discretion, renew the contract when required.

5. Executive Director shall lay down the criteria for appointment to different posts. In fixing the criteria, the Executive Director shall aim at securing the highest standards of efficiency, competency and integrity.

6. Vacancies for general/support personnel shall be advertised on the website of the Secretariat for the benefit of the nationals of all the Member States.

7. In employing general/support personnel, equal opportunities shall be afforded to the nationals of all the Member States without any discrimination on grounds of sex, race, religion and nationality.

## **Article 7**

### **Duties and obligations**

1. The Secretariat is an international body. All personnel, including Executive Director, shall strive to maintain the international character of the Secretariat.

2. In performance of their functions at the Secretariat, the personnel shall neither seek nor accept instructions from any government or from any other authority outside the Secretariat.

3. All personnel, including seconded Professional Personnel shall work full time at the Secretariat.

4. Executive Director shall perform the functions specified in para 10 of Article 3 of the Statute of the Secretariat of the Conference on Interaction and Confidence Building Measures in Asia.

5. Ministers of Foreign Affairs may assign any other functions, which they consider necessary, to the Executive Director.

6. Deputy Executive Director shall perform functions of Executive Director in case of the latter's temporary absence/illness, or pending appointment of the new Executive Director.

## **Article 8**

### **Salaries and allowances**

1. Executive Director, Deputy Executive Director and Professional Personnel will receive their salaries and related allowances from the sending states in accordance with their respective regulations.
2. General/support personnel shall receive their salaries from the Secretariat at the rates prescribed in the Staff Matrix.
3. In the event of physical incapacitation or death of a member of general/support personnel in performance of official functions the Secretariat shall pay an amount equivalent to three months salary to the individual or the family, respectively.
4. The Secretariat shall pay social security contributions in respect of the general/support personnel in accordance with the regulations of the country of their citizenship.

## **Article 9**

### **Leave**

1. Executive Director, Deputy Executive Director and Professional Personnel shall be governed by the leave rules of the respective sending states. Leave shall be taken in consultation with the Executive Director.
2. General/support personnel shall be entitled to thirty days of paid annual leave.
3. Executive Director may approve special leave, not exceeding seven working days per year, in exceptional cases.
4. General/support personnel may be granted medical leave up to fifteen days per year. Medical leave exceeding three days at a time can be availed only if it is supported by medical certificate from an authorized practitioner.
5. In exceptional cases requiring prolonged hospitalisation, Executive Director may grant medical leave up to three months at a time. All such cases shall be reported to SOC with full medical report.
6. General/support personnel may be granted maternity leave and benefits in accordance with the regulations of the Republic of Kazakhstan.

## **Article 10**

### **Medical**

1. Executive Director, Deputy Executive Director and Professional Personnel shall receive medical coverage from the respective sending states.
2. General/support personnel shall be covered by Group Medical Insurance taken by the Secretariat.
3. General/support personnel shall also be eligible to receive health recreational allowance equivalent to two months' salary.

## **Article 11**

### **Termination of Service**

1. Executive Director, in consultation with Deputy Executive Director, may terminate the employment of a member of general/support personnel in accordance with the terms and conditions specified in the employment contract or at any other time, if the position is abolished by SOC; or if the individual is unable to perform functions for health reason.
2. Executive Director, in consultation with Deputy Executive Director, may also, for reasons to be recorded in writing, terminate the employment of a member of general/support personnel if the conduct of the individual does not meet the required standards; or if certain facts prior to the employment come to notice which would have precluded employment of the individual; or on disciplinary grounds.
3. Before termination of service on disciplinary grounds in terms of clause 2 of this article, the individual concerned shall be communicated reasons in writing and shall be allowed an opportunity to defend himself/herself.
4. A member of general/support personnel may resign from service by giving one month's notice. The Executive Director may, at his/her discretion, waive the notice period.
5. When employment is terminated in terms of clause 1 or 2 above, individual shall be given one month's notice. However, no notice is required if employment is terminated on disciplinary grounds.

## **Article 12**

### **Dispute Settlement**

1. Any dispute arising out of employment contract of general/support personnel shall be resolved by a Dispute Settlement Board.
2. The Dispute Settlement Board shall comprise of the Executive Director, Deputy Executive Director, two representatives of general/support personnel and a member of professional personnel with the longest tenure at the Secretariat.
3. Decisions of the Dispute Settlement Board shall be final and binding.

## **Article 13**

### **Final Provisions**

1. Authority to approve these regulations shall vest in the Senior Officials Committee.
2. Staff regulations shall come into effect from First of the month following the month in which these are adopted by SOC.
3. In case of disagreements in the interpretation and application of these Regulations, the Executive Director shall submit them to the SOC for consideration.
4. Statute of the Secretariat of the Conference on Interaction and Confidence Building Measures in Asia shall have precedence over Staff Regulations.
5. SOC may amend the Staff Regulations by consensus at its regular meeting.

**Beijing, 29 October 2009**