



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 CBM events in the form of meetings, conferences, seminars, workshops, symposia, round tables, training events, etc.

2.1.3 Research and development of scientific, analytical and information materials and publications 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 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 donors, 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 to allocate resources of the CICA Fund to cover expenses for an external audit.

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 Should the legal status of CICA be changed, these Regulations shall no longer be effective.

8.3 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.

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