



# PRINCIPLES OF PERMANENT SECRETARIAT ACTIVITY

**CFCFA First Annual Meeting  
28 July 2010, Urumchi (PRC)**

- **N. Issingarin – CFCFA Chairman**



## **PERMANENT SECRETARIAT (PS) FUNCTIONS**

- i. Carrying-out of requirements of CFCFA Constitution and Rules of Procedure**
- ii. Performing CFCFA activity:**
  - working out the CFCFA draft annual action plan;
  - preparing PS report for presentation at CFCFA General Assembly;
  - coordinating with CAREC structures;
- iii. CFCFA budget management:**
  - preparing draft annual budget;
  - recording income and expenses of CFCFA funds according to legislation;
  - providing fulfillment of approved budget;
  - making report on budget fulfillment at the end of the fiscal year.
- iv. Arrangement of CFCFA meetings and working groups and providing necessary administrative and technical support**
- v. Study of problems within CFCFA's competence, as well as development of draft recommendations and solutions of those problems**
- vi. Monitoring and support of activities related to working out and implementing projects and programs initiated by CFCFA**
- vii. Arrangement and provision of consultations, participation in meetings within competence approved by the Chairman**



## **PERMANENT SECRETARIAT FUNCTIONS (continuation)**

- viii. Conducting dialogue with international organizations, attraction of financial means of CFCFA donors**
- ix. Administration of website platform:**
  - monitoring of work, support of functioning;
  - measures for development;
  - update of information;
  - attraction of new users, interaction with advertisers;
  - development of pricing and advertising policy.
- x. Support and development of solidary (joint) insurance system:**
  - monitoring of work, proposals and approved measures for improvement;
  - development of pricing and advertising policy, analysis of payments, etc;
  - attraction of users;
  - recording and analysis of payments, etc.
- xi. Arrangement of trainings through the training centers of associations with participation of ADB experts and trainers**
- xii. PR-activity: development and publication of materials in mass media on a free and a paid basis, arrangement and participation in events**
- xiii. Correspondence, collection and generalization of proposals, informing CFCFA members about them**
- xiv. Arrangement of CFCFA documents' approval, documents archiving**
- xv. Employment of staff, hiring of service providers**



## **FUNCTIONS OF SECRETARY**

**As per the CFCFA Constitution, the Secretariat shall be headed by a Secretary.**

**We propose the following: the position of a Secretary is the main place of work of an employee for the time he/she is appointed to this post by the chair country. Secretariat is the main place for performing Secretary's official duties.**

**Secretary shall have the following duties and functions:**

- **Organize Secretariat's work, coordinate Secretariat's activity with CFCFA management and Executive Board;**
- **Organize implementation of CFCFA plans and decisions, participate in their implementation;**
- **Arrange approval of all documents for submission to CFCFA management and to third parties;**
- **Approve all expenses of Secretariat, if needed – provide information on expenses to the Treasurer for approval;**
- **Bear responsibility for observance of dates of transmitting notices and agendas of meetings;**
- **Prepare and publish CFCFA reports;**
- **Assist in formulating CFCFA general policies.**



## **ORGANIZATION OF SECRETARIAT'S FINANCIAL ACTIVITY**

**As per the CFCFA Constitution, the CFCFA Secretariat shall have a Treasurer to carry out the following duties and functions:**

- generate revenue and control expenses;
- prepare and implement a balanced budget and safeguard CFCFA funds;
- oversee the preparation of accurate financial statements.

**Due to the fact that duties and functions of Treasurer do not include day-to-day accounting, as well taking into account that the funds will come from the different sources, it is expedient to include permanent accountant in the Secretariat's staff. In this case Treasurer's functions must be extended (in Constitution or Regulation on Secretariat) to:**

- perform mandatory inspection of Secretariat's financial activity, minimum once per year;
- make general analysis and control of financial activity and budget consumption;
- manage preparation of annual report on Secretariat's financial activity and its presentation at the General Assembly.

### **We propose:**

- to increase the amount of Secretariat's expenses to be approved by the Treasurer up to 1 thousand US dollars;
- to take note in CFCFA foundation documents that the legislation requires all payment documents to be signed by the Secretary.



## CFCFA STAFF

**According to the proposed model of Secretariat functioning, it is necessary to:**

**Arrange work of Chairman, Vice Chairman and Treasurer on a paid basis, determine their salaries on the basis of their planned participation in solution of CFCFA issues, consider and approve the amount of salary at the Executive Board meeting (or annual General Assembly meeting).**

**Include 4 people in the permanent staff of Secretariat:**

- **Secretary** – performs management of Secretariat, is nominated by the chair country, approved by the Executive Board;
- **Assistant Secretary** – specializes in organizational arrangements, administration of solidary (joint) insurance, cooperation with international organizations, PR-activity, etc.;
- **Assistant Secretary** – specializes in administration of website platform, cooperates in implementation of projects initiated by CFCFA including investment projects, etc.;
- **Accountant** – performs recording and analysis of expenses and revenues, investment of funds in securities.



**THANK YOU FOR ATTENTION!**

**N. Issingarin – CFCFA Chairman**