

APPROVED
by the decision of the General Council
Presidium of the Eurasian Peoples'
Assembly
on September 28, 2017
by the decision of the General Council of
the Eurasian Peoples' Assembly (as
amended) on February 01, 2019
by the decision of the General Council
Presidium of the Eurasian Peoples'
Assembly (as amended)
on January 31, 2020

REGULATION
on the procedure for approving and implementing projects of
the International Union of Non-Governmental Organizations
“Eurasian Peoples’ Assembly”

1. General Provisions

1.1. This Regulation defines the procedure for organizing the preparation, approval and implementation of projects of the International Union of Non-Governmental Organizations “Eurasian Peoples’ Assembly (hereinafter - Assembly).

1.2. Assembly projects include international events of various formats, including forums, exhibitions, competitions, creative festivals, sports competitions, presentation events, media platforms and others aimed at implementing the statutory goals of the Assembly.

1.3. Assembly projects are approved by the General Council, the Presidium of the General Council or the Commission of the General Secretariat of the Assembly.

1.4. Assembly projects can be initiated by individuals and / or legal entities that take an active part in achieving the statutory goals and objectives of the Assembly.

2. Procedure for Approving and Implementing Projects

2.1. The procedure for the negotiation and implementation of the project includes the following main stages:

2.1.1. The initiator of the project presents Passport of the Project according to the form (Annex No. 1).

2.1.2. The Commission of the Assembly's General Secretariat conducts a preliminary review of the Project's Passport. In case of a positive decision, a project Curator (Supervisor) is appointed from among the staff of the General Secretariat of the Assembly, depending on the direction of the project.

2.1.3. At the Curator's request the project initiator provides a full set of project documents, including:

- project presentation;
- regulation on the project;
- project program;
- project passport;
- cost estimates, if necessary.

Documents are provided in a single copy on paper and electronic copy.

2.1.4. Within two weeks the Commission of the General Secretariat reviews the documents submitted in accordance with the recommended list of criteria and makes a conclusion on expediency (inexpediency) of support for the project and the assignment of the project status:

- **“Supported by the Assembly”;**
- **“Assembly - co-organizer”;**
- **“Assembly - the initiator/organizer”.**

2.1.5. Subject to the positive conclusion of the General Secretariat Commission, depending on the assigned status, the project and the project manager are to be approved by the Commission of the General Secretariat or the General Council, or the Presidium of the General Council.

2.1.5. Implementing a project with the status of “Assembly - co-organizer”, First Deputy Secretary-General - Head of the General Secretariat of the Assembly and the project manager sign a partnership agreement by the decision of the General Secretariat Commission.

2.1.6. Implementing a project with the status of “Supported by the Assembly”, the Assembly provides only informational and organizational support, and is not financially responsible for the preparation and implementation of the project.

2.1.7. The approved project is registered in the appropriate Registry and included in the work plan of the Assembly activity.

2.1.8. Project Manager, together with the project Curator (Supervisor), develops and signs a project implementation Plan with a description of all project implementation stages, deadlines, and responsible persons for each stage.

2.1.9. If it is necessary to involve expert organizations or specialists of third-party organizations in the implementation of the project on a contractual basis, the project Curator, together with the Assembly's Legal Service and the project Manager, prepares the documents necessary for the conclusion of the contract.

2.1.10. Project Manager signs the Regulations on the information policy. Information about the implementation of the project provided by the project Manager in agreement with the project Curator, the press service of the Assembly is published on the official website of the Assembly, in social networks and in the media.

2.1.11. Upon completion of the project, the project Manager provides the project Curator with an information report with photos and video materials. In case a project has a long period of implementation, the report is provided in each stage.

3. Main Criteria for Project Review

3.1. The following criteria are suggested as basis for preliminary review of the provided Passport of the project:

3.1.1. Determination of the relevance and feasibility of the proposed project: the purpose of the project, information about the initiator of the project, and the project justification.

3.1.2. Assessment of financial and organizational opportunities for the successful implementation of the project: funds planned to rise to implement the project.

3.1.3. Legal assessment of the project: compliance of the initiated project with the legislative and regulatory acts of holding mass events.

3.1.4. Estimation of the actual time for project preparation and implementation.

3.1.5. What structural divisions of the Assembly can / should be involved in the project implementation.

3.1.6. The presence (absence) of successful experience in implementing similar projects.

3.1.7. Assessment of the proportionality of costs and expected results from the project implementation.

3.1.8. Membership of the project initiators in the Eurasian Peoples' Assembly.

3.1.9. Assessment of the expected results of the project implementation and how the implementation of the project will affect the realization of the Assembly statutory tasks.

4. Final provisions

4.1. This Regulation enters into force upon its approval by the General Council or the General Council Presidium of the Assembly.

4.2. Changes and additions to this Regulation are made by the General Council or the General Council Presidium of the Assembly on the proposal of the Commission of the General Secretariat of the Assembly.

to the Regulation on the procedure for approving and implementing projects of the International Union of Non-Governmental Organizations “Eurasian Peoples’ Assembly”

PROJECT PASPORT

I. Project General Characteristics

Project Name*	
Project Basic Goal*	
Project Manager (natural person: full name and position)*	
Project Duration*	
Project Start and End Dates*	
Total Project Costs*, Rubles	

II. Initiator and Partners of the Project

Information about the organization-initiator:	
Full Name *	
Primary State Registration Number*	
Contact Information* address, telephone + city code, e-mail, Web page (if available)	
Full Name and Position of the Head of the organization*	
Full name and Position in the organization of the Project Manager*	
Partners: (fill in if more than one organization participates in the project)	
Partner Organization	
Primary State Registration Number*	

Legal Address of Partner Organization Telephone + city code e-mail	
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Web Page (if available)	
Full Name and Position of the Head of the Partner Organization*	
Full Name and Position of a contact person	
Participation in the Eurasian Peoples' Assembly project: *	
Eurasian Peoples' Assembly Status in the project:*	
<ul style="list-style-type: none"> - partner («supported») - co-organizer - initiator/organizer 	
Full Name of the organization*	
Organization Legal Address * Telephone + city code e-mail Web Page	
Full Name and Position of the Head of the Partner Organization*	
Full Name and Position of a contact person *	
Objectives of the Eurasian Peoples' Assembly in the project:*	

III. Project Description

Project Relevance Justification	
Project Goals and Objectives*	
New or previously implemented Project: *	
Activities, expected to be implemented during the project, main stages*	
Expected Project Results*: practical results planned to be achieved during the project implementation (if possible, specify quantitative indicators).	
Project Implementation Calendar Plan (specify deadlines and responsible persons from among the project performers executives)	

Special conditions for project implementation: all licenses, certificates, authorizations, required for the project implementation.	
Project Presentation*	
Project Logo/Symbols*	
Responsible Executor*	

(Items, marked with *(asterisk), must be filled in)

Project Initiator _____ (LS, signature) _____ (signature transcription)

_____ (position, telephone)

Eurasian Peoples' Assembly _____ (LS, signature) _____ (signature transcription)

_____ (position, telephone)