TECHNICAL TASK FOR THE DEVELOPMENT OF THE WEBSITE OF THE SECRETARIAT OF THE CONFERENCE ON INTERACTION AND CONFIDENCE BUILDING MEASURES IN ASIA

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1. INTRODUCTION

The Conference on Interaction and Confidence Building Measures in Asia (CICA) is an international forum designed for strengthening cooperation for the sake of peace, security and stability in Asia. CICA is based on the understanding that peace, security and stability in Asia and around the world are inextricably linked to each other. The Member States, reaffirming their commitment to the UN Charter, believe that peace and security in Asia can be achieved through dialogue and cooperation, leading to a common indivisible area of security in Asia, where states coexist peacefully and their peoples live in an atmosphere of peace. freedom and prosperity.

CICA objectives are:
- to enhance co-operation through elaborating multilateral approaches towards promoting peace, security and stability in Asia;
- to fight against illicit drug production and trafficking;
- to expand trade and economic cooperation, prosperity and stability in Asia;
- to combat terrorism in all its forms and manifestations;
- to cooperate on all issues related to environmental protection;
- to prevent proliferation and consistent elimination of weapons of mass destruction;
- to develop confidence building measures in the humanitarian dimension;
- to strengthen mutual respect, understanding and tolerance in relations among civilizations;
- to implement measures on building confidence among the Member States

2. ITEM UNDER DEVELOPMENT

The item under development is the website of the Conference on Interaction and Confidence Building Measures in Asia (CICA) with a web-based management system that provides different levels of access to information in the English and Russian languages.

The site shall be informative for visitors and contribute to:
- effective information sharing with the CICA Member States and partners about the work of the Secretariat, as well as with other stakeholders and organizations about the activities carried out by the CICA Member States;
- effective information sharing about the work of the Professional Personnel of the CICA Secretariat;

- exchange of information and data among the members of the organization.

3. PURPOSE OF THE DOCUMENT

This document provides a basic set of requirements for the development of the CICA Secretariat's website.

4. LINGUISTIC REQUIREMENTS

The website shall have concurrent English and Russian versions.

5. GRAPHIC DESIGN REQUIREMENTS

When developing the website, light and contrasting color combinations shall be predominantly used in accordance with the corporate logo of the CICA Secretariat. The design shall be developed in a conservative manner, using a single style and font. The design shall be ergonomic, responsive and functional. Some elements of the site shall be presented in the form of icons.

6. APPROVAL PROCEDURE FOR DESIGN CONCEPT

The Customer ordering the website is the CICA Secretariat.

The designer shall submit **at least three (3) versions of the website design concept.**

A design concept means a design option for the welcome page, the home page and the graphic shell of the internal pages according to the sections of the website, demonstrating the general visual (compositional, color, font, navigation) solution of the main pages of the site. The design concept is presented in the form of a file (several files/images).

The design concept can be presented in other forms, if this matter is preliminary agreed upon by the parties.

If one of the submitted design concepts of the Contractor satisfies the Customer, the Customer shall approve it within fourteen (14) working days from the date of submission. At the same time, it may send the Contractor a list of individual amendments, corrective changes to be introduced. After completion, the Contractor submits the revised concept for approval.

The deadline for the Contractor to complete the work is one (1) month after the approval of the design concept.

7. FUNCTIONAL REQUIREMENTS

7.1. Website presentation requirements

The welcome page of the site shall contain a graphic part – logo, navigation menu for selecting the desired language by the user, as well as a user greeting in the language that the user has chosen. The Chairmanship

shall be specified.

The home page of the site shall contain a graphic part, navigation menu of the site, as well as a content area so that the visitor can get introductory information from the first page, as well as the latest news.

The context area of the main page shall contain:

- graphic header;
- site navigation menu (navigation bar), which shall provide access to the main menu elements of the site;
- main area, which contains a carousel slider showing the main topic/news (the last 3 pieces of news); with a summary, tags, and a call-to-action button (read more, subscribe, participate, etc.). The button shall be customisable;
- brief contact information – name and e-mail;
- buttons linking to social network accounts;
- search field to perform a full-text search on the site;
- site login field for registered users or new user registration;
- online registration for events (if any);
- bulletin of the organization.

The horizontal scroll bar shall not appear at the screen resolution of at least 1024x768 pixels and lower. When the resolution is increased, the functional sections expand in the appropriate proportions, filling the entire viewing area.

Main menu elements

"About CICA" – subsections: CICA, Structure, Institutions (*subsections: Business Council, Youth Council*), Member States, Observer States, Observer Organizations, Partner Organizations, Chairmanship, History;

"NEWS" - subsections: Press Releases, Statements;

"DOCUMENTS" – subsections: Declarations, Legal Documents, Concept Papers;

"CALENDAR" – subsections: CICA Plan on Implementation of Confidence Building Measures for 2021, Calendar for 2021, Upcoming Events, National Holidays of the Member and Observer States;

"MULTIMEDIA" – subsections: Photo Gallery, Video, 2021 Photo Exhibition.

The graphic shell of the internal pages (*common to all subsections*) shall be divided into the following sections:

- graphic header;
- site navigation menu (the navigation bar provides access to the main menu elements of the site);

- search field to perform a full-text search on the site;
- navigation bar for the subsections of the selected site section;
- field for displaying the content of the selected site page;
- brief contact information at the bottom of the page: phone number and e-mail of the CICA Secretariat;
- "Print" button provides the information output of the content area in the A4 printing size;
- site login field for registered users;
- "Share" buttons for social networks.

"Site search" – shall be located on all pages of the site. The search is organized by key filters: website, in the library of the CICA Secretariat, advanced search (the entire site), by tags.

"Feedback with the CICA Secretariat" – main contact details of the CICA Secretariat.

Links to the social network accounts (Facebook, Twitter, Instagram) of the CICA Secretariat – graphically marked links to the social network accounts of the CICA Secretariat.

Login form for registered users

Link to the user registration page.

After clicking on the link, a page should open up asking the user to fill in the basic registration data (login, password).

Statistical data collection system

The site shall have a system for collecting statistical data – Google Analytics or Yandex Metrica.

It is also necessary to collect statistics on registered users, login time, login IP address, browser used, time spent on the site, actions (including opening and downloading documents).

The site shall have statistics of visits to be periodically (once a week, month, quarter) exported in a machine-readable format (csv, xml).

7.2 Requirements for the website structure

All the names of the site sections, given below, are conditional and can be corrected by agreement with the Customer during the design process. In the future, the content management system shall provide for changes and additions to the structure and composition of sections.

The initial site structure should consist of the following blocks:

LATEST NEWS (20-30% of the screen) - 3 latest pieces of news in the form of a carousel slider;

EXECUTIVE DIRECTOR:
- Photo of the Executive Director;

- Speeches and statements of the Executive Director;
- Profile.

OUR TEAM with profiles of the Professional Personnel of the CICA Secretariat.

DIRECTIONS OF COOPERATION (*in the form of icons)*:
- Military-Political Dimension;
- New Challenges and Threats Dimension;
- Economic Dimension;
- Environmental Dimension;
- Human Dimension.

ONLINE REGISTRATION - for registration for upcoming events.

BULLETIN OF THE ORGANIZATION - for placing information and analytical materials.

MENU at the bottom of the site, which shall contain the following information:
- Contacts;
- Legal Information (*rules for the use of the website information*);
- Site Map.

FOR CICA DELAGATES is available for registered users. In this block, the authorized user shall see three sections:
- OUTGOING NOTES;
- WORKING DOCUMENTS;
- PROGRESS ON CONFIDENCE BUILDING MEASURES.

7.3 Requirements for the content management system

The content management system (CMS) shall be created on a free CMS platform (Wordpress, Joomla, Drupal, etc.).

The CMS shall provide:
- an easy way to publish new content;
- content taxonomy options;
- possibility to create any categories of posted information;
- possibility to assign tags for articles and publications.

Only users with the ADMINISTRATOR status shall have access to the section.

General requirements for the administrative part

According to the first level of the site structure, the home page of the administrative part shall contain the following menu items:
- HOME PAGE;
- ABOUT THE CICA SECRETARIAT;
- NEWS;

- DOCUMENTS;
- CALENDAR.

Requirements for the site sections management

To manage the site sections, the following functions shall be provided:
- create a level 1 subsection;
- create a level 2 (and higher) subsection;
- edit page content;
- delete a section;
- move a section up/down in the list;
- show or hide attribute in the client part of the site;
- display a list of subsections of the selected level;
- other functionality.

All functions shall simultaneously affect the content of the Russian and English versions of the site.

Site content management

To manage the content of the site, the following blocks shall be provided:

1. The content element field can be one of the following types:
- line;
- date;
- link to the file;
- multiline text.
2. Content element – consists of a set of content element fields.
3. List of content elements – consists of a set of content elements.

Content element fields.

The content element field of the "Text" type shall be edited on a

separate page in the multiline text editor (this editor is able to include images in the text).

The content element shall contain both summary and full parts. If the content does not have a news summary lead, then the lead is created from 250 characters of the full part.

Multiline text editor in the administrative part.

The required set of fields shall be defined for each content element.

For example, the following set of content fields is defined for the "News" element:

- title;
- date;
- section for publication (list);
- summary;
- full part;
- tags;
- image (-s);
- attached file (-s).

The list of content elements shall enable to:

- switch to editing of the list element fields;
- delete a list element;
- determine the order of the elements of the output list in the client part;
- specify the hide\show attribute.

7.4. Access sharing requirements

The public website information shall be available to everyone for reading purpose without proper user authentication access.

Group of users:

- Administrator – has authorization to manage, modify, delete the resource, upload additional information;
- User – has the right to upload the information;
- Guest – reads the information accessible for all.

Previously not authenticated user shall be requested to provide his/her login and password information, was there an attempt to view the unavailable content. The system shall verify the identity and authorization of a user and his access to the page/information requested. When access is restricted, a relevant notification "Access Denied" pops up on the user's screen.

Only registered users have access to read the privileged information.

Main access groups:
Administrator:
- has access to all content/sections with authorization to modify, delete, upload additional information;
- access to the website's administration panel;
- all website functions are available;
- creates new user groups;
- edits the comments;
- publishes materials
- edits menu
- has access to the website code
- etc.

User *(registered user)*:
- reads the website materials under the following categories: Home, About the CICA Secretariat, News, Documents, Calendar, Privileged Information, Outgoing Notes, Working Documents, CBM Progress;
- comments materials;
- has authorization to edit the native data.

Guest (*unregistered user*):
- reads the website materials under the following categories: Home, About the CICA Secretariat, News, Documents, Calendar.

In addition to that, there must be an option to create new access groups with various levels of access to the information.

7.5. Requirements for web page sections/information

Requirements for the website's home page
The website's home page must contain graphical part, navigation menu and the content area so that the website visitor could familiarize himself/herself with the background information and the latest news. Contextual part shall contain the main content area with the illustration of the main subject inclusive of summary, tags, and a command for action (more details, to sign, to participate etc.) The command button must be customisable.

Below the main subject there must be the main subject archive (consisting of 3-4 materials) with the illustration and the title.

The news block must include the title and the date.

"NEWS" block
The web page contains a constantly updated illustrated news feed on

subjects relevant to the CICA Secretariat work (several web page templates shall be created, and one of these templates to be developed for specific new item).

Each news items shall include:
- title;
- summary;
- date of publication;
- author;
- tags;
- complete text;
- main image;
- option to upload photo gallery/video/audio files;
- reference links to similar information;
- option to share this news item in social networks.

"Calendar" block shall include:
- Plan of Action for Confidence Building Measure Implementation (2021);
- Calendar of the CICA Member States' and Observer States' Public Holidays;
- Calendar for 2021.

"MULTIMEDIA LIBRARY" block represents catalogued collection of materials (*documents, images in the format of .doc, .pdf, .ppt, .zip, .jpeg and etc. according to subsections, as well as - avi .mp3, .mp4, hd, and audio avi, wma files, and youtube code generation*).

Block "EVENTS" contains announcements and reference links to the relevant online and offline events.

The following information is provided in the description of "Event":
- name;
- summary;
- target audiences, the list of states (potential participants);
- expected outcomes;
- terms of participation (description);
- working languages (list);
- deadline to apply (date);
- dates of an event;
- venue;
- point of contact.

In case if an event is completed, there are a relevant brief report and/or feedback from the Member States' participants available online. The completed events are placed below the Scheduled or Current Events.

"Our Team" block contains profiles of the CICA Secretariat's Professional Personnel along with the description on activities/areas, coordinated efforts.

8. REQUIREMENTS FOR INFORMATION SUPPORT

8.1. Requirements for information support

Requirements for data storage – all website data shall be stored in a structured form according to Oracle Database. The exceptions are data files designed for viewing and downloading (images, video, documents etc.). Such files shall be stored in the file systems and its reference links are available in the database.

Requirements for programming languages:
- The programming languages JavaScript и DHTML shall be used for interactive elements (Customer Part);
- The programming language PHP shall be used for dynamic URLs.

Requirements for hyperlinks – all website reference links shall be relative, with the exception of the external ones.

Requirements for illustrations:
- all images and photos of more than 10 kb (except for the web page design elements) must have an alternate attribute (alt text);
- all images must be in the format of gif, png, jpg.

Requirements for one web page size – a standard web page, on average, shall not be more than 170 kb.

8.2. Requirements for program support

Customer part: Any of the following browser with the JavaScript interpretive program (a minimum version is mentioned here**)**:
- Internet Explorer;
- Chrome;
- Mozilla (Firefox);
- Opera with Adobe Flash Player;
- Safari.

The site shall operate without any limitation (its information must be available) when Flash Player and JavaScript support are disabled in browser.

8.3. Requirements for ergonomics and technical aesthetics

The website shall be optimized for viewing best at 1024*768, 1280*1024 without horizontal scrollbar and empty (blank) fields for basic types of resolution.

The site shall be adapted for viewing on cell phones.

8.4. Requirements for security:
- it is necessary to secure the website's source code in its general

part. No one shall be able to view php and script codes;
- The Contractor shall not disclose information regarding the website development, technical task and any other information pertaining to the execution of this project without Customer's written consent;
- The Contractor is prohibited to replicate, in any form, the developed website, including codes, database etc. ;
- Users' pass codes are stored in an encrypted form.

8.5 Hosting requirements

The Contractor shall provide at least 5Gb for the website hosting
- Web server Apache 1.3 or Apache 2.x or Nginx
- PHP 5.4
- My SQL 5.0.15 or above

9. REQUIREMENTS FOR THE WEBSITE DELIVERY

General requirements on the content

Within the framework of this project, the Contractor ensures filling the website pages and sections by transferring the information, web pages, categories, documents, illustrations, images, videos from the Customer's previous website (www.s-cica.org).

The Contractor ensures processing of illustrations to bring them into line with the Technical Task and HTML coding for the developed items.

After the website delivery, the web pages are filled with content at the discretion of the Customer.

The text volume and the quantity of illustrations of other type are determined by the data structure of the present Technical Task and is refined in the phase of negotiation of the design concept.

Requirements for HTML coding:
- the web pages shall, to the maximum extent possible, be identical in all modern web browsers: Internet Explorer and above, Mozilla FireFox, Opera and above, Google Chrome and the minimal screen resolution from 1024x768 to 1920x1080;
- the web pages shall be adapted for viewing on cell phones;
- all style names must be in English (*no Russian words spelled with Latin letters*);
- all tags must be written in the lower case;
- all reference links must contain the parameter title="";
- all images must contain the parameter alt=";
- there is no need to use titles h2 if there is no title h1 *(this applies to all titles);*
- the title h1 must not be used more than once on the web page.

10. ADDITIONAL REQUIREMENTS

Requirements for Reliability - the system may be unavailable no more than 24 hours per year. The web hosting company provides a data backup. The website shall have an option to unload and upload the website's backup data.

Warranties - The Contractor takes obligations to correct the technical errors and inaccuracies, emerged during the operation of the website within 12 (twelve) months from the date of the website delivery, on the basis of application *(written request).*

The Contractor undertakes to make changes and corrections to the website design within 6 (six) months, if requested by the Customer.

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