

The Third Session of the Working Group  
on Future Development of EANET  
17-18 May 2006, Pathumthani, Thailand

## **Overview on the Rules and Regulations of the Japan Environmental Sanitation Center (JESC) and the Acid Deposition and Oxidant Research Center (ADORC) as the Network Center of EANET**

### **I. INTRODUCTION**

1. The Seventh Session of the Intergovernmental Meeting (IG7) held in Niigata, Japan, in November 2005, endorsed, in principle, “Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (Revised Draft) (EANET/IG 7/4) and Draft Procedures and Guidelines for Contribution to EANRT (Revised Draft) (EANET/IG 7/4/1), noting that certain topics required further consideration. The Session requested the Working Group on Future Development of EANET (WGFD) to consider the following issues and report the results to the next IG session:

- To review the RRC.AP/AIT system as well as the rules and regulations of the Japan Environmental Sanitation Center (JESC) and examine the possibility to move to the UN system;
- To further consider an appropriate mechanism to decide the amount of voluntary financial contributions from participating countries; and
- To consider establishment of a trust fund for EANET.

2. Regarding endorsed, in principle, “Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (Revised Draft)”, it includes the following:

- 1) Roles and responsibilities of the Director General (DG) Deputy Director Generals (DDG) and the functions of the Departments of Acid Deposition and Oxidant Research Center (ADORC);
- 2) Qualifications and Recruitment procedures of the Deputy Director General of ADORC in charge of the Network Center;
- 3) Employment Conditions of the Deputy Director General of ADORC in charge of the Network Center;
- 4) The Format of the Financial Report of the Network Center; and
- 5) Guidelines for Fellowship in the Network Center of EANET.

3. Based on the situation above, the Network Center (NC) submits WGFD other Rules and Regulations of the Japan Environmental Sanitation Center (JESC) and Acid Deposition and Oxidant Research Center (ADORC) for the Network Center for EANET so as to be overviewed by WGFD.

## II. OVERVIEW ON THE RULES AND REGULATIONS OF JESC AND ACORC

4. The Names of the Rules and Regulations of JESC and ADORC that NC plans to submit are as follows:

- 1) Articles of Association for Japan Environmental Sanitation Center;
- 2) Office Regulations of the Japan Environmental Sanitation Center;
- 3) Office Regulations for Temporary Employees of the Japan Environmental Sanitation Center;
- 4) Regulations on Remuneration for Employees of the Japan Environmental Sanitation Center;
- 5) Regulations for the Management of Affairs of the Japan Environmental Sanitation Center;
- 6) Regulations for the Management of Affairs of the Acid Deposition and Oxidant Research Center; and
- 7) Accounting Regulations of the Japan Environmental Sanitation Center.

5. But, following Rules and Regulations of JESC will be revised within a few months. NC would like to submit these rules and regulations to the Session of WGFD this year, if possible.

- 2) Office Regulations of the Japan Environmental Sanitation Center;
- 3) Office Regulations for Temporary Employees of the Japan Environmental Sanitation Center;
- 4) Regulations on Remuneration for Employees of the Japan Environmental Sanitation Center; and
- 5) Regulations for the Management of Affairs of the Japan Environmental Sanitation Center.

Note: The numbers are the same as paragraph 4.

6. In this regard, NC submits following Rules and Regulations of JESC and ADORC for NC to the Third Session of WGFD.

- 1) Articles of Association for Japan Environmental Sanitation Center: Annex 1
- 6) Regulations for the Management of Affairs of the Acid Deposition and Oxidant Research Center: Annex 2
- 7) Accounting Regulations of the Japan Environmental Sanitation Center: Annex 3

Note: The numbers are the same as paragraph 4.

## **Articles of Association for Japan Environmental Sanitation Center**

### **Chapter 1 General Provisions**

#### Article 1 (Name)

This foundation shall be called the “Japan Environmental Sanitation Center” (hereinafter referred to as “Center”).

#### Article 2 (Office)

2.1 The Center shall have its Head Office at 10-6, Yotsuya-Kamicho, Kawasaki-ku, Kawasaki-shi, Kanagawa Prefecture, Japan.

2.2 The Center may have branch offices, if deemed necessary, established through a resolution of the Board of Directors.

#### Article 3 (Objectives)

The objectives of the Center shall be to disseminate the concept of environmental sanitation through providing technical guidance and assistance to organizations related to environmental sanitation and to achieve a healthier environment for the welfare of the public by promoting environmental sanitation.

#### Article 4 (Activities)

In order to accomplish the objectives of the preceding Article 3, the Center shall implement the following activities:

- (1) investigation, research, inspection, consultation and guidance on environmental sanitation, including in the areas of pest control, waste disposal and pollution control (hereinafter referred to as “Environmental Sanitation”),
- (2) inspection of the quality of drinking water and small-scale water supplies,
- (3) investigations concerning food hygiene,
- (4) recommendations regarding high standards for facilities, equipment and chemical controls concerning Environmental Sanitation,

- (5) implementation of education and training concerning Environmental Sanitation,
- (6) guidance and assistance to local sanitation organizations,
- (7) commendations for outstanding organizations, and the organization of workshops and exhibitions concerning Environmental Sanitation,
- (8) publication of bulletins, brochures, books and other printed matters,
- (9) preparation and guidance on audio visual materials for training and education such as video tapes, slides and other materials,
- (10) implementation of international technical cooperation concerning Environmental Sanitation,
- (11) maintenance of the facilities of the Center, and
- (12) other activities to accomplish the objectives of the Center.

## **Chapter 2 Assets and Accounts**

### Article 5 (Composition of assets)

The assets of the Center shall comprise the following items:

- (1) the properties listed in the inventory of assets at the time of the establishment of the Center,
- (2) contributions in cash and in kind,
- (3) income accrued from the assets,
- (4) income accrued from the activities of the Center, and
- (5) other income such as membership fees.

### Article 6 (Classification of assets)

6.1 The assets of the Center shall be classified into two categories, which are the basic properties and the operational properties.

6.2 The basic properties shall be composed of the following items:

- (1) properties listed as basic properties in the inventory of assets at the time of the establishment of the Center,

(2) properties that have been contributed with the specific designation of transference to basic properties, and

(3) properties that have been transferred to become basic properties from operational properties according to a resolution of the Board of Directors.

6.3 The operational properties shall be any properties other than basic properties.

#### Article 7 (Administration of assets)

7.1 The assets of the Center shall be administered by the President, and the method of administration shall be determined separately by the President through a resolution of the Board of Directors.

7.2 Basic properties in the form of cash shall be held in a fully secured form, such as in the form of deposits at post offices or banks, trust accounts at trust companies, or through the purchase of government, public or corporation bonds, etc.

#### Article 8 (Limitations regarding the disposal of basic properties)

Basic properties shall not in principle be disposed of or offered as security. Provided, however, that under circumstances that present indisputable benefits for the operation of the Center, the basic properties may be partially disposed of, or offered in whole or in part as security, subject to a resolution agreed to by more than two-thirds (2/3) of the current members of the Board of Directors, the approval of the Conference, and the permission of the competent authorities.

#### Article 9 (Disbursement of expenses)

Expenses of the Center shall be paid from the operational properties.

#### Article 10 (Business plan and budget)

The documents for the Center's annual business plan and the related budget shall be prepared by the President. Before the commencement of each fiscal year, by agreement of more than two-thirds (2/3) of the current members of the Board of Directors and with the approval of the Conference, these documents shall be submitted to the competent authorities. Any revisions to these documents shall also follow the same procedures.

#### Article 11 (Provisional budget)

11.1 Notwithstanding the provision in the preceding Article 10, in cases where the budget has not been established due to unforeseeable circumstances, the President may receive income and

incur expenditures to the same level as the previous year's budget through a resolution of the Board of Directors until a new budget has been established.

11.2 Any and all income and expenditures under the preceding Section 11.1 shall be deemed to be governed by the newly established budget.

Article 12 (Business reports and settlement of accounts)

The Center's business reports and the financial statements for the settlement of accounts shall be prepared by the President after the closure of each fiscal year and shall include business reports, a statement of revenue and expenditure, a statement of changes in net assets, a balance sheet and an inventory of assets. Upon receiving the Auditors' audit and a resolution with the agreement of more than two-thirds (2/3) of the current members of the Board of Directors, and with the approval of the Conference, these documents shall be submitted to the competent authorities within three (3) months of the closure of each fiscal year. Any change in the total amount of the assets shall be registered within two (2) weeks and shall be notified to the competent authorities, at the time of the submission of these documents, with a certified copy of the register.

Article 13 (Special accounts)

The Center may establish a special account when necessary for the business of the Center through a resolution of the Board of Directors.

Article 14 (Long-term borrowing)

Any borrowings undertaken by the Center shall be subject to a resolution with the agreement of more than two-thirds (2/3) of the current members of the Board of Directors, the approval of the Conference, and the permission of the competent authorities, except for short-term borrowings that are repayable using income from the relevant fiscal year.

Article 15 (Assumption of responsibilities and waiver of rights)

Any assumption of additional responsibilities or waiver of rights made by the Center shall be subject to a resolution with the agreement of more than two-thirds (2/3) of the current members of the Board of Directors, the approval of the Conference, and the permission of the competent authorities, except for those determined by the budget.

Article 16 (Fiscal Year)

The fiscal year of the Center shall start on April 1 each year and end on 31 March of the following year.

### Chapter 3 Officers

#### Article 17 (Chairperson)

17.1 The Center shall have a Chairperson.

17.2 The Chairperson of the Center shall be elected at the Conference from among the Conferees.

17.3 The Chairperson shall represent the Center.

#### Article 18 (Type and number of officers)

18.1 The Center shall have the following officers:

Directors: at least twenty-one (21) and no more than twenty-six (26)

Auditors: two (2)

18.2 A President, an Executive Managing Director and five (5) or fewer Executive Directors shall be elected from among the Directors.

#### Article 19 (Appointment)

19.1 Directors and Auditors shall be appointed at the Conference.

19.2 A President, an Executive Managing Director and Executive Directors shall be elected by the Directors from among the Directors, and shall be commissioned by the Chairperson.

19.3 Directors, Auditors or Conferees shall not concurrently hold more than one of these posts.

19.4 The number of board members who have a familial or special relationship shall not exceed one third (1/3) of the total number of members of the Board of Directors.

19.5 The Auditors shall not have a familial or special relationship with each other.

19.6 Any change in the post of Directors shall be registered within two (2) weeks, and shall be notified without delay to the competent authorities with a certified copy of the register.

19.7 Any change in the post of Auditors shall be notified without delay to the competent authorities.

#### Article 20 (Duties)

- 20.1 The President shall represent the Center and shall be the administrator of all operations.
- 20.2 The Executive Managing Director shall assist the President, manage the regular business of the Center and act for the President when the office of the President is vacant or if he/she is prevented from so serving.
- 20.3 The Managing Directors shall individually be in charge of separate aspects of the affairs of the Center.
- 20.4 The Directors shall comprise the Board of Directors, and they shall resolve issues and conduct the business of the Center according to the provisions of these Articles of Association.
- 20.5 The Auditors shall have the following duties:
- (1) to audit the assets and the financial situation of the Center,
  - (2) to audit the administration of the business activities carried out by the Directors,
  - (3) to report any irregular or improper matters related to the assets, accounting or the administration of business of the Center that is revealed during the audit to the Board of Directors, the Conference and the competent authorities, and
  - (4) to request a convening of, or to convene meetings of the Board of Directors or the Conference when necessary to report on matters related to the preceding item.

Article 21 (Term of office)

- 21.1 The term of office of the Chairperson and other officers (hereinafter referred to as "Officer(s)") shall be two (2) years. Provided, however, that Officers shall not be prevented from being reelected.
- 21.2 The term of office for Officers who are elected to fill a vacancy or elected as additional Officers shall be the remaining term of his/her predecessor or the present Officers.
- 21.3 Even after the expiration of the term of office, any Officer shall continue to pursue the duties of his/her position until his/her successor assumes the office.

Article 22 (Dismissal)

When any of the following matters applies to an Officer, he/she may be dismissed by the Board of Directors and the Conference, subject to a resolution with the agreement of more than two-thirds



(2/3) of the current members of both the Board of Directors and the Conference. In the case of such a dismissal, an opportunity shall be given to the Officer to show exculpation prior to a vote on the related resolution of the Board of Directors and the Conference.

- (1) When it is recognized that the Officer is unable to pursue the duties of the position due to psychological or physical problems
- (2) When it is recognized that the Officer has violated an obligation of the duties or if the Officer carries out any activity that is inappropriate for an Officer.

#### Article 23 (Remuneration)

23.1 Officers shall not, in principle, be remunerated. Provided, however, that a full-time Officer may receive a reasonable amount of remuneration.

23.2 Officers may be reimbursed for expenses.

23.3 Any essential matters concerning the above Sections 23.1 and 23.2 shall be determined separately by the President through a resolution of the Board of Directors.

#### Article 24 (Advisor)

24.1 The Center may have Advisors.

24.2 The Advisors shall be appointed and commissioned by the President through a resolution of the Board of Directors.

24.3 The Advisors shall provide advice to the President on important matters concerning the operation of the Center, upon the request of the President.

### **Chapter 4 Board of Directors**

#### Article 25 (Composition)

The Board of Directors shall consist of Directors.

#### Article 26 (Functions)

In addition to the matters provided for in these Articles of Association, the Board of Directors shall consider, resolve and administer any and all matters of importance concerning the activities of the Center.

Article 27 (Type and convening of the meeting of the Board of Directors)

27.1 There shall be two types of meetings of the Board of Directors: ordinary meetings of the Board of Directors and extraordinary meetings of the Board of Directors.

27.2 The ordinary meeting of the Board of Directors shall be held twice a year.

27.3 An extraordinary meeting of Board of Directors shall be held under any of the following circumstances:

- (1) when the President deems it necessary,
- (2) upon a written request to convene by more than one-third (1/3) of the current Directors, stating the purpose of the convening of such an extraordinary meeting of the Board of Directors, or
- (3) upon a request to convene by an Auditor in accordance with Item 4 of Section 20.5 in Article 20 hereof.

Article 28 (Convocation)

28.1 A meeting of the Board of Directors shall be convened by the President except for the case as provided for in Item 4 of Section 20.5 in Article 20 hereof.

28.2 In the case of either Item 2 or 3 of Section 27.3 in the preceding Article, the President shall convene an extraordinary meeting of the Board of Directors within fourteen (14) days thereof.

28.3 When a meeting of the Board of Directors is convened, a written notice indicating the objectives, agenda, time, date and place of the meeting shall be sent to each Director at least seven (7) days prior to the meeting.

Article 29 (Chairperson of the Board of Directors)

The President shall be the Chairperson of the Board of Directors (hereinafter referred to as the "Chairperson of the Board").

Article 30 (Quorum)

A meeting of the Board of Directors shall not be convened unless more than two-thirds (2/3) of the current Directors are present.

Article 31 (Resolutions)

Any resolution of the Board of Directors shall be passed by a majority vote of the Directors present. In the case of an equal number votes for approval or disapproval, the matter shall be decided by the Chairperson of the Board.

Article 32 (Voting in writing or by proxy)

32.1 Any Director unable to attend a meeting of the Board of Directors due to unavoidable circumstances may exercise his/her vote in writing on the matters that have been notified in advance, or by proxy through another Director.

32.2 In the case of the preceding Section 32.1, the said Director shall be considered as attending the meeting for the purpose of Articles 30 and 31 hereof.

Article 33 (Minutes)

33.1 The minutes of the meeting of the Board of Directors shall be prepared and must contain the following items:

- (1) the date, time and place of the meeting,
- (2) the current number of Directors, and the names of the Directors present (voting in writing or by proxy shall be noted in the minutes, if any),
- (3) the matters discussed and the matters resolved,
- (4) a summary and the results of the proceedings of the agenda
- (5) matters regarding the election of the signatories of the minutes

33.2 The minutes shall be signed and stamped with the appropriate seals of the Chairperson of the Board and two (2) or more signatories elected at the meeting from among the Directors present.

## **Chapter 5 Conferees and the Conference**

Article 34 (Conferees)

34.1 The Center shall have at least twenty-five (25) and no more than thirty (30) Conferees.

34.2 Conferees shall be elected by the Board of Directors, and shall be commissioned by the President.

34.3 The provisions in Articles 21 through 23 hereof shall apply mutatis mutandis to the Conferees. In this case, the term "Director(s)" in the said provisions shall be read as "Conferee(s)".

Article 35 (Conference)

- 35.1 The Conference shall be composed of Conferees.
- 35.2 The Conference shall be convened by the President except for the case as provided for in Item 4 of Section 20.5 in Article 20 hereof.
- 35.3 The chairperson of the Conference shall be elected by the Conferees from among the Conferees.
- 35.4 In addition to the matters provided for in these Articles of Association, the Conference shall consider and give advice on matters concerning the operation of business of the Center upon the request of the President.
- 35.5 The provisions of Section 28.3 in Article 28 and in Articles 30 through 33 hereof shall apply mutatis mutandis to the Conferees. In this case, the terms “Board of Directors” and “Director(s)” in the said provisions shall be read as “Conference” and “Conferee(s)”, respectively.
- 35.6 Any essential matters concerning the operation of the Conference other than those provided for in the preceding Sections in this Article 35 shall be determined by the Board of Directors.

## **Chapter 6 Members**

Article 36 (Members)

- 36.1 The Center shall have Members.
- 36.2 The members shall be any persons, corporations or organizations that endorse the objectives of the Center. The category, charges or any other matters concerning the Members shall be determined separately by the Board of Directors.

## **Chapter 7 Amendment of the Articles of Association, and Dissolution**

Article 37 (Amendment of the Articles of Association)

Any change, modification or amendment of these Articles of Association shall be subject to a resolution with the agreement of more than three-fourths (3/4) of the current members of both the Board of Directors and the Conference and the permission of the competent authorities.

Article 38 (Dissolution)

The Center may be dissolved only in accordance with the provisions set forth in Items 2 through 4 of Clause 1 under Article 68 of the Japanese Civil Law and with the approval of the competent authorities after a resolution with the agreement of more than three-fourths (3/4) of the current members of both the Board of Directors and the Conference.

Article 39 (Disposition of residual assets)

The residual assets at the time of dissolution of the Center shall be donated to any organization that has similar objectives to those of the Center, through a resolution with the agreement of more than three-fourths (3/4) of the current members of both the Board of Directors and the Conference, and the permission of the competent authorities.

## Chapter 8 Secretariat

Article 40 (Establishment of a Secretariat)

40.1 The Center shall establish a Secretariat to handle the affairs of the Center.

40.2 The Secretariat shall have a Director-General and the necessary staff.

40.3 The Director-General and staff of the Secretariat shall be appointed or dismissed by the President.

40.4 Any essential matters concerning the organization and operation of the Secretariat shall be determined separately by the President through a resolution of the Board of Directors.

Article 41 (Documents and Books)

41.1 The following documents and books shall be kept at the Secretariat.

- (1) the Articles of Association,
- (2) name lists and the resumes of the Directors, Auditors, Conferees and staff of the Center,
- (3) documents related to permissions, authorization or registration,
- (4) minutes of meetings of the Board of Directors and the Conference provided in the Articles of Association,
- (5) accounting books and vouchers for income and expenditures,
- (6) documents indicating the status of the assets and liabilities and the situation regarding net assets,
- (7) any other books or documents deemed necessary.

## **Chapter 9 Supplementary Provision**

### Article 42 (Commission)

Any essential matters concerning the operation of the Center other than those provided for in these Articles of Association shall be determined separately by the President through a resolution of the Board of Directors.

### Additional Provisions

1. These Articles of Association permitted by the Minister of Health and Welfare on 12, March, 1956 shall come into effect on 12 March, 1956.
2. The amended Articles of Association permitted by the Minister of Health and Welfare on 2 October, 1964 shall come into effect on 2 October, 1964.
3. The amended Articles of Association permitted by the Minister of Health and Welfare on 30 August, 1968 shall come into effect on 30 August, 1968.
4. The amended Articles of Association permitted by the Minister of Health and Welfare on 25 August, 1969 shall come into effect on 25 August, 1969.
5. The amended Articles of Association permitted by the Minister of Health and Welfare on 19 December, 1974 shall come into effect on 19 December, 1974.
6. The amended Articles of Association permitted by the Minister of Health and Welfare on 29 September, 1976 shall come into effect on 29 September, 1976.
7. The amended Articles of Association permitted by the Minister of Health and Welfare on 19 July, 1978 shall come into effect on 19 July, 1978.
8. The amended Articles of Association permitted by the Minister of Health and Welfare on 20 July, 1979 shall come into effect on 20 July, 1979.
9. The amended Articles of Association permitted by the Minister of Health and Welfare on 27 December, 1984 shall come into effect on 27 December, 1984.
10. The amended Articles of Association permitted by the Minister of Health and Welfare on 30 March, 1988 shall come into effect on 30 March, 1988.

11. The amended Articles of Association permitted by the Minister of Health and Welfare on 28 December, 1990 shall come into effect on 28 December, 1990.
12. The amended Articles of Association permitted by the Minister of Health and Welfare on 23 August, 1999 shall come into effect on 23 August, 1999.

Provided that the provisions of Section 17.2 in Article 17 hereof shall not apply to the Chairperson of the Center on or before August 31, 1999.

## **Annex 2**

# **Regulations for the Management of Affairs of the Acid Deposition and Oxidant Research Center**

## **Chapter 1 General Provisions**

### Article 1 (Purpose)

The purpose of these Regulations for the Management of Affairs (hereinafter referred to as “Regulations”) is to establish the standards for the management of affairs within the Acid Deposition and Oxidant Research Center (hereinafter referred to as “ADORC”), a branch of the Japan Environmental Sanitation Center (hereinafter referred to as “Main Center”) based on the Regulations for the Management of Affairs for the Main Center and thereby to facilitate the proper management and execution of the business of the ADORC.

## **Chapter 2 Organization**

### Article 2 (Organization)

- 2.1 ADORC shall have several departments as shown in Appendix 1 hereof.
- 2.2 Each department shall individually be in charge of separate aspects of the affairs of ADORC as specified in Appendix 2 hereof.

### Article 3 (Personnel organization)

- 3.1 ADORC shall have a Director General.
- 3.2 Under the Director General, two or fewer Deputy Director General(s) shall be assigned.
- 3.3 Each department shall have a Department Head.
- 3.4 ADORC may have other staff as required in addition to those mentioned in the above Sections hereof.

### Article 4 (Appointment and dismissal of staff)

All members of the staff of ADORC shall be subject to appointment or dismissal by the President of the Main Center.



### Chapter 3 Management of Affairs

#### Article 5 (Management documentation)

The management of the affairs in ADORC shall in principle be conducted in writing.

#### Article 6 (Decision/Approval for operations)

- 6.1 The operations and conduct of the affairs of ADORC shall be based on drafts in writing by the person in charge and shall be executed after a decision has been made or approval given by a staff member with discretionary decision-making authority (hereinafter referred to as the “discretionary decision-maker”) as specified in Appendix 3 hereof.
- 6.2 Any documents relating to the affairs of the Acid Deposition Monitoring Network in East Asia (hereinafter referred to as “EANET”) will not need to be translated into Japanese.
- 6.3 Any documents requiring the decision or approval of the Head Office of the Main Center shall be submitted in advance to the Administration Department in the Head Office of the Main Center.

#### Article 7 (Control of the official seal)

Any matters concerning the control or use of the official seal shall be determined separately.

#### Article 8 (Urgent decision/approval)

Any matter that is subject to the discretionary decision or approval of the Director General of ADORC may be dealt with through the decision or approval of a Deputy Director General, if such a matter is minor and of great urgency, provided that subsequent approval of the discretionary decision-maker shall be required in such a case.

#### Article 9 (Substitutive decision/approval)

- 9.1 In case a discretionary decision-maker is absent due to travel on business, illness or other reasons, documents requiring urgent decision or approval may be approved by those who have been appointed in advance by the discretionary decision-maker.
- 9.2 Those who have made decisions as substitutes according to the provision of the above Section 9.1 shall promptly provide subsequent notice to the discretionary decision-maker.

#### Article 10 (Acceptance of documents)

Any documents arriving at ADORC shall be received at the General Affairs Department of ADORC, and shall be promptly delivered to each competent department.

Article 11 (Dispatch of documents)

11.1 Completed documents prepared by the appropriate department shall be stamped with the official seal after filling in the required information in the record on the use of the official seal that is kept in the General Affairs Department of ADORC, and any instructions or procedures therein shall be executed without delay.

11.2 Any documents written in English shall be handled in the same manner as provided for in the preceding Section 11.1.

Article 12 (Archiving of documents and the period they should be kept)

Any matters concerning the archiving of documents and the period they should be kept shall be in accordance with the provisions in the Regulations for the Management of Affairs of the Main Center.

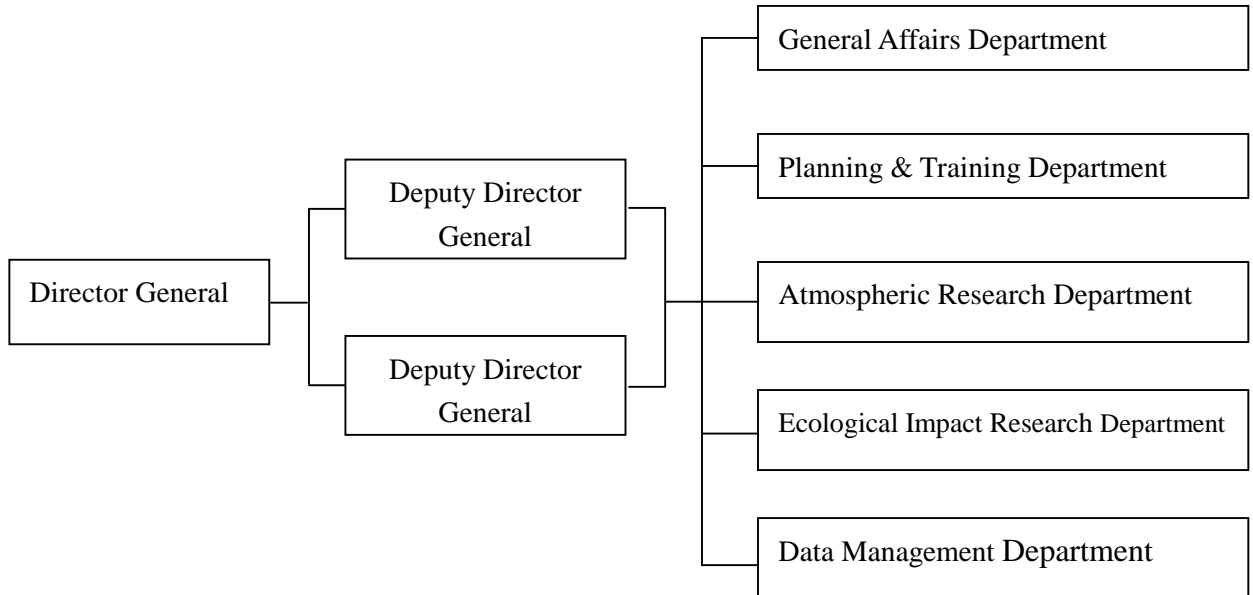
Article 13 (Fiscal year)

The fiscal year for the affairs relating to EANET shall start on January 1 of every year and shall end on December 31 of the same year regardless of the provisions in Article 16 of the Articles of Association and Article 5 of the Regulations on Accounting of the Main Center.

Supplementary provisions

1. These Regulations for the Management of Affairs shall come into effect on April 1, 1998.
2. The amended Regulations for the Management of Affairs shall come into effect on January 1, 2001.
3. Notwithstanding the provisions in Article 3 hereof, ADORC may have an Acting Director General for the period from January 1, 2001 through January 5, 2001.

**Organization Chart of the Acid Deposition and Oxidant Research Center**



## **Affairs to be Handled by Each Department**

### **1. General Affairs Department**

- Development of annual work programs of the Acid Deposition and Oxidant Research Center (hereinafter referred to as the “Center”);
- Administrative management of the Center, including personnel and financial (budgetary and accounting) issues; and
- Matters not undertaken by the other department.

### **2. Planning and Training Department**

- Management and coordination of technical assistance projects;
- Planning, coordination and implementation of training activities;
- Planning and implementation of international conferences, workshops, etc. by the Center;
- Development and distribution of related brochures and other information;
- Planning and coordination of technical missions;
- Planning and coordination of research fellowships in the Center;
- Collection and dissemination as appropriate, of relevant information.

### **3. Atmospheric Research Department**

- Evaluation of wet and dry deposition monitoring results to complement the work of Data Management Department;
- Development and elaboration of technical documents for wet and dry deposition monitoring;
- Analyses of wet and dry deposition monitoring samples;
- Promotion of QA/QC activities on wet and dry deposition monitoring (related to monitoring/analysis methodologies: excluding the work of Data Management Department);
- Research activities related to wet and dry deposition;
- Operation and management of deposition monitoring stations operated by the Center; and
- Other issues related to wet and dry deposition.

### **4. Ecological Impact Research Department**

- Evaluation of monitoring for soil/vegetation and inland aquatic environment (hereinafter referred to as “ecological impacts monitoring”) results to complement the work of Data Management Department;
- Development and elaboration of technical documents for ecological impacts monitoring;
- Analyses of ecological impacts monitoring samples;

- Promotion of QA/QC activities on ecological impacts monitoring (related to monitoring/analysis methodologies: excluding the work of Data Management Department) ;
- Research activities related to ecological impacts by acid deposition;
- Operation and management of ecological impacts monitoring stations operated by the Center; and
- Other issues related to ecological impacts by acid deposition.

#### **5. Data Management Department**

- Development and updating of database on acid deposition monitoring in East Asia and in Japan;
- Central compilation, evaluation, storage and dissemination, as appropriate, of acid deposition monitoring data;
- Development and elaboration of technical documents for data management;
- Collection and dissemination of information relevant to data and data management;
- Consultation and advice for the national monitoring plans in cooperation and coordination with other department in ADORC;
- Coordination and implementation of QA/QC programs (excluding those to be undertaken by other departments);
- Development of data report for East Asia and for Japan as appropriate;
- Planning and implementation of research activities such as emission inventories and dispersion modeling; and
- Other activities related to data management and analysis.

### Discretionary Decision-Makers

Matters to be decided	Discretionary decision made by	Executed by	Notes
1. Matters concerning the management and operation of ADORC and/or the implementation of the affairs thereof			
1) Important cases	Director General		
2) Minor cases	Department Head, General Affairs	Director General	
2. Matters concerning the submission of the report, notice or documents to the competent government authorities			
1) Important cases	Director General		
2) Minor cases	Department Head, General Affairs	Director General	
3. Matters concerning budgeting and settlement of accounts of ADORC	Director General		
4. Matters concerning preparation, registration and disuse of the official seal of the Director General Manager of ADORC	Department Head, General Affairs		
5. Matters concerning the maintenance and management of facilities, etc. of ADORC			
1) Important cases	Director General		
2) Minor cases	Department Head, General Affairs	Director General	
6. Matters concerning the approval and notification of annual paid leave, absence or overtime work of the staff	Department Head, General Affairs	Director General	
7. Matters concerning welfare programs for the staff	Department Head, General Affairs	Director General	
8. Matters concerning the remuneration of both regular and temporary staff	Department Head, General Affairs	Director General	
9. Matters concerning the assignment or arrangement of instructors or committee members for the staff and acceptance of dispatch requests	Director General		
10. Matters concerning domestic travel on business of the staff	Department Head, General Affairs	Director General	
11. Matters concerning overseas travel on business of the staff	Director General		
12. Matters concerning the receipt and disbursement of money	Department Head, General Affairs	Director General	
13. Matters concerning the management of cash, deposits and/or savings	Department Head, General Affairs	Director General	
14. Matters concerning credits and/or liabilities	Department Head, General Affairs	Director General	
15. Matters concerning organization of international conferences, symposiums, etc.	Director General		
16. Matters concerning public relations	Director General		
17. Matters concerning the overseas dispatch of the staff or inspection groups, etc.	Director General		

Matters to be decided	Discretionary decision made by	Executed by	Notes
18. Matters concerning preparation of the annual report	Director General		
19. Matters concerning the preparation and submission of quotations or reports for consigned affairs and the execution of related contracts (except for matters provided for in Item 3, Sub-items 1) and 2) of Item 4, Item 5 and Sub-item 1) of Item 6 of the Common matters of the Head Office and those in Sub-items 1) and 2) of Item 9 and Item 18 of the Administration Department matters of the Head Office in Appendix 4 of the Regulations for the Management of Affairs of the Main Center)	Director General		
20. Matters concerning the disbursement and making of contracts in connection with the purchase of goods, the consignment and ordering of printing work or other affairs of the ADORC (except for the matters provided for in Sub-items 1) and 2) of Item 8 of the Common matters of the Head Office in Appendix 4 of the Regulations for the Management of Affairs of the Main Center), for which the amount is;			
1) over 1,000,000 yen and less than 5,000,000 yen	Director General		
2) less than 1,000,000 yen	Department Head, General Affairs	Director General	

**Annex 3****Accounting Regulations of the Japan Environmental Sanitation Center****Chapter 1 General Provisions**

## Article 1 (Purpose)

The purpose of these Accounting Regulations (hereinafter referred to as “Regulations”) is to ensure accurate and proper disclosure of the financial situation of the Japan Environmental Sanitation Center (hereinafter referred to as “Center”) including its income and expenditures, its assets and liabilities, etc., in accordance with the provisions in Chapter 2 of the Articles of Association of the Center, and at the same time to contribute to the efficient operation and improvement of the activities of the Center.

## Article 2 (Scope of Application)

These Regulations shall apply to any and all accounting affairs of the Center.

## Article 3 (Accounting Principle)

The accounting of the Center shall be carried out in conformity with the relevant laws and regulations, the Articles of Association, these Regulations, and the accounting standards for non-profit organizations.

## Article 4 (Classification of accounts)

Accounts of the Center shall be classified into general and special accounts. A special account may be established from time to time when necessary for a specific purpose related to the business of the Center.

## Article 5 (Fiscal year)

The fiscal year of the Center shall begin on April 1 of each year, and end on March 31 of the following year as provided for in Article 16 of the Articles of Association of the Center.

**Chapter 2 Account Titles and Books**

## Article 6 (Account titles)

Any and all transactions of the Center shall be handled according to the account titles as determined separately.

## Article 7 (Books of account)



7.1 The account books of the Center shall consist of the following:

- (1) Main books
  - (a) journals (or accounting receipts)
  - (b) a general ledger

- (2) Auxiliary books

7.2 The form of the main books or the auxiliary books shall be determined separately.

Article 8 (Treasurer)

The Director, Administration Department of the Head Office and the Directors, General Affairs Departments of the Branches, shall assume the position of treasurer of their respective accounts.

Article 9 (Archive period for books, receipts and documents)

9.1 The books of account and other accounting documents shall be kept for the following period:

- (1) documents concerning the budget and settlement of accounts : permanently
- (2) accounting books, receipts : ten (10) years
- (3) vouchers : ten (10) years
- (4) any other accounting documents : five (5) years

9.2 The archive period under the preceding Section 9.1 shall begin from the day after the closing date of the relevant fiscal year. Upon expiration of this period, these documents may be disposed of subject to the approval of the treasurer.

### **Chapter 3 Budget**

Article 10 (Purpose)

The budget shall be compiled based on clear business planning by taking into consideration the availability of funds, and for the purpose of contributing to the efficient operation and improvement of the business activities of the Center.

Article 11 (Budget compilation)

11.1 The business plan and the budget of the Center shall be determined by the President through a resolution of the Board of Directors by the end of March each year, in accordance with the provisions in Article 10 of the Articles of Association.

11.2 For the purpose of the budget compilation under the preceding Section 11.1, the Branch General Managers shall prepare and submit the business plan and the budget for their respective Branch to the

Director-General of the Head Office by the end of each February.

11.3 The business plan and the budget established under Section 11.1 hereof shall be submitted to the competent authorities.

Article 12 (Administrator of the budget)

12.1 The administrator of the budget shall be the President.

12.2 The President may assign part of the budget administration to the Branch General Managers as provided for separately.

Article 13 (Reserve fund)

The Center may appropriate a reasonable amount of reserve funds to cover unpredictable expenditures in the budget.

Article 14 (Reallocation of the budget)

The budget may be reallocated from one account title to another when the President specifically recognizes the necessity of such reallocation for administration of the whole budget.

Article 15 (Disbursement of the reserve fund)

Any and all disbursements of the reserve fund shall be subject to the prior approval of the President, and shall be reported to the Board of Directors.

Article 16 (Revision of the budget)

If it is deemed necessary to revise the budget, the President shall prepare and submit a revised budget to the competent authorities after obtaining the approval of the Board of Directors.

#### **Chapter 4 (Receipts and Disbursement)**

Article 17 (Scope of funds)

17.1 For the purpose of these Regulations, the term “funds” shall mean cash, deposits and savings.

17.2 The term “cash” shall mean currency as well as any check or certificate that is convertible to currency at any time.

17.3 Any bills, drafts and securities shall be handled in the same way as funds.

Article 18 (Chief cashier)

18.1 There shall be a chief cashier who is in charge of the receipt, disbursement and safekeeping of funds.

18.2 The chief cashier shall be appointed by the treasurer.

Article 19 (Receipt and disbursement of funds)

19.1 Any funds received shall be deposited in a bank each day, and shall not be used for any expenditures.

19.2 Issuance of receipts shall be under the responsibility of the chief cashier. For the issuance of any receipt in advance, approval must be obtained from the treasurer.

19.3 Any and all payments shall in principle be made in cash with prior approval of the treasurer.

Article 20 (Deposit and control of the official seal)

20.1 Any and all deposits of the Center shall be made in the name of the President.

20.2 The official seal for any transactions with financial institutions shall be under the custody of the treasurer, who shall use it when necessary.

20.3 The opening or discontinuance of any transaction with a financial institution shall be subject to the prior approval of the President.

Article 21 (Petty cash funds)

21.1 The chief cashier must maintain a minimum level of petty cash funds to be used for day to day payments.

Article 22 (Confirmation of the balance)

22.1 The chief cashier shall check the cash balance and the balance shall be stated in the cash books each day.

22.2 The balance of deposits and savings shall be confirmed once a month as necessary by comparing the book balance with the monthly credit balance certificates issued by the appropriate financial institutions.

22.3 Any discrepancy that is found as a result of the above procedures for the confirmation of the balance under Sections 22.1 and 22.2 shall be reported promptly to the treasurer for further instructions.

## **Chapter 5 Management of Funds and Financing**

Article 23 (Management of funds)

The management of the reserve and surpluses shall be the responsibility of the President in accordance with Article 7 in the Articles of Association of the Center.

#### Article 24 (Financing)

Any financing necessary for the business of the Center shall be the responsibility of the President within the borrowing limit fixed by the budget of each year as determined separately.

### **Chapter 6 Fixed Assets**

#### Article 25 (Definition)

For the purpose of these Regulations, the term “fixed assets” shall mean tangible fixed assets and other fixed assets with a usable life of at least one (1) year and with an acquisition cost of at least 200,000 yen per item.

#### Article 26 (Acquisition costs)

The cost of acquiring fixed assets shall be determined according to the following:

- (1) for assets acquired through purchase, the sum of the purchase price and incidental expenses relating thereto;
- (2) for assets acquired by construction, the sum of the construction costs for this;
- (3) for assets acquired by exchange, the book value of the assets delivered in exchange;
- (4) for assets acquired as gifts, fair appraisal value effective at the time of acquisition

#### Article 27 (Administration of fixed assets)

27.1 The conditions of maintenance and any changes in fixed assets shall be recorded in a ledger under the responsibility of the treasurer of the Head Office or any of the Branches.

27.2 Any fixed assets provided to a department or office shall be under the responsibility of the person in charge of the department or office, and he/she shall notify the relevant treasurer of any change, damage or loss regarding these fixed assets, if any.

#### Article 28 (Registration and insurance)

Fixed assets requiring real property registration shall be so registered and assets that could be lost or damaged shall be insured for an amount sufficient to cover such loss or damage.

### **Chapter 7 Consumables**

#### Article 29 (Definition)

For the purpose of these Regulations, the term “consumables” shall mean tangible assets with a usable life of up to one (1) year and an acquisition cost of less than 200,000 yen per item.

Article 30 (Administration of consumables)

Article 27 hereof shall apply to the administration of consumables.

## **Chapter 8 Settlement of Accounts**

Article 31 (Preparation of financial statements)

The Center shall prepare the business reports and the following financial statements for the settlement of accounts promptly after the closing of each fiscal year, and shall submit them to the competent authorities after obtaining the approval of the Board of Directors.

- (1) a statement of revenue and expenditure and a lead schedule
- (2) a statement of changes in net assets
- (3) a balance sheet
- (4) an inventory of assets

Article 32 (Audit)

The financial statements for the settlement of accounts under the preceding Article 31 shall be subject to an audit by the Auditors, and shall then be approved by the Board of Directors and submitted to the competent authorities together with the business reports.

## **Chapter 9 Miscellaneous**

Article 33 (Amendment and abolishment)

33.1 Any amendment or abolishment relating to these Regulations shall be subject to the prior approval of the Board of Directors.

33.2 The required procedures for the execution of these Regulations shall be determined separately.

Supplementary Provision

These Regulations shall come into effect on April 1, 1990.