



## Agenda Item 7 The Revision of Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center (Final Draft)

The 22<sup>nd</sup> Session of the Intergovernmental Meeting on the EANET

25-26 November 2020/ Virtual Meeting

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*(presented only financial arrangement and management)*
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*(presented only financial arrangement and management)*

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## I. Introduction

1. This Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center (2017) (hereinafter referred to "Guidelines") is based on the Revised Guidelines on Administrative and Financial Management for the Secretariat and the Network Center approved by the IG14 in 2012 taking into account the Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (hereinafter referred to "Instrument") adopted by the IG12 in 2010 and the arrangements of the Secretariat for the EANET at UNEP approved by the Fifteenth Session of the Intergovernmental Meeting (IG15) on the EANET in December 2013.
2. The Guidelines are divided into three Parts. Part I provides rules and procedures for EANET meetings and dissemination of data and information. Part II and Part III contain the guidelines on the administrative and financial management for the Secretariat and the NC, respectively.

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## Part II: Administrative and Financial Arrangement for the Secretariat (1)

### II.2.3 Rules and Procedures on the Budgeting

#### Annual Budget

22. The Secretariat's core budgets for core activities come from the voluntary financial contributions from the participating countries of the EANET.

**(II.2.4 Additional Budget were removed as part of proposal of new system from 2021.)**

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## Part II: Administrative and Financial Arrangement for the Secretariat (2)

### Surplus

27. Each year's EANET surplus will be accumulated as a Non-Core Budget and used as seed fund unless otherwise decided by the IG.
28. The format for the annual budgeting of the Secretariat is presented in Annex 6.

### II.2.4 Voluntary Financial Contributions

#### Guiding Principle

29. In accordance with the Item 14 of the Instrument and the respective national laws and regulations, the participating countries are encouraged to make voluntary financial contributions to finance the administrative and operational costs of the Secretariat for EANET activities, taking account of their economic and financial circumstances and the limit of their respective budgetary appropriations.
30. Definitions of the "Core Activities" and "Core Budget"  
Items of the "Core Activity" and "Core Budget" is in line with the MTP for the EANET.

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## Part II: Administrative and Financial Arrangement for the Secretariat (3)

### Scale of Voluntary Financial Contributions

31. The scale of Voluntary Financial Contribution to the Core Budget of the Secretariat for the EANET is that using UN assessment scale applied for the first year of the MTP will be effective to all five years during the Medium Term Plan (MTP). The minimum amount for the yearly voluntary financial contribution of the participating countries is US\$ 200 as it is.
32. Participating Countries are encouraged to make voluntary financial contributions taking account of their respective estimated financial amounts of contributions and may provide additional financial and in-kind contributions on a voluntary basis.

### Guidelines on Transfer of Voluntary Financial Contribution to the Secretariat

35. When the participating countries make the financial contributions to the Non-Core Budget and/or Non-Core Activities, they should make a voluntary financial contribution of expected amount to the core budget in advance.

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### Part III: Administrative and Financial Arrangement for the Network Center (1)

(III.1.6 Fellowships, and III.2.4 Additional Budget were removed proposal new system from 2021.)

#### III.2.4 Voluntary Financial Contribution

##### Guiding Principle

64. In accordance with the Item 14 of the Instrument and the respective national laws and regulations, the participating countries are encouraged to make voluntary financial contributions to finance the administrative and operational costs of the NC activities for their respective EANET activities, taking account of their economic and financial circumstances and the limit of their respective budgetary appropriations.
65. Definitions of the "Core Activities" and "Core Budget"
  - Items of the "Core Activities" and "Core budget" is in line with the MTP for the EANET.

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### Part III: Administrative and Financial Arrangement for the Network Center (2)

#### Scale of Voluntary Financial Contributions to the core budget

66. Scale of Voluntary Financial Contribution to the Core Budget of the Network Center for the EANET is that using UN assessment scale applied for the first year of the MTP will be effective to all five years during the Medium Term Plan (MTP). The minimum amount for the yearly voluntary financial contribution of the participating countries is US\$ 200.

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### Part III: Administrative and Financial Arrangement for the Network Center (3)

Table 1-2 in Annex 6: Estimated Voluntary Financial Contribution of Participating Countries to the Secretariat & Network Center Core Budget

Participating Countries	UN scale of assessment 2019-2021 (%)	Scale of EANET burden sharing (%)	Estimated Annual Contribution (in US\$)	
			Secretariat	Network Center
Cambodia*	0.006	0.022		
China	12.005	44.895		
Indonesia	0.543	2.031		
Japan	8.564	32.027		
Lao PDR*	0.005	0.019		
Malaysia	0.341	1.275		
Mongolia*	0.005	0.019		
Myanmar	0.010	0.037		
Philippines	0.205	0.767		
Republic of Korea	2.267	8.478		
Russia	2.405	8.994		
Thailand	0.307	1.148		
Viet Nam	0.077	0.288		
Total	---	100		

\*Minimum amount for the voluntary financial contribution is US\$ 200.

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### Part III: Administrative and Financial Arrangement for the Network Center (4)

#### Guidelines on Transfer of Financial Contribution to the Network Center

70. When the participating countries make the financial contributions to the Non-Core Budget and/or Non-Core Activities, they should make a voluntary financial contribution of the expected amount to the core budget in advance. Items of the "Core Activities" and "Core budget" is in line with the MTP for the EANET.

Annex 6: Format of the Provisional Budget of the Network Center was revised.

Annex 8: Format of the Financial Report of the Network Center was also revised.

(Guideline for new "Project Fund" will be included next year in 2021.)

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### Actions required

The IG22 is invited to review the Revision of Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center and may wish to discuss, consider, provide guidance, and approve, as appropriate.

Thank you for your attention!!

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