

The Working Group Meeting in 2021 Session 2 (WG2021-2)  
Acid Deposition Monitoring Network in East Asia  
18-20 August 2021, Virtual Meeting

## **REVISION OF GUIDELINES ON THE ADMINISTRATIVE AND FINANCIAL MANAGEMENT FOR THE SECRETARIAT AND THE NETWORK CENTER**

### **I. Introduction**

1. The rules and regulations applied for the Secretariat were presented at the Third Session of the Intergovernmental Meeting (IG3) on the EANET in 2001 when the arrangement of the Secretariat was discussed and considered, and those for the Network Center (NC) were presented at the Second Session of the Intergovernmental Meeting (IG2) on the EANET in 2000 and the Eighth Session of the Intergovernmental Meeting (IG8) on the EANET in 2006.
2. The Guidelines on Administrative and Financial Management for the Secretariat and the Network Center was endorsed at the Seventh Session of the Intergovernmental Meeting (IG7) on the EANET in 2005. At the Twelfth Session of the Intergovernmental Meeting (IG12) on the EANET in 2010, the Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (Instrument) was adopted by the DECISION 1/IG.12 and was operationalized on 1<sup>st</sup> January 2012.
3. In accordance with the outcomes of the IG12 and the Thirteenth Sessions of the Intergovernmental Meeting (IG13) on the EANET and taking account of the operationalization of the Instrument since 1<sup>st</sup> January 2012, the Fourteenth Session of the Intergovernmental Meeting (IG14) on the EANET in 2012 approved the Revised Guidelines on Administrative and Financial Management for the Secretariat and the Network Center with the provision that it will be reviewed every two years.
4. The Fifteenth Session of the Intergovernmental Meeting (IG15) on the EANET in 2013 decided as DECISION 1/IG.15 reconfirming the designation of United Nations Environment Programme (UNEP) as the Secretariat for the EANET with the new arrangements of the Secretariat for the EANET at UNEP with some functions of the Secretariat implemented through the Regional Resource Centre for Asia and the Pacific (RRC.AP) of Asian Institute of Technology (AIT) which will be reviewed two years after its operationalization.
5. The Extraordinary Session of the Intergovernmental Meeting (IG-Ex) on the EANET in August 2014 tasked the Secretariat and the NC to update the existing guidelines on administrative and financial management for the Secretariat and the Network Center based on the new arrangements once they are finalized.

6. The Secretariat and the NC have developed the draft Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center based on the Revised Guidelines for the Administrative and Financial Management for the Secretariat and the Network Center (Annex 4 of EANET/IG 14/14) taking account of the Instrument adopted by the IG12 in 2010 and the new arrangements of the Secretariat for the EANET at UN Environment with some functions of the Secretariat implemented through RRC.AP of AIT approved by the IG-Ex in August 2014.
7. The Session of IG19 in 2017 approved the Revision of the Revised Guidelines on Administrative and Financial Management for the Secretariat and the Network Center for the EANET with the modifications suggested by the Session.
8. This Draft Revision of Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center was prepared by referring to the Revision of the Revised Guidelines on Administrative and Financial Management for the Secretariat and the Network Center for the EANET approved by the IG22. It was also prepared in line with the Decisions of IG22 regarding expansion of the scope of EANET Instrument and Project Fund Mechanism, and subject to the decisions of IG23 in November 2021. The addition of Part IV. Project Fund in this document aims to enable the operationalization of Project Fund once IG approves the EANET Project Fund and Project Guideline. The report is available as Attachment.

## **II. ACTIONS REQUIRED**

12. The Working Group Meeting in 2021 Session 2 (WG2021-2) 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 the Report, as appropriate.

**Attachment**

**REVISION OF GUIDELINES ON THE ADMINISTRATIVE AND FINANCIAL  
MANAGEMENT FOR THE SECRETARIAT AND THE NETWORK CENTER**

**INTRODUCTION**

1. This Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center (2021) (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 Twenty-Second Session of the Intergovernmental Meeting (IG22) on the the Acid Deposition Monitoring Network in East Asia (EANET) in 2020 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 IG15 in 2013.
2. The Guidelines are divided into four 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 Network Center (NC), respectively. Part IV contains information regarding guidelines on Project Fund.

**PART I: RULES OF PROCEDURES OF THE EANET MEETINGS AND  
DISSEMINATION OF DATA AND INFORMATION**

**I.1 EANET Meetings**

**I.1.1 Rules of Procedures for the IG**

3. The Third Session of the Intergovernmental Meeting (IG3) on the EANET in 2001, adopted the Rules of Procedures for the Session of the IG as described in Annex II of EANET/IG 3/12. The same Rules of Procedures shall be applied in this Guidelines as follows,
  - (1) Sessions of the IG
    - (1.1) The Session of the IG shall take place annually unless otherwise decided by the participating countries.
    - (1.2) Extraordinary Sessions shall be convened when written request of any participating country is submitted to the Secretariat and the request is supported by a majority (more than half) of the participating countries or as decided by the IG.
  - (2) Representation at the Sessions

- (2.1) The National Focal Point (NFP) of each participating country will inform the Secretariat of its list of participants.
- (2.2) The Secretariat, in consultation with the NC and the participating countries, may invite relevant international organizations and other entities/experts to participate and present information and/or contribute to deliberations.
- (2.3) The Chairperson of the IG, in consultation with the participating countries, may allow others to join the audience as observers at its Session.

(3) Agenda

- (3.1) The Secretariat in collaboration with the NC will propose the draft agenda of the Session in consultation with the participating countries. The IG will decide the agenda at its Session.

(4) Officers

- (4.1) At the commencement of each Session of the IG, a Bureau of Officers consisting of a Chairperson, two Vice Chairpersons, and a Rapporteur will be elected from the participants of the Session.
- (4.2) The Bureau of Officers will remain in office until their successors are elected.

(5) Subsidiary Bodies

- (5.1) The Scientific Advisory Committee (SAC) on the EANET as the subsidiary body of the IG, will advise and assist the IG with various scientific and technical matters related to the EANET activities as mandated to it by the IG.
- (5.2) The IG may decide to establish other subsidiary bodies, as appropriate.
- (5.3) The SAC and other subsidiary bodies may also decide to establish its subsidiary bodies, with the approval of the IG.
- (5.4) These Rules of Procedures will be applied to the proceedings of the subsidiary bodies.

(6) Secretariat/NC

- (6.1) The Secretariat and the NC will serve as the Secretariat of any Sessions under the guidance of the IG and follow the rules and regulations of their mother organizations.

(7) Conduct of Business

- (7.1) A majority (more than half) of the participating countries of the EANET must present at the Session for the Chairperson to open the formal Session of the IG.
- (7.2) Decisions of the IG will be made by consensus among the participating countries present at the Session.

(8) Amendments to the Rules of Procedures

(8.1) These Rules of Procedures may be amended by the IG.

**I.1.2 Rules of Procedures for the SAC**

4. As stipulated in the Instrument, the SAC, as a subsidiary body of the IG and composed of scientific and technical experts from the participating countries, will advise and assist the IG on various scientific and technical matters related to the EANET as mandated to it by the IG. In principle, the Rules of Procedures for the IG above shall be applied to the SAC.
5. The Sessions of the SAC will be convened annually. The Bureau of the SAC consisting of a Chairperson, two Vice Chairpersons and a Rapporteur elected from the participants of the Session continues the coordination of intended works between sessions with the assistance of the NC. The SAC bureau members could be re-elected for the next year term under the present Rules of Procedures. The SAC may wish to prepare a special document on more evident rules of procedures for it. Other rules of procedures in addition to or different from those of the IG shall be approved by the IG.

**I.1.3 Rules of Procedures for Other Subsidiary Bodies where Appropriate**

6. Both the IG and the SAC may establish subsidiary bodies, as appropriate. The IG shall approve the decision of the SAC on the establishment of its subsidiary bodies. In principle, the Rules of Procedures for the IG above shall be applied to the subsidiary bodies. Other rules of procedures of subsidiary bodies in addition to or different from those of the IG shall be approved by the IG.
7. The Procedure for Establishing Task Forces and Expert Groups under the SAC of the EANET (Annex 2 of EANET/IG 10/7) approved at the Tenth Session of the Intergovernmental Meeting (IG10) on the EANET in 2008 is attached as Annex 1.
8. The subsidiary bodies may convene sessions, as they deem necessary for their works.

**I.2 Dissemination of Data and Information**

9. The EANET website will be updated periodically to include the latest information and records of the EANET activities as appropriate. The EANET meeting documents will be uploaded in accordance with the “Procedures on Data and Information Disclosure for the EANET (Annex IV of EANET/IG 3/12)” presented in Annex 2 and “Criteria for Uploading Priority Documents to the EANET Website”. The Criteria are attached as Annex 3.

## **PART II: ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE SECRETARIAT**

### **II.1 Administrative Arrangement and Management**

#### **II.1.1 Guiding Principle**

10. The Secretariat will carry out works in accordance with the rules and regulations of UN Environment, Item 11 of the Instrument, Framework Agreement between UN Environment and EANET, and the decisions of the IG. The Secretariat will also carry out works upon requests made by the participating countries. The Secretariat may bring to the attention of the IG matters which deem important to the operation of the EANET.

#### **II.1.2 Delegation of the Responsibilities**

11. The Coordinator of the Secretariat shall, under the general guidance and supervision of the Regional Director of UN Environment for Asia and the Pacific and also under the guidance of the IG, provide administrative and financial arrangements and perform other activities and tasks as stipulated in Item 11 of the Instrument, and report to the Regional Director of UN Environment for Asia and the Pacific and the IG.

#### **Terms of Reference (TOR) for the Coordinator of the Secretariat**

12. The Secretariat, for the effective management of the EANET and to facilitate cooperation among the participating countries, shall provide services including the dissemination of information and facilitating liaison and networking between the relevant agencies and institutions and perform other activities and tasks as stipulated in Item 11 of the Instrument for the effective management of the EANET.
13. The Secretariat shall assure that it meets the needs of the participating countries, the IG and the SAC, the NC and other subsidiary bodies, for example, in the provision of information based on their respective needs as defined by the Secretariat functions. The Terms of Reference of the Coordinator of the Secretariat for the EANET took note by the IG-Ex in August 2014 is presented in Annex 4.

#### **II.1.3 Principles of Distribution of the EANET Documents and Other Information/data to the Participating Countries and Others**

14. The Secretariat will disseminate information to the participating countries, the IG, the SAC and other subsidiary bodies regarding administrative matters. It includes the dissemination of meeting documents and reports of the Sessions arranged by the Secretariat such as the IG, the SAC and their subsidiary bodies' meetings.

15. The Secretariat will coordinate with the NC and the participating countries in developing bi-annual Newsletters. The content of Newsletter will be circulated among the participating countries before publishing. The Secretariat will also develop public awareness materials.

#### **II.1.4 Personnel Management**

##### **Recruitment Procedures and Personnel Management Policy for the Secretariat**

16. The Coordinator of the Secretariat for the EANET will be recruited by following the Terms of Reference of the Coordinator of the Secretariat for the EANET took note by the IG-Ex in August 2014 and the Recruitment Procedures for the Post of Coordinator of the EANET Secretariat acknowledged by the IG-Ex in August 2014 which are presented in Annex 4 and Annex 5, respectively. The recruitment for the post of the Coordinator of the EANET Secretariat will be done in line with standard UN rules and regulations, applicable to UN Environment, for the recruitment of an international professional UN post on a fixed term contract of one year or longer. The standard UN rules and regulations on the employment of staff and personnel management shall be applied to the Coordinator of the EANET Secretariat.

#### **II.1.5 Attendance at International Meetings**

17. The Secretariat can participate in important meetings to introduce the EANET activities and to promote the cooperation with other programmes or networks within the limit of budget for this purpose as prescribed in the Joint Announcement on the Implementation of the EANET (EANET/IG 2/5/2 rev.).

### **II.2 Financial Arrangement and Management**

#### **II.2.1 Guiding Principle**

18. The financial arrangement and management of the EANET will be specifically governed by Item 14 of the Instrument and will be administered in line with the UN financial regulations and rules and in accordance with the annual work programme and budget approved by the IG of EANET.
19. In addition to the following specific rules and regulations for the financial management of the EANET, the Secretariat for the EANET will also be obliged to follow the financial rules and regulations of the mother organization, namely the UN Environment.
20. In the development and management of annual work programmes and budgets of the EANET, the Secretariat shall be guided by the principles of transparent, effective and efficient financial management.

## **II.2.2 Fiscal Year**

21. The fiscal year shall be on a yearly basis and base on a calendar year from 1 January to 31 December.

## **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.
23. The annual budgets of the Secretariat shall cover expenditures on administration and operation in order to carry out the EANET activities specified in the Instrument and the annual work programme of the EANET for the specified fiscal year and shall be presented in United States dollars.
24. The annual work programmes and budgets of the EANET for the Secretariat for a fiscal year should base on the respective five-year Medium Term Plan (MTP) for the EANET approved by the IG under which the fiscal year is.
25. The annual budgets of the Secretariat shall be approved by the IG. The Secretariat shall, in the year prior to the specified fiscal year, submit provisional annual work programmes and budgets for the EANET to the Session of the IG for its review, consideration, and approval. The SAC and other subsidiary bodies of the IG could also review and discuss the provisional annual work programmes and budgets at their meetings, as appropriate. The provisional annual work programmes and budgets shall be presented to the participating countries at the Session of the IG.
26. Revision of approved budget, and supplementary budget proposals for additional activities may be submitted to the NFPs of the participating countries for concurrence when it is of the highest urgency and could not have been foreseen at the time when the provisional annual budget was submitted to the IG for approval.

### **Surplus**

27. The Secretariat's surplus will be allocated annually to Core and/or Non-Core Budget by referring to IG decision.
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.

### **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**

33. Upon receiving the approval of the annual work programme and budget of the EANET from the IG, the Secretariat will send letters requesting for voluntary financial contributions to the participating countries, notifying the estimated amounts of their voluntary financial contributions to the Secretariat core budget before the beginning of each fiscal year. The participating countries are encouraged to make voluntary financial contributions accordingly. Such contributions will be due on the first day of the calendar year and be paid as soon as possible, in line with the respective national laws and regulations.
34. The voluntary financial contributions to the core budget should be made in US dollars to the Secretariat and transmitted via electronic transfer to the bank account of UNEP Trust Fund, which will be informed in the request letter.
35. When the participating countries make the financial contributions to the Non-Core Budget and/or Non-Core Activities, they are encouraged to make a voluntary financial contribution of expected amount to the core budget in advance.

36. The Secretariat will acknowledge promptly the receipt of all contributions and will inform the participating countries, every year, of the status of payments of contributions.

#### **Administration of Voluntary Financial Contribution to the Secretariat**

37. The financial contributions and the interest earned from financial contributions will be administered by the Secretariat in line with the UN financial regulations and rules and in accordance with the annual work programme and budget approved by the IG of EANET. The Terms of Reference for the Administration of the EANET Fund to Support the Activities of the Acid Deposition Monitoring Network in East Asia acknowledged by the IG-Ex in August 2014 are presented in Annex 7.

#### **II.2.5 Expenditures**

38. The expenditures of the Secretariat shall be in accordance with the annual Work Programme and Budget of the EANET approved by the IG. The Secretariat may commit resources only if such commitments are within the budgets approved by the IG and within available resources. Transfer of budget from one budget line for expenditures in other budget lines are subject to budget availability and shall not affect the implementation of activities under the approved annual Work Programme and in line with the financial regulations, rules, policies and procedures applicable to UNEP.

#### **Financial Statements**

39. The annual accounts of the EANET Fund for the Secretariat of each previous fiscal year shall be developed for circulation to the NFPs of the participating to be provided to the next immediate Session of the IG. They could also be reviewed and discussed by the SAC and other subsidiary bodies of the IG.
40. The annual accounts of the EANET Fund for the Secretariat should include information on voluntary contributions, expenditures, and changes and balance of the savings. Reporting format is attached as Annex 8. Explanation of the reasons should be made if there are some differences between the budget and the actual expenditures in the annual financial reports.

#### **Audit Report**

41. The EANET Fund will be subjected to internal auditing procedures provided for in the UN Financial Regulations and Rules. The audit shall be conducted in conformity with UN common auditing standards of references.

## **PART III: ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE NETWORK CENTER**

### **III.1 Administrative Arrangement and Management**

#### **III.1.1 Guiding Principle**

42. The NC will carry out works in accordance with the rules and regulations of the Japan Environmental Sanitation Center (JESC), Item 13 of the Instrument and the decisions of the IGs. The NC will also carry out works upon requests made by the participating countries. The NC may bring to the attention of the IG matters which deem important to the operation of the EANET.

#### **III.1.2 Delegation of the Responsibilities**

43. The Director General (DG) of the Asia Center for Air Pollution Research (ACAP), designated as the NC, shall, under the general guidance and supervision of the President of the JESC and also under the guidance of the IG with regard to the NC activities, manage and provide guidance for overall activities of the ACAP, including activities and tasks of the NC as stipulated in Item 13 of the Instrument, and report to the President of the JESC and the IG.
44. The Deputy Director General (DDG) of the ACAP in charge of the NC and the DDG of the ACAP in charge of Administrative Management and Domestic Activities (DDGs) shall, under the general guidance and supervision of the DG of ACAP, undertake and implement the activities of the ACAP, including activities and tasks of the NC as stipulated in Item 13 of the Instrument, and report to the DG.
45. The Head and staff of each Department of the ACAP shall, under the general guidance and supervision of the DG, and the DDGs of the ACAP, implement the tasks of each Department and report to the DG and the DDGs.

#### **Roles and Responsibilities of the DG and the DDGs, and the Function of the Departments of the ACAP**

46. Roles and responsibilities of the DG and the DDGs, and the functions of the Departments of the ACAP are presented in Annex 9.

#### **III.1.3 Principles of Distribution of the EANET Documents and Other Information/data to the Participating Countries and Others**

47. The NC will disseminate data and information regarding scientific and technical matters.

48. The NC will be responsible for dissemination of documents and reports for Sessions organized by the NC [such as the Task Forces, Expert Groups and Drafting Committee for the Periodic Report on the State of Acid Deposition in East Asia](#) as well as other scientific documents.
49. The leading scientists would be invited by the NC to prepare the papers on acid deposition [and air pollution](#) problems and progress of researches for information of public and decision makers. The NC will also develop public awareness materials.
50. The data and other relevant information submitted to the NC will be provided to the participating countries in accordance with the “Procedures on Data and Information Disclosure for the EANET (Annex IV of EANET/IG 3/12)”. The Procedures are presented in Annex 2. Relevant scientific and technical information will be disseminated among the participating countries, as well as other countries, relevant organizations and individuals, through technical documents, the EANET website and/or by other means in accordance with the mentioned procedures.

#### **III.1.4 Personnel Management**

##### **Qualifications and Recruitment Procedures for the DDG of the ACAP in charge of the NC**

51. Qualifications and the recruitment procedures for the DDG of the ACAP in charge of the NC are presented in Annex 10. The employment period will be two years with a provision for a maximum limit of two terms.

#### **III.1.5 Attendance at International Meetings**

52. The NC can participate in important meetings to introduce the EANET activities and to promote the cooperation with other programmes or networks within the limit of budget for this purpose as prescribed in the Joint Announcement on the Implementation of the EANET (EANET/IG 2/5/2 rev.).
53. The flexibility is given for technical contributions and presentations of scientific researches on the EANET activities by the NC at scientific meetings.

### **III.2 Financial Arrangement and Management**

#### **III.2.1 Guiding Principle**

54. In principle, the financial arrangement and management of the EANET will be specifically governed by Item 14 of the Instrument and under the guidance of the IG.

55. In addition to the following specific rules and regulations for the financial management of the EANET, the NC for the EANET are also obliged to follow generally the financial rules and regulations of their mother organization, namely the JESC.
56. In the development and management of their annual work programmes and budgets of the EANET, the NC shall be guided by the principles of transparent, effective and efficient financial management.

### **III.2.2 Fiscal Year**

57. The fiscal year shall be on a yearly basis and base on a calendar year from 1 January to 31 December.

### **III.2.3 Rules and Procedures on the Budgeting**

#### **Annual Budget**

58. The core budget for the core activities of the NC comes from the voluntary financial contributions from the participating countries of the EANET.
59. The annual budgets of the NC shall cover expenditures on their administration and operation in order to carry out the EANET activities specified in the Instrument and the annual work programme of the EANET for the specified fiscal year and shall be presented in United States dollars.
60. The annual work programmes and budgets of the EANET for the NC for a fiscal year should base on the respective Five-Year Medium-Term Plan (MTP) for the EANET approved by the IG under which the fiscal year is.
61. The annual budgets of the NC shall be approved by the IG. The NC shall, in the year prior to the specified fiscal year, submit provisional annual work programme and budget for the EANET to the Session of the IG for its review, consideration, and approval. The SAC and other subsidiary bodies of the IG could also review and discuss the provisional annual work programmes and budgets at their meetings, as appropriate. The provisional annual work programmes and budgets shall be circulated to the participating countries at least one month before the Session of the IG.
62. Revision of approved budget, and supplementary budget proposals for additional activities may be submitted to the NFPs of the participating countries for concurrence when it is of the highest urgency and could not have been foreseen at the time when the provisional annual budget was submitted to the IG for approval.

63. The format for the annual budgeting of the NC is presented in Annex 6.

### **III.2.4 Voluntary Financial Contributions**

#### **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.

#### **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.
67. The 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 Financial Contribution to the Network Center**

68. Upon receiving the approval of the annual work programme and budget of the EANET from the IG, the NC will send letters requesting for voluntary financial contributions to the participating countries, notifying the estimated amounts of their voluntary financial contributions to the NC core budget before the beginning of each fiscal year. The participating countries are encouraged to make voluntary financial contributions accordingly. Such contributions will be due on the first day of the calendar year and be paid as soon as possible, in line with the respective national laws and regulations.
69. The voluntary financial contributions to the core budget should be made in US dollars or Japanese yen (JPY) to the NC and transmitted via electronic transfer directly to the bank account of JESC which will be informed in the request letter.

70. When the participating countries make the financial contributions to the Non-Core Budget and/or Non-Core Activities, they are encouraged to make a voluntary financial contribution of the expected amount to the core budget in advance.
71. All cash received shall be deposited promptly in the official accounts, if the contribution is made by cash.
72. The NC will acknowledge promptly the receipt of all contributions and will inform the participating countries, every year, of the status of payments of contributions.
73. The financial contributions and the interest earned from financial contributions will be administered by the NC in line with the financial regulations, rules, policies and procedures applicable to JESC under the guidance of the IG.

### **III.2.5 Expenditures**

74. The expenditures of the NC shall be in accordance with the annual Work Programme and Budget of the EANET approved by the IG. The NC may commit resources only if such commitments are within the budgets approved by the IG and within available resources. Transfer of budget from one budget line for expenditures in other budget lines are subject to budget availability and shall not affect the implementation of activities under the approved annual Work Program and in line with the financial regulations, rules, policies and procedures applicable to JESC.

### **Financial Statements**

75. The annual financial report of the NC of each previous fiscal year shall be developed for circulation to the NFPs of the participating countries to be provided to the next immediate Session of the IG. They could also be reviewed and discussed by the SAC and other subsidiary bodies of the IG.
76. The annual financial report of the NC should include information on voluntary contributions, expenditures, and changes and balance of the Savings. Format is attached as Annex 8. Explanation of the reasons should be made if there are some differences between the budget and the actual expenditures in the annual financial reports.

### **Audit Report**

77. The audit shall be conducted in conformity with generally accepted common auditing standards of references, subject to any special directions of the IG. Annual audit reports shall be submitted to each Session of the IG.

#### **PART IV: PROJECT FUND AND PROJECT GUIDELINE**

78. The EANET Project Fund shall be implemented by referring to the EANET Project Fund and Project Guideline (see attachment) approved by the IG. The EANET Project Fund and Project Guideline provide detailed information on 1) Overall structure; 2) Detailed procedures for each stage; 3) EANET project criteria; 4) Assistance for project preparation and; 5) EANET Project Fund Holder.
79. Financial and administrative arrangements of the EANET Project Fund shall be made in line with the Administrative and Financial Administrative arrangements for the Secretariat and the Network Center (Part II and Part III) and form an integrated part under the Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center.
80. The implementation of EANET Project Activities and the Project Fund is subject to the review and approval of the IG, and the progress is to be reported to the annual IG meeting.



*Annex 1*

(Annex 2 of EANET/IG 10/7)

**PROCEDURES FOR ESTABLISHING TASK FORCES AND EXPERT  
GROUPS UNDER  
THE SCIENTIFIC ADVISORY COMMITTEE OF EANET**

**Procedures for establishing the Task Forces and Expert Groups**

1. The Scientific Advisory Committee (SAC) of the Acid Deposition Monitoring Network in East Asia (EANET) may recommend to the Intergovernmental Meeting (IG) on the EANET the establishment of task forces and expert groups related to scientific and technical issues deemed important for future development of the EANET.
2. The IG will consider the recommendation of the SAC and give its approval, if appropriate.
3. The SAC will elect a chairperson of the task force and expert group from among the SAC members and decide on the scope of the activities of the task force or expert group. The terms of reference of the task forces and expert groups may be further developed and updated from time to time based on guidance from the SAC. The activities shall be in line with the Medium-Term Plan (MTP) for the EANET/Strategy on the EANET Development.
4. The Network Center (NC) for the EANET shall assume the functions of the Secretariat of the task forces and expert groups established under the SAC. The NC shall make provisions for the expenditures of the task forces and expert groups' activities under its budget in consultation with the SAC, for approval of the IG.
5. Unless otherwise specified, the chairpersons of the task forces and expert groups will decide on the member composition. The members may be experts selected from the participating countries or experts nominated by the National Focal Points (NFPs) of the participating countries, as appropriate. An appointment letter signed by the chairperson will be sent to each member to confirm his/her appointment to the task force or expert group.
6. Additional experts from outside the participating countries of the EANET may be invited to participate in the activities of the task forces and expert groups as members or resource persons for scientific and technical reasons. The experts may be invited by the chairperson in consultation with the NC and members of the task force or expert group, depending on availability of budget and other factors.

7. The NC will provide technical assistance and facilitate communication between the SAC, the IG, the chairpersons and members of the task forces and expert groups.
8. A task force or expert group can be dissolved if decided by the SAC and approved by the IG.

### **Working Procedures of the Task Forces and Expert Groups**

1. The task forces and expert groups shall work in close coordination with each other in areas of common interest and exchange relevant information.
2. Meetings will be held by the invitation of the chairperson. The frequency of the meetings will depend on availability of budget and necessity for members to meet. The NC will provide support in convening the meetings and will function as the meeting secretariat.
3. All documents developed by the task forces and expert groups will be submitted to the SAC for consideration and subsequent action.
4. As far as possible, communications among the members and between the NC and members of the task forces and expert groups will be conducted through the Internet to save costs.
5. The chairperson, with advice from the members, can decide to invite new members based on need for additional expertise. A member may withdraw from the task force or expert group at any time upon notification to the chairperson and the NC.
6. The progress of activities of the task forces and expert groups will be reported by the chairpersons and reviewed at the Sessions of the SAC.
7. The activities of the task forces and expert groups and related recommendations from the SAC will be reported at the annual IG Sessions.

*Annex 2*

(Annex IV of EANET/IG 3/12)

**PROCEDURES ON DATA AND INFORMATION DISCLOSURE FOR  
THE ACID DEPOSITION MONITORING NETWORK IN EAST ASIA (EANET)**

**Objective**

1. The Procedures on Data and Information Disclosure for the Acid Deposition Monitoring Network in East Asia (EANET) (hereinafter referred to as the “Procedures”) aims at specifying the necessary procedures for disclosing data and information that are obtained through the EANET activities.

**Adoption/Amendment**

2. The Intergovernmental Meeting (IG) on the EANET, in consultation with the Scientific Advisory Committee (SAC), will adopt/amend the Procedures.

**Application of the Procedures**

3. The Procedures are applied to the Network Center (NC) and others who obtained data and information through the EANET activities.

**Principles for Data and Information Disclosure**

4. All the data and information that are obtained through the EANET activities should be disclosed outside the EANET only after verification and confirmation/endorsement by the SAC, unless otherwise decided. Data and information disclosure outside the EANET should start after 2002. The NC may disclose the annual data report before that time.
5. Each participating country is able to disclose its data and information by its own decision.
6. A participating country of the EANET is entitled to receive all the data and information that are reported to the NC from other participating countries through the EANET activities.

**Data and/or Information not to be Disclosed**

7. If a participating country does not wish to disclose specific data and/or information that are reported to the NC through the EANET activities, the National Center of the participating

country should inform the NC in writing of its intention not to disclose the specified data and/or information.

**Data and Information Disclosure by the NC**

8. The NC, in accordance with the Procedures, will disclose the data and information that are obtained through the EANET activities.
9. The NC can refuse disclosure of data and information under the following categories:
  - Data and information that are being verified and are to be confirmed/endorsed by the SAC; and
  - Data and information that were requested not to be disclosed through the procedure defined in paragraph 7 above.
10. The NC should provide any data and/or information that are obtained through the EANET activities including those described in paragraph 9 above to participating countries upon request in writing by the National Focal Points (NFPs)/National Centers. In this case, the NC should inform this to the NFPs/National Centers of the relevant participating countries.

**Restriction of Data and Information Disclosure by Others**

11. The restriction described in paragraph 9 applies to those who obtained data and information through the EANET activities.

**Annex 3**

**CRITERIA FOR UPLOADING PRIORITY DOCUMENTS TO THE EANET WEBSITE**

The following criteria will be applied for uploading the documents of the EANET Meetings from 2001 onwards to the EANET Website.

1. **Documents for Publication** (e.g., Periodic Report on the State of Acid Deposition in East Asia (PR SAD), Report for Policy Makers (RPM) and the EANET technical documents (e.g., Monitoring Guidelines and Technical Manuals))
  - i) The documents for publication adopted, approved or endorsed at the Session of the Intergovernmental Meeting (IG) on the EANET will be uploaded after the Session.
  - ii) For uploading, PDF files will be developed from Word and/or Excel files.
  
2. **Medium term plans for the EANET**
  - i) Strategy on EANET Development, and Medium-Term Plan for the EANET approved at the Session of the IG will be uploaded after the Session except for the parts of budget (cost) plan.
  - ii) ii) of 1 above will be applied to uploading of the documents of i) of 2.
  
3. **Strategy papers of the EANET**
  - i) Strategy Paper for Future Direction of Monitoring for Dry Deposition of the EANET, and Strategy Paper for Future Direction of EANET on Monitoring of Effects on Agricultural Crops, Forest and Inland Water by Acidifying Species and Related Chemical Substances adopted at the Sessions of the Scientific Advisory Committee (SAC) will be uploaded after the Session.
  - ii) ii) of 1 above will be applied to uploading of the documents of i) of 3.
  
4. **Reports of the Session, Minutes of the Meeting and the Annotated Agenda**
  - i) Reports of the Session, Minutes of the Meeting and the Annotated Agenda adopted at the Sessions of the IG, the SAC, the Working Group on Further Financial Arrangement (WG), the Working Group on Future Development of the EANET (WGFD) and the Senior Technical Managers' Meeting (STM) will be uploaded after the Session.
  - ii) For uploading the documents, any information that is inappropriate to be disclosed, e.g. individual information (address, e-mail address, budget plan, etc.) should be removed.

iii) ii) of 1 will be applied to uploading the documents of i) of 4.

#### **5. Data Report and Report on the Inter-laboratory Comparison Projects**

- i) Data Report and Report on the Inter-laboratory Comparison Projects adopted at the Sessions of the SAC will be uploaded after the Session in accordance with Procedures on the Data and Information Disclosure for the EANET (Annex 2).
- ii) of 1 above will be applied to uploading of these reports.

#### **6. Other Documents**

- i) The EANET documents (except for 1-5 above and Power Point documents) of the Sessions of the IG, the SAC, the WG, the WGFD and the STM will be uploaded after the Session with authorized password for the participating countries, except the following draft or provisional documents that final versions will be/were uploaded;
  - Draft Data Report and Draft Report on the Inter-laboratory Comparison Projects
  - Provisional Agenda, Annotated Provisional Agenda, Draft Program, Provisional List of Participants, Provisional List of Documents
- ii) of 1 above will be applied to uploading of the documents of i) of 6.

*Annex 4*

**Terms of Reference of the Coordinator of the Secretariat for the EANET**

<b>Job Title:</b>	<b>Coordinator EANET Secretariat (P4)</b>
<b>Department/Office:</b>	<b>United Nations Environment Programme</b>
<b>Location:</b>	<b>Bangkok</b>
<b>Posting Period:</b>	<b>60 days</b>

**Organizational Setting and Reporting**

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Regional Office for Asia and the Pacific (ROAP) helps to implement UNEP's global programs in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. The Secretariat of the Acid Deposition Monitoring Network in East Asia (EANET) is based at UNEP ROAP and supports the implementation of the EANET work programme as approved by the Intergovernmental Meeting (IG) on the EANET. This position reports to the Regional Director, ROAP, and should follow the decisions and guidance of the IG of the EANET, as well as taking account of the guidance of the National Focal Points of participating countries of the EANET.

**Responsibilities**

Under the overall guidance and supervision of the Regional Director, the incumbent will be responsible for the following duties:

To manage the Acid Deposition Monitoring Network in East Asia (EANET) Secretariat and ensure that it is fully operational and capable of providing services like the dissemination of information and facilitating liaison and networking between the relevant government agencies and institutions.

To assure that the Secretariat meets the needs of the participating countries, follows the decisions and guidance of the IG, as well as taking account of the guidance of the National Focal Points of the participating countries of the EANET, collaborates with Network Center(s) (NC)(s), and communicate with other partners in the provision of information based on their respective needs as defined by the Secretariat functions.

Provide policy advice and guidance on options to mainstream the EANET related issues in the implementation of UNEP's Programme of Work, promoting synergies among the different

activities and initiatives related to the EANET. Support better coordination, integration and scaling up of the multiple efforts in the region targeting acid deposition in East Asia.

More specifically, the Coordinator will have the following responsibilities:

- Development of the annual work programme and budget for approval by the IG in coordination with the National Focal Points and NC(s).
- Coordinating the implementation of the approved EANET work programme, facilitating partnerships with, and involvement of social economic and environmental actors in the participating countries and ensuring the effective cooperation and coordination with all relevant programmes, initiatives and policy bodies in the region.
- Undertake fundraising activities in support of the EANET work programme, assist participating countries to mobilize domestic and international resources, as well as promoting support for the EANET from existing and potential external donors, in coordination with the NCs and the relevant units within UNEP.
- Responsibility for the general management of the EANET Secretariat. This includes the management of staff, outsourced parties, consultants and interns, office facilities and equipment.
- Preparation of Annual Report of the EANET, including review of the performance, in line with the guidance provided by the IG.
- Responsibility for the setting up and accountability for an appropriate financial management system, including preparation of an annual budget, annual income and expenditure statements, monitoring of pledges and contributions.
- The organization of meetings of the EANET institutional structures (the IG, the SAC, the Working Group (WG), etc.) and the execution of decisions provided by them.
- Representation of the EANET Secretariat at relevant meetings.
- Preparation of relevant reports for the EANET institutional structures (the IG and its subsidiary bodies).
- Assistance, as requested, in the procurement and/or recruitment of the required resources (services, facilities, personnel, equipment) to operate the EANET Secretariat.
- Ensure an active participation of and contribution by the EANET to related regional and global initiatives.

## **Competencies**

**Professionalism-** experience and expert knowledge of theories, concepts and approaches relevant to the particular sector of environment and its protection. Ability to anticipate and resolve conflicts by pursuing mutually agreeable solutions. Ability to apply judgement in the context of assignments



given, plan own work and manage conflicting priorities. Ability to identify emerging issues on the political agenda. **Communication** - effective spoken and written communication, good presentation skills including ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies. **Planning and organizing** - proven ability to plan and organize work, requiring an in-depth understanding of its strategic direction and ability to align the work of the Secretariat office with the approved work programme. **Leadership** - strong managerial/leadership skills. Proven record of building and managing teams and creating an enabling environment.

## QUALIFICATIONS

### Education

Advanced university degree (Master's degree or higher) in environment, sustainable development, science, economics or other relevant scientific discipline. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

A minimum of 7 years of progressively responsible experience in environmental and sustainable development issues, national and international administration, or environmental advocacy work. Familiarity with air pollution related issues will be a distinct asset. Prior work experience, preferably within an international context, in the region covered by the EANET would be desirable.

### Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English is required. Knowledge of another UN language would be an advantage.

### Other Skills

A track record of diplomatic negotiations and/or organization of international meetings is an asset. Relevant IT skills, including familiarity with standard office software, are required.

### United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

*Annex 5*

**RECRUITMENT PROCEDURES FOR THE POST OF COORDINATOR OF THE  
EANET SECRETARIAT**

The recruitment for the post of Coordinator of the EANET Secretariat will be done in line with standard UN Rules and regulations, applicable to UNEP, for the recruitment of an international professional UN post on a fixed term contract of one year or longer. The recruitment for the post will consist of the following steps:

1. Classification of the post by the Human Resources Management Services (HRMS) at UNEP Headquarters.
2. Approval of Job Opening, including terms of reference, evaluation criteria and pre-screening questions, by the independent Central Review Committee (CRC) at UNEP Headquarters.
3. Advertisement of post through UN on-line recruitment portal Inspira for 60 days (accessible through [www.un.org](http://www.un.org) website or through <https://careers.un.org/lbw/Home.aspx>). All participating countries of the EANET will be notified in writing through their National Focal Points (NFPs). Only candidates who have applied through Inspira will be reviewed.
4. Pre-screening of applicants by Inspira and HRMS on the basis of information provided by the applicants. It should be noted that the mandatory retirement age of UNEP staff members is 65 years for staff who join UNEP after 1 January 2014.
5. Review of applicants on the basis of submitted Personal History information, cover letters and other relevant documentation.
6. Establishment of a Panel for recommendation of suitable applicants. Panel consists of minimum of three members at P4 level or above, including two substance experts and at least of one woman.
7. The assessment may include a competency-based interview and/or other appropriate evaluation mechanisms, such as, for example, written tests, work sample tests or assessment centers. Elements as familiarity with EANET, air pollution issues and work experience with(in) the participating countries will be given due regard, as indicated in the terms of reference for this post.
8. Submission of panel report, with a reasoned and documented evaluation of the reviewed applicants, recommending one or more candidates to the independent CRC at UNEP Headquarters.
9. Submission of minutes CRC and panel report to the Deputy Executive Director UNEP for selection decision.
10. Selection decision DED communicated to HRMS.
11. HRMS contacts selected candidate with offer of employment (initially for one year) within 14 days of selection decision.
12. Medical test and reference checks on academic qualifications and employment record.
13. Finalization of visa and travel arrangements.
14. Selected candidate travels to Bangkok and starts assignment

*Annex 6*

**FORMAT OF THE PROVISIONAL BUDGET OF THE SECRETARIAT AND THE NETWORK CENTER**  
**Core Budget of the EANET**

**Table 1-1 Core Budget of the Secretariat & Network Center (US\$)**

Activities	Secretariat				Network Center			
	Man/ Month	Personnel cost	Direct expenses	Total	Man/ Month	Personnel cost	Direct expenses	Total
<b>Objective (X):</b>								
Activity (X)								
<b>Sub total</b>								
(X) Administrative works								
<b>Grand total</b>								
<b>Grand Total</b>	<b>Programme Support Cost (PSC : Grand total × 13%):</b>				<b>Office rental fee:</b>			

**Table 1-2 Estimated Voluntary Financial Contribution of Participating Countries  
to the Secretariat & Network Center Core Budget for the EANET**

Participating Countries	UN scale of assessment 2019-2021 (%)	Scale of EANET burden sharing (%)	Estimated Annual Contribution (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		
<b>Total</b>	----	<b>100</b>	**	**

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

\*\* Estimated 5-year flat amount of annual voluntary contribution based on MTP for the EANET (2021-2025)

**Table 1–3 Estimated Core Budget of the Secretariat (US\$)**

<b>Expenditure Categories</b>	<b>Budget in the Present Fiscal Year</b>
<b>1. Personnel Costs</b>	
1.1 Staff	
1.2 Consultant	
<b>Sub-total</b>	
<b>2. Travel</b>	
2.1 Travel of Secretariat staff	
2.2 Other travels directly managed by the Secretariat	
<b>Sub-total</b>	
<b>3. Contractual services</b>	
3.1 Contractual services directly managed by the secretariat for meetings, printing, etc.	
<b>Sub-total</b>	
<b>4. Grants for implementing partners</b>	
4.1 Support to Secretariat functions and activities	
<b>Sub-total</b>	
<b>5. Operating and other direct costs</b>	
5.1 Operating and other direct costs including office supplies and communications	
<b>Sub-total</b>	
<b>Total Direct Expenditure</b>	
<b>Indirect Support Costs (PSC) (United Nations)</b>	
<b>Grand Total</b>	

**Table 1-4 Estimated Revenue for the Network Center**

<b>Items</b>	<b>Revenue (US\$)</b>
1.NC Core Activities from participating countries	
2.Support from Niigata Prefecture and Niigata City	
3.Support for NC activities from Niigata Prefecture - (Office rental)	
<b>Total</b>	

## Budget for Project Activities of the EANET

**Table 2-1 Project Budget for each Project Activity (US\$)**

Project Activity (Name of Project with No.)	Man/ Month	Personnel cost	Direct expenses	Sources	Total	Note
<b>Objective X:</b>						
Project Activity (X)						
<b>Grand total</b>						

**Table 2-2 Estimated Revenue for each Project Activity (US\$)**

Project Activity (Name of Project with No.)	Project Proponent/ Implementation Entity	Surplus of the Secretariat	Finance from Project Fund	Co-finance	Total	In-kind contribution from contributors
<b>Objective X:</b>						
Project Activity (X)						
<b>Grand total</b>						

**Table 2-3 All Estimated Income for Project Activities (US\$)**

	Inkind	Amount	Contributor	Note
1) Financial Contributions (Remitted)				
2) Financial Contribution (Committed)				
3) Fund Carried Over from Previous Year				
4) Transferred From Savings			-	-
Total Financial Amount				-
5) In-Kind Contributions (Offered)				
Total non-financial Amount	-		-	-
<b>Grand Total</b>				

**TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE EANET FUND TO  
SUPPORT THE ACTIVITIES OF THE ACID DEPOSITION MONITORING  
NETWORK IN EAST ASIA**

The Acid Deposition Monitoring Network in East Asia (EANET) is an intergovernmental regional network established for promoting cooperation among countries in East Asia to address acid deposition problems. Participating countries are Cambodia, China, Indonesia, Japan, Lao People's Democratic Republic, Malaysia, Mongolia, Union of Myanmar, Philippines, Republic of Korea, Russian Federation, Thailand, and Viet Nam.

The Joint Announcement on the Implementation of the EANET (EANET/IG 2/5/2 rev.) (JA), agreed by the participating countries at the 2<sup>nd</sup> Session of the Intergovernmental meeting held on 25-26 October 2000, the Tentative Design of the EANET (EANET/IG 2/5/3) (TD) referred to in JA and the Instrument for Strengthening the EANET (Instrument), adopted by the participating countries at the Twelfth Session of the Intergovernmental meeting (IG12) on the EANET held on 23-24 December 2010, provide the framework for the operation of the EANET, including history, objectives and scope, principles, activities, institutional arrangements and financial arrangements. EANET activities are being implemented with voluntary financial contributions from the participating countries.

The Fifteenth Session of the Intergovernmental Meeting on EANET held on 16-17 December adopted a Decision (Decision 1/IG.15) on the future arrangement of the Secretariat for the EANET and requested UNEP to initiate the necessary arrangements to implement the decision including financial arrangement. The Decision 1/IG.15 also provided details regarding the future arrangement of the Secretariat for the EANET and operationalization of the Secretariat arrangement.

The text of the Instrument and the Decision on the future arrangement of the Secretariat for the EANET form the basis of the Terms of Reference for the EANET Fund detailed below.

1. The purpose of the EANET Fund is to receive, pay, and mobilize financial resources in a stable, sustained and predictable manner, for the functions of EANET consistent with the decisions of the Intergovernmental Meeting on EANET and subject to availability of funds.
2. The EANET Fund shall be established with effect from 1 October 2014 to 31 December 2020, was extended by the 22<sup>nd</sup> Intergovernmental Meeting on EANET (IG22) until the next IG, with the approval of the Executive Director of UN Environment.

3. The EANET Fund is established consistent with UN regulations, rules and procedures applicable to UN Environment, and all other relevant policies and procedures promulgated by the Secretary-General of the United Nations.
4. Funds in the EANET Fund are to be used for activities consistent with UN regulations, rules and procedures applicable to UN Environment, any other rules and regulations established by the decision of the Intergovernmental Meeting on EANET that are not inconsistent with such regulations, rules and procedures and the terms of any relevant donor agreement. Such funds may be used to pay only those costs budgeted by EANET and captured in the records of its intergovernmental meetings for:
  - programmes decided by the Intergovernmental Meeting on EANET; and
  - the Secretariat and administrative support for meetings and activities of EANET.
5. UNEP may draw on the funds deposited in the EANET Fund for programmes, activities and projects approved by EANET, subjected to the conditions in paragraph 4 and consistent with UN regulations, rules and procedures applicable to UN Environment.
6. Programmes decided by the EANET, in accordance with the Instrument, and financed by the resources of the EANET Fund will be implemented by or through UN Environment in line with an annual work plan and budget approved by the Intergovernmental Meeting on EANET.
7. The EANET Fund is open to contributions of any amount from governments and, subject to UN Environment procedures, non-governmental entities, subject where appropriate to the conclusion of relevant donor agreements and consistent with UN regulations, rules and procedures applicable to UN Environment.
8. Personnel recruited by UN Environment for the purposes of the EANET Fund shall be recruited and administered consistent with UN regulations, rules and procedures applicable to UN Environment.
9. Payments into the EANET Fund will be made in US Dollars, unless otherwise agreed by UN Environment and the donor in writing prior to the deposit, and shall be deposited into the following account:

Description : Financial Contribution to the Budget of the Secretariat for  
the EANET in 2020.

Account Name : United Nations (USCH5)

Account Number : 485-002809

Bank Name : J.P. Morgan Chase



Bank Address : International Agencies Banking Division  
270 Park Ave, 43<sup>rd</sup> floor, New York, N.Y. 10017 – USA

For wire transfers:

Chase ABA Number : 021000021

SWIFT/BIC Number : CHASUS33

CHIPS Participant Number: 0002

(Reference should be mad to the EANET when making the transfer.)

10. All contributions received into the EANET Fund and not immediately required for the financing of programmes, activities, and projects consistent with the purpose of the EANET Fund referred to in paragraph 1 above, shall be invested at the discretion of the United Nations and income earned shall be credited to the EANET Fund unless otherwise specified by the terms of the relevant donor agreement.
11. No commitments against the resources of the EANET Fund may be made in advance of corresponding resources having become available to the EANET Fund.
12. Should the resources paid into the EANET Fund, including the investment income credited to it in accordance with paragraph 10 above, exceed the amount spent by UN Environment or other parties concerned on activities financed from the EANET Fund, the surplus amount, after settlement of all outstanding obligations and after presentation of the final statement of account, shall be disposed of in accordance with the applicable terms of any relevant donor agreement or, in the absence of such terms, in accordance with the decision of the Intergovernmental Meeting on EANET.
13. UNEP should deduct from the income of the EANET Fund an amount representing Programme Support Cost (PSC) equal to 13 % of the funds paid into the EANET Fund.
14. Annual accounts of the EANET Fund shall be provided to the Intergovernmental Meeting on EANET. The EANET Fund shall be subjected to the internal UN auditing procedures provided for in the UN Financial Regulations and Rules.

**FORMAT OF THE FINANCIAL REPORT OF THE SECRETARIAT AND THE  
NETWORK CENTER**

**Table 1-1 Financial Statement of the Secretariat Core Activities (US\$)**

<b>Income</b>		
<b>Contribution Received</b>		
<b>Total Income</b>		
<b>Expenditure Categories</b>	<b>Budget</b>	<b>Actual Expenditure &amp; Commitments</b>
<b>1. Personnel Costs</b>		
1.1 Personnel costs		
1.2 Consultant		
<b>Sub-total</b>		
<b>2. Travel</b>		
2.1 Travel of Secretariat staff		
2.2 Other travels directly managed by the Secretariat		
<b>Sub-total</b>		
<b>3. Contractual services</b>		
3.1 Contractual services directly managed by the Secretariat for meetings, printing, etc.		
<b>Sub-total</b>		
<b>4. Grants for implementing partners</b>		
4.1 Support to Secretariat functions and activities		
<b>Sub-total</b>		
<b>5. Operating and other direct costs</b>		
5.1 Operating and other direct costs including office supplies and communications		
<b>Sub-total</b>		
<b>Total Direct Expenditure</b>		
<b>Indirect Support Costs (PSC) (United Nations)</b>		
<b>Exchange Rate (loss/gain)</b>		
<b>Available Balance</b>		

**Table 1-2 - Balances between Estimated Contribution and Actual contribution for the Secretariat**

Items	Estimated Revenue (US\$)	Actual Revenue (US\$)	Balance (US\$)
1. The Secretariat Core Activities			
2. Others			
<b>Total</b>			

**Table 1-3 Expenditure of each Core Activities of the Network Center (in US\$)**

Activities	Network Center					
	Budget			Expenditures		
	Personnel cost	Direct expenses	Total	Personnel cost	Direct expenses	Total
<b>Objective X:</b>						
Activity (X)						
<b>Sub total</b>						
(X) Administrative works						
<b>Grand total</b>						
<b>Grand Total</b>	<b>Office rental fee:</b>			<b>Office rental fee:</b>		

**Table 1-4 Revenue and Expenditures of the Network Center (US\$)**

Items	Revenue		Expenditures	
	Estimated	Actual	Estimated	Actual
1. NC Core Activities from participating countries				
2. Support from Niigata Prefecture and Niigata City				
3. Support for NC activities from Niigata Prefecture - (Office rental)				
<b>Total</b>				

**Table 1-5 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 (%)	Secretariat		Network Center	
			Expected annual contribution (US\$)	Actual contribution (US\$)	Expected annual contribution (US\$)	Actual contribution (US\$)
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				
<b>Total</b>	----	<b>100</b>				

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



**ROLES AND RESPONSIBILITIES OF THE DIRECTOR GENERAL (DG),  
DEPUTY DIRECTOR GENERALS (DDGs) AND THE FUNCTIONS OF THE  
DEPARTMENTS OF THE ASIA CENTER FOR AIR POLLUTION RESEARCH  
(ACAP)**

**I. Job Description of the Director General (DG)**

1. The DG of the Asia Center for Air Pollution Research (ACAP) will, under the general guidance and supervision of the President of the Japan Environmental Sanitation Center (JESC):
  - (1) Manage and provide guidance for overall activities of the ACAP such as:
    - (a) the activities of the Network Center (NC) for the Acid Deposition Monitoring Network in East Asia (EANET);
    - (b) the activities of the National Center of Japan for the EANET; and
    - (c) other activities related to acid deposition problems as appropriate.
  - (2) Represent the ACAP at various occasions such as international and domestic conferences;
  - (3) Liaise and coordinate where necessary, the activities of the ACAP with the Headquarters of the JESC; and
  - (4) Manage administrative operations of the ACAP, including management of personnel and fund raising, preparation of work plans.

**II. Job Description of the Deputy Director General (DDG) in charge of the NC**

2. The DDG of the ACAP in charge of the NC for the EANET will, under the general guidance and supervision of the DG of the ACAP (hereinafter referred to as the “DG”), perform the following duties:
  - (1) Undertake and implement the activities of the NC for the EANET.
  - (2) Undertake and implement other international activities related to acid deposition problems upon the request by the DG;
  - (3) Represent the ACAP at international meetings and conferences upon the request by the DG; and
  - (4) Assist the DG in managing administrative operations of the NC activities for the EANET, including management of personnel and fund raising, preparation of work plans.

### **III. Job Description of the DDG in charge of Administrative Management and Domestic Activities**

3. The DDG of the ACAP in charge of Administrative Management and Domestic Activities will, under the general guidance and supervision of the DG, perform the following duties:
- (1) Undertake and implement the activities of the National Center of Japan for the EANET;
  - (2) Undertake and implement other activities related to acid deposition problems upon the request by the DG;
  - (3) Represent the ACAP at various occasions such as international and domestic conferences upon the request by the DG;
  - (4) Assist the DG in liaising and coordinating the activities of the ACAP with the Headquarters of the JESC; and
  - (5) Assist the DG in managing administrative operations of the ACAP, including management of personnel and fund raising, preparation of work plans (except those of the NC activities for the EANET)

### **IV. The Functions of Each Department of the ACAP**

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

- Development of annual work programs of the ACAP;
- Administrative management of the ACAP, including personnel and financial (budgetary and accounting) issues; and
- Matters not undertaken by other departments.

#### **IV.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 ACAP;
- Development and distribution of related brochures and other information;
- Planning and coordination of technical missions;
- Planning and coordination of research fellowships in the ACAP;
- Collection and dissemination as appropriate, of relevant information; and
- Research activities related to science and policy on air pollution.

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

- Evaluation of rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring results to complement the work of the Data Management Department;
- Development and elaboration of technical documents for rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring;
- Analyses of rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring samples;
- Promotion of QA/QC activities on rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring (related to monitoring/analysis methodologies excluding the work of the Data Management Department);
- Research activities related to rainwater composition and wet deposition, and air pollutant concentration and dry deposition;
- Operation and management of deposition monitoring stations operated by the ACAP;
- Planning and implementation of research activities such as dispersion modeling and data analysis excluding the work of the Data Management Department; and
- Other issues related to wet and dry deposition.

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

- Evaluation of monitoring for soil/vegetation, inland aquatic environment and catchment (hereinafter referred to as “ecological impacts monitoring”) results to complement the work of the 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 the Data Management Department);
- Research activities related to ecological impacts by acid deposition and catchment analysis;
- Operation and management of ecological impacts monitoring stations operated by the ACAP; and
- Other issues related to ecological impacts by acid deposition.

#### **IV.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 departments in the ACAP;
  - Coordination and implementation of QA/QC programs (excluding those to be undertaken by other departments);
  - Development of data report for the EANET and for Japan as appropriate;
  - Planning and implementation of activities of emission inventories; and
  - Other activities related to data management and analysis.

**QUALIFICATIONS AND RECRUITMENT PROCEDURES FOR THE DEPUTY  
DIRECTOR GENERAL OF THE ASIA CENTER FOR AIR POLLUTION RESEARCH  
(ACAP) IN CHARGE OF THE NETWORK CENTER**

**Qualifications:**

- University degree, preferably doctorate, in environmental sciences, or a relevant science discipline. The candidate should have a good understanding of environment and sustainable development and the ability to carry out the intended tasks within the context of international relations;
- Demonstrated and proven ability to develop, operate and manage entities and projects;
- At least fifteen years of extensive working experience in implementing and supervising national/international activities in scientific research and/or administration on the environment such as monitoring and environmental pollution control;
- Familiarity with acid deposition problems, especially with the EANET;
- Experience and proficiency in co-ordination of networks, information management and technology transfer;
- Ability to prepare reports and make oral presentations in clear, concise and effective English;
- The candidate should be enthusiastic, dynamic, open-minded, creative, innovative, communicative, analytical, and strategically minded and able to work in a cross-cultural environment;
- Knowledge of one or more languages of the participating countries of the EANET would be preferable; and
- Nationals of the participating countries of the EANET will receive high preference.

**Recruitment Procedures:**

1. Vacancy announcement will be informed to the participating countries through the National Focal Points (NFPs). The vacancy announcement will also be disseminated at the EANET website.
2. The national focal points will be invited to recommend applicants as appropriate, with his/her curriculum vitae (CV) including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, his/her photograph and medical certificate. An expert who satisfies the qualifications could also submit his/her application without recommendations of the national focal points. The application should be submitted to the ACAP by certain deadline.

3. All the applications submitted to the ACAP will be circulated among the NFPs for their comments. The applications with the recommendations from the NFPs should have higher priority.
4. Taking into account the comments by the NFPs, the Director General of the ACAP will give a recommendation to the President of the Japan Environmental Sanitation Center (JESC), who will make the decision on the basis of this recommendation.