



AGENDA ITEM 5.1

Consideration of the Revision of Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center

The Working Group Meeting of the Acid Deposition Monitoring Network (EANET) in East Asia in 2022

I. INTRODUCTION (1)

- Agenda item was acknowledged by the Bureau of the EANET to the Secretariat (SEC) and the Network Center (NC) on 10 May 2022 and then sent to all National Focal Points on 1 July 2022
 - History of the Revisions of the Guidelines on the Administrative and Financial Management (Guidelines) for the SEC and the NC
 - Rules and regulations introduced in IG3 in 2001 for the SEC and IG2 in 2000, and IG8 in 2006 for the NC
 - Guidelines on Administrative and Financial Management for the SEC and the NC endorsed at the Seventh Session of the Intergovernmental Meeting (IG7) in 2005
 - At IG12 in 2011, the Instrument for the EANET was adopted and operationalized on 1 Jan 2012
 - At IG14 in 2012, Guidelines were revised with provision that it will be reviewed every 2 years
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I. INTRODUCTION (2)

- History of the Revisions of the Guidelines on the Administrative and Financial Management (Guidelines) for the SEC and the NC (continued)
 - At IG15 in 2013, UNEP as Secretariat was reconfirmed
 - At the IG-Ex in Aug 2014, SEC and NC were tasked to update the Guidelines to with new arrangements for the SEC at UNEP
 - At IG19 in 2017, Guidelines were updated
 - At IG23 in 2021, Guidelines were further updated

II. PROPOSAL FOR FURTHER REVISION

- In an email sent on 1 July 2022 to the Secretariat and the Network Center, Japan requested the Secretariat and the Network Center to prepare a draft of the revised Guidelines on the Administrative and Financial Management for the SEC and the NC for the WG2022 to address the following:
 - More transparent, efficient, and effective budget preparation/plan, with detailed information and rational.
 - Additional policies to manage potential gaps or in-balance between estimated contributions(revenues) and actual contributions.
 - Additional policies to managing surplus, unused budget, unexpected circumstances.
 - More transparent, consistent, easy-to-understand financial reports, with detailed information, which are essential for raising fund.
 - New and clear policies and procedures for information disclosure and dissemination to fit the new mechanism and scope of the EANET
 - Streamline the texts by removing redundancy, obsolete parts, and/or integrating fragmented parts.
 - Other matters deemed important.

III. ACTIONS REQUIRED

- The Working Group Meeting in 2022 is invited to review the “Consideration of the Revision of Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center” and may wish to consider, discuss, provide guidance, and make recommendations to the IG24 for its review, guidance, and approval, as appropriate.

Thank you



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