

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

I. Introduction

1. This agenda item ‘Consideration of The Revision of Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center’ was initially proposed by the Bureau of the EANET to the Secretariat and the Network Center on 10 May 2022 and then sent to all National Focal Points on 1 July 2022.
2. The history of the past several revisions are illustrated in point 3-10 below.
3. 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.
4. 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 1st January 2012.
5. In accordance with the outcomes of the Twelfth Session (IG12) and the Thirteenth Session of the Intergovernmental Meeting (IG13) on the EANET and taking account of the operationalization of the Instrument since 1st 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.
6. 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

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(RRC.AP) of Asian Institute of Technology (AIT) which will be reviewed two years after its operationalization.

7. 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.
8. The Secretariat and the NC as tasked by the IG-Ex, prepared the draft updated 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 Programme with some functions of the Secretariat implemented through RRC.AP of AIT approved by the IG-Ex in August 2014.
9. The Session of IG19 in 2017 approved the Updated Revision of the Guidelines on Administrative and Financial Management for the Secretariat and the Network Center for the EANET with the modifications suggested by the Session.
10. In 2021, in the Decisions of the IG23 (EANET/IG 23/17/Annex2), the Session approved an Updated Revision of Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center (EANET/IG23/12) which had been prepared in reference to the Revision of the Revised Guidelines on Administrative and Financial Management for the Secretariat and the Network Center for the EANET (EANET/IG 22/7_rev1) approved by the IG22.

II. Proposal for Further Revision

11. In 2022 at IG23 the finalized text for Supplementary Document (Annex) to the Instrument for Strengthening EANET and the EANET Project Fund and Project Guideline was approved (EANET/IG 23/17/Annex2).
12. 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 Secretariat and the Network Center for the WG2022 to address the following:
 - 12.1 More transparent, efficient, and effective budget preparation/plan, with detailed information and rational.

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- 12.2 Additional policies to manage potential gaps or in-balance between estimated contributions(revenues) and actual contributions.
 - 12.3 Additional policies to managing surplus, unused budget, unexpected circumstances.
 - 12.4 More transparent, consistent, easy-to-understand financial reports, with detailed information, which are essential for raising fund.
 - 12.5 New and clear policies and procedures for information disclosure and dissemination to fit the new mechanism and scope of the EANET
 - 12.6 Streamline the texts by removing redundancy, obsolete parts, and/or integrating fragmented parts.
 - 12.7 Other matters deemed important.
13. The Secretariat received suggestions from Japan on the existing Guidelines to address the points 12.1-7 raised in the email sent by Japan on 1 July 2022
 14. Further to the revision of the Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center, described in points 3-10 above, noting that the provision that the Guideline will be reviewed every two years, described in point 5 above, the WG2022 participants may consider the need to further revise the Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center taking into account the suggestions of Japan provided in point 12.1-7.

III. ACTIONS REQUIRED

11. 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.