

The Working Group Meeting in 2022 (WG2022)
of the Acid Deposition Monitoring Network in East Asia (EANET)
24-25 August 2022, Virtual Meeting

Compilation of Submissions by Participating Countries to EANET for Consideration under Agenda 5.1: Note by the Secretariat

Note by the secretariat

Introduction

1. Following the distribution of the EANET/WG2022/5/1/INF.1 “Compilation of Submissions by Participating Countries for consideration under Agenda 5.1_Note by the Secretariat” sent on 05 August 2022 to all Participating Countries, the Annexes to the information document EANET/WG2022/5/1/INF.2 provide documents submitted to the Secretariat by Japan on 17 August 2022. . The below Annexes include;

1. Comparison chart “Consideration of the Revision of Guidelines on the Administrative and Financial Management for the SEC and NC”

2. Additional information on the Email correspondence dated on 1st July 2022 “Requests from MOEJ to the SEC and NC regarding to the agenda of the WG meeting of EANET in 2022”

The submissions are reproduced as received, without formal editing.

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Annex 1. Comparison chart “Consideration of the Revision of Guidelines on the Administrative and Financial Management for the SEC and NC”

Comparison chart "Consideration of the Revision of Guidelines on the Administrative and Financial Management for the SEC and NC"

Current Version	Proposed revision by MOEJ
GUIDELINES ON THE ADMINISTRATIVE AND FINANCIAL MANAGEMENT FOR THE SECRETARIAT, AND THE NETWORK CENTER	GUIDELINES ON THE ADMINISTRATIVE AND FINANCIAL MANAGEMENT FOR THE SECRETARIAT, THE NETWORK CENTER, AND THE EANET PR
Part I RULES OF PROCEDURES OF THE EANET MEETINGS AND DISSEMINATION OF DATA AND INFORMATION I 1 EANET Meetings 1 Rules of Procedures for the IG 2 Rules of Procedures for the SAC 3 Rules of Procedures for Other Subsidiary Bodies where Appropriate 2 Dissemination of Data and Information	Part 1 RULES OF PROCEDURES OF THE EANET MEETINGS AND DISSEMINATION OF DATA AND INFORMATION I 1 EANET Meetings 1 Rules of Procedures for the IG 2 Rules of Procedures for the SAC 3 Rules of Procedures for Other Subsidiary Bodies where Appropriate 2 Rules and Procedures for Managing Dissemination of Data and Information
	Part II COMMON ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE SECRETARIAT AND THE NETWORK CENTER II 1 Fiscal Year 2 Medium Term Plan for the EANET 3 Annual Work Program and Budget for each fiscal year
Part II ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE SECRETARIAT Fiscal Year II 1 Administrative Arrangement and Management 1 Guiding Principle 2 II.1.2 Delegation of the Responsibilities Terms of Reference (TOR) for the Coordinator of the Secretariat 3 Principles of Distribution of the EANET Documents and Other Information/data to the Participating Countries and Others 3 Others 4 Personnel Management Recruitment Procedures and Personnel Policy for the Secretariat 5 Attendance at International Meetings 2 Financial Arrangement and Management 1 Guiding Principle 2 Fiscal Year 3 Rules and Procedures on the Budgeting Annual Budget Surplus 4 Voluntary Financial Contributions Guiding Principle Scale of Voluntary Financial Contributions Guidelines on Transfer of Voluntary Financial Contribution to the Secretariat Administration of Voluntary Financial Contribution to the Secretariat 5 Expenditures Financial Statements Audit Report	Part III ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE SECRETARIAT III 1 Administrative Arrangement and Management 1 Guiding Principle 2 Delegation of the Responsibilities Terms of Reference (TOR) for the Coordinator of the Secretariat 3 Principles of Distribution of the EANET Documents and Other Information/data to the Participating Countries and Others 4 Personnel Management Recruitment Procedures and Personnel Policy for the Secretariat 5 Attendance at Meetings 2 Financial Arrangement and Management 1 Guiding Principle 2 Rules and Procedures on the Budgeting Annual Core Budget 3 Voluntary Financial Contributions to the Core Budget Guiding Principle Scale of Voluntary Financial Contributions to the Core Budget Guidelines on Transfer of Voluntary Financial Contribution to the Secretariat Administration of Voluntary Financial Contribution to the Secretariat 4 Expenditures 5 Surplus 3 Annual Reporting 1 Financial Report 2 Audit Report 3 Progress Report

Comparison chart "Consideration of the Revision of Guidelines on the Administrative and Financial Management for the SEC and NC"

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GUIDELINES ON THE ADMINISTRATIVE AND FINANCIAL MANAGEMENT FOR THE SECRETARIAT, AND THE NETWORK CENTER	GUIDELINES ON THE ADMINISTRATIVE AND FINANCIAL MANAGEMENT FOR THE SECRETARIAT, THE NETWORK CENTER, AND THE EANET PR
<p>Part III ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE NETWORK CENTER</p> <p>III 1 Administrative Arrangement and Management</p> <p>1 Guiding Principle</p> <p>2 Delegation of the Responsibilities Roles and Responsibilities of the DG and the DDGs, and the Function of the Departments of the ACAP</p> <p>Principles of Distribution of the EANET Documents and Other Information/data to the Participating Countries and Others</p> <p>3 Others</p> <p>4 Personnel Management Qualifications and Recruitment Procedures for the DDG of the ACAP in charge of the NC</p> <p>5 Attendance at International Meetings</p> <p>2 Financial Arrangement and Management</p> <p>1 Guiding Principle</p> <p>2 Fiscal Year</p> <p>3 Rules and Procedures on the Budgeting Annual Budget</p> <p>4 Voluntary Financial Contributions Guiding Principle Scale of Voluntary Financial Contributions to the Core Budget Guidelines on Transfer of Financial Contribution to the Network Center</p> <p>5 Expenditures</p> <p>Financial Statements</p> <p>Audit Report</p>	<p>Part IV ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE NETWORK CENTER</p> <p>IV 1 Administrative Arrangement and Management</p> <p>1 Guiding Principle</p> <p>2 Delegation of the Responsibilities Roles and Responsibilities of the DG and the DDGs, and the Function of the Departments of the ACAP</p> <p>3 Principles of Distribution of the EANET Documents and Other Information/data to the Participating Countries and Others</p> <p>4 Personnel Management Qualifications and Recruitment Procedures for the DDG of the ACAP in charge of the NC</p> <p>5 Attendance at Meetings</p> <p>2 Financial Arrangement and Management</p> <p>1 Guiding Principle</p> <p>2 Rules and Procedures on the Budgeting Annual Budget</p> <p>3 Voluntary Financial Contributions to the Core Budget Guiding Principle Scale of Voluntary Financial Contributions to the Core Budget Guidelines on Transfer of Financial Contribution to the Network Center Administration of Voluntary Financial Contribution to the Network Center</p> <p>4 Expenditures</p> <p>5 Surplus</p> <p>3 Annual Reporting</p> <p>1 Financial Report</p> <p>2 Audit Report</p> <p>3 Progress Report</p>
Part IV PROJECT FUND AND PROJECT GUIDELINE	Part V PROJECT FUND AND PROJECT GUIDELINE
Annex 1 PROCEDURES FOR ESTABLISHING TASK FORCES AND EXPERT GROUPS UNDER THE SCIENTIFIC ADVISORY COMMITTEE OF EANET	Annex 1 PROCEDURES FOR ESTABLISHING TASK FORCES AND EXPERT GROUPS UNDER THE SCIENTIFIC ADVISORY COMMITTEE OF EANET
Annex 2 PROCEDURES ON DATA AND INFORMATION DISCLOSURE FOR EANET	Annex 2 PROCEDURES ON DATA AND INFORMATION DISCLOSURE FOR EANET
Annex 3 CRITERIA FOR UPLOADING PRIORITY DOCUMENTS TO THE EANET WEBSITE	Annex 3 CRITERIA FOR UPLOADING PRIORITY DOCUMENTS TO THE EANET WEBSITE
Annex 4 Terms of Reference of the Coordinator of the Secretariat for the EANET	Annex 4 Terms of Reference of the Coordinator of the Secretariat for the EANET
Annex 5 RECRUITMENT PROCEDURES FOR THE POST OF COORDINATOR OF THE EANET SECRETARIAT	Annex 5 RECRUITMENT PROCEDURES FOR THE POST OF COORDINATOR OF THE EANET SECRETARIAT
Annex 6 FORMAT OF THE PROVISIONAL BUDGET OF THE SECRETARIAT AND THE NETWORK CENTER Core Budget of the EANET	Annex 6 FORMATS FOR ANNUAL WORK PROGRAM AND BUDGET
Annex 7 TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE EANET FUND TO SUPPORT THE ACTIVITIES OF EANET	Annex 7 TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE EANET FUND TO SUPPORT THE ACTIVITIES OF EANET
Annex 8 FORMAT OF THE FINANCIAL REPORT OF THE SECRETARIAT AND THE NETWORK CENTER	Annex 8 FORMATS FOR OF THE FINANCIAL REPORT

Comparison chart "Consideration of the Revision of Guidelines on the Administrative and Financial Management for the SEC and NC"

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GUIDELINES ON THE ADMINISTRATIVE AND FINANCIAL MANAGEMENT FOR THE SECRETARIAT, AND THE NETWORK CENTER	GUIDELINES ON THE ADMINISTRATIVE AND FINANCIAL MANAGEMENT FOR THE SECRETARIAT, THE NETWORK CENTER, AND THE EANET PR
Annex 9 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)	Annex 9 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)
Annex 10 QUALIFICATIONS AND RECRUITMENT PROCEDURES FOR THE DEPUTY DIRECTOR GENERAL OF THE ASIA CENTER FOR AIR POLLUTION RESEARCH (ACAP) IN CHARGE OF THE NETWORK CENTER	Annex 10 QUALIFICATIONS AND RECRUITMENT PROCEDURES FOR THE DEPUTY DIRECTOR GENERAL OF THE ASIA CENTER FOR AIR POLLUTION RESEARCH (ACAP) IN CHARGE OF THE NETWORK CENTER

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Annex 2. Additional information on the Email correspondence dated on 1st July 2022 “Requests from MOEJ to the SEC and NC regarding to the agenda of the WG meeting of EANET in 2022”

As mentioned in the document WG2022 /5/1, para12, Japan made several requests regarding to the revision of “Consideration of the Revision of Guidelines on the Administrative and Financial Management for the SEC and NC.” Those are reflected as the below red written part in the revision of the guidelines proposed by Japan(EANET_WG2022_5_1_INF.1 Compilation of Submissions by Participating Countries for consideration under Agenda 5.1_Note by the Secretariat)

12.1 More transparent, efficient, and effective budget preparation/plan, with detailed information and rational.

Ref. II.3, and Annex 6: Annual Work Program and Budget

12.2 Additional policies to manage potential gaps or in-balance between estimated contributions(revenues) and actual contributions.

Ref. III.2.3, and IV.2.3: Voluntary Financial Contributions to the Core Budget

12.3 Additional policies to managing surplus, unused budget, unexpected circumstances.

Ref. III.2.5, IV2.5, Annex 6, and Annex 8: Surplus

12.4 More transparent, consistent, easy-to-understand financial reports, with detailed information, which are essential for raising fund.

Ref. III.3.1, IV3.1, and Annex 8: Financial Report, including Provisional one(Para 67,105).

12.5 New and clear policies and procedures for information disclosure and dissemination to fit the new mechanism and scope of the EANET

Ref. I.2: Rules and Procedures for Managing Dissemination of Data and Information

12.6 Streamline the texts by removing redundancy, obsolete parts, and/or integrating fragmented parts.

Ref. Corrected chapters and articles in the draft.

12.7 Other matters deemed important.

Ref. III.1.4, and IV.1.4: Personnel Management including recruitment procedures.

III.2.4, and IV.2.4: Expenditure, including conditions for transferring part of the budget from a budget line to others

III.3.3, IV.3.3:Progress Report

Annex 1: Procedures for establishing Task Force