

(Fill in your COUNTRY'S NAME) Proposed Revision of the Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (EANET/IG 23/12)

Section Title	Paragraph Number	Does this section/paragraph require a modification? (write YES if relevant, or leave blank)	What is the justification for revising this section/ paragraph? (explain why)	Proposed Modification	Remarks/Comments if any
INTRODUCTION	Para 1				
	Para 2				
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	Para 3				
I.1.2 Rules of Procedures for the SAC	Para 4				
	Para 5				
I.1.3 Rules of Procedures for Other Subsidiary Bodies where Appropriate	Para 6				
	Para 7				
	Para 8				
I.2 Dissemination of Data and Information	Para 9				
PART II: ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE SECRETARIAT					
II.1 Administrative Arrangement and Management					
II.1.1 Guiding Principle	Para 10				
II.1.2 Delegation of the Responsibilities	Para 11				
Terms of Reference (TOR) for the Coordinator of the Secretariat	Para 12				
	Para 13				
II.1.3 Principles of Distribution of the EANET Documents and Other Information/data to the Participating Countries and Others	Para 14				
	Para 15				
II.1.4 Personnel Management Recruitment Procedures and Personnel Management Policy for the Secretariat	Para 16				
II.1.5 Attendance at International Meetings	Para 17				
II.2 Financial Arrangement and Management					
II.2.1 Guiding Principle	Para 18				
	Para 19				
	Para 20				
II.2.2 Fiscal Year	Para 21				
II.2.3 Rules and Procedures on the Budgeting Annual Budget	Para 22				
	Para 23				
	Para 24				
	Para 25				
	Para 26				
Surplus	Para 27				
	Para 28				
II.2.4 Voluntary Financial Contributions Guiding Principle	Para 29				

	Para 30				
Scale of Voluntary Financial Contributions	Para 31				
	Para 32				
Guidelines on Transfer of Voluntary Financial Contribution to the Secretariat	Para 33				
	Para 34				
	Para 35				
	Para 36				
Administration of Voluntary Financial Contribution to the Secretariat	Para 37				
II.2.5 Expenditures	Para 38				
Financial Statements	Para 39				
	Para 40				
Audit Report	Para 41				
PART III: ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE NETWORK CENTER					
III.1 Administrative Arrangement and Management					
III.1.1 Guiding Principle	Para 42				
III.1.2 Delegation of the Responsibilities	Para 43				
	Para 44				
	Para 45				
Roles and Responsibilities of the DG and the DDGs, and the Function of the Departments of the ACAP	Para 46				
III.1.3 Principles of Distribution of the EANET Documents and Other Information/data to the Participating Countries and Others	Para 47				
	Para 48				
	Para 49				
	Para 50				
III.1.4 Personnel Management Qualifications and Recruitment Procedures for the DDG of the ACAP in charge of the NC	Para 51				
III.1.5 Attendance at International Meetings	Para 52				
	Para 53				
III.2 Financial Arrangement and Management					
III.2.1 Guiding Principle	Para 54				
	Para 55				
	Para 56				
III.2.2 Fiscal Year	Para 57				
III.2.3 Rules and Procedures on the Budgeting Annual Budget	Para 58				
	Para 59				
	Para 60				
	Para 61				
	Para 62				
	Para 63				
III.2.4 Voluntary Financial Contributions Guiding Principle	Para 64				
	Para 65				
Scale of Voluntary Financial Contributions to the core budget	Para 66				

	Para 67				
Guidelines on Transfer of Financial Contribution to the Network Center	Para 68				
	Para 69				
	Para 70				
	Para 71				
	Para 72				
	Para 73				
III.2.5 Expenditures	Para 74				
Financial Statements	Para 75				
	Para 76				
Audit Report	Para 77				
PART IV: PROJECT FUND AND PROJECT GUIDELINE	Para 78				
	Para 79				
	Para 80				
Annex 1 PROCEDURES FOR ESTABLISHING TASK FORCES AND EXPERT GROUPS UNDER THE SCIENTIFIC ADVISORY COMMITTEE OF EANET					
Procedures for establishing the Task Forces and Expert Groups	Para 1				
	Para 2				
	Para 3				
	Para 4				
	Para 5				
	Para 6				
	Para 7				
	Para 8				
Working Procedures of the Task Forces and Expert Groups	Para 1				
	Para 2				
	Para 3				
	Para 4				
	Para 5				
	Para 6				
	Para 7				
Annex 2 PROCEDURES ON DATA AND INFORMATION DISCLOSURE FOR THE ACID DEPOSITION MONITORING NETWORK IN EAST ASIA (EANET)					
Objective	Para 1				
Adoption/Amendment	Para 2				
Application of the Procedures	Para 3				
Principles for Data and Information Disclosure	Para 4				
	Para 5				
	Para 6				
Data and/or Information not to be Disclosed	Para 7				
Data and Information Disclosure by the NC	Para 8				
	Para 9				
	Para 10				
Restriction of Data and Information Disclosure by Others	Para 11				
Annex 3 CRITERIA FOR UPLOADING PRIORITY DOCUMENTS TO THE EANET WEBSITE					

1. Documents for Publication	Para 1.1				
	Para 1.2				
2. Medium term plans for the EANET	Para 2.1				
	Para 2.2				
3. Strategy papers of the EANET	Para 3.1				
	Para 3.2				
4. Reports of the Session, Minutes of the Meeting and the Annotated Agenda	Para 4.1				
	Para 4.2				
5. Data Report and Report on the Inter-laboratory Comparison Projects	Para 5.1				
	Para 5.2				
6. Other Documents	Para 6.1				
	Para 6.2				
Annex 4 Terms of Reference of the Coordinator of the Secretariat for the EANET					
Organizational Setting and Reporting					
Responsibilities					
Competencies					
QUALIFICATIONS					
Education					
Work Experience					
Languages					
Other Skills					
United Nations Considerations					
Annex 5 RECRUITMENT PROCEDURES FOR THE POST OF COORDINATOR OF THE EANET SECRETARIAT	Para 1				
	Para 2				
	Para 3				
	Para 4				
	Para 5				
	Para 6				
	Para 7				
	Para 8				
	Para 9				
	Para 10				
	Para 11				
	Para 12				
	Para 13				
	Para 14				
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\$)					
Table 1-2 Estimated Voluntary Financial Contribution of Participating Countries to the Secretariat & Network Center Core Budget for the EANET					
Table 1-3 Estimated Core Budget of the Secretariat (US\$)					
Table 1-4 Estimated Revenue for the Network Center					

Budget for Project Activities of the EANET Table 2-1 Project Budget for each Project Activity (US\$)					
Table 2-2 Estimated Revenue for each Project Activity (US\$)					
Table 2-3 All Estimated Income for Project Activities (US\$)					
Annex 7 TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE EANET FUND TO SUPPORT THE ACTIVITIES OF THE ACID DEPOSITION MONITORING NETWORK IN EAST ASIA					
	Para 1				
	Para 2	Yes	Since the effective period has ended. Therefore, EANET should define the new effective period appropriate for EANET Fund.	The EANET Fund shall be established with effect from 1 October 2014 to 31 December 2020, was extended by the 25th Intergovernmental Meeting on EANET (IG25) until the 30th Intergovernmental Meeting on EANET (IG30) , with the approval of the Executive Director of UN Environment. (proposed modification as highlighted)	
	Para 3				
	Para 4				
	Para 5				
	Para 6				
	Para 7				
	Para 8				
	Para 9				
	Para 10				
	Para 11				
	Para 12				
	Para 13				
	Para 14				
Annex 8 FORMAT OF THE FINANCIAL REPORT OF THE SECRETARIAT AND THE NETWORK CENTER					
Table 1-1 Financial Statement of the Secretariat Core Activities (US\$)					
Table 1-2 - Balances between Estimated Contribution and Actual contribution for the Secretariat					
Table 1-3 Expenditure of each Core Activities of the Network Center (in US\$)					
Table 1-4 Revenue and Expenditures of the Network Center (US\$)					
Table 1-5 Voluntary Financial Contribution of Participating Countries to the Secretariat & Network Center Core Budget					
Table 2-1 Project Budget Expenditure of each Project Activity (US\$)					
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)					

I. Job Description of the Director General (DG)	Para 1				
	Para 1.1				
	Para 1.2				
	Para 1.3				
	Para 1.4				
II. Job Description of the Deputy Director General (DDG) in charge of the NC	Para 2				
	Para 2.1				
	Para 2.2				
	Para 2.3				
	Para 2.4				
III. Job Description of the DDG in charge of Administrative Management and Domestic Activities	Para 3				
	Para 3.1				
	Para 3.2				
	Para 3.3				
	Para 3.4				
	Para 3.5				
IV. The Functions of Each Department of the ACAP					
IV.1 General Affairs Department					
IV.2 Planning and Training Department					
IV.3 Atmospheric Research Department					
IV.4 Ecological Impact Research Department					
IV.5 Data Management Department					
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					
Qualifications:	bullet 1				
	bullet 2				
	bullet 3				
	bullet 4				
	bullet 5				
	bullet 6				
	bullet 7				
	bullet 8				
	bullet 9				
Recruitment Procedures:	Para 1				
	Para 2				
	Para 3				
	Para 4				