

## (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	YES	Sentence is too long and need to add the definition of "Secretariat".	This Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center (2021) (hereinafter referred to "Guidelines") is based on the <b>Revision of</b> 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. <b>The revised guidelines takes</b> 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 (hereinafter referred to "Secretariat") at UNEP approved by the IG15 in 2013.	
	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	YES	4.1 Prior approval is needed	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, <b>subject to prior approval from the respective participating country.</b>	
		YES	6.1 Clarification of "mother organization"	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 <b>mother organizations.</b>	
		YES	7.1	A majority (more than half) of the participating countries of the EANET must be present at the Session for the Chairperson to open the formal Session of the IG.	
		YES	7.2	Decisions of the IG will be made by consensus among the participating countries present at the Session.	7.2 What if the participating countries is not present in the meeting? How to obtain consensus if a particular country is not present during the session of the IG?
I.1.2 Rules of Procedures for the SAC	Para 4	YES	This section need to be separated into 3 para for better clarity.	<b>In principle, the Rules of Procedures for the IG above shall be applied to the SAC. Other rules of procedures in addition to or different from those of the IG shall be approved by the IG.</b>	
	Para 5 (Proposed)	YES	This section need to be separated into 3 para for better clarity.	As stipulated in the Instrument, the SAC, as a subsidiary body of the IG <b>and composed</b> consisting 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. <b>in principle, the Rules of Procedures for the IG above shall be applied to the SAC.</b>	
	Para 6 (Proposed)	YES	Please rephrase and restructure the whole para for better clarity.	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. <b>Other rules of procedures in addition to or different from those of the IG shall be approved by the IG.</b>	
I.1.3 Rules of Procedures for Other Subsidiary Bodies where Appropriate	Para 6	YES	Rephrasing the sentence for better clarity.	Both the IG and the SAC may establish subsidiary bodies, as appropriate. <b>Nevertheless, the establishment of SAC subsidiary bodies will require the approval of the IG. The IG shall approve the decision of the SAC on the establishment of its subsidiary bodies.</b> In principle, the Rules of Procedures for the IG 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.	
	Para 7				
	Para 8				
I.2 Dissemination of Data and Information	Para 9	YES	Rephrasing the sentence for better clarity.	The EANET website will be updated periodically to include the latest information and records of the <b>appropriate</b> EANET activities <b>as appropriate.</b> 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)" <b>presented in Annex 2</b> and "Criteria for Uploading Priority Documents to the EANET Website" <b>as attached in Annex 2 and Annex 3 respectively.</b>	Propose to upload the EANET meeting documents at least two weeks before the meeting to give duration time for PCs to review the documents.
PART II: ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE SECRETARIAT					
II.1 Administrative Arrangement and Management					
II.1.1 Guiding Principle	Para 10	YES	To better explain the intended meaning of the item.	The Secretariat will <b>carry out works</b> in accordance with <b>Item 11 of the Instrument</b> , the rules and regulations of UN Environment <b>inclusive of the</b> 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 <b>the IG</b> matters which is <b>deem</b> important to the operation of the EANET.	
II.1.2 Delegation of the Responsibilities	Para 11	YES	To better explain the intended meaning of the item.	The Coordinator of the Secretariat shall, under the <b>general</b> guidance and supervision of the IG and the Regional Director of <b>UN Environment Programme-UNEP for Asia and the Pacific and also under the guidance of the IG</b> , provide administrative and financial arrangements and perform other <b>activities and</b> tasks as stipulated in Item 11 of the Instrument, and report to the IG and the Regional Director of <b>UN Environment UNEP for Asia and the Pacific and the IG.</b>	
Terms of Reference (TOR) for the Coordinator of the Secretariat	Para 12	YES	To better explain the intended meaning of the item.	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, <b>and</b> facilitating <b>liaison and</b> networking between the relevant agencies and institutions and perform other <b>activities and</b> tasks as stipulated in Item 11 of the Instrument. <b>for the effective management of the EANET.</b>	
	Para 13	YES	To better explain the intended meaning of the item.	The Secretariat, <b>as defined by the Secretariat functions (source of reference?)</b> , shall <b>ensure that it</b> meet the needs of the participating countries, the IG, <b>and</b> the SAC, the NC and other subsidiary bodies, for example, in the provision of information based on their respective needs <b>as defined by the Secretariat functions.</b> The Terms of Reference of the Coordinator of the Secretariat for the EANET <b>acknowledged took note</b> by the Extraordinary Session of the Intergovernmental Meeting (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	Para 14	YES	To better explain the intended meaning of the item.	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, such as the IG, the SAC and their subsidiary bodies: <del>meetings and the SAC are arranged by the Secretariat.</del>	
	Para 15	YES	To better explain the intended meaning of the item.	The Secretariat will coordinate with the NC and the participating countries in developing biannual Newsletters. <del>The Contents of Newsletter will be circulated among the participating countries for review prior to before publishing.</del> The Secretariat will also develop public awareness materials.	
II.1.4 Personnel Management Recruitment Procedures and Personnel Management Policy for the Secretariat	Para 16	YES	To better explain the intended meaning of the item.	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 <del>took note by the IG-Ex in August 2014</del> 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, <del>which is an international professional UN post will be done in line with standard UN standard rules and regulations, applicable to UN Environment, for the recruitment of an international professional UN post on</del> a fixed term contract of one year or longer. The <del>standard UN standard</del> 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	Para 17	YES	To better explain the intended meaning of the item.	The Secretariat can participate in important meetings to introduce <del>the</del> EANET activities and <del>to</del> promote the cooperation with other programmes or networks within the <del>limit of budget limits</del> 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	Para 18				
	Para 19	YES	To better explain the intended meaning of the item.	In addition to <del>the following</del> specific rules and regulations for the financial management of the EANET, the Secretariat for the EANET will <del>also</del> be obliged to follow the financial rules and regulations of the mother organization, namely the UN Environment.	
	Para 20	YES	To better explain the intended meaning of the item.	In the development and management of annual work programmes and budgets of the EANET, the Secretariat shall be guided by the principles of <del>transparency transparent</del> , effective and efficient financial management.	
II.2.2 Fiscal Year	Para 21				
II.2.3 Rules and Procedures on the Budgeting Annual Budget	Para 22				
	Para 23				
	Para 24	YES	To better explain the intended meaning of the item.	The annual work programmes and budgets <del>of the EANET</del> for the Secretariat for a fiscal year should be based on the respective five-year Medium Term Plan (MTP) for the EANET approved by the IG for <del>under which the respective fiscal year is</del> .	
	Para 25	YES	To better explain the intended meaning of the item.	The annual budgets of the Secretariat shall be approved by the IG. The Secretariat shall, <del>in the year</del> prior to the specified fiscal year, submit provisional annual EANET work programmes and budgets <del>for the EANET</del> to the Session of the IG for its review, consideration, and approval. The SAC and other subsidiary bodies of the IG, where <del>necessary could also shall</del> review and discuss the <del>relevant provisional</del> annual work programmes and budgets at their meetings prior it been presented to, <del>as appropriate. The provisional annual work programmes and budgets shall be presented to the participating countries at the Session of the IG.</del>	
	Para 26	YES	All issues regarding the budget needs IG approval. This item does not reflect an approval from IG for the supplementary budget proposals mentioned.	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 <del>have been</del> foreseen at the time when the provisional annual budget was submitted to the IG for approval.	1. Any example of "supplementary budget proposals"? 2. Preferable for concurrence among all participating countries to be given in written?
Surplus	Para 27				
	Para 28				
II.2.4 Voluntary Financial Contributions Guiding Principle	Para 29	YES	Grammatical Suggestion	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 in account <del>of</del> their economic and financial circumstances and <del>the</del> limit of their respective budgetary appropriations.	
	Para 30	YES	Grammatical Suggestion	Definitions of the "Core Activities" and "Core Budget". Items of the "Core Activity" and "Core Budget" <del>must be is</del> in line with the MTP for the EANET.	2nd sentence may need to be rephrased to reflect the "Core Activity" and "Core Budget" to be the main point with the MTP being the subsidiary.
Scale of Voluntary Financial Contributions	Para 31	YES	To better explain the intended meaning of the item.	The scale of Voluntary Financial Contribution to the Core Budget of the Secretariat for the EANET is <del>derived by applying that using</del> the UN assessment scale <del>applied</del> for the first year of the MTP, and this scale will be effective to all five years during the Medium Term Plan (MTP). The minimum amount for the <del>yearly</del> annual voluntary financial contribution of the participating countries is US\$ 200, as it <del>presently</del> is.	
	Para 32	YES	Grammatical Suggestion	Participating Countries are encouraged to make voluntary financial contributions taking in to account <del>of</del> their respective estimated financial <del>amounts of</del> contributions. <del>Participating Countries and</del> may also provide additional financial and in-kind contributions <del>on a</del> voluntarily basis.	
Guidelines on Transfer of Voluntary Financial Contribution to the Secretariat	Para 33	YES	To better explain the intended meaning of the item.	Upon receiving the approval of the annual work programme and budget of the EANET from the IG, the Secretariat, <del>before the beginning of each fiscal year</del> , will send letters requesting for voluntary financial contributions to the Participating Countries notifying their respective estimated <del>amounts of their</del> voluntary financial contributions to the Secretariat core budget <del>before the beginning of each fiscal year</del> . The Participating Countries are encouraged to make voluntary financial contributions accordingly. <del>These Such</del> contributions are encouraged to be made as early <del>will be due on the first day of the calendar year</del> and be paid as soon as possible, and is expected to be in line with the respective national laws and regulations.	

	Para 34	YES	Grammatical Suggestion	As will be informed in the request letter, the voluntary financial contributions to the core budget should be made in US dollars <del>to the Secretariat</del> and transmitted via electronic transfer to the bank account of UNEP Trust Fund, <del>which will be informed in the request letter.</del>	
	Para 35	YES	To better explain the intended meaning of the item.	<del>When the participating countries make</del> Prior to making the financial contributions to the Non-Core Budget and/or Non-Core Activities, the <del>participating countries</del> are encouraged to settle their respective <del>make a</del> <del>voluntary financial contribution of</del> expected amount of voluntary financial contribution to the core budget in advance.	
	Para 36	YES	Grammatical Suggestion	The Secretariat will acknowledge promptly the receipt of all contributions and <del>annually will</del> inform the participating countries, <del>every year, of</del> the status of their <del>respective payments of</del> contributions.	
Administration of Voluntary Financial Contribution to the Secretariat	Para 37	YES	Grammatical Suggestion	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 <del>was</del> acknowledged by the IG-Ex in August 2014 are presented in Annex 7.	
II.2.5 Expenditures	Para 38	YES	Grammatical Suggestion	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 <del>from within</del> the budgets approved by the IG and within available resources. Transfer of budget from one budget line for expenditures <del>to in</del> other budget lines are subject to budget availability. <del>This transfer of budget and</del> shall not <del>only</del> affect the implementation of activities under the approved annual Work Programme, <del>but must also be and</del> in line with the financial regulations, rules, policies and procedures applicable to UNEP.	
Financial Statements	Para 39	YES	Grammatical Suggestion	The annual accounts of the EANET Fund for the Secretariat of each previous fiscal year shall be <del>prepared developed</del> for circulation to the NFPs of the participating countries, and 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.	
	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	YES	Grammatical Suggestion	The NC will carry out works in accordance with the rules and regulations of the <del>Japan Environmental Sanitation Center (JESC), Item 13 of the Instrument, and</del> the decisions of the IGs and Japan Environmental Sanitation Center (JESC). The NC will also carry out works upon requests made by the participating countries. The NC may also bring <del>to the attention of the IG other matters which</del> deem important to the operation of the EANET <del>to the attention of the IG.</del>	
III.1.2 Delegation of the Responsibilities	Para 43	YES	Grammatical Suggestion	The Director General (DG) of the Asia Center for Air Pollution Research (ACAP), designated as the NC, shall <del>operate</del> , under the general guidance and supervision of the IG and the President of the JESC <del>and also under the guidance of the IG</del> with regard to the NC activities, management and <del>provide provision</del> of 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 IG and President of the JESC <del>and the IG.</del>	
	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	YES	Grammatical Suggestion	<del>The</del> Leading scientists would be invited by the NC to prepare the papers on acid deposition and air pollution <del>problems</del> and research progress <del>of researches</del> for information of public and decision makers. The NC will also develop public awareness materials.	
	Para 50	YES	Grammatical Suggestion	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, <del>via through</del> 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	Para 51				
III.1.5 Attendance at International Meetings	Para 52				
	Para 53	YES	Grammatical Suggestion	<del>The</del> 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	Para 54	YES	Grammatical Suggestion	<del>In principle,</del> 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.	
	Para 55	YES	Grammatical Suggestion	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 <del>generally</del> the financial rules and regulations of their mother organization, namely the JESC.	
	Para 56	YES	Grammatical Suggestion	In the development and management of their annual work programmes and budgets of the EANET, the NC shall be guided by the principles of <del>transparency,</del> effective and efficient financial management.	
III.2.2 Fiscal Year	Para 57	YES	Grammatical Suggestion	The fiscal year shall be on a yearly basis and based on a calendar year from 1 January to 31 December.	
III.2.3 Rules and Procedures on the Budgeting Annual Budget	Para 58				

	Para 59	YES	Grammatical Suggestion	The annual budgets of the NC shall cover <del>expenditures on their administrative administration and operational operation</del> expenditures, 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.	
	Para 60	YES	Grammatical Suggestion	The annual work programmes and budgets <del>of the EANET</del> for the NC for a fiscal year should be based on the respective Five-Year <del>Medium-Term Plan (MTP)</del> for the EANET, which is approved by the IG under which <del>the under which</del> the respective fiscal year <del>is</del> .	
	Para 61	YES	Grammatical Suggestion	The annual budgets of the NC shall be approved by the IG. The NC shall, <del>in the year-</del> prior to the specified fiscal year, submit provisional annual EANET work programme and budget <del>for the EANET</del> to the Session of the IG for its review, consideration, and approval. The SAC and other subsidiary bodies of the IG, <del>where necessary could also</del> shall review and discuss the relevant <del>provisional-</del> annual work programmes and budgets at their meetings prior it been presented to, <del>as appropriate. The provisional annual work programmes and budgets shall be circulated to the participating countries at least one month before</del> the Session of the IG.	
	Para 62	YES	Grammatical Suggestion	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 <del>have been</del> foreseen at the time when the provisional annual budget was submitted to the IG for approval.	1. Any example of "supplementary budget proposals"? 2. Preferable for concurrence among all participating countries to be given in written?
	Para 63				
III.2.4 Voluntary Financial Contributions Guiding Principle	Para 64	YES	Grammatical Suggestion	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 in account <del>of</del> their economic and financial circumstances and <del>the</del> limit of their respective budgetary appropriations.	
	Para 65	YES	Grammatical Suggestion	<del>Based on Definitions of the "Core Activities" and "Core Budget" as defined in Annex ??? for the EANET. Items of the "Core Activities" and "Core Budget" is in line with the MTP for the EANET.</del>	2nd sentence may need to be rephrased to reflect the "Core Activity" and "Core Budget" to be the main point with the MTP being the subsidiary.
Scale of Voluntary Financial Contributions to the core budget	Para 66	YES	Grammatical Suggestion	The scale of Voluntary Financial Contribution to the Core Budget of the Network Center for the EANET is <del>derived by applying that using</del> the UN assessment scale <del>applied</del> for the first year of the MTP, and this scale will be effective to all five years during the <del>Medium-Term Plan (MTP)</del> . The minimum amount for the <del>yearly-</del> annually voluntary financial contribution of the participating countries is US\$ 200 (it may be necessary to mention year of UN assessment scale applied for this minimum amount).	
	Para 67	YES	Grammatical Suggestion	<del>The</del> Participating countries are encouraged to make voluntary financial contributions taking into account <del>of</del> their respective estimated financial <del>amounts-</del> contributions. <del>Participating Countries and</del> may also provide additional financial and in-kind contributions <del>on a</del> voluntarily <del>basis</del> .	
Guidelines on Transfer of Financial Contribution to the Network Center	Para 68	YES	Grammatical Suggestion	Upon receiving the approval of the annual work programme and budget of the EANET from the IG, the NC, <del>before the beginning of each fiscal year,</del> will send letters requesting for voluntary financial contributions to the participating countries, notifying their <del>respective estimated amounts of their voluntary financial</del> contributions to the NC core budget <del>before the beginning of each fiscal year</del> . The participating countries are encouraged to make voluntary financial contributions accordingly. <del>These Such</del> contributions are encouraged to be made as early <del>will be due on the first day of the calendar year and be paid as soon</del> as possible, and is expected to be in line with the respective national laws and regulations.	
	Para 69	YES	Grammatical Suggestion	<del>As will be informed in the request letter,</del> the voluntary financial contributions to the core budget should be made in US dollars or Japanese yen (JPY) <del>to the NC-</del> and transmitted via electronic transfer directly to the bank account of JESC <del>which will be informed in the request letter</del> .	
	Para 70	YES	Grammatical Suggestion	<del>When the participating countries make</del> Prior to making the financial contributions to the Non-Core Budget and/or Non-Core Activities, the <del>Participating Countries</del> are encouraged to settle their <del>respective make a</del> <del>voluntary financial contribution of</del> expected amount of voluntary financial contribution to the core budget in advance.	
	Para 71				
	Para 72	YES	Grammatical Suggestion	The NC will acknowledge promptly the receipt of all contributions and <del>annually</del> <del>will</del> inform the participating countries, <del>every year, of</del> the status of their <del>respective payments of</del> contributions.	
	Para 73				
III.2.5 Expenditures	Para 74	YES	Grammatical Suggestion	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 from <del>within</del> the budgets approved by the IG and within available resources. Transfer of budget from one budget line for expenditures <del>in to</del> other budget lines are subject to budget availability. <del>This transfer of budget and</del> shall not only affect the implementation of activities under the approved annual Work Programme, <del>but must also be and</del> in line with the financial regulations, rules, policies and procedures applicable to JESC.	
Financial Statements	Para 75	YES	Grammatical Suggestion	The annual financial report of the NC of each previous fiscal year shall be <del>prepared developed</del> for circulation to the NFPs of the participating countries, and 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.	
	Para 76	YES	Grammatical Suggestion	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	Para 77	YES	Grammatical Suggestion	The audit shall be conducted in conformity with generally accepted common auditing standards of references, <del>and</del> 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	Para 78				
	Para 79	YES	Grammatical Suggestion	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 <del>form</del> is integrated <del>part</del> under the Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center.	
	Para 80				

<b>Annex 1 PROCEDURES FOR ESTABLISHING TASK FORCES AND EXPERT GROUPS UNDER THE SCIENTIFIC ADVISORY COMMITTEE OF EANET</b>					
Procedures for establishing the Task Forces and Expert Groups	Para 1				
	Para 2				
	Para 3	YES	Grammatical Suggestion	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.	Is the Strategy on the EANET Development document a part of the MTP?
	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				
<b>Annex 2 PROCEDURES ON DATA AND INFORMATION DISCLOSURE FOR THE ACID DEPOSITION MONITORING NETWORK IN EAST ASIA (EANET)</b>					
Objective	Para 1				
Adoption/Amendment	Para 2				
Application of the Procedures	Para 3				
Principles for Data and Information Disclosure	Para 4	YES	Grammatical Suggestion	All the data and information that are obtained through the EANET activities <del>can</del> <b>should</b> be disclosed outside the EANET only after verification and confirmation/endorsement by the SAC, unless otherwise decided. <b>Data and information disclosure outside the EANET should start after 2002 (Referring to data / information disclosure???)</b> .The NC may disclose the annual data report <b>before that time (need clarification)</b> .	
	Para 5	YES	Grammatical Suggestion	Each participating country <del>is able to</del> <b>can</b> disclose its data and information by its own decision.	
	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				
<b>Annex 3 CRITERIA FOR UPLOADING PRIORITY DOCUMENTS TO THE EANET WEBSITE</b>					
1. Documents for Publication	Para 1.1				
	Para 1.2				
2. Medium term plans for the EANET	Para 2.1	YES	Grammatical Suggestion	<b>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.</b>	Is the Strategy on the EANET Development document a part of the MTP?
	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	YES	Grammatical Suggestion	<b>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.</b>	These working group are not conducted annually. Therefore, how do we justify consistency of their inclusion in this Annex. For example, the working group related to the expansion of scope is not mentioned.
	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				
<b>Annex 4 Terms of Reference of the Coordinator of the Secretariat for the EANET</b>					
Organizational Setting and Reporting					
Responsibilities					
Competencies					
QUALIFICATIONS					
Education					
Work Experience					
Languages					
Other Skills					
United Nations Considerations					
<b>Annex 5 RECRUITMENT PROCEDURES FOR THE POST OF COORDINATOR OF THE EANET SECRETARIAT</b>					
	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		YES	Grammatical Suggestion	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 and air quality 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.	
		YES	Grammatical Suggestion	The Joint Announcement on the Implementation of the EANET (EANET/IG 2/5/2 rev.) (JA), agreed by the participating countries at the 2nd Session of the Intergovernmental meeting was held on 25-26 October 2000. During the meeting, the Tentative Design of the EANET (EANET/IG 2/5/3) (TD) referred to in JA and the Instrument for Strengthening the EANET (Instrument), then adopted by the participating countries at the Twelfth Session of the Intergovernmental meeting (IG12) on the EANET held on 23-24 December 2010, that 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.	
		YES	Grammatical Suggestion	The Fifteenth Session of the Intergovernmental Meeting on EANET held on 16-17 December adopted a Decision (Decision 1/IG.15), which provided details regarding on the future arrangement of the Secretariat for the EANET and operationalization of the Secretariat arrangement. The IG also 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.	
		YES	Grammatical Suggestion	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.	
	Para 1	YES	Grammatical Suggestion	The purpose of the EANET Fund is to receive, pay, and mobilize financial resources in a stable, sustained and predictable-sustainable manner, in order for the to enable functions of EANET to be consistent with the decisions of the intergovernmental IG Meeting on EANET and subject to availability of funds.	
	Para 2	YES	Grammatical Suggestion	The EANET Fund shall be established with effect from 1 October 2014 to 31 December 2020, and was extended by the 22nd intergovernmental IG Meeting on EANET (IG22) until IG23 the next IG, with the approval of the Executive Director of UN Environment.	
	Para 3	YES	Grammatical Suggestion	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.	Please rephrase for better clarity.
	Para 4	YES	Grammatical Suggestion	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 activities that 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.	Please rephrase for better clarity in 1st and 2nd sentence. The 1st sentence is incomplete.
	Para 5	YES	Grammatical Suggestion	UNEP may draw upon 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.	
	Para 6	YES	Grammatical Suggestion	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 EANET intergovernmental IG Meeting on EANET.	
	Para 7	YES	Grammatical Suggestion	The EANET Fund is open to contributions of any amount from governments and non-governmental entities. Contributions from governments is subjected to UN Environment procedures. Contributions from non-governmental entities, is subjected to where appropriate to the conclusion of relevant donor agreements and consistent with UN regulations, rules and procedures applicable to UN Environment procedures.	
	Para 8	YES	Grammatical Suggestion	Personnel recruited Recruitment 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.	

	Para 9	YES	Grammatical Suggestion	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. <del>The payment, and</del> shall be deposited into the following account: (Reference should be made to the EANET when making the transfer.)	
	Para 10				
	Para 11	YES	Grammatical Suggestion	No commitments against the resources of the EANET Fund may be made in advance <del>of</del> unless the corresponding resources <del>having</del> become available to the EANET Fund.	
	Para 12	YES	Grammatical Suggestion	Should the resources paid into the EANET Fund, including the investment income credited to it in accordance with paragraph 10 above, <del>exceed the amount spent by UN Environment or other parties concerned on activities financed from the EANET Fund</del> , 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.	Please clarify more for the red color sentence.
	Para 13	YES	Grammatical Suggestion	UNEP should deduct from the <del>contribution income</del> of the EANET Fund an amount representing Programme Support Cost (PSC) equal to 13 % of the funds paid into the EANET Fund.	What does income referred to? countries contribution or investment or both?
	Para 14				
<b>Annex 8 FORMAT OF THE FINANCIAL REPORT OF THE SECRETARIAT AND THE NETWORK CENTER</b>					
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\$)					
<b>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)</b>					
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	YES	Grammatical Suggestion	The DG of the Asia Center for Air Pollution Research (ACAP) will, under the general guidance and supervision of the President of the <del>Japan Environmental Sanitation Center (JESCC)</del> :	What is the role of JESCC in EANET?
	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 3.1				
	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					
<b>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</b>					
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				