

**EANET
GUIDELINES ON THE
ADMINISTRATIVE AND FINANCIAL
MANAGEMENT
FOR THE SECRETARIAT, THE
NETWORK CENTER, AND THE
EANET PROJECT FUND**

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INTRODUCTION

1. The Guidelines on the Administrative and Financial Management for the Secretariat and the Network Center (hereinafter referred to as “Guidelines”) are based on the previous revisions of the Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (EANET/IG23/12), approved at the Twenty-third Session of the Intergovernmental Meeting (IG23) on the Acid Deposition Monitoring Network in East Asia (EANET) in 2021. The revised Guidelines take into account the Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (hereinafter referred to as “Instrument”) adopted by the IG12 in 2010, the Supplementary Document (Annex) to the Instrument adopted in IG23 in 2021, the establishment of the EANET Project Fund, approved by the IG23 in 2021, and the arrangements of UNEP’s provision of secretariat services to the EANET (hereinafter referred to as “Secretariat”) approved by the IG15 in 2013. The provisions of the United Nations Environment Assembly Rules of Procedure shall apply *mutatis mutandis*.

2. The Guidelines are divided into four Parts. Part I provides the rules of procedures for EANET meetings and dissemination of data and information. Part II and Part III contain the guidelines on the administrative and financial management for the Secretariat and the Network Center (NC) respectively. Part IV contains information regarding the EANET Project Fund. An organigramme of the institutional framework of EANET is available in Annex 1.

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

3. The Third Session of the Intergovernmental Meeting (IG3) on the EANET in 2001, adopted the Rules of Procedures for the Session of the IG as described in Annex II of EANET/IG 3/12. The same Rules of Procedures shall be applied in these Guidelines as follows,

(1) Sessions of the IG

(1.1) The Session of the IG shall take place annually unless otherwise decided by the Participating Countries.

(1.2) Extraordinary Sessions shall be convened when a written request of any Participating Country is submitted to the Secretariat and no objection from the other Participating Countries is received.

(2) Representation at the Sessions

- (2.1) The credentials of delegates shall be submitted to the Secretariat, such as through a Note Verbale or other formal communication, including by official email communication, signed by a supervisor of the highest rank delegate, prior to or during a Session. Any later change in the composition of the delegation shall also be submitted to the Secretariat. The credentials shall be signed by, or on behalf of, an appropriate government authority and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activity of the Session.
- (2.2) The Secretariat, in consultation with the NC and with the approval of all the Participating Countries, may invite relevant international organizations and other entities/experts to participate and present information and/or contribute to deliberations.
- (2.3) The Chairperson of the IG, in consultation with and approval by all the Participating Countries, may allow others to join the sessions as observers at its Session.

(3) Agenda

- (3.1) The Secretariat, in collaboration with the NC, will prepare the draft agenda of the Session in consultation with the Participating Countries. The IG will decide the agenda at its Session.

(4) Bureau

- (4.1) At the commencement of each Session of the IG, a Bureau consisting of a Chairperson, two Vice Chairpersons, and a Rapporteur will be elected from amongst the participants of the Session, with their nominations subject to prior approval from their respective countries.
- (4.2) The Bureau will remain in office until their successors are elected.

(5) Subsidiary Bodies

- (5.1) The Scientific Advisory Committee (SAC) on the EANET as the subsidiary body of the IG, will advise and assist the IG with scientific and technical matters related to the EANET activities as mandated to it by the IG.
- (5.2) The IG may decide to establish other subsidiary bodies, as appropriate.

(5.3) The SAC and other subsidiary bodies may also decide to establish their subsidiary bodies, with the approval of the IG.

(5.4) These Rules of Procedures will be applied to the proceedings of the subsidiary bodies.

(6) Secretariat/NC

(6.1) The EANET Secretariat hosted by UNEP will serve as the secretariat of the Working Group Meetings and the Intergovernmental Meetings while the Network Center will serve as the secretariat of the Senior Technical Manager's Meeting and the Scientific Advisory Committee Meeting.

(7) Conduct of Business

(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.

(7.2) Decisions of the IG will be made by consensus among the Participating Countries present at the Session.

(8) Amendments to the Rules of Procedures

(8.1) These Rules of Procedures may be amended by the IG.

I.1.2. Rules of Procedures for the SAC

4. As stipulated in the Instrument, the SAC, as a subsidiary body of the IG shall be composed of scientific and technical experts from the Participating Countries. It will advise and assist the IG on scientific and technical matters related to the EANET activities as mandated by the IG. Other rules of procedures in addition to or different from those of the IG shall be approved by the IG.

5. 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 will continue the coordination of intended work between sessions with the assistance of the NC. The SAC Bureau members could be re-elected for another term under the Rules of Procedures. The SAC may wish to prepare a special document on its own specific rules of procedures with approval of the IG.

I.1.3. Rules of Procedures for Other Subsidiary Bodies

6. Unless otherwise provided, the Rules of Procedures for the IG above 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.

7. The Procedure for Establishing Task Forces and Expert Groups under the SAC of the EANET (Annex 2 of EANET/IG10/7) was approved at the Tenth Session of the Intergovernmental Meeting (IG10) on the EANET in 2008 and is attached as Annex 2.

8. The subsidiary bodies may convene sessions, as they deem necessary for their work.

I.2. Dissemination of Data and Information

9. The EANET website will be updated periodically by the Secretariat with the assistance of the Network Center and the Participating Countries, to include the latest information and documents of the appropriate EANET activities.

10. The key documents of the EANET include, but are not limited to:

- (10.1) The Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (EANET);
- (10.2) The Supplementary Document (Annex) to the Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (EANET);
- (10.3) The Reports of the Session, Minutes of the Meeting and the Annotated Agenda adopted at the Session of IG and the SAC;
- (10.4) The Medium-Term Plans for EANET;
- (10.5) Strategy Papers that the IG approves to disclose, which include (i) 'Strategy Paper for Future Direction of Monitoring for Dry Deposition of the EANET', and (ii) 'Strategy Paper for Future Direction of EANET on Monitoring of Effects on Agricultural Crops, Forest and Inland Water by Acidifying Species and Related Chemical Substances' adopted at the Sessions of the Scientific Advisory Committee (SAC);
- (10.6) The EANET Project Fund and Project Guidelines;
- (10.7) The Progress Report of the Work of the Secretariat and the NC;
- (10.8) EANET Newsletters; and
- (10.9) The report of the Working Group Meetings and the Senior Technical Managers' Meeting (STM);
- (10.10) Other key documents that IG decides to disclose.

11. The key outputs of the EANET include, but are not limited to:
 - (11.1) The Periodic Report on the State of Acid Deposition in EAST Asia (PR SAD);
 - (11.2) The Report for Policy Makers (RPM);
 - (11.3) Technical guidelines, reports or other outputs prepared by the subsidiary bodies;
 - (11.4) The Data Report and Report on the Inter-laboratory Comparison Project adopted at the Sessions of the SAC;
 - (11.5) Announcements and relevant information to promote events, such as seminars, workshop, planned as EANET activities; and
 - (11.6) Presentation materials used for events conducted as EANET activities to raise public awareness or for information exchange/dissemination purposes.

12. The key documents for seeking collaboration and cooperation with stakeholders and partner organizations include, but are not limited to:
 - (12.1) Documents specified in the EANET Project Fund and Project Guidelines to disclose as part of the EANET project pipeline such as the EANET Project Plan (EPP), the Project Plan for Implementation (PPI), the Annual Report of EANET Projects (AREP), the Annual Report of EANET Project Fund (AREPF), and the Project Completion Report (PCR).

13. The key documents to record and share EANET activities within the EANET Participating Countries include but are not limited to:
 - (13.1) Meeting materials and documents for the IG Session, SAC Session, and the meeting of other subsidiary bodies, including the Working Group meetings of PCs.
 - (13.2) Presentation materials officially used during the IG Session, SAC Session, and the meeting of other subsidiary bodies, including the Working Group meeting of PCs.

14. The documents and information for (10.1), (10.2), (10.4), (10.5), (10.6), (10.7), (10.8) shall be publicly accessible only after the documents and information are adopted, approved or endorsed at the Session of the IG. The documents and information for (10.3), (10.9), shall be publicly accessible after the documents and information are adopted, approved or endorsed at the Session of the IG, except the specific parts or information inappropriate to disclose, such as personal addresses and e-mail address, budget plan, explanatory notes or guidance for the session participants' consideration, "Major discussions" parts or some issues that did not reach a consensus or remains under discussion.

15. The documents and information for (11.1), (11.2), (11.3), (11.4), (11.5), (11.6) shall be publicly accessible only after the documents and information are reviewed by SAC and adopted, approved or endorsed at the Session of the IG.

16. The documents and information for (11.5) will be uploaded in accordance with procedures below.

- (16.1) All data and information that are obtained through the EANET activities should be disclosed outside the EANET only after verification and confirmation by the SAC, unless otherwise decided. The NC may disclose the annual Data Report before that time. "All data and information" shall be all of the verified (raw) data and information that were obtained in the regular phase (starting in January 2001) and submitted by the Participating Countries to the NC following the "Data Reporting Procedures and Formats for Acid Deposition Monitoring in East Asia", taking the level of data quality in the preparatory phase into account. Among the EANET Participating Countries, verified (raw) data shall be disclosed immediately for the National Focal Points after verification and endorsement by SAC, and disclosed for scientists upon their requests. The data and information shall be disclosed upon request and through the EANET website with registration for download.
- (16.2) Each Participating Country can disclose its data and information by its own decision.
- (16.3) A Participating Country of the EANET is entitled to receive all the data and information that are reported to the NC from other Participating Countries through the EANET activities.
- (16.4) If a Participating Country does not wish to disclose specific data and/or information that are reported to the NC through the EANET activities, the National Center of the Participating Country should inform the NC in writing of its intention not to disclose the specified data and/or information.
- (16.5) The NC, in accordance with the Procedures, will disclose the data and information that are obtained through the EANET activities.
- (16.6) The NC can refuse disclosure of data and information under the following categories:
 - Data and information that are being verified and are to be confirmed by the SAC; and
 - Data and information that were requested not to be disclosed through the procedure defined in paragraph (16.4) above.
- (16.7) The NC should provide any data and/or information that are obtained through the EANET activities including those described in paragraph (9) above to Participating Countries upon request in writing by the National Focal Points (NFPs)/National Centers. In this case, the NC should inform this to the NFPs/National Centers of the relevant Participating Countries.
- (16.8) The restriction described in paragraph (16.6) applies to those who obtained data and information through the EANET activities.

17. The documents and information for (12.1) shall be publicly accessible only after the documents and information are reviewed by SAC and adopted by the IG.

18. The documents and information for (13.1), (13.2) shall be uploaded after the documents and information are adopted by the IG and with authorized password for the NFPs of PCs, EANET subsidiary bodies to access.

19. The documents and information for public access shall be uploaded at the EANET website in a non-editable form such as PDF format, in general, except for templates designed to be filled-out by end-users. The IG may decide the appropriate sharing format of the specific data or information, if necessary.

20. The disclosed documents or outputs can be translated into any language and/or cited in other documents by any third parties in their own names and on their own responsibility, without the prior consent from the EANET, provided that the translated documents or outputs may only be used as reference documents and do not represent the official views of EANET. EANET does not make any warranties or representations as to the accuracy or completeness of any such translations. Under no circumstances shall EANET, including UNEP acting as its Secretariat, be liable for any loss, damage, liability or expense incurred or suffered that is claimed to have resulted from the use of such translations, including, without limitation, any fault, error, omission, interruption or delay with respect thereto.”

21. The Secretariat and the NC can produce and disseminate any information materials that are deemed useful and easy-to-understand for the third parties, within their mandates, provided that such materials are within the annual work programs and budgets of the EANET and the Medium-Term Plan (MTP) for the EANET/Strategy on the EANET Development or otherwise according to the decisions of IG and other information disclosed stated above.

PART II: GENERAL ADMINISTRATIVE AND FINANCIAL REQUIREMENTS FOR THE SECRETARIAT AND THE NETWORK CENTER

II.1. Fiscal Year

22. The fiscal year for the Secretariat and the NC shall be on a yearly basis and based on a calendar year from 1 January to 31 December.

II.2. Medium-Term Plan for the EANET

23. The Medium-Term Plan for the EANET (herein after referred as “MTP”) is a plan that provides general guidance and a framework for the EANET operations to plan and implement its activities for a 5 fiscal year period. The MTP for the specific five years shall be approved by the IG Session immediately preceding the start of the five-year MTP. The IG may revise or modify the approved MTP during the specified period.

II.3. Annual Work Programme and Budget for Each Fiscal Year

24. The Annual Work Programme and Budget for each fiscal year (here in after referred as “WPB”) is a document that describes all planned activities of EANET and their budget plan for a specified fiscal year to guide the Secretariat, the NC, the SAC, and other subsidiary bodies of EANET. The Secretariat and the NC shall, in the year prior to the specified fiscal year, jointly prepare a draft WPB and present it to the Session of the IG for its review, consideration, and approval. The SAC and other subsidiary bodies of the IG may also review and discuss the draft WPB and provide recommendations to the IG Session, as appropriate.

25. In preparing and managing the WPB, the Secretariat shall be guided by the UN/UNEP rules and regulations, and the NC shall be guided by the JESC rules of procedures. The Secretariat and the NC shall also be guided by the principles of transparent, effective and efficient financial management and by the relevant MTP, considering the availability of the resources of the EANET.

26. The Secretariat and the NC will carry out the tasks described in the WPB within the scope of their respective regulatory frameworks.

27. The WPB defines the details and summaries of the “Core Activities”, “Core Budget”, “Project Activities” and “EANET Project Fund Budget” for specific fiscal year, using the formats presented in Annex 3.

28. The Core Activities consist of activities that all Participating Countries consider indispensable, priority, and essential for achieving EANET’s objectives, and beneficial for all Participating Countries directly and indirectly. Typical examples of Core Activities include monitoring, developing technical manuals and guidelines, implementing quality assurance and quality control (QA/QC), capacity building, communication, and public awareness activities. They also include managing the work of the EANET, such as organizing the meetings of the IG and the SAC, maintaining basic operations of the Secretariat and the NC, and conducting periodical reviews, as described in the Instrument (Item 4 to 10), the MTP and the WPB.

29. The Core Budget is a set of budget lines to implement the Core Activities of the EANET, and other activities which IG determines to be necessary for the functions of the EANET. The Core Budget for the Secretariat would typically include the cost of the EANET Coordinator, operations costs, UNEP programme support cost, contingency, and a reserve for the following fiscal year’s activities and commitments. The Core Budget for the NC would typically include the costs for technical support provided to the Participating Countries. The Core Budget also includes any unused balance from the previous fiscal year.

30. The purpose of the reserve is to avoid interruption to the operations of the Secretariat and the NC and facilitate the implementation of the next year's budget, pending the receipt of voluntary financial contributions of Participating Countries. The reserve shall be set at 80% of next year's budget as approved by the IG.

31. The term "Project Activities" was introduced in the MTP (2021-2025) to bring flexibility and the possibility to engage new types of activities, including (i) activities identified or proposed and ready to be implemented after the annual Work Programme and Budget is determined, such as activities proposed or co-financed by partners; (ii) activities of which beneficiaries are limited to part of the Participating Countries but duly financed by additional voluntary contributions from some Participating Countries or external partners; (iii) and other activities to mobilize external finance to achieve the objectives of the MTP.

32. The Project Activities consist of projects to be financed through a mechanism described by the MTP (2021-2025) as well as in the EANET Project Fund and Project Guidelines (refer to latest approved version by the IG).

33. The EANET Project Fund Budget shall be subject to the approval of the IG and shall take into account the following items as shown in Table 2 of Annex 3:

- (1) Available amount of the EANET Project Fund at the beginning of the fiscal year
- (2) Actual and projected contributions to the EANET Project Fund for the fiscal year
- (3) Actual and projected expenditures and commitments of the EANET Project Fund for the fiscal year
- (4) Reserved amount for contingency
- (5) Budget allocated for the EANET Project Fund and Activities for the next fiscal year
- (6) Estimated required resources in the next fiscal year or later to implement projects which have multiple-year project periods.

34. In preparing such a draft annual plan, the Secretariat and the NC need to consider the following factors:

- (1) Securing a considerable size of the reserved amount is important for planning EANET Project Plans, seeking partner organizations, and raising funds for the EANET Project Fund.
- (2) Overall balance of the financing allocation of the EANET Project Fund among projects in terms of EANET Scope, beneficiary Participating Countries, strategies and objectives defined in the MTP and WPB.

PART III. A. ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE SECRETARIAT

III. A. 1. Administrative Arrangement and Management

III. A.1.1. Guiding Principle

35. The Secretariat will carry out its mandate in accordance with Item 11 of the Instrument, the Framework Agreement between UNEP and EANET, (attached as Annex 4) and the decisions of the IG. The Secretariat will also carry out work upon requests made by the Participating Countries in line with the mandate of the Secretariat and based on the MTP and the WPB. In all instances, the Secretariat will act within the scope of the UN/UNEP rules and regulations. The Secretariat may bring to the attention of the IG, matters which it considers important to the operation of the EANET.

III.A.1.2. Delegation of the Responsibilities

36. The Coordinator of the Secretariat shall, under the guidance and supervision of the IG and the Regional Director of UNEP, provide administrative and financial arrangements and perform other tasks as stipulated in Item 11 of the Instrument, and reports to the IG and the Regional Director of UNEP for Asia and the Pacific.

Terms of Reference (TOR) for the Coordinator of the Secretariat

37. 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, facilitating networking between the relevant agencies and institutions and perform other tasks as stipulated in Item 11 of the Instrument and in line with UN regulations and rules.

38. The Secretariat, as defined by the Secretariat functions in the Framework Agreement between EANET and UNEP, shall commit to meet the needs of the Participating Countries, the IG, the SAC, the NC, and other subsidiary bodies, for example, in the provision of information based on their respective needs. The Terms of Reference of the Coordinator of the Secretariat (hereinafter referred as the 'TOR of the Coordinator') for the EANET acknowledged by the Extraordinary Session of the Intergovernmental Meeting (IG-Ex) in August 2014 is presented in Annex 5.

III.A.1.3. Principles of Distribution of the EANET Documents and Other Information/Data to the Participating Countries and Others

39. The Secretariat will disseminate information to the Participating Countries, the IG, the SAC and other subsidiary bodies regarding administrative matters, including the dissemination of meeting documents and reports of the sessions, such as the IG, and their subsidiary bodies.

40. The Secretariat will coordinate with the NC and the Participating Countries in developing bi-annual Newsletters. Contents of the Newsletters will be circulated by email before publication among the Participating Countries for confirmation of no objection from all the Participating Countries.

III.A.1.4 Personnel Management

Recruitment Procedures and Personnel Management Policy for the Secretariat

41. The Coordinator of the Secretariat for the EANET will be recruited following the Terms of Reference of the Coordinator of the Secretariat for the EANET 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 5 and Annex 6, respectively. The recruitment for the post of the Coordinator of the EANET Secretariat, which is an international professional UN post, will be conducted in accordance with the UN Human Resources Management Services (HRMS) policies and UN Staff rules and regulations, for a fixed term contract of one year or longer.

42. To implement its mandate and the requests arising from the IG decisions or the Participating Countries, the Secretariat can hire personnel with prior IG approval and within its approved annual budget and in accordance with UN/UNEP rules and regulations.

43. The Coordinator shall be fully responsible and accountable for the engagement and supervision of such consultants and staff as well as their work and performance assessment. The UN staff rules and regulation shall fully apply to the position of the Coordinator and all other personnel of the EANET Secretariat.

III.A.1.5. Attendance at International Meetings

44. The Secretariat can participate in important meetings to introduce/disseminate EANET activities and promote the cooperation with other programmes or networks within the budget limits, mandate, and capacity of the Secretariat. The Secretariat shall not make any commitments in the above-mentioned meetings in the name of the EANET without the approval of the IG, including but not limited to publishing any outcome documents or reports as an organizer or co-organizer of the meetings.

III.A.2. Financial Arrangement and Management

III.A.2.1 Guiding Principle

45. The financial arrangement and management of the Secretariat will be specifically governed by Item 14 of the Instrument and will be administered in line with the UN/UNEP financial regulations and rules, policies and administrative directives and instructions, and in accordance with the annual Work Programme and Budget approved by the IG of EANET.

46. In addition to specific rules and regulations for the financial management of the EANET, the Secretariat for the EANET will be obliged to follow the financial rules and regulations of UNEP.

47. In the development and management of annual Work Programmes and Budgets of the EANET, the Secretariat shall be guided by the principles of transparency, effective and efficient financial management in line with the UN financial regulations and rules.

III.A.2.2 Rules and Procedures on the Budgeting

Annual Core Budget

48. The Secretariat's Budget for Core Activities comes from the voluntary financial contributions from the Participating Countries (EANET Fund for the Secretariat). The Secretariat's budget can be supplemented by the EANET Project Fund.

49. The annual Core Budget of the Secretariat shall cover expenditures on administration and operation in order to carry out the Core 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.

50. The annual Work Programme and Budget 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 the respective fiscal year.

51. The annual Core Budget of the Secretariat shall be approved by the IG as a part of the WPB. The Secretariat shall, prior to the specified fiscal year, submit the provisional annual EANET Work Programme and Budget to the Session of the IG for its review, consideration, and approval. The SAC and other subsidiary bodies of the IG when necessary shall review and discuss the relevant annual Work Programme and Budget at their meetings, prior to being presented to the Session of the IG.

52. The revision of the approved WPB, and/or supplementary budget proposals for additional Core Activities may be submitted to the NFPs of the Participating Countries for concurrence when it is of the highest urgency and could not be foreseen at the time when the WPB was approved by the IG.

Surplus (Available Cash Balance)

53. The Secretariat's cash surplus at the end of each fiscal year shall be allocated to the Core and/or Project Activities, on annual basis, in accordance with the IG's decision. Any unused balance of the Core Budget at the end of the fiscal year shall be carried over to the WPB for the next fiscal year.

54. Some parts of such balance considering the minimum necessity shall be used as an annual reserve fund for the Secretariat to avoid interruption of daily operations and shall be described in the WPB. The Secretariat shall be fully accountable for the amount of the annual reserve fund and its necessity at the IG Session.

55. Cash balance from any earmarked or in-kind contribution for the EANET shall not, in any way, be allocated to other uses without the written approval of the donor.

III.A.2.3 Voluntary Financial Contributions to the Core Budget

Guiding Principle

56. 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 the Core Budget of the Secretariat, considering their economic and financial circumstances and limit of their respective budgetary appropriations. In addition to the above, partner organizations may also provide financial contributions to the Core Budget or financial and/or in-kind contribution to selected Core Activities.

57. Definitions of the "Core Activities" and "Core Budget"

Items of the "Core Activity" and "Core Budget" must be in line with the MTP for the EANET.

Scale of Voluntary Financial Contributions to the Core Budget

58. The scale of the voluntary financial contributions of the Participating Countries to the Core Budget of the Secretariat (EANET Fund for the Secretariat) is derived by applying the UN

assessment scale for the first year of the MTP and will be effective during the entire five years of the relevant MTP. The minimum amount for the annual voluntary financial contribution of the Participating Countries is US\$ 200, or as defined in the EANET Medium-Term Plan.

59. The estimated voluntary financial contribution of each EANET Participating Country for each fiscal year is described in the MTP and based on the UN scale of assessment.

60. Participating Countries are encouraged to make voluntary financial contributions considering their respective estimated financial contributions and may provide additional financial and/or in-kind contributions on a voluntary basis.

Guidelines on Transfer of Voluntary Financial Contribution to the Secretariat

61. Upon receiving the approval of the annual Work Programme and Budget of the EANET from the IG, the Secretariat, before the beginning of each fiscal year, will send letters requesting for voluntary financial contributions to the Participating Countries, notifying their estimated contributions to the Secretariat's Core Budget. The Participating Countries are encouraged to make voluntary financial contributions accordingly. These contributions are encouraged to be made as early as possible and are expected to be in line with the respective national laws and regulations.

62. As informed in the request letter, the voluntary financial contributions to the Core Budget of the Secretariat should be made in US dollars to the Secretariat and transmitted via electronic transfer to the bank account of the UNEP Trust Fund.

63. Prior to making the financial contributions to the Project Activities, they Participating Countries are encouraged to settle their respective expected amount of voluntary financial contribution to the Core Budget in advance.

64. The Secretariat will acknowledge promptly the receipt of all contributions and annually inform the Participating Countries on the status of their respective contributions.

Administration of Voluntary Financial Contribution to the Secretariat

65. The financial contributions to the Core Budget of the Secretariat 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 Grant in UNEP to support the activities of the Acid Deposition Monitoring Network in East Asia was acknowledged by the IG-Ex in August 2014 are presented in Annex 7.

III.A.2.4 Expenditures

66. 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 within the budget approved by the IG and within available resources. For the expenditures of the Core Budget, the Secretariat can transfer budget from one budget line to another, subject to budget availability, and with the condition that such transfer shall not exceed 10% of the budget amount planned in the original budget lines, and that it will not affect the implementation of activities under the approved WPB, and must be in line with the financial regulations, rules, policies and procedures applicable to UNEP. In case such transfer exceeds 10% of the original budget lines, the IG's concurrence will be needed. The Secretariat may submit such a proposal with the rationale to the NFPs of the Participating Countries for concurrence when it is of the highest urgency and if it could not have been foreseen at the time the WPB was approved by the IG. This clause shall not be applied if the IG decides differently at the approval of the relevant WPB.

Financial Statements

67. The annual accounts of the EANET Secretariat of each previous fiscal year shall be prepared for circulation to the NFPs of the Participating Countries and provided to the next immediate Session of the IG. The annual accounts may also be reviewed and discussed by the SAC and other subsidiary bodies of the IG.

III.A.3 Annual Reporting

III.A.3.1 Financial Report

68. The Financial Report of each fiscal year describes the actual revenues, commitments, and expenditures for budget line as well as other relevant items of the Core Budget, which shall be prepared by the Secretariat.

69. The Financial Report of each fiscal year shall be prepared and circulated to the NFPs of the Participating Countries by the end of June of the next fiscal year and reported to the next immediate Session of the IG for its endorsement. The Financial Report may also be reviewed and discussed by the SAC and other subsidiary bodies of the IG.

70. The Financial Report should include information and details of the actual voluntary contributions, commitments, and expenditures for the specific fiscal year, and the balance at the end of the fiscal year. The reporting format is attached as Annex 8. The explanation of the reasons

for substantial differences between the budget approved by the IG and the actual expenditure for each budget line should appear clearly in the Financial Report.

71. A Provisional Financial Report of the fiscal year, in which the IG Session is held, using both actual and projected revenues and expenditures, shall be prepared for the Annual IG Session held in that year as a reference material for NFPs to consider the draft WPB for the next fiscal year.

III.A.3.2 Audit

72. The EANET Fund for the Secretariat will be subject to UNEP's internal and external audit procedures in accordance with the UN financial regulations and rules. UNEP is exclusively subject to internal and external audit by the Office of Internal Oversight Services and the United Nations Board of Auditors (BOA), which is known as the "single audit principle". Audit reports of UNEP can be found at the UN Board of Audit Website.

III.A.3.3 Progress Report

73. The Progress Report of the Work of the Secretariat shall be prepared and circulated among NFPs and reported to the next immediate Session of the IG for its endorsement.

PART III.B. ADMINISTRATIVE AND FINANCIAL ARRANGEMENT FOR THE NETWORK CENTER

III.B.1. Administrative Arrangement and Management

III.B.1.1. Guiding Principle

74. The Network Center will carry out its work in accordance with the rules and regulations of the Japan Environmental Sanitation Center (JESC), the Item 13 of the Instrument and the decisions of the IG. The NC is hosted by the Asia Center for Air Pollution Research (ACAP), as part of the JESC. The NC will also carry out its work upon requests made by the Participating Countries. The NC may also bring other matters deemed important to the operation of the EANET to the attention of the IG.

III.B.1.2 Delegation of the Responsibilities

75. The Director General (hereinafter referred to as "DG") of the Asia Center for Air Pollution Research (ACAP), designated as the NC, shall operate, under the general guidance and supervision

of the IG and the President of the JESC and also under the guidance of the IG with regard to the NC's activities, management and provision 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.

76. The Deputy Director General of the ACAP in charge of the NC and the Deputy Director General of the ACAP in charge of Administrative Management and Domestic Activities (both are hereinafter referred to as the "DDGs") shall, under the general guidance and supervision of the DG of ACAP, undertake and implement the activities of the ACAP, including activities and tasks of the NC as stipulated in Item 13 of the Instrument, and report to the DG.

77. The Head and staff of each Department of the ACAP shall, under the general guidance and supervision of the DG, and the DDGs of the ACAP, implement the tasks of each Department and report to the DG and the DDGs.

Roles and Responsibilities of the DG and the DDGs, and the Function of the Departments of the ACAP

78. Roles and responsibilities of the DG and the DDGs, and the functions of the Departments of the ACAP are presented in Annex 9.

III.B.1.3 Principles of Distribution of the EANET Documents and Other Information/Data to the Participating Countries and Others

79. The NC will disseminate data and information regarding scientific and technical matters under the guidance of the IG.

80. The NC will be responsible for the dissemination of documents and reports of the Sessions organized by the NC such as the Task Forces, Expert Groups and Drafting Committees for the Periodic Report on the State of Acid Deposition in East Asia as well as other scientific documents, in close collaboration with the Secretariat.

81. Leading scientists may be invited by the NC to prepare papers on acid deposition as well as some other atmospheric environment issues within the scope of the EANET and research progress to inform the public and decision makers. The NC will also develop public awareness material, in close collaboration with the Secretariat.

82. Data and other relevant information submitted to the NC will be provided to the Participating Countries in accordance with Section I.2. Relevant scientific and technical information will be disseminated among the Participating Countries, as well as other countries, relevant organizations

and individuals which have been approved by the IG, technical documents, the EANET website and/or by other means in accordance with Section I.2.

III.B.1.4 Personnel Management

Qualifications and Recruitment Procedures for the DDG of the ACAP in charge of the NC

83. Qualifications and the recruitment procedures for the DDG of the ACAP in charge of the NC are presented in Annex 10. The employment period will be two years with a provision for a maximum limit of two terms.

III.B.1.5 Attendance at International Meetings

84. The NC can participate in any meetings to introduce/ disseminate the EANET activities and to promote the cooperation with other programmes, networks, and frameworks, within the limit of budget, mandate, and capacity of the NC. The NC shall not make any commitments in the above-mentioned meetings in the name of the EANET without the approval of the IG, including but not limited to publishing any outcome documents or reports as an organizer or co-organizer of the meetings.

III.B.2. Financial Arrangement and Management

III.B.2.1. Guiding Principle

85. 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.

86. In addition to the following specific rules and regulations for the financial management of the EANET, the NC for the EANET is also obliged to follow the financial rules and regulations of the JESC.

87. In the development and management of their annual WPB, the NC shall be guided by the principles of transparency, effective and efficient financial management in line with the financial rules and regulations of the JESC.

III.B.2.2. Rules and Procedures on the Budgeting

Annual Budget

88. The Core Budget for the core activities of the NC comes from the voluntary financial contributions from the Participating Countries of the EANET. The Core Budget is utilized for the implementation of Core Activities. The NC's budget is also supplemented by Project Activities as approved by the IG.

89. The annual Core Budget of the NC shall cover administrative and operational expenditures, in order to carry out the Core Activities specified in the WPB for the specified fiscal year and shall be presented in United States dollars.

90. The annual Work Programme and Budget for the NC for a fiscal year should be based on the respective five-year MTP for the EANET, which is approved by the IG under the fiscal year.

91. The annual Core Budget of the NC shall be approved by the IG as a part of WPB. The NC shall, prior to the specified fiscal year, submit a provisional annual Work Programme and Budget to the Session of the IG for its review, consideration, and approval. The SAC and other subsidiary bodies of the IG, when necessary, may review and discuss the relevant annual Work Programme and Budget at their meetings, prior to being presented at the Session of the IG.

92. The revision of the 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 be foreseen at the time when the WPB was approved by the IG.

93. The format for the annual budget of the NC is presented in Annex 8.

III.B.2.3. Voluntary Financial Contributions

Guiding Principle

94. 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's activities for the respective EANET activities, considering their economic and financial circumstances and limit of their respective budgetary appropriations. In addition to the above, partner organizations may also provide financial contributions and/or in-kind contributions to selected Core Activities.

Scale of Voluntary Financial Contributions to the Core Budget

95. The Scale of voluntary financial contributions of the Participating Countries to the Core Budget of the NC is derived by applying the UN assessment scale for the first year of the MTP and will be effective during the entire five years of the relevant MTP. The minimum amount for the annual voluntary financial contribution of the Participating Countries is US\$ 200, or as defined in the EANET Medium-Term Plan.

96. Participating Countries are encouraged to make voluntary financial contributions considering their respective estimated financial contributions. Participating Countries may also provide additional financial and in-kind contributions voluntarily.

Guidelines on Transfer of Financial Contribution to the Network Center

97. Upon the approval of the WPB, the NC, before the beginning of each fiscal year, will send letters requesting voluntary financial contributions to the Participating Countries, notifying their respective estimated contributions to the NC Core Budget. The Participating Countries are encouraged to make voluntary financial contributions accordingly. These contributions are encouraged to be made as early as possible and are expected to be in line with the respective national laws and regulations.

98. As informed in the request letter, the voluntary financial contributions to the Core Budget of the NC should be made in US dollars or Japanese yen (JPY) and transmitted via electronic transfer directly to the bank account of JESC.

99. Prior to making the financial contributions to the Project Fund, the Participating Countries are encouraged to settle their respective expected amount of voluntary contribution to the Core Budget in advance.

100. All cash received shall be deposited promptly in the official accounts, if the contribution is made in cash.

101. The NC will acknowledge promptly the receipt of all contributions and annually inform the Participating Countries and other contributors, of the status of their respective contributions.

102. The financial contributions and the interest earned from financial contributions will be administered by the NC in line with the financial regulations, rules, policies, and procedures applicable to JESC under the guidance of the IG.

Administration of Voluntary Financial Contribution to the Network Center

103. The financial contributions to the Core Budget of the NC will be administered by the NC in line with the financial regulations, rules, policies, and procedures applicable to JESC under the guidance of the IG.

III.B.2.4. Expenditures

104. The expenditures of the NC shall be in accordance with the WPB. The NC may commit resources only if such commitments are from the budget approved by the IG and within available resources. For the expenditures of the Core Budget, the NC can transfer some part of budget from one budget line for expenditures to another, subject to budget availability, with a condition that such transfer shall not exceed 10% of the budget amount planned for the original budget lines, shall not affect the implementation of activities under the approved WPB, and must also be in line with the financial regulations, rules, policies and procedures applicable to JESC.

105. In case such transfer exceeds 10% of the original budget lines, the IG's concurrence will be needed. The NC may submit such a proposal with the rationale to the NFPs of the Participating Countries for concurrence when it is of the highest urgency and if it could not have been foreseen at the time the WPB was approved by the IG. This clause shall not be applied if the IG decides differently upon the approval of the relevant WPB.

III.B.2.5. Surplus

106. The balance of the Core Budget at the end of the fiscal year shall be carried over to the WPB for the next fiscal year and counted as a revenue to the Core Budget of the next fiscal year.

107. The remaining amount of the balance can be used as a revenue for the EANET Project Fund, as a part of the budget plans described in the WPB, subject to the IG's decision.

III.B.3. Annual Reporting

III.B.3.1. Financial Report

108. The Financial Report of each fiscal year describes the actual revenues and expenditures for each activity and budget lines as well as other relevant items of the Core Budget which shall be prepared by the NC.

109. The Financial Report of each fiscal year shall be prepared and circulated to the NFPs of the Participating Countries by the end of June of the next fiscal year and be reported to the next immediate Session of the IG for its endorsement. The Financial Report may also be reviewed and discussed by the SAC and other subsidiary bodies of the IG.

110. The Financial Report should include information and details of the actual voluntary contributions, expenditures for the specific fiscal year, and balance at the end of fiscal year. The reporting format is attached as Annex 8. The explanation of the reasons for substantial differences between the budget approved by the IG and the actual expenditure for each budget line should appear clearly in the Financial Report.

111. The Provisional Financial Report, which is a provisional version of Financial Report of the target fiscal year using estimated revenues and estimated expenditures at the end of the fiscal year, shall be prepared for the annual IG Session held in the target year for a reference material for NFPs to consider the draft WPB for the next fiscal year.

III.B.3.2. Audit Report

112. The audit for the Core Budget of the NC shall be conducted in conformity with generally accepted common auditing standards of references, and subject to any special directions of the IG. Annual audit reports of the Core Budget of the NC shall be submitted to each Session of the IG.

III.B.3.3. Progress Report

113. The Progress Report of the Work of the NC shall be prepared and circulated among NFPs and be reported to the next immediate Session of the IG for its endorsement.

PART IV: PROJECT FUND AND PROJECT GUIDELINES

114. The EANET Project Fund shall be implemented by referring to the EANET Project Fund and Project Guidelines approved by the IG. The EANET Project Fund and Project Guidelines provide detailed information on I) the Overall structure; II) Detailed procedures for each stage; III) EANET project criteria; IV) Assistance for project preparation; V) EANET Project Fund; and VI) EANET Project Fund Holder and forms an integrated part of the Guidelines.

115. The financial management and administration of the EANET Project Fund shall be in accordance with the UN/UNEP financial regulation, rules and procedures for the funds managed by the EANET Secretariat, and in accordance with the financial rules and regulations of the JESC for the funds managed by the Network Center.

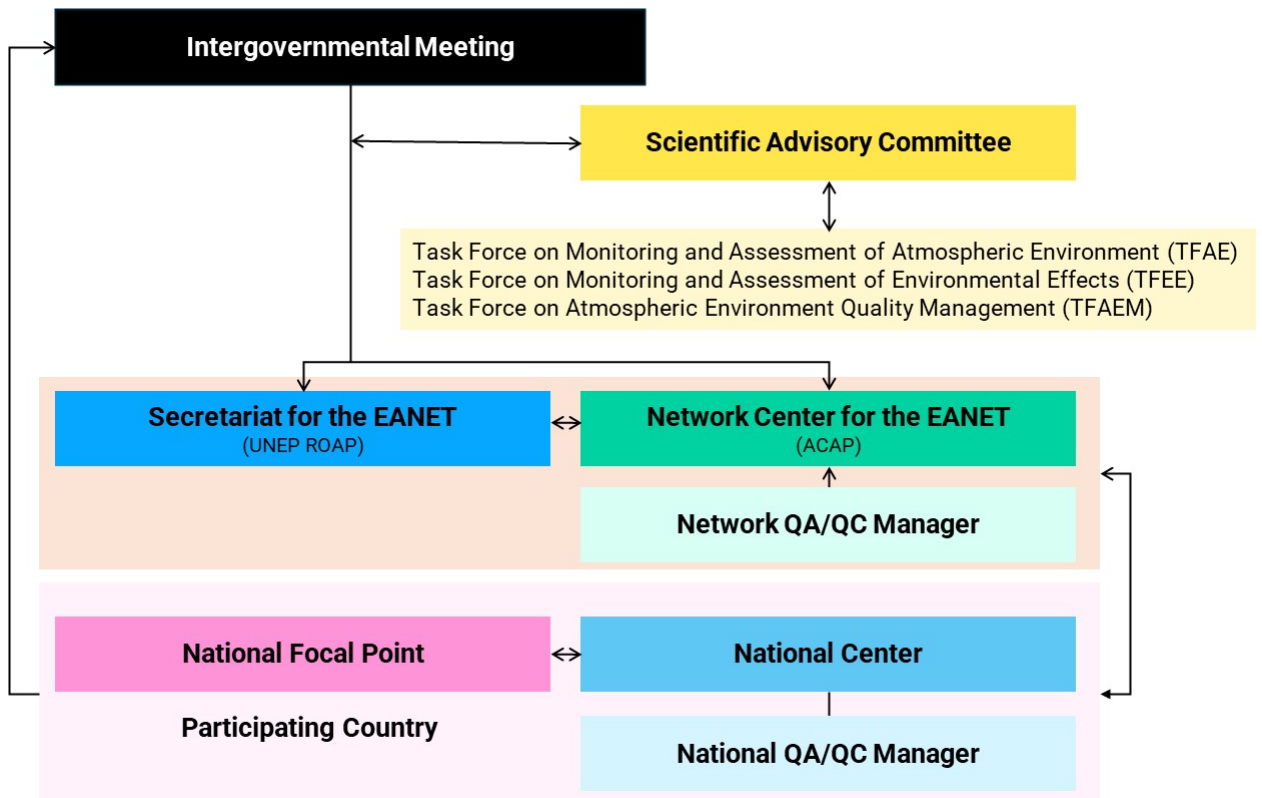
116. The implementation of the Project Activities and the Project Fund is subject to the review and approval of the IG, and the progress is to be reported to the annual IG meeting.

117. The Project Fund Holder shall submit its financial statement on the EANET Project Fund as well as relevant information to the Secretariat and the NC as inputs for the Financial Report.

118. The Financial Report of each fiscal year describes the actual revenues and expenditures for each activity and budget lines as well as other relevant items of the EANET Project Fund. It shall be prepared by the EANET Project Fund Holder.

119. The project funds managed by the EANET Secretariat will be subject to UNEP's internal and external audit procedures in accordance with the UN/UNEP financial regulations and rules. UNEP is exclusively subject to internal and external audit by the Office of Internal Oversight Services and the United Nations Board of Auditors (BOA), which is known as the "single audit principle". Audit reports of UNEP can be found at the UN Board of Audit Website. While the project funds managed by the EANET Project Fund Holder shall be subject to audit to be conducted in conformity with generally accepted common auditing standards of references, and subject to any special directions of the IG. Annual audit reports of the project funds managed by the EANET Project Fund Holder shall be submitted to each Session of the IG.

INSTITUTIONAL FRAMEWORK OF THE EANET



**PROCEDURES ON TASK FORCES AND EXPERT GROUPS UNDER THE
SCIENTIFIC ADVISORY COMMITTEE OF EANET**

Procedures on the Task Forces and Expert Groups

1. The Scientific Advisory Committee (SAC) of the Acid Deposition Monitoring Network in East Asia (EANET) may give suggestions to the Intergovernmental Meeting (IG) on the arrangement of task forces and expert groups related to scientific and technical issues deemed important for future development of the EANET.
2. The IG will consider the recommendations of the SAC and give its approval based on the consent of all the PCs, if appropriate. The terms of reference of the task forces and expert groups should be developed and revised based on the guidance from the SAC and approved by the IG before implementation. The activities shall be within the Medium-Term Plan (MTP) for the EANET.
3. The SAC will elect a Chairperson for the task forces and expert groups among the SAC members and submit its suggestions on the scope of the activities of the task forces or expert groups to the IG for approval. The terms of reference of the task forces and expert groups may be further developed and updated from time to time based on the guidance from the SAC, the revised terms of reference of the task forces and expert groups shall be approved by the IG before implementation. The activities shall be within the Medium- Term Plan (MTP) for the EANET/ Strategy Papers on the future direction of core activities of the EANET.
4. The Network Center (NC) for the EANET shall assume the functions of the Secretariat of the task forces and expert groups under the SAC. The NC shall make provisions for the expenditures of the task forces and expert groups' activities under its budget in consultation with the SAC, for approval of the IG.
5. Additional experts from outside the Participating Countries of the EANET may be invited to participate in the activities of the task forces and expert groups as resource person(s) to provide relevant advice for EANET activities including for scientific and technical reasons. The resource person(s) may be invited by the Chairperson in consultation with the NC and members of the task force or expert groups.
6. The NC will provide technical assistance and facilitate communication between the SAC, the IG, the Chairpersons and members of the task forces and expert groups.

7. A task force or expert group can be dissolved if advised by the SAC and approved by the IG.

Rules of Procedures

8. Membership

(8.1) Unless otherwise specified, the Chairperson of the task forces and expert groups will decide on the member composition in consultation with the Participating Countries. The members may be experts selected from the Participating Countries or experts nominated by the National Focal Points (NFPs) of the Participating Countries, as appropriate. An appointment letter signed by the Chairperson will be sent to each member to confirm his/her appointment to the task forces or expert groups for a period of three years.

(8.2) The Chairperson, with advice from the members, can decide to invite new members based on the need for additional expertise. A member may withdraw from the task forces or expert groups at any time upon notification to the Chairperson and the NC.

9. Additional Matters on the Membership

(9.1) Members of a task force or expert group shall not receive any pay, allowances, nor benefits for their service on the task forces or expert groups. However, while away from their homes or regular place of business and in performance of service for the task forces or expert groups, travel expenses and per diem will be provided, if needed.

(9.2) The Chairperson, if unavailable to serve the function of the task forces or expert groups' Chairperson, shall appoint the Vice-Chairperson or select an alternative member to serve on his behalf.

(9.3) Members of a task force or expert groups may serve for the period of the established task force or expert group.

10. Term of the Chairperson and election of the Vice-Chairperson

(10.1) The Chairperson serves for a maximum of three years and not beyond the period of his/her membership in the SAC.

(10.2) The Vice-Chairperson of a task force will be elected from the members of the task forces, for a three years' term. The Chairperson, or in the absence of the Chairperson, the Vice-Chairperson, shall preside at meetings of the task force and shall exercise such other functions as may be required to facilitate the work of the task forces. A Vice-Chairperson acting as a Chairperson shall have the same powers and duties as the Chairperson.

11. Working Procedures

- (11.1) The task forces and expert groups shall work in close coordination with each other in areas of common interest and exchange relevant information.
- (11.2) Meetings will be held as necessary, by invitation of the Chairperson. The frequency of the meetings will depend on the availability of budget and the necessity for members to meet. The NC will provide support in convening the meetings and will function as the meeting's Secretariat.
- (11.3) As far as possible, communications among the members and between the NC and members of the task forces and expert groups will be conducted through the Internet to save costs. Face-to-face meetings will be held as needed.
- (11.4) A meeting of the task forces and expert groups shall not be declared open unless there is a quorum. The presence of a majority (more than half) of the members of the task force or expert group is necessary to constitute a quorum.

12. Additional Matters on Working Procedures

- (12.1) Decisions of a task force and expert group are made by its members only.
- (12.2) English should be the working language of the task force and expert group meetings.

13. Reporting Procedures

- (13.1) All documents developed by the task forces and expert groups will be submitted to the SAC for consideration and subsequent action in which the important document such as guidance document, strategic report, findings or suggestions etc. developed by TF and expert groups in addition to submitted to SAC, should also be submitted to the IG for approval.
- (13.2) All the articles (scientific journal articles or technical reports) by SAC, TF, and Expert Groups can only represent the experts' opinions. Without approval of IG, none of the activity outputs should be published in the name of the EANET.
- (13.3) The progress of the activities of the task forces and expert groups shall be reported by the Chairperson and reviewed at the Sessions of the SAC and the IG.

(13.4) The activities of the task forces and expert groups and related recommendations from the SAC shall be reported at the annual IG Sessions.

14. Additional Matters on Reporting Procedures

The documents of task forces and expert groups will be uploaded on the EANET website for the Participating Countries of EANET.

Application of the Procedures

15. The rules of procedures specified in this document apply to the establishment of new task forces and expert groups as well as to existing task forces and expert groups.

16. Amendments to the rules of procedures should be reviewed by the SAC and approved by IG.

**FORMAT OF THE PROVISIONAL BUDGET OF THE
SECRETARIAT AND THE NETWORK CENTER**

Core and Project Budget of the EANET

Table 1-1 Core and Project Activities Budget of the Secretariat (US\$)

Budget Type	Activities	Budget Class / Category	Amount (US\$)
Core Budget	Core Activities	Staff and Other Personnel Costs	
		Travel	
		Contractual services	
		Transfers and Grants Issued to Implementing Partner (IP)	
		Operating and other direct costs	
		Equipment Vehicles and Furniture	
		Supplies Commodities and Materials	
		Total Core Budget	
Activities Budget	Project Activity 1 Project Activity 2	Staff and Other Personnel Costs	
		Travel	
		Contractual services	
		Transfers and Grants Issued to Implementing Partner (IP)	
		Operating and other direct costs	
		Equipment Vehicles and Furniture	
		Supplies Commodities and Materials	
		Total Project Budget	
Total Direct Costs			
UNEP Programme Support Costs (13%)			
Grand Total			

Table 1-2 Core and Project Activities Budget of the Network Center

Budget Type	Activities	Budget Class / Category	Amount (US\$)
Core Budget	Core Activities	Staff and Other Personnel Costs	
		Travel	
		Contractual services	
		Transfers and Grants Issued to Implementing Partner (IP)	
		Operating and other direct costs	
		Equipment Vehicles and Furniture	
		Supplies Commodities and Materials	
		Total Core Budget	
Activities Budget	Project Activity 1 Project Activity 2	Staff and Other Personnel Costs	
		Travel	
		Contractual services	
		Transfers and Grants Issued to Implementing Partner (IP)	
		Operating and other direct costs	
		Equipment Vehicles and Furniture	
		Supplies Commodities and Materials	
		Total Project Budget	
Total Direct Costs			
Indirect Costs			
Grand Total			

Table 2. Budget of the EANET Project Fund

	Amount in US\$
Available amount of the EANET Project Fund at the beginning of the fiscal year (XXXX)	
Actual and projected contributions to the EANET Project Fund for the fiscal year (XXXX) Actual contributions: 1. Organization 2. Projected contributions: 1. 2. TOTAL:	
Actual and projected expenditures and commitments of the EANET Project Fund for the fiscal year (XXXX) Actual expenditures and commitments: 1. Item 2. Projected expenditures and commitments: 1. 2. TOTAL:	
Reserved amount for contingency (amount to be decided by IG)	
Budget allocated for the EANET Project Fund and Activities for the next fiscal year (XXXX)	
Estimated required resources in the next fiscal year or later to implement projects which have multiple-year project periods	

Framework Agreement between UNEP and EANET



**FRAMEWORK
BETWEEN
THE UNITED NATIONS ENVIRONMENT PROGRAMME
AND
THE ACID DEPOSITION MONITORING NETWORK IN EAST ASIA (EANET)
ON ARRANGEMENTS FOR
UNEP'S PROVISION OF SECRETARIAT SERVICES TO THE EANET**

The Acid Deposition Monitoring Network in East Asia (hereinafter referred to as "EANET"), represented by the Chairperson of the Intergovernmental Meeting of the EANET (hereinafter referred to as "IG") on behalf of the 13 participating countries (Cambodia, China, Indonesia, Japan, Lao People's Democratic Republic, Malaysia, Mongolia, Myanmar, Philippines, Republic of Korea, Russian Federation, Thailand and Viet Nam), and the United Nations Environment Programme (hereinafter referred to as "UNEP"), represented by the Executive Director:


WHEREAS UNEP is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment;

WHEREAS EANET is a regional inter-governmental cooperative initiative to create a common recognition of the state of acid deposition problems in East Asia, to provide useful inputs for policy makers at the local, national and regional levels aimed at preventing or reducing adverse impacts on the environment caused by acid deposition, and to contribute to cooperation on issues related to acid deposition among the EANET Participating Countries;

WHEREAS EANET was formally established in 2001 by the Joint Announcement on the Implementation of the EANET along with the Tentative Design of the EANET at the Second Session of its Intergovernmental Meeting (IG2), and was further enhanced by the Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (hereinafter referred to as "the Instrument"), which was signed by all EANET Participating Countries during and after the 12th Session of the Intergovernmental Meeting (IG12) on the EANET, in November 2010 and thereafter;

WHEREAS EANET Decision 1/IG.15, of the 15th Session of the Intergovernmental Meeting (IG15) on the EANET, held in December 2013 affirmed UNEP as the Secretariat for EANET and requested the amendment of the 2002 Framework on the Establishment of the Secretariat of the Acid Deposition Monitoring Network in East Asia (EANET) which sets out the modalities for UNEP's provision of secretariat services to EANET.

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- (vii) Other necessary tasks as requested by IG, and in line with the applicable United Nations regulations, rules and procedures.
3. UNEP will ensure that the Secretariat is fully operational and capable of providing services including the dissemination of information and facilitating liaison and networking between the relevant government agencies and institutions.
 4. UNEP will ensure that the Secretariat provides the information required by the participating countries, the IG, the Scientific Advisory Committee, and other EANET subsidiary bodies, as defined by the secretariat functions and the mandate of UNEP.
 5. The IG of EANET will approve EANET work programme and budget and take actions to secure necessary financial resources for the Secretariat's implementation of its functions and the relevant EANET activities in each calendar year, in line with applicable United Nations regulations and rules.
 6. UNEP will proceed with disbursements from the EANET account in line with the annual work programme and budget approved by IG of EANET and in line with United Nations rules and regulations.
7. Fundraising
- (i) To the extent permitted by their respective regulations, rules and policies, and subject to sub-item (ii) below, UNEP and EANET may engage in fundraising with the public and private sectors to support the activities, projects and programmes to be developed or carried out pursuant to this Framework.
 - (ii) Neither UNEP nor EANET will engage in fundraising with third parties in the name of or on behalf of the other, without the prior written approval of the other.
8. Audits
- Audits of the Secretariat's operations and activities will be conducted in line with the applicable United Nations regulations and rules.
9. United Nations Privileges and Immunities
- Nothing in or relating to this Framework will be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.
10. Settlement of Controversies
- (i) In the event of controversies arising out of or relating to this Framework, UNEP and EANET will make their best efforts to promptly settle such controversies through direct consultation.
 - (ii) If any controversy arising out of this Framework cannot be settled amicably in line with sub-item (i) above, UNEP and EANET will seek to agree on a peaceful method for the settlement of the controversy. 

11. Notification and Modifications

- (i) UNEP and EANET will promptly notify each other in writing of any anticipated or actual material changes that will affect the execution of this Framework.
- (ii) UNEP and EANET may modify this Framework by mutual written consent.

12. Duration

This Framework will be effective upon the last date of signature of the approving officials and, unless terminated in line with Item 13 below, will remain effective for five years, with reviews by UNEP and EANET if necessary. This Framework will be automatically renewed for subsequent periods of five years unless UNEP and EANET decide otherwise.

13. Termination

Either UNEP or EANET may terminate this Framework with a notice of 90 days. UNEP and EANET will discuss and decide on the orderly completion of any ongoing activity, on pending rights and obligations under this Framework, and on the closure or transfer of the Secretariat as applicable.

14. This Framework was endorsed by the 18th Session of the Intergovernmental Meeting (IG18) on the EANET and signed by the Executive Director of UNEP and the Chairperson of IG18 on the EANET.

For United Nations Environment Programme

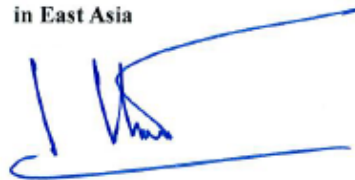


ja

Erik Solheim
Executive Director

Date: 14.12.2016

**For Acid Deposition Monitoring Network
in East Asia**



Duong Hong Son
Chairperson of the 18th Session of the
Intergovernmental Meeting on the EANET on
behalf of the 13 participating countries

Date: 23 NOV 2016

Terms of Reference of the Coordinator of the Secretariat for the EANET

Job Title: Coordinator EANET Secretariat (P4)

Department/Office: United Nations Environment Programme

Location: Bangkok

Posting Period: 45 days

Organizational Setting and Reporting

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Regional Office for Asia and the Pacific (ROAP) helps to implement UNEP's global programs in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. The Secretariat of the Acid Deposition Monitoring Network in East Asia (EANET) is based at UNEP ROAP and supports the implementation of the EANET work programme as approved by the Intergovernmental Meeting (IG) on the EANET. This position reports to the Regional Director, ROAP, and should follow the decisions and guidance of the IG of the EANET, as well as taking account of the guidance of the National Focal Points of Participating Countries of the EANET.

Responsibilities

Under the overall guidance and supervision of the Regional Director, the incumbent will be responsible for the following duties:

- To manage the Acid Deposition Monitoring Network in East Asia (EANET) Secretariat and ensure that it is fully operational and capable of providing services like the dissemination of information and facilitating liaison and networking between the relevant government agencies and institutions.
- To assure that the Secretariat meets the needs of the Participating Countries, follows the decisions and guidance of the IG, as well as taking account of the guidance of the National Focal Points of the Participating Countries of the EANET, collaborates with Network Center(s) (NC)(s), and communicate with other partners in the

provision of information based on their respective needs as defined by the Secretariat functions.

- Provide policy advice and guidance on options to mainstream the EANET related issues in the implementation of UNEP's Programme of Work, promoting synergies among the different activities and initiatives related to the EANET. Support better coordination, integration and scaling up of the multiple efforts in the region targeting acid deposition and air pollution in East Asia.

More specifically, the Coordinator will have the following responsibilities:

- Development of the annual Work Programme and Budget for approval by the IG in coordination with the National Focal Points and NC(s).
- Coordinating the implementation of the approved EANET work programme, facilitating partnerships with, and involvement of social economic and environmental actors in the Participating Countries and ensuring the effective cooperation and coordination with all relevant programmes, initiatives and policy bodies in the region.
- Undertake fundraising activities in support of the EANET work programme, assist Participating Countries to mobilize domestic and international resources, as well as promoting support for the EANET from existing and potential external donors, in coordination with the NCs and the relevant units within UNEP.
- Responsibility for the general management of the EANET Secretariat. This includes the management of staff, outsourced parties, consultants and interns, office facilities and equipment.
- Preparation of Annual Report of the EANET, including review of the performance, in line with the guidance provided by the IG.
- Responsibility for the setting up and accountability for an appropriate financial management system, including preparation of an annual budget, annual income and expenditure statements, monitoring of pledges and contributions.
- The organization of meetings of the EANET institutional structures (the IG, the SAC, the Working Group (WG), etc.) and the execution of decisions provided by them.
- Representation of the EANET Secretariat at relevant meetings.
- Preparation of relevant reports for the EANET institutional structures (the IG and its subsidiary bodies).
- Assistance, as requested, in the procurement and/or recruitment of the required resources (services, facilities, personnel, equipment) to operate the EANET Secretariat.
- Ensure an active participation of and contribution by the EANET to related regional and global initiatives.

Competencies

Professionalism- experience and expert knowledge of theories, concepts and approaches relevant to the particular sector of environment and its protection. Ability to anticipate and resolve conflicts by pursuing mutually agreeable solutions. Ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. Ability to identify emerging issues on the political agenda. **Communication** - effective spoken and written communication, good presentation skills including ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies. **Planning and organizing** - proven ability to plan and organize work, requiring an in-depth understanding of its strategic direction and ability to align the work of the Secretariat office with the approved work programme. **Leadership** - strong managerial/leadership skills. Proven record of building and managing teams and creating an enabling environment.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or higher) in environment, sustainable development, science, economics or other relevant scientific discipline. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 7 years of progressively responsible experience in environmental and sustainable development issues, national and international administration, or environmental advocacy work. Familiarity with air pollution related issues will be a distinct asset. Prior work experience, preferably within an international context, in the region covered by the EANET would be desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English is required. Knowledge of another UN language would be an advantage.

Other Skills

A track record of diplomatic negotiations and/or organization of international meetings is an asset. Relevant IT skills, including familiarity with standard office software, are required.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

RECRUITMENT PROCEDURES FOR THE POST OF COORDINATOR OF THE EANET SECRETARIAT

The recruitment for the post of Coordinator of the EANET Secretariat will be done in line with standard UN Rules and regulations, applicable to UNEP, for the recruitment of an international professional UN post on a fixed term contract of one year or longer. The recruitment for the post will consist of the following steps:

1. Establishment and classification of the position by UN Human Resources Management Services (HRMS) in accordance with UN Staff rules.

2.1 Creation and review of the Job Opening including organizational settings, responsibilities, evaluation criteria and Job Specific questions. Element of familiarity with EANET, air pollution issues and work experience with(in) the Participating Countries will be reflected in the evaluation criteria.

2.2 Submission of Job Opening to the UN Central Review Body established under UN Staff rule 4.15.

3. Advertisement of Job Opening through UN on-line recruitment portal Inspira (<https://inspira.un.org>) All Participating Countries of the EANET will be notified in writing through their National Focal Points (NFPs). Only candidates who have applied through Inspira will be reviewed.

4.1 Automatic pre-screening of applicants by the system (Inspira) to determine whether they meet the minimum requirement of the job opening. The screening occurs through the application of screening rules based on the eligibility requirements in the UN Staff Regulations and Rules and administrative issuances, UN Staff Selection System – ST/AI/2010/3 and the evaluation criteria of the job opening.

4.2 HR assessment of candidates flagged by the system during the automatic screening.

5. Preliminary evaluation of all released candidates by the hiring managers and prepare a short list of those who appear most qualified for the job opening based on a review of their applications against the requirements and desirable criteria in the job opening.

6. Assessments of shortlisted candidates through competency-based interviews on the competencies listed in the job opening. Other forms of assessment (e.g. written technical assessment) are usually also administered prior to the interviews. The CBI is conducted by

a panel of three members at same level of the advertised position or above and must include two substance experts and at least of one woman.

7. Finalizing and Recording Results for Competency-Based Interviews based on the evidence collected during the interview and preparation of interview report for each candidate.

8. Submission of complete recruitment file including the preliminary evaluation, CBI report, and transmittal memo to the UN review body established under UN Staff rule 4.15.

9. The Selection decision is made by the head of UNEP or their sub-delegation holder, following the endorsement of the central review body, and reflected in Inspira.

10. Offer of Appointment is issued by the UN HRMS to the selected candidate Subject to the successful completion of the UN onboarding process (including academic and employment verification, reference check, and medical).

**FORMAT OF THE FINANCIAL REPORT OF THE
SECRETARIAT AND THE NETWORK CENTER**

Table 1.1 Financial Statement of the Secretariat Core Activities (US\$)

Financial Statements as at 31 December 20XX
(Expressed in US dollars)

Income

Contributions received

Total Income

Expenditures & Commitments

Staff and other personnel cost

Supplies, Commodities and
Materials

Equipment, Vehicles and Furniture

Contractual Services

Travel

Transfers and Grants

General Operating and Other Direct
Costs

Total direct expenditures

Indirect Support Costs

Total expenditures

Net excess/(shortfall) income over
expenditure

Exchange rate (loss)/gain

Available Balance

Table 1.2 Cash Flow statement for the EANET Secretariat

	Amount (US\$)
Cash Balance brought forward as at 01/01/20XX	xxx,xxx
Add: Actual Contributions received in 20XX (as at XX.XX.20XX)	xxx,xxx
Less: Actual Expenditure and Commitment as at xx/xx/20xx (Provisional) ¹	xxx,xxx
Total Cash Balance as at XX/XX/20XX	xxx,xxx
Add: Projected Contribution in November and December 20XX ²	xxx,xxx
Less: Estimated Expenditures and commitments in November and December 20XX ³	xxx,xxx
Total Estimated Cash Balance as at XX/XX/20XX	xxx,xxx
Less Operating Reserve (80% of 20xx Core Budget of the Secretariat -as per MTP 2021-2025)	xxx,xxx
Total Estimated Cash Balance as at XX/XX/20XX available for other activities	xxx,xxx

¹ Actual expenditures are subject to change due to end of year postings and adjustments

² Projected contributions are based on unpaid contributions in comparison to previous year

³ Estimated Expenditures and Commitments is based on pending and pipeline activities as per approved budget and implementation plan

Table 2.1 Expenditure of each Core Activities of the Network Center (in US\$)

Activities	Network Center					
	Budget			Expenditures		
	Personnel cost	Direct expenses	Total	Personnel cost	Direct expenses	Total
Objective X:						
Activity (X)						
Sub total						
(X) Administrative works						
Grand total						
Grand Total	Office rental fee:			Office rental fee:		

Table 2.2 Revenue and Expenditures of the Network Center (US\$)

Items	Revenue		Expenditures	
	Estimated	Actual	Estimated	Actual
1. NC Core Activities from participating countries				
2. Support from Niigata Prefecture and Niigata City				
3. Support for NC activities from Niigata Prefecture - (Office rental)				
Total				

**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

1. The Director General (herein after referred to the “DG”) of the Asia Center for Air Pollution Research (ACAP) will, under the general guidance and supervision of the President of the Japan Environmental Sanitation Center (herein after referred to the “JESC”): ACAP is a branch institute of JESC, and one function of ACAP is serving as the Network Center for the EANET.

- (1) Manage and provide guidance for overall activities of the ACAP such as:
 - (a) the activities of the Network Center (NC) for the Acid Deposition Monitoring Network in East Asia (EANET);
 - (b) the activities of the National Center of Japan for the EANET; and
 - (c) other activities related to acid deposition and air pollution problems as appropriate.
- (2) Represent the ACAP at various occasions such as international and domestic conferences;
- (3) Liaise and coordinate where necessary, the activities of the ACAP with the Headquarters of the JESC; and
- (4) Manage administrative operations of the ACAP, including management of personnel and fund raising, preparation of work plans.

II. Job Description of the Deputy Director General in charge of the NC

2. The Deputy Director General (herein after referred to the “DDG”) of the ACAP in charge of the NC for the EANET will, under the general guidance and supervision of the DG of the ACAP, perform the following duties:

- (1) Undertake and implement the activities of the NC for the EANET.
- (2) Undertake and implement other international activities related to air pollution upon the request by the DG;

(3) Represent the ACAP at international meetings and conferences upon the request by the DG; and

(4) Assist the DG in managing administrative operations of the NC activities for the EANET, including management of personnel and fund raising, preparation of work plans.

III. Job Description of the Deputy Director General in charge of Administrative Management and Domestic Activities

3. The DDG of the ACAP in charge of Administrative Management and Domestic Activities will, under the general guidance and supervision of the DG, perform the following duties:

(1) Undertake and implement the activities of the National Center of Japan for the EANET;

(2) Undertake and implement other activities related to air pollution upon the request by the DG;

(3) Represent the ACAP at various occasions such as international and domestic conferences upon the request by the DG;

(4) Assist the DG in liaising and coordinating the activities of the ACAP with the Headquarters of the JESC; and

(5) Assist the DG in managing administrative operations of the ACAP, including management of personnel and fund raising, preparation of work plans (except those of the NC activities for the EANET)

IV. The Functions of Each Department of the ACAP

IV.1. General Affairs Department

- Development of annual work programs of the ACAP;
- Administrative management of the ACAP, including personnel and financial (budgetary and accounting) issues; and
- Handling matters not undertaken by other departments.

IV.2. Planning and Training Department

- Management and coordination of technical assistance projects;

- Planning, coordination and implementation of training activities;
- Planning and implementation of international conferences, workshops, etc. by the ACAP;
- Development and distribution of related brochures and other information;
- Planning and coordination of technical missions;
- Planning and coordination of research fellowships in the ACAP;
- Collection and dissemination as appropriate, of relevant information; and
- Research activities related to science and policy on air pollution.

IV.3. Atmospheric Research Department

- Evaluation of rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring results to complement the work of the Data Management Department;
- Development and elaboration of technical documents for rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring;
- Analyses of rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring samples;
- Promotion of QA/QC activities on rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring (related to monitoring/analysis methodologies excluding the work of the Data Management Department);
- Research activities related to rainwater composition and wet deposition, and air pollutant concentration and dry deposition;
- Operation and management of deposition monitoring stations operated by the ACAP;
- Planning and implementation of research activities such as dispersion modeling and data analysis excluding the work of the Data Management Department; and
- Other issues related to wet and dry deposition.

IV.4. Ecological Impact Research Department

- Evaluation of monitoring for soil/vegetation, inland aquatic environment and catchment (hereinafter referred to as “ecological impacts monitoring”) results to complement the work of the Data Management Department;
- Development and elaboration of technical documents for ecological impacts monitoring;
- Analyses of ecological impacts monitoring samples;
- Promotion of QA/QC activities on ecological impacts monitoring (related to monitoring/analysis methodologies: excluding the work of the Data Management Department);
- Research activities related to ecological impacts by acid deposition and catchment analysis;

- Operation and management of ecological impacts monitoring stations operated by the ACAP; and
- Other issues related to ecological impacts by acid deposition.

IV.5. Data Management Department

- Development and updating of database on acid deposition monitoring in East Asia and in Japan;
- Central compilation, evaluation, storage and dissemination, as appropriate, of acid deposition monitoring data;
- Development and elaboration of technical documents for data management;
- Collection and dissemination of information relevant to data and data management;
- Consultation and advice for the national monitoring plans in cooperation and coordination with other departments in the ACAP;
- Coordination and implementation of QA/QC programs (excluding those to be undertaken by other departments);
- Development of data report for the EANET and for Japan as appropriate;
- Planning and implementation of activities of emission inventories; and
- Other activities related to data management and analysis.

**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:

- University degree, preferably doctorate, in environmental sciences, or a relevant science discipline. The candidate should have a good understanding of environment and sustainable development and the ability to carry out the intended tasks within the context of international relations;
- Demonstrated and proven ability to develop, operate and manage entities and projects;
- At least fifteen years of extensive working experience in implementing and supervising national/international activities in scientific research and/or administration on the environment such as monitoring and environmental pollution control;
- Familiarity with acid deposition problems, especially with the EANET;
- Experience and proficiency in co-ordination of networks, information management and technology transfer;
- Ability to prepare reports and make oral presentations in clear, concise and effective English;
- The candidate should be enthusiastic, dynamic, open-minded, creative, innovative, communicative, analytical, and strategically minded and able to work in a cross-cultural environment;
- Knowledge of one or more languages of the Participating Countries of the EANET would be preferable; and
- Nationals of the Participating Countries of the EANET will receive high preference.

Recruitment Procedures:

1. Vacancy announcement will be informed to the Participating Countries through the National Focal Points (NFPs). The vacancy announcement will also be disseminated at the EANET website.

2. The National Focal Points will be invited to recommend applicants as appropriate, with his/her curriculum vitae (CV) including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, his/her photograph and medical certificate. An expert who satisfies the qualifications could also submit his/her

application without recommendations of the national focal points. The application should be submitted to the ACAP by certain deadline.

3. All the applications submitted to the ACAP will be circulated among the NFPs for their comments. The applications with the recommendations from the NFPs should have higher priority.

4. Taking into account the comments by the NFPs, the Director General of the ACAP will give a recommendation to the President of the Japan Environmental Sanitation Center (JESC), who will make the decision on the basis of this recommendation.