

APN Framework Document

CONTENTS

Rationale..... 2

1. Vision..... 2

2. Mission..... 2

3. Goals 3

4. Core Strategies..... 3

5. Membership 4

6. Organs and Sub-Organs..... 4

 A. The Inter-Governmental Meeting (IGM)..... 5

 B. The Steering Committee (SC) 7

 C. The Scientific Planning Group (SPG)..... 9

 D. The Capacity Development Committee (CDC) 11

 E. Sub-Regional Committees (SRCs)..... 12

 F. The Secretariat 14

7. Financial Arrangements..... 15

8. Additional Arrangements 16

9. Language and Records..... 16

10. Date and Effect of Amendments 16

Appendix 1 17

Appendix 2 18

Appendix 3 19

Appendix 4 20

Framework of the Asia-Pacific Network for Global Change Research

Rationale

Countries within the Asia-Pacific region support more than half of the world's population, and changes in the Earth's bio-geophysical system are clearly impacting the societies and economies of these countries.

Recent research and supporting observations have provided new insights into some of these changes and their impacts but have, at the same time, opened a number of new and challenging scientific issues and questions. APN seeks to identify these scientific issues to promote, as well as encourage, regional cooperative global change research.

APN defines "global change" as the set of natural and human-induced processes in the Earth's physical, biological, and social systems that, when aggregated, are significant at a global scale. APN strives to enable the developing countries of the region to participate increasingly in, and to benefit fully from, cooperative research in the region and its sub-regions. APN assures that the research results contribute to the development of sound science-based response strategies and measures, policy- and decision-making processes, and scientific capacity development to address these important issues.

Finally, recognising the interactive role of regional processes in the overall Earth system, APN also aims to link the initiatives it sponsors with related projects conducted in other regions and under the aegis of global-scale programmes.

1. Vision

Enable countries in the Asia-Pacific region to successfully address global change challenges through science-based response strategies and measures, effective science and policy linkages, and scientific capacity development.

2. Mission

The mission of the Asia-Pacific Network for Global Change Research (APN) is to enable investigation of change in the Earth's life support systems as it

occurs in the Asia-Pacific region. APN, therefore, supports investigations that will:

- i. Identify, explain and predict changes in the context of both natural and anthropogenic forcing,
- ii. Assess potential regional and global vulnerability of natural and human systems; and
- iii. Contribute, from the science perspective, to the development of policy options for appropriate responses to global change that will also contribute to sustainable development.

3. Goals

In order to achieve its mission, APN has identified four goals:

- Goal 1. Supporting regional cooperation in global change research on issues particularly relevant to the region
- Goal 2. Strengthening appropriate interactions among scientists and policy makers, and providing scientific input to policy decision-making and scientific knowledge to the public
- Goal 3. Improving the scientific and technical capabilities of nations in the region, including the transfer of know-how and technology
- Goal 4. Cooperating with other global change networks and organisations

4. Core Strategies

The core strategies of APN are to:

- i. Promote and encourage research that can improve understanding of global change and its implications for the region, and contribute to sound scientific basis for policy formulation and decision-making;
- ii. Promote and encourage activities that will develop scientific capacity and improve the level of awareness on global change issues specific to the region and; and
- iii. Identify and help address, in consultation with policy makers and other end-users, present and future needs and emerging challenges.

5. Membership

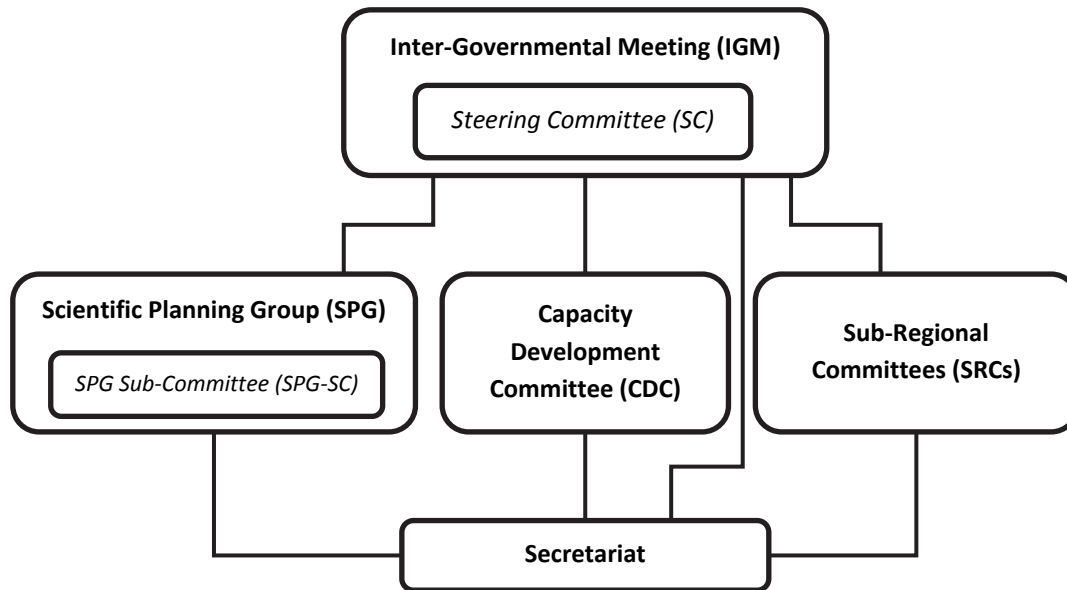
- i. Membership is open to all countries in the Asia-Pacific region. The current APN member countries are listed in Appendix 1 (page17).
- ii. Each member country appoints:
 - a. a national Focal Point who is responsible for coordinating national activities and participating in the annual Inter-Governmental Meeting (IGM); and
 - b. a global change research expert who is the scientific contact in the respective country and participates in the annual Scientific Planning Group (SPG) Meeting.
- iii. A country in the region may become a member subject to IGM approval of an official governmental request from that country. A Member Country may withdraw from the membership of APN at any time by submitting written notice to the Secretariat.

6. Organs and Sub-Organs

APN's Organs and Sub-Organs are:

- i. Inter-Governmental Meeting (IGM);
 - Steering Committee (SC);
- ii. Scientific Planning Group (SPG);
 - SPG Sub-Committee (SPG-SC);
- iii. Capacity Development Committee (CDC);
- iv. Sub-Regional Committees (SRCs);
- v. Secretariat.

The organisational chart below illustrates the relationships between the organs.



Organisational Arrangements and Procedures

A.The Inter-Governmental Meeting (IGM)

1.Mandate

The Inter-Governmental Meeting (IGM) is APN's general policy and decision-making body. The IGM:

- i. sets policy for the programmes, finances and other activities of APN, etc.;
- ii. adopts rules and procedures for APN;
- iii. oversees the development and production of APN's annual operating plan;
- iv. reviews and approves the annual financial report, budget, and long-term financial management plan for APN;
- v. considers APN's needs for resources to support its programmes and activities; identifies possible sources of such funding and considers and approves arrangements for securing such funding;
- vi. reviews and approves projects to be undertaken or supported by APN, based on recommendations made by the SPG and CDC;

- vii. reviews and approves other activities to be undertaken or supported by APN, based on recommendations made by SPG, the SC, the CDC, SRCs and the Secretariat;
- viii. provides guidance to the SC, SPG, CDC, SRCs and the Secretariat;
- ix. conducts regular reviews of, evaluates and approves APN's long-term plans, especially its Strategic Plan, and the implementation of these plans;
- x. establishes SRCs when appropriate; and
- xi. performs other functions, as necessary, to achieve the mission and goals of APN.

2. Participation at IGM Annual Meetings

- i. National Focal Points of each member country may participate; a member country may designate an alternate national Focal Point to participate in an IGM if the national Focal Point is unable to attend;
- ii. SPG members may participate.
- iii. APN-approved countries may be invited to participate as appropriate;
- iv. Any non-APN member country that wishes to attend must indicate its interest to and receive an invitation from the Secretariat following consultation with the IGM, if it is in session, or, if it is not, by the SC;
- v. International global change research and research-related organisations, and national and international funding organisations engaged in supporting global change research may be invited to send observers. Invitations will be made in consultation with the IGM, if it is in session, or, if it is not, by the SC.

3. Meeting Procedures

- i. The IGM convenes annually;
- ii. The agenda for the IGM shall be prepared by the Secretariat in consultation with the SC chair. It will be circulated 3 weeks in advance to all the members for comments and inputs;
- iii. The IGM elects a Chair, usually from the host country and one Vice-Chair from among the national Focal Points in attendance;
- iv. The Chair facilitates all sessions of the IGM. He/she may delegate this role to the Vice-Chair;

- v. The Chair ensures orderly and timely conduct of the IGM and that issues are decided by consensus;
- vi. All participants may take part in discussions at the IGM; however only national Focal Points may participate in the adoption of APN policies and programmes;
- vii. The Secretariat maintains a record of the IGM; and
- viii. The Chair, with the assistance of the Secretariat, will prepare for IGM review and adoption a List of Actions taken by the IGM and a Chairperson's Summary of the Meeting.

B. The Steering Committee (SC)

1. Mandate

The Steering Committee (SC):

- i. acts on behalf of the IGM during the period between the IGMs, implementing IGM decisions; and
- ii. facilitates administrative and management arrangements necessary to implement the programme of activities of APN, especially through thorough consideration of APN budget and long-term financial management plan. In particular, the SC guides the Secretariat to:
 - a. develop, with member countries, funding and in-kind financial support for APN and its programmes and activities by inviting and encouraging contributions, and developing co-funding partnerships; and to
 - b. explore potential funding from other sources, e.g., international organisations, funding agencies, development banks, private foundations, and other stakeholders of the private sector;
- iii. liaises with international global change research and research-related organisations and encourages their involvement in and support for APN activities and programmes; and
- iv. considers the potential attendance of observers as referred to in section 6.A.2.iv and 6.A.2.v.

2. Membership

- i. The SC includes:

- a. five national Focal Points elected by the IGM, each to serve for a two-year term, taking into account the need to assure representation from the various sub-regions and the need to assure the rotation of membership;
- b. the national Focal Point from the country to host the next IGM, to serve for a one-year term;
- c. the two SPG Co-Chairs ex officio;
- d. another Focal Point if an SPG Co-Chair is also a Focal Point;
- e. experts co-opted by the SC, through consultation among elected nFPs in SC, ex-officio members and donor members, with each co-opted member to participate in SC activities for a one-year term (renewable); and
- f. National Focal Points from donor countries.
- g. The SC may invite additional members to participate in its meetings as observers as appropriate.

3. Procedures

- i. The SC shall meet a minimum three times in a year; a day before the annual IGM/SPG meeting, immediately after the annual IGM/SPG meeting and at least once intersessionally between the last IGM and the next IGM meetings.
- ii. The required quorum for a meeting of SC shall be two thirds of the members of the SC. In the event of the aforesaid quorum is not present, the meeting of the SC shall be adjourned for an hour and then reconvened. The members present would serve as quorum of the meeting.
- iii. The agenda for the SC meetings shall be prepared by the Secretariat in consultation with the SC chair.
- iv. The SC selects from among its elected national Focal Points a Chair, First Vice-Chair, and Second Vice-Chair. Should the position of Chair become vacant, the First Vice-Chair shall become Interim Chair until the next IGM. This procedure shall be followed until the SC can hold a normal election for this post. Similarly, should the position of First Vice-Chair become vacant, the Second Vice-Chair shall become Interim First Vice-Chair. This procedure shall be followed until the SC can hold a normal election for this post; and

- v. The tenure of the Chair, the First Vice-Chair, and the Second Vice-Chair shall start upon their election as Chairs and shall end upon termination of their terms as members of the SC.
- vi. The Chair is responsible, with the assistance of the Secretariat, for managing SC activities.
- vii. If an nFP serving on the SC no longer serves as his/her country's nFP, then the newly appointed nFP for that country is expected to take his/her place on the SC in the capacity of an observer, until the next IGM at which a new SC Member will be selected.
- viii. The Chair ensures orderly and timely conduct of the SC and that issues are decided by consensus.
- ix. The Secretariat maintains a record of the SC; and
- x. The Chair, with the assistance of the Secretariat, will prepare for review, a List of Actions taken by the SC including those actions for submission to the IGM, and a Chairperson's Summary of the Meeting.

C. The Scientific Planning Group (SPG)

1. Mandate

The Scientific Planning Group (SPG):

- i. reviews research proposals received by APN for funding, especially those in response to APN calls for proposals, and on the basis of this review, recommends research proposals to the IGM for its approval;
- ii. recommends themes to be included in the Science Agenda;
- iii. works with the Steering Committee and the Secretariat in arranging other scientific activities;
- iv. interacts on APN's behalf with other international global research and research-related organisations; and
- v. responds to scientific requests from the IGM or the Steering Committee.

2. Membership

- i. Each member country of APN may appoint one member to the SPG;
- ii. Members should be selected for their ability to contribute to development and implementation of APN scientific activities through:

- a. relevant knowledge of APN scientific themes;
 - b. participation in research or programmes directly related to APN activities;
 - c. capacity to initiate and strengthen science-policy linkages; and
 - d. willingness and availability to participate in the SPG's activities, especially proposal review processes and annual SPG-related meetings.
- iii. A member country may appoint an alternate to participate in SPG activities, including meetings, when the regular SPG Member is unavoidably unavailable;
 - iv. International organisations and research institutions involved in global change research activities, may be invited to attend the SPG Meeting as observers and to participate in SPG activities.

3. Meeting Procedures

- i. The SPG convenes annually in conjunction with the IGM;
- ii. The SPG elects two Co-Chairs from among its members. The election is held at the end of the SPG Meeting. It is usual for one Co-Chair to be elected from a developing member country and the other Co-Chair to be elected from a developed member country;
- iii. The Co-Chairs are elected for a term of two years; the terms are offset to provide continuity. A Co-Chair whose term is ending remains in office until the end of the IGM Meeting at which his/her successor is elected;
- iv. A Co-Chair may be re-elected at the expiry of his/her term.
- v. A Co-Chair participates in all SPG-relevant meetings, as agreed upon between the two Co-Chairs. If both are absent or otherwise unavailable, another SPG Member participates, at the request of the two Co-Chairs, or with the agreement of the SPG;
- vi. The Co-Chairs are responsible, with assistance from the Secretariat, for the orderly and timely conduct of meetings. The Co-Chairs ensure that SPG decisions are made by consensus;
- vii. The SPG agrees on the processes for the conduct of its activities, including meetings;

- viii. The SPG may invite additional experts to participate in its meetings and other activities, as appropriate;
- ix. The SPG prepares and submits reports of its meetings and activities to the IGM.

4. The SPG Sub-Committee (SPG-SC)

- i. Convenes prior to the SPG Meeting;
- ii. Reviews and prioritises ARCP proposals received for APN funding, for consideration by the SPG;
- iii. the SPG Sub-Committee Members are:
 - a. two SPG Co-Chairs (ex officio) and
 - b. three other SPG Members elected by the SPG at its meeting in the previous year.
- iv. the SPG Sub-Committee may invite additional experts to attend its meeting as observers.

D. The Capacity Development Committee (CDC)

1. Mandate

The Capacity Development Committee (CDC) is responsible to the IGM, while reporting to the SC during the intersessional periods between IGMs. The CDC:

- i. oversees the processes related to the operation of the CAPaBLE Programme;
- ii. develops strategies for the development and future of the CAPaBLE Programme; and
- iii. reviews and prioritises CAPaBLE proposals received for APN funding, for consideration by the IGM.

2. Membership

- i. the membership of the CDC consists of:
 - a. the Steering Committee Chair (ex officio);
 - b. the two SPG Co-Chairs (ex officio); and
 - c. one or more donor representatives, invited by the IGM.

- ii. the CDC may co-opt up to four experts as members to participate in CDC activities for a term of one-year (renewable) among members with strong links to organisations and programmes that are involved in capacity development.
- iii. additional representatives may attend, upon invitation, CDC meetings as observers.

3. Procedures

- i. convenes prior to the SPG Meeting and reports on the results of its work to the SPG;
- ii. this report will include its review and prioritisation of CAPaBLE proposals.
- iii. the CDC elects one of its members to act as its Chair;
- iv. the Chair is responsible, with the assistance of the Secretariat, for managing the CDC activities and coordinating communication among its members.

E. Sub-Regional Committees (SRCs)

The IGM may establish a Sub-Regional Committee (SRC) when requested by APN member countries from a sub-region.

1. Mandate

Each SRC will provide a forum for:

- i. identifying and discussing scientific research, capacity development and other related needs that are common to the sub-region;
- ii. recommending to the IGM actions that the IGM could take to address these needs in the sub-region;
- iii. working with the other organs of APN to assure effective implementation of APN programmes and related activities in the sub-region;
- iv. maintaining and strengthening communication and interaction among the members of the SRC and between the SRC and the other organs of APN; and
- v. strengthening interactions among scientists and policy makers in the sub-region.

2. Membership

- i. When the IGM establishes an SRC, the Director of the Secretariat will invite all APN Member countries in the sub-region to join the SRC;
- ii. Each such member country that wishes to participate in the SRC will notify the Secretariat of its interest and willingness to participate in the SRC and of its member(s) on the SRC;
- iii. Members will normally be the member country's nFP, its SPG Member, or both; an SRC Member may designate an alternate to participate in SRC meetings if he/she is unable to attend;
- iv. The Secretariat will assure that all APN Members are kept informed of the membership of SRCs.

3. Procedures

- i. Each SRC will normally meet annually during the IGM but may also meet separately during the intersessional period if the need arises and funding is available;
- ii. Each SRC will elect a Chair and Vice-Chair at the beginning of its annual meeting at the IGM;
- iii. The Chair and Vice-Chair will be elected for a one-year term and may be re-elected for a second year;
- iv. When an SRC meets during an intersessional period and the IGM accepts an offer from an SRC Member to host the meeting, the host Country will appoint one of its members on the SRC to act as Second Vice-Chair. The Second Vice-Chair will remain in office until the end of the next SRC meeting at the IGM;
- v. The SRC Chairs in consultation with their members shall prepare the agenda for the meetings. The secretariat shall provide technical support.
- vi. Each SRC will prepare and submit reports of its meetings and activities to the IGM and keep the SC and the Secretariat informed of its work during the intersessional period.

F. The Secretariat

1. Mandate

The Secretariat provides operational support for APN and, in particular, for the IGM, the SC, the SPG, the CDC, the SRCs, and other APN organs. The Secretariat:

- i. Assists these organs to assure effective implementation of the general policies of APN;
- ii. Works with the IGM and SC to assure effective implementation of their decisions, especially with respect to the Strategic and Operational Plans, the scientific activities and the finances. In this regard, the Secretariat:
 - a. Supports drafting and development of APN's Strategic Plan, which is prepared together with a Status Report of the previous five-year Strategic Phase;
 - b. Manages APN's calls for proposals processes, and assists the SPG and CDC in the effective review and evaluation of the proposals received and the submission of their recommendations to the IGM for approval;
 - c. Works closely with the IGM and the SC to obtain the financial resources needed, especially by identifying and engaging potential donors, which include member and non-member countries, international and regional organisations, and private foundations;
 - d. Prepares an annual report on the finances of APN; a draft annual budget; and a long-term financial management plan for consideration and approval by the IGM and distributes these documents to nFP's well in advance of the IGM;
 - e. Prepares an interim status report on the budget for the SC for review and comment at its intersessional meeting;
 - f. Manages other aspects of APN finances in a transparent and cost-effective manner;
- iii. Supports the work of SRCs to assure effective implementation of APN programmes and related activities in the sub-regions and assist the SRCs in providing input on sub-regional needs and priorities to the IGM;
- iv. Plans, organises and supports the conduct of APN meetings.

- v. Communicates closely with all organs and members, the international global change community, and other stakeholders; and
- vi. Facilitates other day-to-day operations of APN.
- vii. Coordinates activities as required by the IGM and its organs.

2. Operations

- i. Resources and support for the Secretariat are provided by the host country, including the Central and Local Governments and may be augmented by other donors. In addition, the host country provides the services of a senior expert in global change issues, seconded as the Director of the Secretariat.
- ii. The Secretariat operates under the administrative arrangements of an institution based in the host country. For further information, refer to Appendix 3 (page19).

7. Financial Arrangements

- i. APN maintains a special funding/financial account within an institution based in the host country (refer to Appendix 3). The purpose of this account is to independently administer contributions pledged by member countries and other sources.
- ii. The APN special account is subjected annually to external audit.
- iii. As described in the Secretariat section, 6.F.2.i., resources and support for the Secretariat are provided by the host country. However, this does not exclude other member countries from providing support to the Secretariat.
- iv. Member countries are strongly encouraged to contribute to the budget on a regular and/or project basis.
- v. In-kind support from governments and/or institutions of the member countries is also encouraged. This includes providing human resources, supporting workshops and meetings, particularly the IGM, SC, SPG, CDC and SRC meetings, and providing equipment.
- vi. APN funds are administered in a transparent and cost-effective manner.
- vii. The Secretariat manages the APN account and presents annual financial reports to the IGM.
- viii. The fiscal year is from April 1 to March 31, the following year.

8. Additional Arrangements

- i. The IGM, SC, SPG, CDC and SRCs may establish small ad hoc groups for specific tasks, such as planning or provision of specialised advice. Such groups will normally conduct their work during the sessions of their parent bodies and/or intersessionally via electronic correspondence. Establishment of any such group that requires financial resources requires the approval of the IGM
- ii. Expected roles of the nFPs, SC Members, SPG Members, CDC Members, SRC Members and the Secretariat are specifically elaborated in Appendix 4 (pages20–30) as guidance.

9. Language and Records

- i. English is the official and working language for all IGM, SC, SPG, CDC and SRC meetings, documents, and communications.
- ii. Members, observers or invited experts may speak at a meeting in a language other than English; however he/she is responsible for providing interpretation in English.
- iii. The Secretariat is responsible for keeping APN records and official papers, and for distributing them to members and interested parties, as appropriate.

10. Date and Effect of Amendments

- i. Amendments to the Framework Document must be proposed by a member country or the SC and approved by the IGM.
- ii. Proposed amendments and supporting documentation must be distributed to member countries no later than two months prior to the IGM, for consideration.
- iii. Each approved amendment will take effect on the day following the IGM, unless the IGM decides on another date.

Appendix 1

Current APN member countries are:

Australia
Bangladesh
Bhutan
Cambodia
China
Fiji
India
Indonesia
Japan
Lao People's Democratic Republic
Malaysia
Mongolia
Nepal
New Zealand
Pakistan
Philippines
Republic of Korea
Russian Federation
Sri Lanka
Thailand
United States of America
Viet Nam

Note: APN Approved Countries:

Individuals and organisations in the following countries may participate in all APN programme activities and are considered to be from an APN Approved Country under the programme membership participation criterion:

Maldives
Myanmar
Pacific Island Countries
Singapore

Appendix 2

APN presently (March, 2014) has three Sub-Regional Committees as listed below, with the membership of each:

South Asia Sub-Regional Committee (SA-SRC)

Bangladesh
Bhutan
India
Nepal
Pakistan
Sri Lanka

Southeast Asia Sub-Regional Committee (SEA-SRC)

Cambodia
Indonesia
Lao PDR
Malaysia
Philippines
Thailand
Viet Nam

Temperate East Asia Sub-Regional Committee (TEA-SRC)

China
Japan
Mongolia
Republic of Korea
Russian Federation

Note: Approved countries within a sub-region where an SRC exists may participate as observers.

Appendix 3

As of 1 April, 2004, APN transferred from its former administrative body and now operates under the administrative arrangement of the Institute for Global Environmental Strategies (IGES).

IGES is an independent, non-profit research institute, established in Kanagawa, Japan, in 1998 under the support of the Japanese government. It aims to conduct research on practical ways to protect the earth's environment and to realise greater sustainability and equity in the global community.

APN's decision-making is independent from IGES. APN maintains, and separately manages, a special account within the IGES administration. The purpose of this APN special account is to independently administer contributions pledged by member countries and other sources.

APN's financial report is submitted for external audit by an independent body with an international reputation. Thus, APN's status will become more robust with the aforementioned financial, legal and administrative arrangements.

Appendix 4

Guidance for APN national Focal Points (nFPs)

National Focal Points (nFPs) are responsible for representing their countries in the activities of APN, especially their countries' programs and interests in global change research and related activities, e.g., observing systems, data policy and management, and science-driven capacity building. These APN activities include especially the annual Inter-Governmental Meeting (IGM) and meetings of the Sub-Regional Committee of which the nFP's country is a member.

NFPs are responsible to prepare effectively for and to participate actively in these meetings/activities and their follow-up. Each nFP is expected to arrange for an annual update on his/her country's APN-relevant global change research and related programs to be presented at the annual IGM.

NFPs are called upon to participate in IGM efforts to identify important issues, evaluate these, consider options for resolving them, and assist the IGM to take decisions to implement them. Such issues could, but are not limited to, setting policy for APN programmes and finances; approval of APN rules and procedures; development and production of APN's annual operating plan; review and approval of APN's annual financial report and budget; review and approval of projects and activities to be undertaken or supported by APN, based on recommendations made by the Scientific Planning Group; providing guidance to the Scientific Planning Group, the Steering Committee, the Capacity Development Committee, the Sub-Regional Committees and the Secretariat; implementation of long-term plans, including APN's Strategic Plan, and regular evaluation and review of these. NFPs are the only IGM participants authorised to formally approve or otherwise vote on actions to be taken and are expected to do so.

Each nFP is expected to work closely with his/her country's Scientific Planning Group (SPG) Member to assure consistent participation in meetings of the IGM, SPG, and SRCs.

NFPs are expected to bring to APN activities their experience as scientists, science managers, and government officials. They are expected to maintain close communications with their national scientific communities, scientific institutions, and interested government agencies and to bring the benefits of these communications to the APN meetings/activities in which they participate.

NFPs should be prepared, when called upon, to represent APN at meetings, workshops and other APN-relevant events and activities.

NFPs are expected to respond to queries and requests from the APN Secretariat on a timely basis.

If an nFP is not able to participate in an APN meeting/activity in which the nFP is representing his/her country, the nFP is expected to designate an appropriate alternate and to do so on a timely basis.

If an nFP is no longer able to serve in such a capacity on a long-term basis, he/she should notify his/her appropriate national authorities and arrange for a successor to be designated and should so notify the APN Secretariat.

An nFP may offer or may be asked to arrange for his/her country to host either the annual IGM/SPG Meetings or other APN activities/meetings.

The nFP from the country that hosts an IGM is normally expected to offer to Chair the IGM. NFPs from other APN member countries may be asked to serve as Vice-Chairs for IGMs and are encouraged to accept such responsibilities when offered.

The Chair is expected to manage the IGM on an effective and timely basis, keeping in mind the need to do so on a fair and open-minded basis; to seek an appropriate balance among the wide variety of interests among the nFPs, SPG Members, and other IGM participants; and, when appropriate, set aside his/her personal scientific, managerial, and/or national official interests. The Chair is strongly encouraged to seek solutions to issues based on consensus.

The Chair, with the assistance of the Secretariat, will prepare a List of Actions taken by the IGM for its review and adoption before the end of an IGM Meeting. A Chairperson's Summary of the Meeting will be made available to the IGM within three months after the end of that meeting.

If the Chair finds it necessary to be absent or is otherwise unavailable (e.g., because of a conflict of interest), a Vice-Chair may be asked to serve as a Co-Chair on an interim basis and, in doing so, to act in accordance with the above guidance.

NFPs from developed countries are expected to seek and to obtain funding from their programs, institutions and/or governments to participate in IGMs and other APN meetings/activities. Other nFPs are encouraged to similarly seek such national funding, but may receive reimbursement for travel, accommodation and daily subsistence, as appropriate, for their participation in IGMs and other APN meetings/activities. However, honoraria are not provided to nFPs for their service in IGM's and other APN meetings/activities.

When representing APN in a meeting/activity, nFPs are expected to submit a mission report to the APN Secretariat, normally within a few weeks of the completion of the activity.

Guidance for Steering Committee (SC) Members

Steering Committee (SC) Members, after being selected by the Inter-Governmental Meeting (IGM), are expected to work very closely together and in close interaction with the APN Secretariat to guide APN in the intersessional period between the IGMs, especially to promote and encourage effective implementation of IGM decisions. SC members are expected to be very proactive and to initiate action to improve the APN programme, planning and operations, especially via electronic communications.

Procedures for SC Member Election:

1. Mode of election

An annual election will be held to elect either three or two nFPs as the case may be to the SC. The remaining nFPs who have already served their first of the two year term will continue into their second year in the SC.

2. Nomination

- a. The timeframe for nominations will be three months starting from mid-November to mid-February.
- b. A maximum of two nFPs can be nominated by an individual nFP. The nominee must provide his/her consent for nomination. In order to be considered for election, the nominee (or his/her designated alternate) must be present at the IGM. No self nomination is allowed.

3. Election procedure at the IGM

- a. The IGM chair or co-chair shall facilitate the SC election. In the event the chair and co-chair are both candidates for election the Director of the Secretariat shall facilitate the SC election.
- b. In the event there are insufficient candidates, further nomination from the floor shall be sought at the IGM, keeping in mind regional representation.
- c. In the event that the number of candidates is more than required, there shall be an open discussion at the IGM for consensus. The following points shall be considered important for the discussion:

- i. A balanced regional representation.
- ii. Member countries that have never been on the SC should be given priority.
- iii. Nominated nFP has attended at least 2 or more IGM meeting in the last 5 years, excluding the current IGM.

4. Terms of office of elected nFPs in the SC

- a. Elected nFPs are expected to attend all SC meetings and IGM meetings during their terms as members of the SC. If an elected member finds it necessary to be absent at an SC meeting, he/she must designate an alternate to act on his full behalf and actively participate in the meeting. The designated Alternate should preferably be:
 - i. One who has attended at least one IGM meeting in the last three years so that he/she is aware of the current issues in APN, or,
 - ii. One who has not attended any IGM meetings but is a strong candidate to represent the nFP at the next or future IGMs or is a potential candidate to be the nFP of the country in the near future,
 - iii. The nFP, if he/she so wishes, may consider designating the active SPG member of his/her country to represent him/her at the SC meeting as an Alternate.

SC members may be called upon to participate in SC efforts to identify important issues, evaluate these, consider options for resolving them, and take decisions to implement them. Such issues could include, but are not limited to: administrative and financial management arrangements to implement the APN programme; development of funding for APN and its programmes from member countries, international agencies and the private sector, either on a cash or in-kind basis; interacting with the international global change research programmes and international intergovernmental and non-governmental organisations; preparation, in cooperation with the APN Secretariat, of an annual operating plan; keeping under review the roles, responsibilities, performance and achievements of APN using appropriate metrics; and reporting to the IGM and keeping the APN Secretariat informed regarding SC activities.

NFPs are encouraged to serve on the SC when called upon to do so (Note: the two SPG Co-chairs are automatically SC Members). An SC Member who is not

able to fulfil his/her responsibilities for any reason should step down so that a new member may be appointed. If an nFP serving on the SC no longer serves as his/her country's nFP, then the newly appointed nFP for that country is expected to take his/her place on the SC in the capacity of an observer, until the next IGM at which a new SC Member will be selected.

The SC Chair, who is elected by the SC from among its national Focal Points, is expected to manage the IGM on an effective and timely basis, keeping in mind the need to do so on a fair and open-minded basis and to seek appropriate balance among APN's scientific, scientific management, administrative and financial management interests and, when appropriate, set aside his/her personal scientific, managerial, and/or national official interests. The Chair is strongly encouraged to seek solutions to issues based on consensus.

The SC Chair and other SC Members as well are expected to work closely with the APN Secretariat to represent APN in a wide range of international meetings and related activities, carrying to these audiences information regarding the APN programme, planning and operations; inviting input to the APN programme, planning and operations within and from these fora; and encouraging, when appropriate, improved interaction with APN.

If the Chair finds it necessary to be absent or is otherwise unavailable during a meeting (e.g., because of a conflict of interest), the highest level Vice-Chair present shall serve as Acting Chair for the duration of the Chair's absence/unavailability. If no Vice-Chair is present, another SC Member may be asked to serve as Acting Chair on an interim basis. The Acting Chair shall, while serving in this capacity, act in accordance with the above guidance.

SC Members from developed countries are expected to seek and obtain funding from their programmes, institutions and/or governments to participate in SC meetings and related activities. Travel support may be provided for SC Members from developing countries

Guidance for Members of the APN Scientific Planning Group (SPG)

SPG Members are expected to participate actively in the annual meetings and other activities of the SPG and, if designated by his/her country, in meetings of an SRC of which the country is a member. SPG Members should bear in mind that, in this participation, they are expected to bring to bear their personal scientific and scientific management, irrespective of how they were nominated for SPG membership. SPG Members are, of course, welcome and encouraged to share with the SPG information regarding national and/or international science programmes and issues that may be relevant to the work of the SPG, but should not advocate in the SPG and its deliberations

official positions of the member's programme, institution, country, and/or international organisations. Each SPG member is expected to work closely with the national Focal Point (nFP) from his/her country and, in particular, to make sure that the nFP is kept up-to-date on activities and views of the SPG.

SPG activities in which members are expected to participate include, but are not limited to:

- review and evaluation of research proposals received by APN and the preparation of recommendations to the APN Inter-Governmental Meeting (IGM) for APN funding of appropriate proposals; this could involve serving on various small ad hoc groups that support these activities;
- evaluation and review of the APN Strategic Plan and of themes that APN may consider appropriate and may select for emphasis in the implementation of this Plan;
- consideration and identification of research-driven capacity building of value to APN; and
- when called upon, to represent the SPG in other APN activities or with national and/or international programmes and organisations with which APN interacts, e.g., in meetings, workshops and other APN-relevant events.

If an SPG Member is not able to participate in an SPG meeting, he/she should so notify the APN Secretariat as soon as possible. If an SPG Member is not able to fulfil his/her responsibilities on a long-term basis, for any reason, then he/she should step down and so notify the APN Secretariat immediately so that a new member may be proposed.

The SPG calls upon two of its members to serve as Co-Chairs of the SPG for two-year periods. SPG Members are encouraged to serve in this capacity if asked.

The Co-Chairs are expected to manage the meetings of the SPG on an effective and timely basis, keeping in mind the need to do so on a fair and open-minded basis and to seek an appropriate balance among the wide variety of interests among SPG Members and, when appropriate, set aside their personal scientific interests.

If both Co-Chairs are absent or otherwise unavailable, another SPG Member may be asked to serve as a Co-Chair on an interim basis and, in doing so, to act in accordance with the above guidance.

SPG Members from developed countries are expected to seek funding from their programmes, institutions and/or governments for their participation in SPG meetings and other SPG activities. Other SPG Members may receive

reimbursement for travel, accommodation and daily subsistence, as appropriate, but honoraria are not provided to SPG Members for their service on the SPG.

When representing APN in an activity, SPG Members are expected to submit a mission report to the APN Secretariat, normally within a few weeks of the completion of the activity.

Guidance for Capacity Development Committee (CDC) Members

Designated and accountable to the IGM, the CDC will:

- i. Ensure that CAPaBLE operates and develops in accordance with the Objectives of APN vis-à-vis 1) fostering global change research, 2) promoting developing-country scientists' participation, 3) science-policy interfacing, 4) specific objectives of CAPaBLE, and 5) directives of the Intergovernmental meeting and/or the APN Steering Committee.
- ii. Ensure that CDC deliberations and actions are transparent and communicated widely, especially to the APN Steering Committee and the Inter-Governmental Meeting.
- iii. Establish and review the procedures of the CAPaBLE Programme related to:
 - call(s) for proposals for funding through the Programme;
 - the selection of proposals for funding including the disciplinary areas of research and regional focus that reflect the priorities established by the IGM;
 - the review of overall performance of the projects;
 - ensuring the dissemination of materials generated; and
 - developing guidelines to focus activities around current and developing themes in global change.
- iv. Identify contact point persons who will 1) act as a link between a specific CAPaBLE project and the CDC providing feedback to the CDC, 2) assist APN recipients of CAPaBLE support to achieve their objectives, and 3) provide advice and mentoring to the project.
- v. Establish effective mechanisms for the communication of activities and outcomes of the CAPaBLE Programme to all members and stakeholders.
- vi. Assist with the development of strategies for the growth of investment in APN's capacity building activities.

This will include developing a strategy to provide the basis for an evolving agenda for APN capacity building that can, in turn, lead to developing a strategy for building the financial support, diversity, continuity and reporting for the programme, including:

- more inclusive financial participation from across the members nations
 - higher profile of CAPaBLE within members nations (government) and appreciation of the value of capacity development
 - engagement with alternative funding sources
- vii. Through its membership, the CDC will use its networks to create linkages into the activities of a range of international agencies and programmes involved in global change research and capacity building activities so that APN's work aligns and complements the works of the other agencies but also provides for the continued development and integration of those individuals and groups supported by APN.
- viii. Develop a conceptual framework of the Science-Policy Interface, explicitly identifying the role of APN and CAPaBLE and develop methodologies for enhancing the process and promoting the incorporation these methodologies into research activities.

Guidance for Members of Sub-Regional Committees (SRCs)

A Sub-Regional Committee (SRC) is established upon approval of the IGM.

An SRC is expected to plan and implement activities that promote APN in the sub-region and beyond. Such activities shall be approved by the IGM prior to implementation.

An SRC provides a forum for identifying and discussing scientific research, capacity development and other related needs that are common in the sub-region; recommends to the IGM actions that the IGM could take to address these needs in the sub-region.

An SRC works with the other organs of APN to assure effective implementation of APN programmes and related activities in the sub-region; maintains and strengthens communication and interaction among the members of the SRC and between the SRC and the other organs of APN; and strengthens interactions among scientists and policy makers in the sub-region.

An SRC is also expected to:

- communicate with project leaders and their collaborators, and organisations and networks in the sub-region
- encourage involvement of scientists in the region in research and capacity development activities
- identify and attract potential donors for the sub-region

When the IGM establishes an SRC, the Director of the Secretariat will invite all APN Member countries in that sub-region to join the SRC. Each member country that wishes to participate in the SRC will notify the Secretariat of its interest and willingness to participate in the SRC and of its member(s) on the SRC. Members will normally be the member country's nFP, its SPG Member, or both. An SRC member can designate an alternate to participate in SRC meetings if he/she is unable to attend. The SRC informs the Secretariat of any changes in the Membership. The Secretariat will then assure that all APN Members are kept informed of the membership of SRCs.

An SRC normally meets annually during the IGM. During the intersessional period, it is expected that the work of the SRC will be carried out electronically. If the need arises and funding is available, an SRC may also meet during the intersessional period. Administrative support for such a meeting is expected to be largely provided by the country hosting that meeting.

An SRC elects a Chair and Vice-Chair at the beginning of its annual meeting at the IGM. The Chair and Vice-Chair is elected for a one-year term and may be re-elected for a second year. When an SRC meets during an intersessional period and the IGM accepts an offer from an SRC Member to host the meeting, the host Country will appoint its nFP to act as Second Vice-Chair. The Second Vice-Chair will remain in office until the end of the next SRC meeting at the IGM.

An SRC is expected to submit reports of its meetings and activities to the IGM and keep the SC and the Secretariat informed of its work during the intersessional period.

Guidance for the Secretariat

The Secretariat performs the daily operations of APN and, in particular, assists the IGM, the SC, the SPG, the CDC and the SRCs in implementation of APN's Strategic and Operational Plans; programme; budget; and other activities, as appropriate.

In managing APN finances, the Secretariat prepares and distributes annual financial reports; draft annual budgets and financial management plans for

consideration and approval by the IGM. In addition, the Secretariat prepares and presents an interim status report on the budget to the SC at its intersessional meetings, for review and comment.

The Secretariat is expected to manage as a very high priority the calls for proposal processes for regional research and capacity building.

The Secretariat is expected to support APN Meetings, including the IGM, SC, SPG and CDC Meetings. This support includes planning, organising, and arranging logistics for the meetings; preparing and assuring timely distribution of meeting documentation; assisting in the conduct of the meetings at the guidance of the respective Chairpersons; and documenting the meetings, especially by keeping records and preparing draft reports as needed.

The Secretariat is called upon to assure timely and effective APN communications and to work closely with all of its organs, with its members; with other regional institutions and networks; with the international global change research programmes; with policy makers; with donors and stakeholders; and with the scientific community and the general public (e.g., through brochures, the APN website, publications, etc.).

If deemed necessary, the Secretariat may seek support from a person or persons having a long institutional memory of APN for advice to specific operations the Secretariat undertakes. In this case, the Secretariat Director may appoint a Non-Affiliated Invited Expert (NAIE) in this role. This advisory role is on a voluntary basis.

A NAIE could be:

- An active or former APN Member with a long experience in the area that is related to the specific operation;
- An external expert with a long experience in the area that is related to the specific operation (e.g. an active or former Project Leader of APN funded projects/activities, an active or former official of global change-related organisations, etc.);

To perform the assigned task, the NAIE could be invited to travel to Kobe or any other city in the region where an APN funded/organized event is taking place and the NAIE's attendance is required to accomplish the task. Alternatively, the NAIE could perform the task by working from home via electronic correspondence with APN secretariat.

In the event that the specific operation, for which a person has been appointed to be a NAIE, is an item point for discussion at an APN meeting, and if Director of APN Secretariat deems it useful, he/she may propose to SC

Chair to invite this NAIE to attend the said meeting in an advisory role (unless the NAIE is an official member/participant of that meeting anyway).

When travelling on behalf of APN, Secretariat staff will receive reimbursement for travel, accommodation and daily subsistence, as appropriate. Secretariat staff is expected to submit a mission report, normally within a few weeks of the completion of the activity, to the SC