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**Framework of the Asia-Pacific Network for Global Change Research**

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## **Table of Contents**

Rationale	3
1. Vision	3
2. Mission	3
3. Goals	3
4. Core Strategies	4
5. Membership	4
6. Organs and Sub-Organs	4
A. The Intergovernmental Meeting (IGM)	4
B. The Steering Committee (SC)	6
C. The Scientific Planning Group (SPG)	8
D. The Capacity Development Committee (CDC)	9
E. Subregional Committees (SRCs)	10
F. The Secretariat	12
7. Financial Arrangements	13
8. Additional Arrangements	13
9. Language and Records	13
10. Amendments	13
Appendix 1	14
Appendix 2	15
Appendix 3	16
Amendment history	17

# 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. The Asia-Pacific Network for Global Change Research (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 subregions. 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, recognizing 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 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 enable the following:

- 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.
- 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.

- i. Supporting regional cooperation in global change research on issues particularly relevant to the region.
- ii. Strengthening appropriate interactions among scientists and policymakers, and providing scientific input to policy decision-making and scientific knowledge to the public.
- iii. Improving the scientific and technical capabilities of nations in the region, including the transfer of knowledge and technology.
- iv. Cooperating with other global change networks and organizations.

## **4. Core Strategies**

The core strategies of APN are the following:

- 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.
- iii. Identify and help address, in consultation with policymakers 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.
- ii. A country in the region may become a member subject to the Intergovernmental Meeting (IGM) approval of an official request from the government of that country. A member country may withdraw from the membership of APN at any time by submitting written notice to the Secretariat.
- iii. Each member country appoints the following:
  - a. A national Focal Point (nFP). NFPs constitute the IGM and are responsible for coordinating national activities.
  - b. A global change research expert who is the scientific contact in the respective country and participates in the biennial Scientific Planning Group (SPG) meeting.

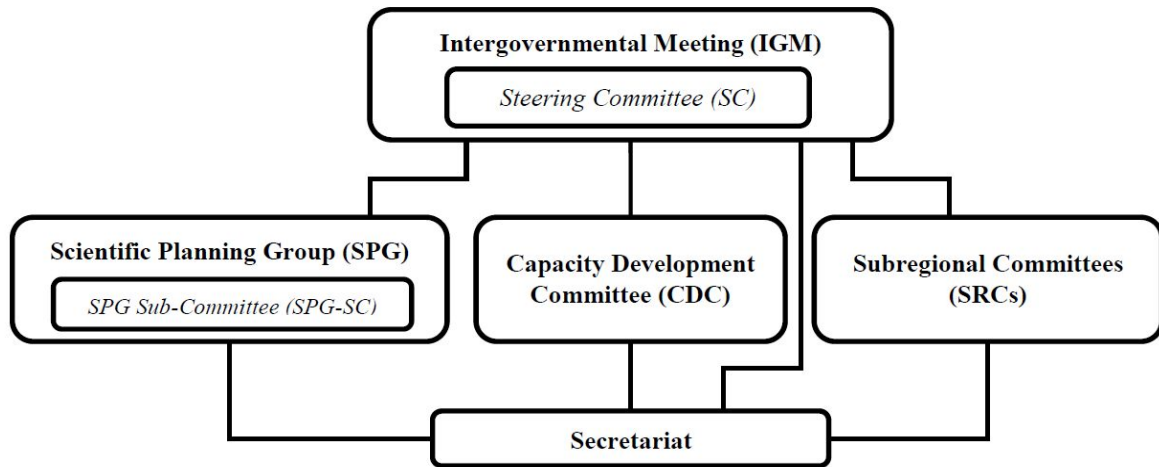
## **6. Organs and Sub-Organs**

APN's Organs and Sub-Organs are the following:

- i. Intergovernmental Meeting (IGM)
  - Steering Committee (SC)
- ii. Scientific Planning Group (SPG)

- SPG Sub-Committee (SPG-SC)
- iii. Capacity Development Committee (CDC)
- iv. Subregional Committees (SRCs)
- v. Secretariat

The organizational chart below illustrates the relationships between the organs.



## Organizational Arrangements and Procedures

### A. The Intergovernmental Meeting (IGM)

#### 1. Mandate

The Intergovernmental Meeting (IGM) is APN's general policy and decision-making body. The IGM conducts the following activities:

- i. Sets policy for the programmes, finances and other activities of APN, etc.
- ii. Adopts rules and procedures for APN.
- iii. Reviews and approves the long-term financial management plan.
- iv. 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.
- v. Provides guidance to the SC, SPG, CDC, SRCs and the Secretariat.
- vi. Evaluates and approves APN's long-term plans, especially its Strategic Plan.
- vii. Establishes SRCs when appropriate.
- viii. Performs other functions, as necessary, to achieve the mission and goals of APN.

## **2. Participation at IGM Meetings**

- i. NFPs of each member country are required to participate. A member country may designate an alternate nFP to participate in an IGM meeting if the nFP is unable to attend.
- ii. SPG members and Invited Experts 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 organizations, and national and international funding organizations 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 biennially.
- ii. The required quorum for the IGM meeting shall be half of the members of the IGM. In the event that the aforesaid quorum is not met, the meeting shall be adjourned for an hour and then reconvened. The members present would constitute the quorum of the meeting.
- iii. The agenda for the IGM meeting shall be prepared by the Secretariat in consultation with the SC Chairperson. It will be circulated 3 weeks in advance to all the members for comments and inputs.
- iv. The IGM elects a Chairperson, usually from the host country and one Vice-Chairperson from among the nFPs in attendance.
- v. The Chairperson facilitates all sessions of the IGM meeting. They may delegate this role to the Vice-Chairperson.
- vi. The Chairperson ensures orderly and timely conduct of the IGM meeting and that issues are decided by consensus.
- vii. All participants may take part in discussions at the IGM meeting. However, only nFPs participate in the adoption of APN policies and programmes.
- viii. The Secretariat maintains a record of the IGM meeting.
- ix. The Chairperson, 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.
- x. Expected roles of nFPs are elaborated in the *Guidance for Members of APN Organs and Suborgans*.

## **B. The Steering Committee (SC)**

### **1. Mandate**

The Steering Committee (SC) conducts the following:

- i. Develops APN's annual operating plan and oversees its implementation.
- ii. Conducts regular reviews of APN's long-term plans, especially its strategic plans, and the implementation of these plans.
- iii. Reviews and approves annual financial report and budget.
- iv. Reviews and approves projects to be undertaken or supported by APN, based on recommendations made by the SPG and CDC.
- v. Reviews and approves other activities to be undertaken or supported by APN, based on recommendations made by the SPG, CDC, SRCs and the Secretariat.
- vi. Acts on behalf of the IGM during the period between the IGM meetings, implementing IGM decisions.
- vii. 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 conduct the following:
  - 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.
  - b. Explore potential funding from other sources, e.g., international organizations, funding agencies, development banks, private foundations, and other stakeholders of the private sector.
- viii. Liaises with international global change research and research-related organizations and encourages their involvement in and support for APN activities and programmes.

### **2. Membership**

- i. The SC includes the following:
  - a. Two nFPs delegated by each SRC, each to serve for a two-year term taking into account the need to assure the rotation of membership. From among countries that are not yet organized in an SRC, the SC may invite one nFP to serve for a two-year term.
  - b. The nFP of the country to host the next IGM meeting, to serve until the conclusion of that meeting.
  - c. The two SPG Co-Chairpersons as ex-officio.
  - d. Another nFP if an SPG Co-Chairperson is also an nFP.

- 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).
- f. NFPs from donor countries.
- g. The SC may invite additional members to participate in its meetings as observers as appropriate.

### 3. Procedures

- i. The SC selects from among its nFPs recommended by subregions a Chairperson, First Vice-Chairperson, and Second Vice-Chairperson. Should the position of Chairperson become vacant, the First Vice-Chairperson shall become Interim Chairperson until the next SC meeting at which a new Chairperson, a new First Vice-Chairperson and a new Second Vice-Chairperson can be selected.
- ii. The tenure of the Chairperson, the First Vice-Chairperson, and the Second Vice-Chairperson shall start upon their election as Chairpersons and shall end upon termination of their terms as members of the SC.
- iii. The Chairperson is responsible, with the assistance of the Secretariat, for managing SC activities.
- iv. If an nFP serving on the SC no longer serves as the nFP of their country, then the newly appointed nFP for that country is expected to take their place on the SC as a full member until the end of the original term of their predecessor.
- v. Expected roles of SC members are elaborated in the *Guidance for Members of APN Organs and Suborgans*.

### 4. Meeting Procedures

- i. In a fiscal year when the IGM convenes, the SC shall meet a minimum three times in a year: once in the course of a fiscal year, once immediately before and once immediately after the IGM/SPG meeting in that fiscal year. In a fiscal year when the IGM does not convene, the SC shall meet twice, once in the course of the fiscal year, and once towards the end of that fiscal year, in general.
- ii. The required quorum for the SC meeting shall be half of the members of the SC. In the event that the aforesaid quorum is not met, the meeting shall be adjourned for an hour and then reconvened. The members present would constitute the quorum of the meeting.
- iii. The agenda for the SC meetings shall be prepared by the Secretariat in consultation with the SC Chairperson.
- iv. The Chairperson ensures orderly and timely conduct of the SC meetings and that issues are decided by consensus.
- v. The Secretariat maintains a record of the SC meeting.

- vi. The Chairperson, 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) conducts the following:

- 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 SC for its approval.
- ii. Recommends themes to be included in the science agenda.
- iii. Works with the SC and the Secretariat in arranging other scientific activities.
- iv. Interacts on APN's behalf with other international global research and research-related organizations.
- v. Responds to scientific requests from the IGM or the SC.

### **2. Membership**

- i. The government of each member country appoints one member to the SPG.
- ii. Members should be selected for their ability to contribute to the development and implementation of APN scientific activities through the following:
  - 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.
  - d. Willingness and availability to participate in the SPG's activities, especially proposal review processes and annual SPG-related meetings.
- iii. Experts co-opted by the SPG, with each co-opted member to participate in SPG activities.
- iv. International organizations 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. Procedures**

- i. The SPG elects two Co-Chairpersons from among its members for a term of two years. The election is held at the end of the biennial SPG meeting where the outgoing Co-Chairpersons may be re-elected. It is usual for one Co-Chairperson to be elected from a developing member country and the other Co-Chairperson to be elected from a developed member country.



#### **4. Meeting Procedures**

- i. The SPG convenes biennially in conjunction with the IGM meeting.
- ii. The required quorum for the SPG meeting shall be half of the members of the SPG. In the event of the aforesaid quorum is not met, the meeting shall be adjourned for an hour and then reconvened. The members present would serve as quorum of the meeting.
- iii. The Co-Chairperson participates in all SPG meetings. If both are absent or otherwise unavailable, another SPG member is appointed as Co-Chairperson at the request of the two Co-Chairpersons, or with the agreement of the SPG.
- iv. The Co-Chairpersons are responsible, with assistance from the Secretariat, for the orderly and timely conduct of meetings. The Co-Chairpersons ensure that SPG decisions are made by consensus.
- v. The SPG may invite additional experts to participate in its meetings and other activities, as appropriate.
- vi. The SPG prepares and submits reports of its meetings and activities to the IGM.
- vii. Expected roles of SPG members are elaborated in the *Guidance for Members of APN Organs and Suborgans*.

#### **5. The SPG Sub-Committee (SPG-SC)**

- i. Reviews and prioritizes regional research proposals received for APN funding, for consideration by the SPG.
- ii. The SPG Sub-Committee (SPG-SC) members are the following:
  - a. Two SPG Co-Chairpersons (ex-officio).
  - b. Three other SPG members elected by the SPG for a two-year term effective immediately after the conclusion of the SPG meeting at which they are elected.
- iii. In the fiscal year when the SPG convenes, the SPG-SC shall meet once immediately before the SPG meeting. In a fiscal year when the SPG does not convene, the SPG-SC shall meet towards the end of that fiscal year, prior to the SC meeting.
- iv. The SPG-SC may invite additional experts to attend its meeting as observers.
- v. Expected roles of SPG-SC members are elaborated in the *Guidance for Members of APN Organs and Suborgans*.

### **D. The Capacity Development Committee (CDC)**

#### **1. Mandate**

The Capacity Development Committee (CDC) reports to the SC. The CDC conducts the following activities:

- i. Oversees the processes related to the operation of the CAPaBLE Programme.
- ii. Develops strategies for the development and future of the CAPaBLE Programme.

- iii. Reviews and prioritises CAPaBLE proposals received for APN funding, for consideration by the SC.

## **2. Membership**

- i. The membership of the CDC consists of the following:
  - a. The SC Chairperson (ex-officio).
  - b. The two SPG Co-Chairpersons (ex-officio).
  - c. The nFPs of donor countries.
  - d. One expert recommended by each SRC, each to serve for a two-year term (renewable). From among countries not yet organized in an SRC, the CDC may invite one expert to serve for a two-year term (renewable). These experts shall have strong links to organizations and programmes that are involved in capacity development.
- ii. Additional representatives may attend, upon invitation, CDC meetings as observers.

## **3. Procedures**

- i. The CDC elects one Chairperson from among its members for a term of two years. The election is held at the end of the CDC meeting held in conjunction with the IGM meeting.
- ii. The Chairperson is responsible, with the assistance of the Secretariat, for managing the CDC activities and coordinating communication among its members.
- iii. Expected roles of CDC members are elaborated in the *Guidance for Members of APN Organs and Suborgans*.

## **4. Meeting Procedures**

- i. In the fiscal year when the IGM convenes, the CDC shall meet once immediately before the IGM meeting. In a fiscal year when the IGM does not convene, the CDC shall meet towards the end of that fiscal year, prior to the SC meeting.

## **E. Subregional Committees (SRCs)**

The IGM may establish a Subregional Committee (SRC) when requested by APN member countries from a subregion.

### **1. Mandate**

- i. Each SRC will provide a forum for the following:
  - a. Deciding themes for scientific research and capacity development activities in response to policy needs in their subregions, investigating potential partners for these activities, and recommending such activities to the SC.
  - b. Providing input to the IGM on scientific research and capacity development priorities in response to policy needs in their subregions for the long-term strategic planning of APN.

- c. Working with the other organs of APN to assure effective implementation of APN programmes and related activities in the subregion.
  - d. Maintaining and strengthening communication and interaction among the members of the SRC and between the SRCs and the other organs of APN.
  - e. Strengthening interactions among scientists and policymakers in the subregion.
- ii. The SRCs may take the lead in developing, proposing and conducting activities that help strengthen science-policy linkages.
  - iii. The SRCs may involve other policymakers and experts in their activities.
  - iv. Each SRC delegates two of its nFPs to serve on the SC. They are reportable to their respective SRCs.

## **2. Membership**

- i. When the IGM establishes an SRC, the Director of the Secretariat will invite all APN member countries in the subregion 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. SRCs will comprise the nFP and SPG member of member countries from the respective subregion. A SRC member may designate an alternate to participate in SRC meetings if they are 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 elect a Chairperson and Vice-Chairperson at the beginning of its meeting in conjunction with the IGM meeting for a two-year term.
- ii. 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-Chairperson. The Second Vice-Chairperson will remain in office until the end of the next SRC meeting at the IGM meeting.
- iii. Expected roles of SRC members are elaborated in the *Guidance for Members of APN Organs and Suborgans*.

## **4. Meeting Procedures**

- i. In fiscal years when the IGM convenes its in-person meetings, the SRCs will convene in-person in conjunction with these IGM meetings. In fiscal years when the IGM does not convene, SRCs will convene virtually at least once.
- ii. The SRCs may convene in-person in conjunction with activities held at the subregional level.
- iii. The SRC Chairpersons, in consultation with their members, shall prepare the agenda for the meetings. The Secretariat shall provide technical support.

- iv. 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**

As the operational organ of APN, the Secretariat assists other organs to ensure the effective implementation of APN general policies.

- i. Management

- a. Developing and managing APN membership.
- b. Supporting the development and implementation of APN's long-term plans, especially its Strategic Plan.
- c. Planning, organizing and supporting the conduct of APN meetings.
- d. Coordinating APN subregional cooperation.
- e. Supporting the engagement of member countries in APN activities.

- ii. Activities

- a. Implementing calls for proposals on key priority topics.
- b. Managing the APN regional research and capacity development programmes.
- c. Providing capacity building support to early-career professionals.
- d. Initiating and facilitating science-policy interactions.
- e. Developing and implementing communication, dissemination, outreach and knowledge management strategies.
- f. Coordinating syntheses and analyses of regional research and capacity development outputs.
- g. Enhancing communication and collaboration with like-minded organizations.
- h. Representing APN in the international global change arena.

- iii. Finance

- a. Managing the APN special account and other aspects of APN finances in a transparent and cost-effective manner.
- b. Working to secure financial resources by identifying and engaging potential donors.
- c. Preparing financial reports and annual budgets.

### **2. Administration of the Secretariat**

- 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.

## **7. Financial Arrangements**

- i. The fiscal year is from July 1 to June 30.
- ii. APN maintains an independent special account within an institution based in the host country (refer to Appendix 3). The purpose of this account is to administer contributions pledged by member countries and other sources. The APN independent special account is administered by the Secretariat and subject to annual external audit.
- iii. Member countries are strongly encouraged to contribute to the budget on a regular and/or project basis.
- iv. 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.

## **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. Activities of any such group established by the SPG, CDC or SRCs that require financial resources must be approved by the SC.
- ii. The Director of the Secretariat may ask members of APN or external experts to provide advice on a specific activity which the Secretariat is undertaking.

## **9. Language and Records**

- i. English is the official working language for all APN meetings, documents, and communications.
- ii. The Secretariat is responsible for keeping APN records and official papers, and for distributing them to members and interested parties, as appropriate.

## **10. Amendments**

- i. Amendments to the Framework Document must be proposed by a member country or the SC and approved by the IGM.
- ii. Generally, proposed amendments and supporting documents must be distributed to the IGM no later than two months prior to the IGM meeting for its consideration in consultation with members of other organs. Proposed amendments, if approved by the IGM at its meeting, will take effect on the day following the conclusion of that meeting, unless the IGM decides on another date.
- iii. In exceptional cases when the SC considered necessary, it may introduce amendments that take effect in the course of an intersessional period. Such amendments, however, are subject to final approval of the IGM.

## 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 organizations in the following countries may participate in all APN programmes 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 subregional committees as listed below, with the membership of each:

### **South Asia Subregional Committee (SA-SRC)**

Bangladesh  
Bhutan  
India  
Nepal  
Pakistan  
Sri Lanka

### **Southeast Asia Subregional Committee (SEA-SRC)**

Cambodia  
Indonesia  
Lao PDR  
Malaysia  
Philippines  
Thailand  
Viet Nam

### **Temperate East Asia Subregional Committee (TEA-SRC)**

China  
Japan  
Mongolia  
Republic of Korea  
Russian Federation

### **Pacific Subregional Committee (Pacific-SRC)**

Australia  
Fiji  
New Zealand  
United States of America

**Note:** Approved countries within a subregion 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, the status of APN is robust with the aforementioned financial, legal and administrative arrangements.



## **Amendment history**

22 March 2002	Adopted at the 7th IGM, Manila, Philippines
24 March 2004	Amended at the 9th IGM/SPG Meeting, Canberra, Australia
24 March 2006	Amended at the 11th IGM/SPG Meeting, Bangkok, Thailand
23 March 2007	Amended at the 12th IGM/SPG Meeting, Honolulu, United States of America
8 April 2011	Amended at the 16th IGM/SPG Meeting, Colombo, Sri Lanka
16 March 2012	Amended at the 17th IGM/SPG Meeting, Jakarta, Indonesia
12 April 2013	Amended at the 18th IGM/SPG Meeting, Kobe, Japan
21 March 2014	Amended at the 19th IGM/SPG Meeting, Siem Reap, Cambodia
27 March 2015	Amended at the 20th IGM/SPG Meeting, Kathmandu, Nepal
21 April 2016	Amended at the 21st IGM/SPG Meeting, Zhengzhou, China
27 April 2017	Amended at the 22nd IGM/SPG Meeting, New Delhi, India
12 July 2018	Amended at the 23rd IGM/SPG Meeting, Bangkok, Thailand
9 February 2021	Amended at the 24th IGM/SPG Meeting, Kobe, Japan