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**APN Framework Document**

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# 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, the 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. The APN, therefore, supports investigations that will:

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

### 8 **3. Goals**

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

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

### 18 **4. Core Strategies**

19 The core strategies of the APN are to:

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

### 28 **5. Membership**

- 29 i. Membership is open to all countries in the Asia-Pacific region. The  
30 current APN member countries are listed in Appendix 1 (page 14).

- 1       ii. Each Member Country appoints:
- 2           a. a national Focal Point who is responsible for coordinating national
- 3           activities and participating in the annual Inter-Governmental
- 4           Meeting (IGM); and
- 5           b. a global change research expert who is the scientific contact in the
- 6           respective country and participates in the annual Scientific Planning
- 7           Group (SPG) Meeting.
- 8       iii. A country in the region may become a member subject to IGM approval
- 9       of an official governmental request from that country. A Member Country
- 10       may withdraw from the membership of the APN at any time by
- 11       submitting written notice to the Secretariat.

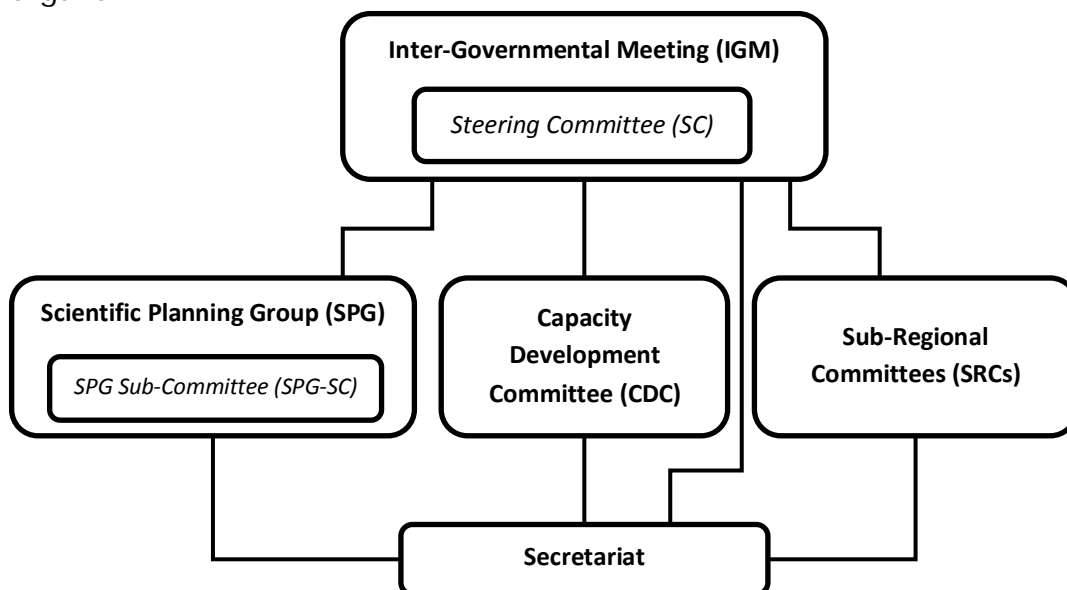
## 12   6. Organs and Sub-Organs

13       The APN's Organs and Sub-Organs are:

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

21       The organisational chart below illustrates the relationships between the

22       organs.



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## Organisational Arrangements and Procedures

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

#### 1. Mandate

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

- i. sets policy for the programmes, finances and other activities of the APN, etc.;
- ii. adopts rules and procedures for the APN;
- iii. oversees the development and production of the APN's annual operating plan;
- iv. reviews and approves the annual financial report and budget for the APN;
- v. reviews and approves projects to be undertaken or supported by the APN, based on recommendations made by the SPG and CDC;
- vi. reviews and approves other activities to be undertaken or supported by the APN, based on recommendations made by SPG, the SC, the CDC, SRCs and the Secretariat;
- vii. provides guidance to the SC, SPG, CDC, SRCs and the Secretariat;
- viii. conducts regular reviews of, evaluates and approves the APN's long-term plans, especially its Strategic Plan, and the implementation of these plans;
- ix. establishes SRCs when appropriate; and
- x. performs other functions, as necessary, to achieve the mission and goals of the 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;

- 1 v. International global change research and research-related  
2 organisations, and national and international funding organisations  
3 engaged in supporting global change research may be invited to send  
4 observers. Invitations will be made in consultation with the IGM, if it is  
5 in session, or, if it is not, by the SC.

### 6 **3. Meeting Procedures**

- 7 i. The IGM convenes annually;
- 8 ii. The IGM elects a Chair, usually from the host country, and one Vice-  
9 Chair from among the national Focal Points in attendance;
- 10 iii. The Chair facilitates all sessions of the IGM. He/she may delegate this  
11 role to the Vice-Chair;
- 12 iv. The Chair ensures orderly and timely conduct of the IGM and that  
13 issues are decided by consensus;
- 14 v. All participants may take part in discussions at the IGM; however only  
15 national Focal Points may participate in the adoption of APN policies  
16 and programmes;
- 17 vi. The Secretariat maintains a record of the IGM; and
- 18 vii. The Chair, with the assistance of the Secretariat, will prepare for IGM  
19 review and adoption a List of Actions taken by the IGM and a  
20 Chairperson's Summary of the Meeting.

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

### 22 **1. Mandate**

23 The Steering Committee (SC):

- 24 i. acts on behalf of the IGM during the period between the IGMs,  
25 implementing IGM decisions; and
- 26 ii. facilitates administrative and management arrangements necessary to  
27 implement the programme of activities of the APN, especially through  
28 thorough consideration of the APN budget.

29 In particular, the SC guides the Secretariat in:

- 30 iii. developing funding for the APN and its programmes and activities by  
31 encouraging member countries to contribute funds or in-kind support;
- 32 iv. exploring potential funding from other sources, e.g., international  
33 agencies and the private sector;

- 1 v. liaising with international global change research and research-related  
2 organisations and encouraging their involvement in and support for  
3 APN activities and programmes; and
- 4 vi. considering the potential attendance of observers as referred to in  
5 section 6.A.2.iv and 6.A.2.v.

## 6 **2. Membership**

- 7 i. The SC includes:
- 8 a. five national Focal Points elected by the IGM, each to serve for a  
9 two-year term, taking into account the need to assure  
10 representation from the various sub-regions and the need to  
11 assure the rotation of membership;
- 12 b. the national Focal Point from the country to host the next IGM, to  
13 serve for a one-year term;
- 14 c. the two SPG Co-Chairs ex officio;
- 15 d. another Focal Point if an SPG Co-Chair is also a Focal Point;
- 16 e. experts co-opted by the SC, each to participate in SC activities for  
17 a one-year term (renewable); and
- 18 ii. National Focal Points from donor countries may participate in SC  
19 activities.

## 20 **3. Procedures**

- 21 i. The SC selects from among its elected national Focal Points a Chair,  
22 First Vice-Chair, and Second Vice-Chair. Should the position of Chair  
23 become vacant, the First Vice-Chair shall become Interim Chair until  
24 the next IGM. This procedure shall be followed until the SC can hold a  
25 normal election for this post. Similarly, should the position of First  
26 Vice-Chair become vacant, the Second Vice-Chair shall become  
27 Interim First Vice-Chair. This procedure shall be followed until the SC  
28 can hold a normal election for this post; and
- 29 ii. The Chair is responsible, with the assistance of the Secretariat, for  
30 managing SC activities.
- 31 iii. If an nFP serving on the SC no longer serves as his/her country's nFP,  
32 then the newly appointed nFP for that country is expected to take  
33 his/her place on the SC in the capacity of an observer, until the next  
34 IGM at which a new SC Member will be selected.

## 1 C. The Scientific Planning Group (SPG)

### 2 1. Mandate

3 The Scientific Planning Group (SPG):

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

### 15 2. Membership

- 16 i. Each Member Country of the APN may appoint one member to the  
17 SPG;
- 18 ii. Members should be selected for their ability to contribute to  
19 development and implementation of APN scientific activities through:
  - 20 a. relevant knowledge of APN scientific themes;
  - 21 b. participation in research or programmes directly related to APN  
22 activities;
  - 23 c. capacity to initiate and strengthen science-policy linkages; and
  - 24 d. willingness and availability to participate in the SPG's activities,  
25 especially proposal review processes and annual SPG-related  
26 meetings.
- 27 iii. A Member Country may appoint an alternate to participate in SPG  
28 activities, including meetings, when the regular SPG Member is  
29 unavoidably unavailable;
- 30 iv. International organisations and research institutions involved in global  
31 change research activities, may be invited to attend the SPG Meeting  
32 as observers and to participate in SPG activities.



1           **3. Meeting Procedures**

- 2           i. The SPG convenes annually in conjunction with the IGM;
- 3           ii. The SPG elects two Co-Chairs from among its members. The election  
4           is held at the end of the SPG Meeting. It is usual for one Co-Chair to  
5           be elected from a developing Member Country and the other Co-Chair  
6           to be elected from a developed Member Country;
- 7           iii. The Co-Chairs are elected for a term of two years; the terms are offset  
8           to provide continuity. A Co-Chair whose term is ending remains in  
9           office until the end of the IGM Meeting at which his/her successor is  
10          elected;
- 11          iv. A Co-Chair may be re-elected at the expiry of his/her term.
- 12          v. A Co-Chair participates in all SPG-relevant meetings, as agreed upon  
13          between the two Co-Chairs. If both are absent or otherwise  
14          unavailable, another SPG Member participates, at the request of the  
15          two Co-Chairs, or with the agreement of the SPG;
- 16          vi. The Co-Chairs are responsible, with assistance from the Secretariat,  
17          for the orderly and timely conduct of meetings. The Co-Chairs ensure  
18          that SPG decisions are made by consensus;
- 19          vii. The SPG agrees on the processes for the conduct of its activities,  
20          including meetings;
- 21          viii. The SPG may invite additional experts to participate in its meetings  
22          and other activities, as appropriate; and
- 23          ix. The SPG prepares and submits reports of its meetings and activities to  
24          the IGM.

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

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

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

2 **1. Mandate**

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

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

12 **2. Membership**

- 13 i. the membership of the CDC consists of:
- 14 a. the Steering Committee Chair (ex officio);
- 15 b. the two SPG Co-Chairs (ex officio); and
- 16 c. one donor representative, invited by the IGM.
- 17 ii. the CDC may co-opt up to four experts as members to participate in  
18 CDC activities for a term of one-year (renewable) among members  
19 with strong links to organisations and programmes that are involved in  
20 capacity development.

21 **3. Procedures**

- 22 i. convenes prior to the SPG Meeting and reports on the results of its  
23 work to the SPG;
- 24 ii. this report will include its review and prioritisation of CAPaBLE  
25 proposals.

26 **E. Sub-Regional Committees (SRCs)**

27 The IGM may establish a Sub-Regional Committee (SRC) when requested  
28 by APN Member Countries from a sub-region.

29 **1. Mandate**

30 Each SRC will provide a forum for:

- 31 i. identifying and discussing scientific research, capacity development  
32 and other related needs that are common to the sub-region;

- 1           ii. recommending to the IGM actions that the IGM could take to address  
2           these needs in the sub-region;
- 3           iii. working with the other organs of the APN to assure effective  
4           implementation of APN programmes and related activities in the sub-  
5           region;
- 6           iv. maintaining and strengthening communication and interaction among  
7           the members of the SRC and between the SRC and the other organs  
8           of the APN; and
- 9           v. strengthening interactions among scientists and policy makers in the  
10          sub-region.

## 11           **2. Membership**

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

## 22           **3. Procedures**

- 23          i. Each SRC will normally meet annually during the IGM but may also  
24          meet separately during the intersessional period if the need arises and  
25          funding is available;
- 26          ii. Each SRC will elect a Chair and Vice-Chair at the beginning of its  
27          annual meeting at the IGM;
- 28          iii. The Chair and Vice-Chair will be elected for a one-year term and may  
29          be re-elected for a second year;
- 30          iv. When an SRC meets during an intersessional period and the IGM  
31          accepts an offer from an SRC Member to host the meeting, the host  
32          Country will appoint one of its members on the SRC to act as Second  
33          Vice-Chair. The Second Vice-Chair will remain in office until the end of  
34          the next SRC meeting at the IGM; and

- 1 v. Each SRC will prepare and submit reports of its meetings and activities  
2 to the IGM and keep the SC and the Secretariat informed of its work  
3 during the intersessional period.

## 4 **F. The Secretariat**

### 5 **1. Mandate**

6 The Secretariat:

- 7 i. facilitates the day-to-day operations of the APN;  
8 ii. provides support to the organs and sub-organs of the APN; and  
9 iii. implements IGM and SC decisions on behalf of these organs.

### 10 **2. Operations**

- 11 i. Resources and support for the Secretariat are provided by the host  
12 country, including the Central and Local Governments. In addition, the  
13 host country provides the services of a senior expert in global change  
14 issues, seconded as the Director of the Secretariat.
- 15 ii. The Secretariat operates under the administrative arrangements of an  
16 institution based in the host country. For further information, refer to  
17 Appendix 3 (page 16).

## 18 **7. Financial Arrangements**

- 19 i. The APN maintains a special funding/financial account within an  
20 institution based in the host country (refer to Appendix 3). The purpose  
21 of this account is to independently administer contributions pledged by  
22 member countries and other sources.
- 23 ii. The APN special account is subjected annually to external audit.
- 24 iii. As described in the Secretariat section, 6.F.2.i., resources and support  
25 for the Secretariat are provided by the host country. However, this does  
26 not exclude other member countries from providing support to the  
27 Secretariat.
- 28 iv. Member countries are strongly encouraged to contribute to the budget  
29 on a regular and/or project basis.
- 30 v. In-kind support from governments and/or institutions of the member  
31 countries is also encouraged. This includes providing human resources,  
32 supporting workshops and meetings, particularly the IGM, SC, SPG, CDC  
33 and SRC meetings, and providing equipment.

- 1 vi. APN funds are administered in a transparent and cost-effective manner.
- 2 vii. The Secretariat manages the APN account and presents annual financial  
3 reports to the IGM.
- 4 viii. The fiscal year is from April 1 to March 31, the following year.

## 5 **8. Additional Arrangements**

- 6 i. The IGM, SC, SPG, CDC and SRCs may establish small ad hoc groups for  
7 specific tasks, such as planning or provision of specialised advice. Such  
8 groups will normally conduct their work during the sessions of their  
9 parent bodies and/or intersessionally via electronic correspondence.  
10 Establishment of any such group that requires financial resources  
11 requires the approval of the IGM
- 12 ii. Expected roles of the nFPs, SC Members, SPG Members, CDC Members,  
13 SRC Members and the Secretariat are specifically elaborated in Appendix  
14 4 (pages 17–24) as guidance.

## 15 **9. Language and Records**

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

## 24 **10. Date and Effect of Amendments**

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

1 **Appendix 1**

2 **Current APN member countries are:**

- 3 Australia
- 4 Bangladesh
- 5 Bhutan
- 6 Cambodia
- 7 China
- 8 Fiji
- 9 India
- 10 Indonesia
- 11 Japan
- 12 Lao People's Democratic Republic
- 13 Malaysia
- 14 Mongolia
- 15 Nepal
- 16 New Zealand
- 17 Pakistan
- 18 Philippines
- 19 Republic of Korea
- 20 Russian Federation
- 21 Sri Lanka
- 22 Thailand
- 23 United States of America
- 24 Viet Nam
- 25

26 **Note: APN Approved Countries:**

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

- 30 Maldives
- 31 Myanmar
- 32 Pacific Island Countries
- 33 Singapore

1 **Appendix 2**

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

4 **South Asia Sub-Regional Committee (SA-SRC)**

5 Bangladesh  
6 Bhutan  
7 India  
8 Nepal  
9 Pakistan  
10 Sri Lanka

11 **Southeast Asia Sub-Regional Committee (SEA-SRC)**

12 Cambodia  
13 Indonesia  
14 Lao PDR  
15 Malaysia  
16 Philippines  
17 Thailand  
18 Viet Nam

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

20 China  
21 Japan  
22 Mongolia  
23 Republic of Korea  
24 Russian Federation

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

27

1 **Appendix 3**

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

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

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

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



1 **Appendix 4**

2 **Guidance for APN national Focal Points (nFPs)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1       **Guidance for Steering Committee (SC) Members**

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

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

22       NFPs are encouraged to serve on the SC when called upon to do so (Note: the  
23       two SPG Co-chairs are automatically SC Members). An SC Member who is not  
24       able to fulfil his/her responsibilities for any reason should step down so that a  
25       new member may be appointed. If an nFP serving on the SC no longer serves  
26       as his/her country's nFP, then the newly appointed nFP for that country is  
27       expected to take his/her place on the SC in the capacity of an observer, until  
28       the next IGM at which a new SC Member will be selected.

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

37       The SC Chair and other SC Members as well are expected to work closely with  
38       the APN Secretariat to represent the APN in a wide range of international  
39       meetings and related activities, carrying to these audiences information  
40       regarding the APN programme, planning and operations; inviting input to the

1 APN programme, planning and operations within and from these fora; and  
2 encouraging, when appropriate, improved interaction with the APN.

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

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

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

14 SPG Members are expected to participate actively in the annual meetings and  
15 other activities of the SPG and, if designated by his/her country, in meetings  
16 of an SRC of which the country is a member. SPG Members should bear in  
17 mind that, in this participation, they are expected to bring to bear their  
18 personal scientific and scientific management, irrespective of how they were  
19 nominated for SPG membership. SPG Members are, of course, welcome and  
20 encouraged to share with the SPG information regarding national and/or  
21 international science programmes and issues that may be relevant to the  
22 work of the SPG, but should not advocate in the SPG and its deliberations  
23 official positions of the member's programme, institution, country, and/or  
24 international organisations. Each SPG member is expected to work closely  
25 with the national Focal Point (nFP) from his/her country and, in particular, to  
26 make sure that the nFP is kept up-to-date on activities and views of the SPG.

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

- 29 • review and evaluation of research proposals received by the APN and the  
30 preparation of recommendations to the APN Inter-Governmental Meeting  
31 (IGM) for APN funding of appropriate proposals; this could involve serving  
32 on various small ad hoc groups that support these activities;
- 33 • evaluation and review of the APN Strategic Plan and of themes that the  
34 APN may consider appropriate and may select for emphasis in the  
35 implementation of this Plan;
- 36 • consideration and identification of research-driven capacity building of  
37 value to the APN; and
- 38 • when called upon, to represent the SPG in other APN activities or with  
39 national and/or international programmes and organisations with which

1 the APN interacts, e.g., in meetings, workshops and other APN-relevant  
2 events.

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

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

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

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

19 SPG Members from developed countries are expected to seek funding from  
20 their programmes, institutions and/or governments for their participation in  
21 SPG meetings and other SPG activities. Other SPG Members may receive  
22 reimbursement for travel, accommodation and daily subsistence, as  
23 appropriate, but honoraria are not provided to SPG Members for their service  
24 on the SPG.

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

## 28 **Guidance for Capacity Development Committee (CDC) Members**

29 Designated and accountable to the IGM, the CDC will:

- 30 i. Ensure that CAPaBLE operates and develops in accordance with the  
31 Objectives of the APN vis-à-vis 1) fostering global change research, 2)  
32 promoting developing-country scientists' participation, 3) science-policy  
33 interfacing, 4) specific objectives of CAPaBLE, and 5) directives of the  
34 Intergovernmental meeting and/or the APN Steering Committee.
- 35 ii. Ensure that CDC deliberations and actions are transparent and  
36 communicated widely, especially to the APN Steering Committee and the  
37 Inter-Governmental Meeting.

- 1       iii. Establish and review the procedures of the CAPaBLE Programme related  
2       to:
- 3           • call(s) for proposals for funding through the Programme;
  - 4           • the selection of proposals for funding including the disciplinary  
5           areas of research and regional focus that reflect the priorities  
6           established by the IGM;
  - 7           • the review of overall performance of the projects;
  - 8           • ensuring the dissemination of materials generated; and
  - 9           • developing guidelines to focus activities around current and  
10          developing themes in global change.
- 11       iv. Identify contact point persons who will 1) act as a link between a  
12       specific CAPaBLE project and the CDC providing feedback to the CDC, 2)  
13       assist APN recipients of CAPaBLE support to achieve their objectives, and  
14       3) provide advice and mentoring to the project.
- 15       v. Establish effective mechanisms for the communication of activities and  
16       outcomes of the CAPaBLE Programme to all members and stakeholders.
- 17       vi. Assist with the development of strategies for the growth of investment in  
18       APN's capacity building activities.
- 19       This will include developing a strategy to provide the basis for an  
20       evolving agenda for APN capacity building that can, in turn, lead to  
21       developing a strategy for building the financial support, diversity,  
22       continuity and reporting for the programme, including:
- 23           • more inclusive financial participation from across the members  
24           nations
  - 25           • higher profile of CAPaBLE within members nations (government)  
26           and appreciation of the value of capacity development
  - 27           • engagement with alternative funding sources
- 28       vii. Through its membership, the CDC will use its networks to create linkages  
29       into the activities of a range of international agencies and programmes  
30       involved in global change research and capacity building activities so that  
31       the APN's work aligns and complements the works of the other agencies  
32       but also provides for the continued development and integration of those  
33       individuals and groups supported by APN.
- 34       viii. Develop a conceptual framework of the Science-Policy Interface,  
35       explicitly identifying the role of APN and CAPaBLE and develop

1 methodologies for enhancing the process and promoting the  
2 incorporation these methodologies into research activities.

### 3 **Guidance for Members of Sub-Regional Committees (SRCs)**

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

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

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

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

18 An SRC is also expected to:

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

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

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

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

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

### 11 **Guidance for the APN Secretariat**

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

16 The Secretariat is expected to manage as a very high priority the Annual  
17 Regional Call for Proposals and CAPaBLE Call for Proposals processes.

18 The Secretariat is expected to support APN Meetings, including the IGM, SC,  
19 SPG and CDC Meetings. This support may include planning the meetings;  
20 carrying out meeting logistics; assisting in their conduct, as needed; and  
21 documenting the meetings, especially by keeping records of the meetings and  
22 preparing draft reports as needed.

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

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