

**Terms of Reference and Organizational Arrangements  
for the Research Coordination Committee  
of the Asia-Pacific Environmental Innovation Strategy Project**

**MANDATE**

1. The Research Coordination Committee of the Asia-Pacific Environmental Innovation Strategy project (APEIS/RCC) serves as the forum for coordination among the scientific sub-projects of APEIS, namely the Integrated Environmental Monitoring (IEM), Integrated Environmental Assessment (IEA), and Research on Innovative Strategic Policy Options (RISPO) sub-projects.
2. The APEIS/RCC will:
  - a. Facilitate collaboration and coordination among the scientific sub-projects of APEIS
  - b. Develop draft research proposals and research summaries of APEIS to be reviewed and endorsed by the ECO ASIA Panel
  - c. Incorporate scientific interests in networking, capacity building and awareness creation
  - d. Consider the inclusion of other scientific matters as requested by the ECO ASIA Panel

**MEMBERSHIP**

3. Each APEIS sub-project may appoint representatives from participating research institutes to be members of the APEIS/RCC.
4. The Asia-Pacific Network for Global Change Research (APN) may appoint representatives to be members of the APEIS/RCC.
5. The Secretariat of the APEIS/RCC, in consultation with the APEIS/RCC members, may invite relevant ministries, agencies and organizations to join meetings of the APEIS/RCC as observers.

## **SECRETARIAT**

6. The Secretariat of the APEIS/RCC will:
  - a. Prepare for meetings of the APEIS/RCC
  - b. Act as the focal point for research coordination among the sub-projects under APEIS
  - c. Implement other tasks, as requested by the APEIS/RCC
7. One or more participating research institutes of an APEIS sub-project will be appointed by the APEIS/RCC to act as the Secretariat of the APEIS/RCC. The appointments will be on a rotation basis, in this order: the IEA sub-project, the RISPO-sub-project, the IEM sub-project.

## **MEETINGS AND OFFICERS**

8. A meeting of the APEIS/RCC will take place annually, unless otherwise decided by its members.
9. At the commencement of the meeting, a chairperson and one or more vice-chairpersons will be elected as officers for the meeting, from among the participants of the meeting.
10. The officers will remain in office until their successors are elected.
11. Decisions of the meeting will be made by consensus.

## **AMENDMENTS**

12. The initial establishment and later amendments of the Terms of Reference and Organizational Arrangements by the APEIS/RCC will come into effect when endorsed by the ECO ASIA Panel.