

The Charter of China Council for International Cooperation on Environment and Development CCICED (Phase V)

Draft, for adoption at the first AGM of Phase V

Chapter 1 General Principles

Clause 1 The title of the organization is China Council for International Cooperation on Environment and Development, hereafter referred to as CCICED or the Council.

Clause 2 With the approval of the Chinese Government in 1992, CCICED was founded as a high-level, non-profit international advisory body consisting of senior experts from both China and abroad in the field of environment and development.

Clause 3 The Ministry of Environmental Protection of China is the executing agency of CCICED. CCICED operates under the guidance and supervision of the Ministry of Environmental Protection of China (MEP).

Clause 4 CCICED renews its term every five years with the approval of the Chinese Government.

Chapter 2 Missions and Tasks

Clause 5 Missions and tasks:

- 1) CCICED will conduct research on issues of great significance concerning China and global environment and development aimed at the promotion of China's sustainable development and ecological civilization building with the development of a beautiful country and harmonious world as the vision, and will provide forward-looking and strategic and practical policy recommendations to the Chinese Government
- 2) CCICED will provide policy analysis and recommendations, technical support, best practice experience and early warning in support of the national five-year plan and the goal of building a well-off (Xiaokang) society and in support of the implementation of social-economic development and sustainable development strategies of the Chinese Government, the accelerated development of a resource-conserving and environmentally friendly society and the achievement of scientific development of the environment, economy and society in a comprehensive, coordinated and balanced manner.
- 3) CCICED will share research findings with the international community focusing on the interaction between China's environment and development and those of world.

- 4) CCICED will also facilitate the Chinese Government to consider CCICED's recommendations, including the adoption of policy recommendations into policy, legislation, regulations, and operational directives, and monitor and report on the progress of the implementation of relevant policy recommendations.

Chapter 3 Organizational Structure

Clause 6 CCICED Membership

- 1) CCICED will consist of 50-60 members, equally balanced in principle between Chinese and international members. Members will be renowned experts, scholars and senior government officials.
- 2) Members will be nominated, appointed, and invited to serve on the Council by the Chinese Government. The Chinese Government shall consult with the lead donor of CCICED when nominating international members.
- 3) Members will participate in CCICED's activities in their individual capacity, contributing their time and wisdom to the Council.
- 4) Members' terms of office shall end automatically at the end of each Phase of CCICED work. Members can serve for more than one term with the approval of the Chinese Government.
- 5) Members who are absent from the CCICED Annual General Meeting (AGM) for two consecutive years shall be regarded as having withdrawn from CCICED. A member may be replaced before the end of a term if the member fails to carry out his/her duties, if his/her performance no longer meets CCICED's requirements or if a member resigns for personal reasons. These changes shall be reported to the Bureau and to the Council's Annual General Meeting.
- 6) During their term, each Member shall prepare one or two reports focusing on issues related to environment and development in China or in the international context. These reports and suggestions they contain will be submitted to appropriate departments of the Chinese Government.

Clause 7 Chairperson and Vice Chairpersons

- 1) The Chairperson and Vice Chairpersons serve as members of CCICED.
- 2) The Chinese Government will appoint CCICED's chairperson, who shall be a leader of the State Council.
- 3) Two posts of Chinese and International Executive Vice Chairpersons are appointed by the Chinese Government. The Minister of the Ministry of Environment Protection will assume the position of Chinese Executive Vice Chairperson, while the International Executive Vice Chairperson will be nominated by the leading donor.

- 4) Two to three Chinese and international experts will assume the positions of CCICED' Vice Chairpersons. They will be nominated and invited by the Chinese Government.

Clause 8 Secretary General

1) The Secretary General is a member of CCICED. The position is assumed by a Vice Minister of the Ministry of Environmental Protection of China. The Secretary General provides overall leadership and guidance to the on-going operation and management of the Council.

2) With an approval of the Executive Vice Chairpersons, the Secretary General can designate Deputy Secretary-Generals and Assistant Secretary Generals to assist in the Secretary General's work.

Clause 9 Chief Advisors

- 1) CCICED has two Chief Advisors, one from China and the other from overseas. Both are members of the Council.
- 2) Under the leadership of the Secretary General, the Chief Advisors shall consult with and provide suggestions on policy research to the Secretary General and Executive Vice Chairpersons upon request.
- 3) The Secretary General appoints the International Chief Advisor who is nominated following consultations between the Ministry of Environmental Protection and the leading donor and whose appointment is approved by both Chinese and International Executive Vice Chairpersons.
- 4) The Chinese Chief Advisor is nominated and appointed by the Secretary-General.

Clause 10 CCICED Secretariat

1. The CCICED Secretariat will be established with the support of the Ministry of Environmental Protection. The Director of the Secretariat is appointed by the Ministry of Environmental Protection.
2. The Secretariat serves as an implementing organization for the on-going regular operations of the Council and coordinates, manages, and organizes day-to-day activities.
3. A Secretariat International Support Office will be established in the lead donor's country to assist the Secretariat in the management and coordination of international resources and support as required, including the management of international experts and associated international donor funds. CCICED may also designate offices in other donor countries to support the Secretariat with international activities.

Clause 11 CCICED Special Observers

- 1) CCICED may grant special observer status to international organizations, institutions, companies and local Chinese governments that demonstrate a strong interest in environment and development in China and internationally, and are willing to contribute to the Council.
- 2) Special observers are invited to participate in relevant CCICED events.

Chapter 4 Working Mechanism

Clause 12 Annual General Meeting (AGM)

- 1) CCICED holds its Annual General Meeting each year, at which members from China and overseas discuss topics relevant to key environment and development policies for China, collect views on policy studies and finalize policy recommendations for submission to the Chinese Government.
- 2) State leaders from China meet with Chinese and international members who participate in the AGM each year and listen to their policy recommendations.
- 3) The Chairperson of the Council may call special meetings or video/telephone conferences after consultation with the Vice Chairpersons when necessary.

Clause 13 Bureau and Bureau Plenary Meeting (BPM)

- 1) The Bureau consists of the Chairperson, Executive Vice Chairpersons, Vice Chairpersons and a Secretary General.
- 2) CCICED will hold an annual Bureau Plenary Meeting, co-chaired by the Executive Vice Chairpersons, in conjunction with the Annual General Meeting. The Chief Advisors, the Deputy Secretary Generals, Assistant Secretary Generals, the Secretariat and the Secretariat International Support Office shall attend the Bureau Plenary Meeting. The Secretary General can invite others as observers to participate in the Bureau Plenary Meeting as needed.
- 3) The Bureau Plenary Meeting's duties include but not limited to the followings:
 - (1) Deliberate and make decisions on major strategic issues;
 - (2) Approve the annual work plan of the next year;
 - (3) Review the annual work report of the current year;
 - (4) Examine the initial agenda and finalize the theme and date of each Annual General Meeting;
 - (5) Discuss other relevant issues as decided by the Bureau Plenary Meeting.
- 4) The quorum of the Bureau Plenary Meeting shall be a majority of the total.

- 5) Between Bureau Plenary Meetings, the Executive Vice Chairpersons, in consultation with other Bureau Plenary Meeting members, can make adjustments and decisions regarding main issues within the Bureau Plenary Meeting's mandate. The Secretary General will propose the matters requiring decisions to the Executive Vice Chairpersons.

Clause 14 Secretary General and Secretary General's Working Meeting (SWM)

- 1) According to the Bureau Plenary Meeting resolution, the Secretary General is responsible to the Bureau and carries out duties with the assistance of the Deputy Secretary Generals and Assistant Secretary Generals.
- 2) The mechanism of the Secretary General's Working Meeting will be established to make decisions on major issues pertaining CCICED's operations.
- 4) The working mechanism of the Secretary General's Working Meeting is described in Annex A.

Clause 15 Chief Advisors and Supporting Team Working Meeting

- 1) The Chief Advisors' responsibilities include the following:
 - (1) Provide advice on the framework of policy studies and oversee their implementation;
 - (2) Draft and finalize the Issues Paper for AGMs, policy recommendations to the Chinese Government, the progress report on environment and development policies in China, and the annual report on the impact of CCICED policy recommendations.
 - (3) Other responsibilities as approved by the Secretary General.
- 2) A supporting team of experts will provide assistance to the Chief Advisors in carrying out their duties.
- 3) The working mechanism of the Chief Advisors is described in Annex B.

Clause 16 Secretariat

- 1) Affiliated with the Department of International Cooperation of the Ministry of Environmental Protection, the Secretariat serves as the implementing organization responsible for the day-to-day operations of the Council under the leadership of the Secretary-General, Deputy Secretary-Generals and Assistant Secretary-Generals.
- 2) The Secretariat operates in accordance with the administration and management rules of the Ministry of Environmental Protection, while its regular business is carried out in conformity with the Charter of CCICED and its related requirements.

- 3) Secretariat staff is organized into support teams that are assigned responsibilities in such areas as policy research support, support to the Chief Advisors' support, communications and publicity, general affairs, and administration. Appropriate adjustments may be made with the approval of the Secretary General.
- 4) The Secretariat welcomes staff or experts who may be seconded by donors on a short term or long terms basis.
- 5) The Secretariat shall organize a Donors Briefing Meeting at least once a year attended by donors and other partners for the purpose of briefing them on the progress of CCICED and soliciting partners' views and suggestions.

- 6) The principal functions and responsibilities of the Secretariat are described in Annex C.

Chapter 5 Policy Research Program

Clause 17 CCICED shall conduct policy research projects that focus on issues related to environment and development in China. Chinese and international experts will be invited to form joint research teams that prepare reports with policy recommendations.

Clause 18 Policy research programs may take four forms: task forces, special policy studies, case studies, and policy demonstration projects. Each year, 2-3 task forces are initiated, while the number of special policy studies, case studies, and policy demonstration projects is subject to the resources available and requirements of CCICED.

Clause 19 The research period for task forces will usually be 12 to 18 months, the duration of special policy studies will usually be from 6 to 8 months; the duration of policy demonstration projects will usually be 12 to 18 months.

Clause 20 Management of policy research programs is dealt with in Annex D.

Chapter 6 Fund Management

Clause 21 CCICED's operating expenses are met from Chinese Government and international donations.

Clause 22 Donors who intend to provide financial support to CCICED will sign an agreement with the appropriate CCICED body or Chinese agency directly. The Chinese side based on practical situation will entrust (designate) the Secretary General, Deputy Secretary General or an authorized representative to sign agreements and any subsidiary contracts.

Clause 23 CCICED manages donor funds including budgeting, payments, and accounting functions.

Clause 24 The management of funds shall be carried out in strict adherence to Chinese Government regulations and the regulations of individual donors.

Clause 25 International donations are applied and managed in accordance with donor conditions and CCICED policies.

Chapter 7 Partnership, Achievement Sharing and Publicity

Clause 26 Partnership

- (1) CCICED is devoted to developing wide-ranging partnerships and welcomes cooperation with domestic and international organizations such as scientific, technical and financial organizations, and NGOs and businesses that are interested in engaging and supporting CCICED in an effort to enhance China's sustainable and harmonious social-economic development within the framework of CCICED.
- (2) CCICED is willing to establish partnerships with internationally renowned research institutions in the field of environment and development to conduct joint research in order to improve research standards and quality.

Clause 27 Achievement Sharing and Communications

- 1) CCICED shall share research findings from policy studies and seek suggestions on policy input through seminars or special forums, which can be held in China or overseas to address specific policy themes.
- 2) CCICED will participate in important conferences and events in the field of environment and development as appropriate both nationally and internationally to further extend awareness of CCICED's work and to share its findings and achievements.
- 3) CCICED will include policy dialogues with developing countries and emerging economies in its development plan and conduct joint research with developing countries at appropriate time.
- 4) CCICED will disseminate its research findings to local governments through approaches including policy demonstration projects to encourage the implementation of policy recommendations.
- 5) CCICED shall publicize activities and policy suggestions through the use of news releases, seminars, website, publications, and other media.

Chapter 8 Effectiveness and Amendment of the Charter

Clause 28 The Charter takes effect upon its ratification by Council members at the first plenary session of the first Annual General Meeting of CCICED Phase V.

Clause 29 Any Amendment to this Charter takes effect upon its approval by the CCICED Bureau.

Clause 30 Any Amendment to the Annexes of the Charter takes effect upon the approval of the Secretary General of CCICED.

Chapter 9 Annexes

Annex 1 Work Mechanism of the CCICED Secretary General

Annex 2 Work Mechanism of CCICED Chief Advisors

Annex 3 Work and Responsibilities of the CCICED Secretariat

Annex 4 Measures Related to the Management of Research Projects

Annex 1

Work Mechanism of the CCICED Secretary General

I. The Secretary General is a member of CCICED. The position shall be held by a Vice Minister of the Ministry of Environment Protection of China. The Secretary General is responsible for and provides guidance on the on-going operations and management of the Council.

II. With the approval of the Executive Vice Chairpersons, the Secretary General can designate Deputy Secretary Generals and Assistant Secretary Generals.

III. Based on the resolutions of the Bureau, the Secretary General shall carry out his work with the assistance of the Deputy Secretary Generals and Assistant Secretary Generals and is responsible to the Bureau. His principal responsibilities include the following:

1. Submitting the Annual Work Report of the current year to the Bureau Meeting;
2. Submitting the Annual Work Plan of the next year to the Bureau Meeting for review and approval;
3. Supervising the implementation of the decisions of the Bureau Meeting and CCICED Executive Vice Chairpersons and reporting on their implementation to the Bureau Meeting and Executive Vice Chairpersons;
4. Reviewing and approving the CCICED annual budget of the next year and supervising the implementation of the Annual Work Plan.
5. Reviewing and approving the establishment of CCICED Special Policy Studies and Policy Demonstration Projects.

VI. The Secretary General Working Meeting shall be established as a mechanism to

make decisions on major issues related to the regular operation of the Council.

1. The Secretary General Working Meeting shall be called as needed by the Secretary General.
2. Participants of the Secretary General Working Meeting shall include the Secretary General, Deputy Secretary Generals, Assistant Secretary Generals, and Director and relevant staff of the Secretariat. The Secretary General may invite the Chinese Chief Advisor and his Supporting Expert Group to attend the meeting as observers if necessary.
3. The Secretary General Working Meeting shall be prepared by the Secretariat.
4. Major issues related to the regular operation of the Council that may be considered by the Secretary General Working Meeting include the following:
 - Matters relevant to CCICED's organization: These include adjustments to CCICED's Chinese and International membership, the annual work plan of CCICED and of the CCICED Secretariat, key arrangements related to CCICED's international partnerships and relations, and recruitment of CCICED Secretariat staff;
 - Matters related to CCICED's policy research: These include the recommendations on policy research topics and teams, which will be reported to the Bureau Meeting for approval; recommendations on candidates for Chinese and international co-chair positions of policy research projects; and matters related to the work of the CCICED Chinese and International Chief Advisors;
 - Matters related to major CCICED activities: These include plans for the preparation of such major events as the CCICED AGM; the substance of the Work Report and other documents that will be submitted to the CCICED AGM; and invitations to International Council Members and partner representatives to attend activities in China;
 - Other important matters identified by the CCICED Secretary General.

Annex 2

Work Mechanism for CCICED Chief Advisors

I. CCICED has one Chief Advisor from China and one international Chief Advisor. Both are members of the Council.

II. Under the leadership of the Secretary General, the Chief Advisors shall consult with and provide suggestions on policy research to the Secretary General. Their principal responsibilities include the following:

1. Present recommendations on the focus, themes, and topics of CCICED policy research;

2. Review concept papers of CCICED policy research projects and present recommendations to the Secretary General;

3. Review and comment on the detailed outlines of CCICED policy research projects that guide research work;

4. Monitor the work and findings of policy research projects and make recommendations as needed to enhance progress and to ensure that high standards are maintained;

5. Draft the Issues Paper of CCICED AGM;

6. Draft the Policy Recommendations of CCICED to the Chinese Government;

7. Draft the Progress Report on Environment and Development Policies in China and CCICED Policy Recommendation Impacts;

8. Draft and edit other important documents.

III. CCICED shall establish the Chief Advisor Supporting Expert Group to help the Chief

Advisors carry out the above relevant work.

IV. CCICED shall establish a mechanism by which the Chief Advisors and the Secretariat hold joint working meetings (CHAD-SERI Meeting) to discuss important issues related to CCICED's policy research. CHAD-SERI Meetings in principle shall be held quarterly. Participants include the Chief Advisors and their supporting experts group, the Assistant Secretary Generals of CCICED and CCICED Secretariat, and the Secretariat International Support Office. Representatives from policy research project teams and CCICED donors and partners will also normally be invited to the meeting.

V. CCICED shall establish regular meetings of the Chinese Chief Advisor and the Supporting Experts Group. The meeting in principle will take place no less than 6 times a year to discuss issues related to CCICED's policy research. The Assistant Secretariat Generals and Secretariat participate in the meeting.

VI. The Secretariat provides necessary funds and administrative support to the Chief Advisors and the Supporting Experts Group.

Annex 3

Work and Responsibilities of the CCICED Secretariat

I. The CCICED Secretariat will be established with the support of the Ministry of Environmental Protection. The Director of the CCICED Secretariat shall be nominated by Ministry of Environmental Protection and appointed by the Secretary General.

II. Under the leadership of the Secretary General, Vice Secretary General and Assistant Secretary General, the CCICED Secretariat will serve as the implementing organization for the on-going regular operations of the Council and coordinates, manages, and organizes CCICED's routine work.

III. CCICED will establish an International Supporting Office in the lead donor's country, which will assist the Secretariat in its international operations. CCICED may also designate offices in other donor countries to support the Secretariat with international activities.

IV. The principal tasks and responsibilities of the CCICED Secretariat supported as necessary by the Secretariat International Support Office include the following:

1. Ensure the implantation of the routine operations of CCICED;
2. Organize such major CCICED meetings as the CCICED Annual General Meetings and Roundtable Meetings ensure that all necessary meeting arrangements are made;
3. Establish management procedures for CCICED operations, policy research and other Council activities;
4. Take charge of financial planning and management of Council funds, raising funds and making arrangements for accepting donations as well as mobilizing domestic supporting funding;

5. Organize and manage the implementation of CCICED policy research projects;
6. Cooperate with the Chief Advisors and provide necessary resources and administrative support to the Chief Advisors and their Supporting Experts Group;
7. Establish close contact with relevant departments of the Chinese Government and coordinate their involvement in Council affairs, as required;
8. Develop a CCICED public relations strategy and communications plan and organize their implementation;
9. Organize the publishing of the proceedings of the CCICED Annual General Meeting, Annual Policy Report and other publications;
10. Establish broad partnerships; organize cooperation with domestic and international organizations.
11. Undertake such other work as may be required by leaders such as the Secretary General.

Annex 4

Measures related to the Management of CCICED Research Projects

I. Formation of the Policy Study Projects

CCICED shall conduct policy research studies in the following four forms: task force, special policy study, case study and policy demonstration project:

1. **Task Forces:** CCICED Task Forces will focus their policy research studies on wide-ranging, high priority, difficult and complex issues. The duration of research activities of each Task Force will normally be 12-18 months. Each Task Force research team will normally comprise 5 Chinese and 5 international members, including one Chinese Co-chair and one International Co-chair;

2. **Special Policy Studies:** Special Policy Studies will focus on current specific urgent issues of limited scope. The term of each special policy study will normally be 6-8 months. Special Policy Study teams will normally comprise 3 Chinese and 3 international members, including one Chinese Co-chair and one International Co-chair.

3. **Case Studies:** Case Studies will normally focus on a specific event as a case study which can provide experience that can lead to policy improvements. The term of each case study will normally be 6-8 months. Study teams can comprise approximately 3 Chinese and 3 international members, including one Chinese Co-chair and one International Co-chair.

4. **Policy Demonstration Projects:** Policy Demonstration Projects will test and improve the implementation of specific CCICED policy recommendations on the part of local governments, and provide a basis for the broader implementation of CCICED policy recommendations elsewhere. The term of each policy demonstration project will normally be 6-12 months. Normally, policy demonstration project teams will comprise 3 Chinese and 3 international members, including one Chinese Co-chair and one International Co-chair.

II. Initiation of Policy Study Projects

1. **Annual policy research framework:** The CCICED Chinese Chief Advisor and International Chief Advisor and their supporting expert group will submit suggestions on the general framework for policy research for each CCICED Annual General Meeting to the CCICED Secretary General and Executive Chairpersons for their review and approval.

2. Development of policy research study topics and policy study project Concept Papers: Policy research study topics should be developed that are consistent with the general policy study framework for each year and be based on the requirements of State leaders of China or the suggestions of CCICED Members or CCICED Chinese and international partners. Topics may also be put forward by CCICED's Chief Advisors and their supporting expert group. A project Concept Paper for each topic (the format of a project Concept Paper is shown in Annex 1) will be submitted together with suggestions for study topics. The Chief Advisors and their supporting expert group will be responsible for, or for overseeing, the development of project Concept Papers.

III. Approval of Policy Study Projects

1. Selection of Policy Study Projects: The CCICED Chief Advisors will be responsible for reviewing project Concept Papers with the assistance of the Supporting Experts Group and for submitting suggestions whether, based on their relevance, technical merit, and feasibility, the proposed studies should be included in the Council's work plan. Based on the comments and suggestions of the Chief Advisors on the project Concept Papers, the Secretariat will select research projects that are feasible in the context of the CCICED's annual budget and submit them to the CCICED Bureau Meeting for approval after the approval of the Secretary General.

2. Project Approval: The establishment of a CCICED Task Force shall be approved by the CCICED Bureau Meeting. Special policy studies, case studies and policy demonstration projects can be approved by the CCICED Secretary General.

IV. Development of the Outline of a Research Project

Based on the approved study topics and Concept Paper, the CCICED Chief Advisors and their Supporting Experts Group will be responsible for developing, or overseeing the development of, the detailed Outline of each study project (Annex 2 shows the format of the Outline). The Outline will identify the specific requirements needed to reach the objectives of the policy study within the budget made available, as well as the tasks, outputs and schedule of the research project. The assistance of external experts may be arranged if necessary.

V. Establishment of the Project Research Team

1. Recommendation: Based on the Project Outline, the CCICED Chief Advisors will propose candidates for the positions of Chinese and International Co-Chairs and for members of the research project team after consultation with the Secretariat. The Secretariat will issue official invitations after review and approval by the Secretary General. Each Chinese Co-Chair will designate a Chinese head organization for technical support that will be in charge of the routine operations of the project during the implementation period. The Chinese Co-Chair

(including the Chinese Coordinator organizing technical support within the designated Chinese organization) and team members should have research competence in fields relevant to the policy research topic. Young and middle-aged experts with high academic reputations and proficient English language skills will be given priority during the selection of members. Members should be sought from a range of relevant and qualified institutions or organizations._

2. Bidding: CCICED will identify the Chinese research team through bidding if necessary. If bidding is used, the CCICED Secretariat will be responsible for the tender process and for awarding contracts. The CCICED Chief Advisors and their supporting expert group shall assist with the evaluation of bids. The Secretariat will conduct bidding only for Task Forces initially. Later, if this practice is successful, it will be gradually applied to all policy study projects.

3. The CCICED Chief Advisors and their supporting expert group shall not serve as team member of CCICED Policy Study Projects, but will monitor their progress closely and provide assistance and advice as needed.

VI. Inception and Implementation of Research Projects

1. Inception

The Chinese and International Co-Chairs shall issue the draft agenda for the inception meeting of the policy research project after consultation with Chinese and international team members. The Chinese head organization will organize and convene the inception meeting with the approval of the CCICED Secretariat. The CCICED Chief Advisors and their Supporting Experts Group and the Secretary General shall attend the inception meeting when possible.

2. Development of the Project Implementation Plan

Based on the Project Outline, Chinese and international Co-chairs should develop a more detailed Project Implementation Plan, detailing such matters as the research plan, the division of tasks, the allocation of budget, as a schedule including milestones and deadlines. The Project Implementation Plan shall be subject to the review of the Chief Advisors' team and Secretariat and reported to the Secretary General for approval if necessary. The Project Implementation Plan should not make any substantial change to the Project Outline unless it can be demonstrated that revisions to the Outline will facilitate attaining project objectives. Any necessary substantial change should be subject to the approval of the CCICED Chief Advisors, and the Secretariat should report the change to the CCICED Secretary General for approval.

3. Implementation

The Project Implementation Plan shall serve as the basis for implementation, management, and monitoring of the work of the research study project. Research teams should carry out work according to the Plan and complete all necessary research tasks. Based on this Plan, the Secretariat will supervise the project's progress and provide necessary management support. The CCICED Chief Advisors and their Supporting Experts Group should closely monitor project progress, attend necessary working meetings of project teams and provide suggestions as needed.

If it becomes evident in the course of the work that a revision to the Implementation Plan will expedite progress or enhance the quality of the policy research, the Chinese Co-Chair, in consultation with the International Co-Chair, should seek the approval of the Chief Advisors and the Secretariat.

4. Contract Management

The CCICED Secretariat is responsible for the management of the project contract and signing of the Project Implementation Contract with the Chinese team. The CCICED International Supporting Office will assist the Secretariat and be responsible for the administration of contracts with the international research team if necessary.

5. Assessment

CCICED will carry out interim and final assessments of the policy research project as needed. The Chief Advisors and their supporting expert group will be in charge of organizing the assessments; they will invite external experts if necessary. The project research team should conduct necessary revisions to its research work and its outputs based on the assessments' comments.

VII. Research Findings

The reports of CCICED Task Forces, Special Policy Studies, Case Studies and Policy Demonstration Projects will be published in the name of the Council or the name of the Council's Task Forces or Special Policy Study teams.

The findings of CCICED policy research projects belong to CCICED. Any publication of findings for commercial purpose must be approved in advance by the CCICED Secretariat.

Apart from the submission of policy project study reports in accordance with the contract,

research teams should prepare entries for the bulletin on policy research, which will be circulated to relevant departments by the Secretariat as needed after review by the Chief Advisors and their Supporting Experts Group.

VIII. Implementation of Routine Management of the Research Project

1. Responsibility of the Co-chair and Chinese head organization

Responsibility of the Co-chair:

The Chinese and International Co-chairs are responsible for the implementation of research project, including:

- Developing the Project Implementation Program and work plan;
- Supervising project experts to ensure submission of research findings according to the work plan;
- Taking final responsibility for the project's progress reports, interim reports, and Final Report;
- Taking part in important activities according to requirements, including the CCICED Annual General Meeting;
- Attending the joint meeting of the CCICED Chief Advisors and the Secretariat to provide a briefing on project progress and to receive comments and suggestions from participants;
- Managing and controlling the project budget.

Responsibility of the Chinese head organization:

Under the leadership of the Chinese Co-chair, the project's Chinese head organization is responsible for the implementation of the project's routine activities, including:

- Assisting in the coordination of routine contacts between Co-chairs and each of the team members, and facilitating smooth progress of the project's research work;
- Organizing team meetings, coordinating arrangements for domestic and international travel, and providing other logistic and administrative support as

required by the Implementation Plan;

- Submitting the Project Progress Report to the Secretariat each quarter and submitting entries for the research bulletin in time;
- Maintaining on-going contact with the Secretariat and reporting policy research progress and problems to the Secretariat in a timely manner.

2. Responsibility of the Chief Advisors and their supporting expert group

- Review or draft Project Concept Papers;
- Develop or oversee the development of Project Outlines and review Project Implementation Plans;
- Nominate Chinese and International Co-chairs and team members for the research project;
- Take part in the evaluation of bids for Chinese research teams;
- Track project development and progress; take part in important activities such as the meetings of the research project team; guide and advise on research work in a timely manner;
- Review thoroughly and in a timely manner all project interim/progress and final reports and recommendations to the Council's Annual General Meetings and require teams to make revisions as needed in order to ensure that all reports are of the highest possible quality and meet international standards.
- Conduct or make arrangements for the interim and final assessment of research projects if necessary.

3. Responsibility of the CCICED Secretariat

In consultation with the Chief Advisors and their Supporting Experts Group, the CCICED Secretariat oversees the implementation of research projects to ensure that research and recommendations are of high quality. The principal tasks of the Secretariat in this regard include the following:

- Assist with the preparation of the Project Inception Meeting;
- Monitor development and progress of research projects and help address

specific problems that arise in the course of the research activities;

- Take part in the interim assessment and final assessment of the research project;
- Negotiate and sign the project contract in China and advance research funds promptly based on clear criteria related to project progress;
- Invite Co-chairs to take part in major activities including the CCICED AGM;
- Report the policy research findings in CCICED publications.