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**China Council for International Cooperation on Environment and Development**

**Special Policy Studies Implementation Plan**

**Abstract**

1. Background
2. Research topic
3. Research content
4. Expected research findings
5. List of recommended Chinese and International Team Leaders and Experts
6. **Research Background**

[Please provide research background, as well as research focus questions]

1. **Research Objective**

[Please provide detailed research objectives]

1. **Research methodology (if any)**

[Provide methodology as required]

1. **Work Plan**

[Please provide detailed timeline, include time, location, and intended results from meetings and field research]

1. **Expected Deliverables**

[Please list the main deliverables of the project, including final report]

1. **Experts and allocation of duties and responsibilities**

[Please specific members from both the Chinese and International teams, including team leaders, co-leaders, drafting experts, advisory experts, coordinator and Others. Each team member should be identified by their affiliation, as well as duties and responsibilities allocated. It is suggested that team leaders, core experts and coordinators will provide professional CV for reference. Please see Appendix 3 for Eligibility and Responsibilities of Experts and Coordinators]

|  |  |  |
| --- | --- | --- |
|  | **Affiliation** | **Duties and Responsibilities** |
| Leader |  |  |
| Team Coordinator |  |  |
| Expert |  |  |
| Advisor |  |  |

1. **Budget Proposal**

Please provide the following documents for the CCICED Secretariat for review：

* + - 1. In accordance with the Chinese Team Budget Template in Appendix 2, please draft the overall budget for the Chinese team.
      2. In accordance with the International Team Budget Template in Appendix 3, please draft the overall budget for the International team.

**Appendix 1：Chinese Team Budget Template**

**Chinese Team Budget**

Provide the total budget in detail, including units and distribution. The total project budget is \*\* yuan, and the undertaking unit is \*\*\*\*.

**Budget Components**

1. **Budget summary for Chinese team**

|  |  |
| --- | --- |
| Item | Amount (RMB) |
| Meeting Expenses |  |
| Research Expenses |  |
| Expert Fees |  |
| Total |  |

1. **List of Expected Expenses**
2. **Workshop Expenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget for the working meeting of the Chinese team** | | | | | |
| Component | Days | Personnel | Unit | Total (RMB) | Time |
| Conference room and equipment costs |  |  |  |  |  |
| Tea breaks and meals |  |  |  |  |
| Accommodation |  |  |  |  |
| Miscellaneous expenses |  |  |  |  |
| Total |  |  |  |  |

The above-mentioned conference meeting expenses shall not exceed RMB 550/person/day in accordance with financial management regulations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget for the joint-working meeting of the Chinese and International Team** | | | | | |
| Component | Days | Personnel | Unit | Total (RMB) | Time |
| Conference room and equipment costs |  |  |  |  |  |
| Simultaneous interpretation equipment rental fee |  |  |  |  |
| Interpretation fee |  |  |  |  |
| Tea breaks and meals |  |  |  |  |
| Accommodation |  |  |  |  |
| Miscellaneous expenses |  |  |  |  |
| Total |  |  |  |  |

The above conference fees are in accordance with the "Administrative Measures on Funds for Holding International Conferences in China."

1. **Research Expenses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Component | Frequency | Days | Personnel | Unit | Total (RMB) |
| Field trip in China | Inter-city Transportation |  |  |  |  |  |
| Inner city transportation |  |  |  |  |  |
| Accommodation |  |  |  |  |  |
| Meals |  |  |  |  |  |
| Total |  |  |  |  |  |  |

Note：For domestic travel, refer to the "Schedule of Standards for Travel and Accommodation Expenses for Staff of Central and State Organizations", and for international travel, refer to the "Administrative Measures for Expenses for Temporary Travel Abroad on Business".

1. **Consultant Expenses (detailed responsibilities and associated workload)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Leader and Coordinator Budget** | | | | |
| Member | Standard Fees | Personnel | Days Worked | Total (RMB) |
| Team Leader |  |  |  |  |
| Coordinator |  |  |  |  |
| Total |  |  |  |  |

Note: Team Leader fees should not exceed 3,600RMB/day, and Coordinators should not exceed 2,400RMB/day

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Advisors, Team Members and Other Support Experts Budget** | | | | |
| Member | Standard Fees | Personnel | Days Worked | Total (RMB) |
| Advisory expert |  |  |  |  |
| Project expert |  |  |  |  |
| Supporting expert |  |  |  |  |
| Total |  |  |  |  |

Note: Advisor fees should not exceed 3,600RMB/day, and project and supporting experts should not exceed 2,400RMB/day

1. **Miscellaneous Expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Miscellaneous Expenses Budget** | | | | |
| Component | Standard Fees | Personnel | Frequency | Total (RMB) |
| Materials fees |  |  |  |  |
| Formatting and printing fees |  |  |  |  |
| Translation fees |  |  |  |  |

**Appendix 2：International Team Budget Template**

**International Team Budget Proposal**

|  |  |  |
| --- | --- | --- |
| Projected expenses of the International Team: 2020-2021 | | |
| Item | Estimated cost (USD) | Amount that may be reimbursed from the Secretariat International Support Office (USD) |
| 1. International Team expenses[[1]](#footnote-1) | | |
| Team leader (co-team leader) fees |  |  |
| Coordinator fees |  |  |
| Drafting expert fees |  |  |
| Consulting expert fees |  |  |
| Total professional fees |  |  |
| 1. International Team travel expenses[[2]](#footnote-2) | | |
| Flight |  |  |
| Accommodation |  |  |
| Other expenses |  |  |
| Total travel expenses |  |  |
| 1. Miscellaneous expenses from the International Team[[3]](#footnote-3) | | |
| Translation/editing |  |  |
| Other expenses |  |  |
| Total miscellaneous expenses |  |  |
| Total：Projected expenses of the International Team |  |  |

Note: The blacked-out sections are not eligible for reimbursements by the Secretariat International Support Office.

**Appendix 3: Eligibility and Responsibilities of Experts and Coordinators**

1. **Eligibility of SPS Experts**

* Title of professor /researcher or higher (or equivalent qualifications); Research experience and findings in the relevant fields;
* Proficiency in English (written and spoken);
* Time availability;
* Notes:
  1. Priority should be given to the CCICED Council Members, Special Advisors, experts nominated by donors, and experts who have participated in the CCICED projects.
  2. International nominees should have goodwill towards China and have a certain understanding of China’s realities.

1. **Responsibilities of SPS Experts**

* Willingness to work under the leadership of Team Leaders and Co-leaders; Assuming research tasks in accordance with the division of work;
* Participating in working meetings and research activities at home and abroad;Submitting research results in accordance with the work plan and requirements;
* Other relevant matters.

1. **Eligibility of SPS Coordinators**

* Intermediate professional title or higher;
* Academic background and research experience in the field;
* Proficiency in English (written and spoken);
* Requisite organization, management and coordination skills;
* Time availability;
* Other qualifications as required.

1. **Responsibilities of SPS Coordinators**

* Carrying out work under the authority of the Team Leaders;
* Assisting Team Leaders and Co-leaders in the communication and coordination on major issues of the project, such as convening the working meetings, division of tasks, exchanges on major technical issues, and other specific matters;
* Maintaining communication with Chief Advisors’ Support Teams and the CCICED Secretariat, and providing timely information on research progress and problems;
* Organizing working meetings, securing relevant conference management (documents, venue and facilities, simultaneous interpretation, accommodation, transportation and etc.), and drafting the minutes;
* Providing assistance to the Team Leaders in international meetings and surveys, including assist in developing itinerary and meeting schedule, providing the passport information of the Chinese participants, assisting the Chinese participants in visa, and drafting meeting minutes and research reports;
* Drafting briefings, and with the approval of the Team Leaders, submitting the same to the CCICED Secretariat;
* Reporting research progress to the CCICED Secretariat (a summary via e-mail at the beginning of each month, and submitting a full written report every two months); Submitting the research reports (English and Chinese) by the deadline dates set by the CCICED Secretariat;
* Preparing the budget sheet in accordance with the CCICED requirements;
* Preparing detailed TORs for each expert based on the comments of the Team Leaders;
* Organizing the translation under the guidance of the Team Leaders;
* Participating in the Coordinator Working Meeting and the Chief Advisor-Secretariat Joint Working Meeting, and reporting on project progress;
* Providing coordination when the Team Leaders participate important meetings or events of CCICED;
* Submitting and printing the SPS Report in accordance with CCICED requirements根据
* Other matters.

**Appendix 4: Guidelines on Eligible Expenses for SISO Reimbursement of International Travel**

Following are guidelines on eligible expenses for use when requesting Secretariat International Support Office (SISO) reimbursement for international travel. All reimbursements are subject to SISO review and approval. Approval must be sought before any travel is undertaken.

1. **GENERAL GUIDANCE**

* SISO will reimburse expenses that are legitimate, reasonable, and appropriate for the activity undertaken.
* Expenses must have been incurred by the claimant; no person may request reimbursement for expenses that have been paid by another individual.
* Individuals should neither gain nor lose personally as a result of incurring expenses on behalf of SISO.

1. **ACCOMMODATIONS**

* Reimbursement for reasonable accommodations at a hotel, motel, or bed and breakfast facility while on SISO approved travel may be made.
* SISO will cover the cost of room only for the period of the trip, which may include breakfast. Any work-related expenses charged to your room, such as photo-copying and internet, can be reimbursed by SISO if you provide receipts.

1. **MEALS**

**Travel within China**

1. When on travel within China meals will be reimbursed on an allowance basis up to the following maximum amounts (including taxes and gratuities) as indicated in the below schedule on a per meal basis:

Allowance Schedule for China ：

<https://www.njc-cnm.gc.ca/directive/app_d/en?drv_id=57&let=C>

**Please note that incidentals are not covered by SISO.**

b) Meals should not be claimed when they are provided by a host or event. c) No alcoholic beverages may be reimbursed under any circumstances. While dining, any alcoholic beverages purchased should be on a separate receipt from a meal and paid for by the traveler personally.

**Travel Outside of China**

1. When travelling outside of China meals will be reimbursed based on actual out-of-pocket expenses incurred. Detailed expense claims with original receipts shall be provided to IISD, with a request for reimbursement. Reimbursement will be made up to the following maximum amounts (including taxes and gratuities) as indicated in the below schedule on a per meal basis not including incidentals:

Canada and US Allowance Schedule：

<http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-tm>

Allowance Schedule for other countries：

<http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng#s662-tc-tm>

The maximum daily rate for meals may only be exceeded in exceptional circumstances, with an explanation provided on the claim for reimbursement.

b) Meals should not be claimed when they are provided by a host or event. c) No alcoholic beverages may be reimbursed under any circumstances. While dining, any alcoholic beverages purchased should be on a separate receipt from a meal and paid for by the traveler personally.

1. **PASSPORTS AND VISAS**

* SISO will not reimburse any individual for the cost of a passport required to travel outside the country.
* SISO will reimburse the cost of a visa or other specific documentation (2nd passport if required) that is required to enter another country specifically for business, and the costs associated with obtaining that visa/documents.

1. **TRAVEL**

Air travel will be reimbursed on the basis of a lowest cost/most direct economy ticket.

1. **TRANSFERS AND OTHER EXPENSES**

CCICED/SISO will cover the actual and reasonable cost of transfers to/from airports, and other costs directly related to attendance at the meeting. Detailed expense claims with original receipts shall be provided to IISD, with a request for reimbursement

1. **MEDICAL INSURANCE**

Finally, SISO regrets that insurance must be at your own cost since donor agencies do not allow us to cover the cost of insurance.

1. For the professional fees of international teams, only team members who serve as team leaders, coordinators or drafting experts are eligible for professional fees. The expert must be located outside of China and the cost must be directly related to SPS activities (including research and participation in pre-approved activities). Travel time cannot be included in professional expenses. All requested funds must be reviewed and approved by the Secretariat International Support Office. [↑](#footnote-ref-1)
2. For the travel expenses of the international team, please refer to Appendix 4 for the Guidelines on Eligible Expenses for SISO Reimbursement of International Travel. Business trips must be approved in advance, and the scope is limited to the team leader, coordinator or writing expert. All requested funds must be reviewed and approved by the Secretariat International Support Office. [↑](#footnote-ref-2)
3. Regarding miscellaneous expenses of the international team, the Secretariat International Support Office will not reimburse any expenses that are not professional expenses or travel expenses. [↑](#footnote-ref-3)