

**GUIDELINE FOR MEMBERS, INTERNATIONAL ORGANIZATIONS AND THE  
SECRETARIAT CONCERNING EXTRA-BUDGETARY CONTRIBUTIONS (EBCs)**  
*(MC37, Vientiane, 2013)*

In recognizing the significant role of EBCs in the execution of the Work Programme, the following should be applied by the Secretariat in relation to EBCs:

**1. DEFINITION**

- a) Pursuant to Article 11 paragraph 4 (b) of the Constitution, extra-budgetary contributions (EBCs) may be in cash or in some other form.
- b) In relation to EBCs in cash, members and international organizations may make contributions towards:
  - i) the General Budget; and/or
  - ii) specific activities in the Work Programme of the APT (Refer to Annex II of the Financial Regulations).
- c) This Guideline addresses EBCs referred to in paragraph b (ii) above.

**2. PRINCIPLES**

- a) As a general rule, the Management Committee is the body responsible for deciding the annual Work Programme including activities under the EBCs.
- b) The Secretary General may accept EBCs provided that the conditions attached to such contributions are consistent with the objectives of the APT and in conformity with these guidelines, as well as relevant decisions of the Management Committee.
- c) Every effort should be made by members to submit details of their EBCs at the Management Committee each year to assist adequate forward planning.
- d) When EBCs from members or international organizations are projected for the following year, the Secretariat should make every effort to include the plan of activities to be funded by such EBCs in the draft Work Programme to be submitted to the Management Committee.
- e) Where it is not possible to submit the details of the EBCs at the Management Committee, the Secretary General has discretionary powers to receive such EBCs and execute activities funded by such EBCs between the sessions of the Management Committee. The Secretary General shall inform the members when such EBCs are received.
- f) The Secretary General shall report the EBCs received in cash and in kind as well as the implemented activities to the next Management Committee.
- g) The Secretary General may charge administrative fees on EBCs as cost recovery of indirect costs of EBCs on mutual agreement with contributors.

- h) The Secretary General should ensure that EBCs or part of EBCs be provided towards personnel in the Secretariat who will be dedicated to work on the implementation of activities funded by these EBCs.
- i) EBCs under this Guideline may be used to cover the cost of:
  - (1) Meetings and seminars,
  - (2) Training Courses,
  - (3) Study Visits,
  - (4) Expert Missions,
  - (5) Research,
  - (6) Pilot projects,
  - (7) Equipment or any other similar services.

### **3. IMPLEMENTATION**

- a) This Guideline shall be implemented in line with the Constitution, Financial Regulations and other relevant rules and instruments of the APT.
- b) The decision on implementing any activity under an EBC rests with the Secretary General.
- c) The Secretary General may take appropriate action within the mandate provided to him in the Constitution and Financial Regulations of the APT with regard to any matter not addressed in this Guideline.

### **4. INTERPRETATION**

The interpretation of this Guideline is the responsibility of the Secretary General.