

TERMS OF REFERENCE

Use of the NPAFC Special Fund for Scientific Research (SFSR)

1. The NPAFC Special Fund for Scientific Research (Special Fund) consists of contributions provided by Contracting Parties or by other than Contracting Parties to the Commission in accordance with the Financial Rule 20. This shall not include grant and research funds under separate contractual agreements or MOU made between NPAFC and the funding agencies.
2. The use of the Special Fund shall be recommended by the Committee on Scientific Research and Statistics (CSRS), considered by the Committee on Finance and Administration (F&A), and approved by the Commission.
3. The Special Fund shall be used for activities to support the NPAFC Science Plan and other cooperative activities, such as support of field and laboratory research, purchase of research equipment and supplies, travel to participate in cooperative field research, publication of scientific research, organization and co-sponsorship of conferences and workshops, travel support to scientific meetings, and any other approved activities.
4. The application procedure for use of the Special Fund is as follows:
 - (a) Proposals for use of the Special Fund must be submitted to the CSRS Chairperson through the NPAFC Secretariat in a standard required format (application forms can be obtained from the NPAFC Secretariat).
 - (b) The CSRS Chairperson shall facilitate discussion of the proposal and, if the proposal is recommended by the CSRS, the Secretariat shall submit the recommendation further in accordance with the paragraph 2 above.
5. Disbursement of funds and accounting
 - (a) The Secretariat shall pay directly to the named suppliers or persons specified in the proposal, wherever possible.

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- (b) The Secretariat shall advance payment to the authorized funds recipient(s) as expeditiously as possible after the request is received. The request must include appropriate justification for funds. A written contract or MOU may be prepared between the head of the institution of the authorized funds recipient and the NPAFC Executive Director, if necessary; the contract or MOU should include the itemized costs of the authorized disbursement of the funds and list of equipment(s) (to be) acquired with the funds.
- (c) The authorized recipient(s) of the funds shall submit receipts or invoices to the Secretariat with itemized costs and supporting documentation of the expenditures. Excess funds not used must be returned to the Secretariat as expeditiously as possible following the termination of the project. Expenses in excess of approved budget amounts cannot be paid or reimbursed by the Secretariat without further authorization from the Commission.