

## **JOINT DECLARATION on the Co-funding of the Secretariat of the HEADS of ENVIRONMENT PROTECTION AGENCIES NETWORK**

The participating Environmental Protection Agencies (EPAs) maintain a Secretariat for the European Network of the Heads of Environment Protection Agencies (hereinafter referred to as EPA Network).

The participating EPAs note that the European Environment Agency (hereinafter referred to as EEA) has agreed to continue to host the EPA Network Secretariat until further notice. This agreement may be renewed once or more, up to a total period not exceeding four years per Seconded National Expert (SNE).

This Joint Declaration defines the respective roles and responsibilities of the participating EPAs in managing the Secretariat of the EPA Network (hereinafter referred to as EPA Network Secretariat) and the division of costs for its maintenance.

The participating EPAs recognise that this Joint Declaration is not legally binding and no legal obligations or legal rights shall arise between the participating EPAs.

The participating EPAs have reached the following understanding:

### **Part I: Costs for the maintenance of the Secretariat**

1. The part of the costs of the EPA Network Secretariat, consisting of funds for the salary, national insurance and pension contributions, should be shared among the participating EPAs. The costs to be paid by respective members are outlined in **Annex I** to this Joint Declaration. Annual contributions in Euro are divided in three categories according to the annual budget of participating EPAs.
2. If agreed by all participating EPAs the individual contribution set out in **Annex I** can also be provided in kind, in particular through the secondment of personnel to the EPA Network Secretariat.
3. The post of the EPA Network secretary should be graded at an appropriate level to enable the discharge of the full responsibilities of the Secretariat with minimal supervision. The post should be based at the European Environment Agency (EEA) office in Copenhagen.
4. Travel and subsistence expenses as well as office overhead costs should be covered by the EEA as a contribution to the overall cost of the EPA Network Secretariat, in accordance with the EEA standard rules and rates [for National Experts].
5. All participating EPAs acknowledge that the implementation of this Joint Declaration and the work of the EPA Network Secretariat may require the disclosure of confidential information. All participating EPAs undertake to use confidential information only for the purposes of the work of the EPA Network Secretariat and to restrict its distribution to those purposes for a time period of at least four years starting with 31<sup>st</sup> May 2018. Information already known to any participating EPA or

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information in the public domain or information required to be disclosed by law should not be regarded as confidential.

**Part II: General arrangements**



1. Upon its signature this Joint Declaration replaces the current arrangement for the secretariat of the EPA network.
2. This Joint Declaration takes effect from the date of its signature and should continue to take effect until 30<sup>th</sup> May 2022.
3. Any participating EPA can withdraw from this Joint Declaration at any time by advising the EPA Network secretary in writing on its intention to do so and of the effective date of withdrawal [six] months prior to withdrawal. In the event of an effective withdrawal the remaining participating EPAs should adjust the division of the costs *pro rata* unless another division of the costs is negotiated.
4. This Joint Declaration may be altered in writing with the consent of all participating EPAs

**Part III: Signatures**

This Joint Declaration is initially signed in the English language on 31<sup>st</sup> of May 2018, the date of first signature.

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Country	Agency	Funding 2018 (€/7 Months)	Funding 2019 (€/year)	Funding 2020 (€/year)	Funding 2021 (€/year)	Funding 2022 (€/5 Months)	Total Funding for the max. period of 4 years (€)
Czech Republic	CENIA, Czech Environmental Information Agency	500	500	500	500	500	2500

Signed on behalf of Member Norwegian Environment Agency	Signed on behalf of Member CENIA, Czech Environmental Information Agency
Print name:	Print name:
Job title: Director General	Job title: Director
Date: 31. 05. 2018	Date: 6. 12. 2018
Signature and stamp:	Signature and stamp:
	

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**ANNEX I**  
to  
**the Joint Declaration on the Co-funding of the Secretariat of the Heads of European  
Environment Protection Agencies Network**  
on the  
**Division of Costs**

This Annex forms an integral part of the Joint Declaration on the Co-funding of the Secretariat of the Heads of European Environment Protection Agencies Network and contains the division of costs for the managing and maintenance of the EPA Network Secretariat

**Division of Costs**

1. The total amount required to cover the cost of the secretariat as referred to in Part I para. 1 of the Joint Declaration over the maximum period of 4 years is € 305,328. All payments need to be valorised with approximately 2% per year (annual valorisation is already calculated).
2. Participating EPAs should provide the funding indicated in this agreement. Amounts include all taxes which may be payable.
3. A participating EPA which seconds personnel to the secretariat with the consent of all participating EPAs should be deemed to have paid its share of the costs.
4. Payment of the amount should be made within 30 days after the receipt of an invoice from the participating EPA from which the secretary is seconded, Norwegian Environment Agency,
5. The invoice should indicate that the payment is due in annual instalments for covering the EPA Secretariat costs.
6. All bank charges shall be at the expense of the participants account.

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**ANNEX II**

to

**the Joint Declaration on the Co-funding of the Secretariat of the Heads of European Environment Protection Agencies Network**

on the

**Job description of the EPA Network secretary**

This Annex forms an integral part of the Joint Declaration on the Co-funding of the Secretariat of the Heads of European Environment Protection Agencies Network and contains the job description of the post of the EPA Network Secretary.

**National Expert as EPA Network secretary**

The secretariat of the EPA Network is currently located at the EEA in Copenhagen. The National Expert who takes up the post of EPA Network secretary will be carrying out the following tasks and should fulfil the candidate profile as described below.

Functions and duties:

- To run the EPA Network secretariat
- To coordinate the organisation of plenary meetings (bi-annual) of the EPA Network, together with the host agency and the Troika
- To coordinate the work of the EPA Network Troika
- To keep an overview of all Interest Group activities and provide assistance on practical issues such as participation, web support, correspondence and preparation of public statements
- To support further targeted activities agreed upon by the EPA Network
- To maintain links with relevant European Commission staff and to ensure high level participation in plenary meetings
- To act as an active information broker and issue-spotter, helping the Network to identify issues of common interest, for example through the production of a regular newsletter
- To stimulate content aspects relevant to the EPA network
- To further develop and maintain the EPA Network website
- To maintain contact and cooperate with relevant networks, such as ENCA and IMPEL
- To liaise with relevant EEA staff in identifying EEA input to the EPA Network

