

Responsibilities of Secretary-General of APSCO

In accordance with the directives issued by the Council, the Secretary-General shall report to the Council and shall be responsible for:

- a) Executing and implementing all the policies of the Organization, as desired by the Council;
- b) Achieving the objectives of the Organization;
- c) Managing and functioning of the Organization;
- d) Drawing up annual reports, working plans and financial budgets of the Organization for approval of the Council;
- e) Formulating and implementing the internal management provisions of the Secretariat;
- f) Submitting proposals to the Council concerning programs and activities as well as measures designed to achieve the objectives of the programs and activities of the Organization;
- g) Recruiting and managing the staff of internal divisions from the Member States according to the Service Regulations set by the Council;
- h) Appointing on contract basis such scientists, technologists and other experts who are not regular staff members for carrying out the assigned jobs of the Organization;
- i) Negotiating and signing international cooperative agreements with the approval of the Council.

Responsibilities of Deputy Secretary-General of APSCO

- j) To assist the Secretary-General in managing the operation of the Secretariat;
- k) To assist the Secretary-General for coordination and management for planned annual tasks and activities of APSCO;
- l) To provide the comprehensive review / check for all internal application;
- m) To be invited for evaluation and interview of the recruitment and assessment of APSCO staff;
- n) To support the Secretary-General in ensuring inter-sectored and inter-institutional coherence of activities and projects; and to support the Secretary-General in elevating the profile and leadership of the APSCO Secretariat.
- o) To represent the Secretary-General at conferences, official functions and ceremonial and other occasions as may be decided by the Secretary-General.
- p) To undertake such assignments as may be determined by the Secretary-general.
- q) To assist the Secretary-General in communicating with Member States.
- r) To assist the Secretary-General in other aspects if requested.
- s) If the Secretary-General relinquishes charge before the selection and assumption of charge by the new Secretary-General, Deputy Secretary-General shall assume additional responsibilities as acting Secretary-General in the interim period until the new Secretary-General is appointed.

**Responsibilities
of the Posts in Department of Strategic Planning and Project Management (SP&PM),**

| | Post | Responsibilities | Overseeing body |
|----|-------------------------|---|--|
| 1. | Director General | <ul style="list-style-type: none"> - Responsibility for the Department of Strategic Planning and Project Management, including making the development planning and the annual project development plans, organizing and implementation of projects of the basic activities, and organizing the project demonstration of optional activities among the Member States - Responsible for establishing the related rules and regulations including project selection, process management, financing and using, and result assessment - Formulating the data policy and measure for management of data distribution, database construction, operation and maintenance - Responsible for studying the development trends of space science, technology and their applications, and processing the report on development proposals - Managing and guiding the staff of the department - Other matters assigned by the Secretary-General or Deputy Secretary-General | SG (DSG, whenever assigned by SG) |
| 2. | Deputy Director General | <ul style="list-style-type: none"> - Assisting in drafting the APSCO medium- and long-term development plan - Assisting in organizing the feasibility study and implementation plans for the projects of optional activity - Responsible for formulating the annual project development plans - Responsible for organizing demonstration for the projects of optional activity - Responsible for organization, implementation and supervision of the ongoing projects, currently focusing on the SMMS Constellation program and Sensor Radiometric Calibration project - Responsible for drafting and formulating the related rules and regulations for the ongoing projects | DG |

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| | | <ul style="list-style-type: none"> - Other works assigned by the Department Director General - Responsible for assisting DG/DDG for executing duties - Managing Projects assigned by D.G of SP/PM - Supporting to Projects coordination as were assigned by D.G of SP/PM - Other activities /liaison as were assigned by D.G of SP/PM | DG |
| 3. | Senior Official | | |

**Responsibilities
of the Posts in Department of Administration and Finance (A&F)**

| | Post | Responsibilities | Overseeing body |
|----|------------------|---|-----------------------------------|
| 1. | Director General | <ul style="list-style-type: none"> - Responsible for the management of the Department of Administrative and Financial, including official documentation and secretary management, office building management, internal assets management and supervision, human resources management, daily management of finance, budget and audit, and proposing office information system requirements; - Responsible establishing and maintaining the good relationship with such related Departments and institutions of host country as MOF, MIT, CNSA, Local Tax Bureau, Banks, Housing and Service Company, Schools, Police Offices and the Owner of the headquarter building for necessary support. - Establishing and perfecting the related rules and regulations including rules on administration, financial management and audit management; - Responsible for software and hardware maintenance of the office information system and the website, and providing technical support; - Assigning and guiding the work of the staff of the department; - Coordinating and supporting the work of the other departments; - Responsible for daily and annual work reports of the department; - Other matters assigned by the Secretary-General or Deputy Secretary-General. | SG (DSG, whenever assigned by SG) |

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| 2. | Deputy Director General | <ul style="list-style-type: none"> - Responsible for set up the annual budget of the Secretariat - Responsible for supervising the implementation of the budget - Responsible for checking all the expenditure and reimbursement - Responsible for organizing the Meeting of Audit Commission every year - Responsible for verify the procedure and expenditure on APSCO programs and activities according the annual budget, and etc. - Responsible for management and supervising of the fix assets - Responsible for working out annual financial report - Assisting in drafting /formulating / modify the related financial regulations and rules of APSCO - Assisting and supervising in the bidding process for the projects or activities - Other works assigned by the Department Director General | DG |
| 3. | Senior Official | <ul style="list-style-type: none"> - Responsible for developing financial policy and regulations - Responsible for improving the internal financial management with reference to international standards - Responsible for coordinating with MS for the payment of their contribution - Responsible for formulating annual budget of the Secretariat - Responsible for supervising the implementation of the budget and put forward specific suggestions according to the circumstances - Responsible for working out annual financial report - Responsible for organizing the Audit Commission - Responsible for supervise the management of fixed assets - Responsible for checking all the expenditure and reimbursement - Other work assigned by DG. | DG |

Responsibilities
Of the Posts in Department of Education, Training and Database Management (DET&DM),

| | Post | Responsibilities | Overseeing body |
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| 1. | Director General | <ul style="list-style-type: none"> - Responsible for management of the Department of Education, Training and Database Management, including making education and training plans, designing training content and assessing their results; implementation of annual training programs; - Responsible for carrying out academic exchanges and cooperation in the related areas, organizing the annual international symposium of APSCO; - Establishing measures for administration of Education and Training Center; - Managing and guiding staff of the Department; - Other matters assigned by the Secretary-General or Deputy Secretary-General. | SG (DSG, whenever assigned by SG) |
| 2. | Deputy Director General | <ul style="list-style-type: none"> - Responsible for assisting DG to develop plan on education and training activities of APSCO; - Responsible for management of Education and Training Center of APSCO; - Responsible for management of degree education program of APSCO; - Responsible for management of short training and thematic training of APSCO; - Responsible for assisting DG organizing international technical symposium; - Other matters assigned by the Department Director General. | DG |
| 3. | Senior Official | <ul style="list-style-type: none"> - Responsible for database construction; - Providing real-time maintenance and management for satellite data information and related equipment; - Coordinating data information distribution with the Member States according to the APSCO data policy; - Keeping close contact with Satellite data providers and solving technical problems in good time; - Other works assigned by the Departmental Director-General; | DG |

**Responsibilities
Of the Posts in Department of External Relations And Legal Affairs (ER&LA)**

| | Post | Responsibilities | Overseeing body |
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| 1. | Director | <ul style="list-style-type: none"> - Responsible for the management of the Department of External Relations and Legal Affairs, including | SG |

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| | General | <p>communications with the APSCO Council and the APSCO Member States as well as cooperation with other countries and international organizations and Embassies in China; organizing to draft legal documents; and interpreting the legal issues related to APSCO;</p> <ul style="list-style-type: none"> - Maintaining Expansion Plan of APSCO and implementation; - Updating the contents of APSCO Webpage; - Managing and guiding the staff of the department - Responsible for providing legal support for all the departments; - Responsible for external publicity and activities; - Other matters assigned by the Secretary-General or deputy Secretary-General | (DSG, whenever assigned by SG) |
| 2. | Deputy Director General | <p>Responsible for assisting DG to development of the plan on expansion of the Member States of APSCO;</p> <ul style="list-style-type: none"> - Responsible for carrying out the plan on expansion of the Member States; - Responsible for organizing APSCO Council Meeting; - Responsible for organizing the Administrative Heads Meeting; - Responsible for the management of external relationship and outreach; - Responsible for updating the content of APSCO Webpage; - Other matters assigned by the Director-General; - Communications with the APSCO Council and the APSCO Member States; - Cooperation with other countries and international organizations; - Drafting legal documents and interpreting the legal issues related to APSCO; - Managing and guiding the staff of the department - Providing legal support for all the departments - Carrying out the plan on expansion of the Member States - Organizing APSCO Council Meeting - Management of external relationship and outreach - Other matters assigned by the Director-General. | DG |

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| 3. | Senior Official | <ul style="list-style-type: none"> - Responsible for assisting DG/DDG for executing duties - Organizing activities assigned by D.G - Drafting documents - Supporting to the activities assigned by D.G - Other activities /liaison assigned by D.G | DG |
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