

# Terms of Reference of the Secretariat of WeGO

## CHAPTER 1 GENERAL PROVISIONS

### Article 1 (Purpose)

The purpose of the terms of reference of the secretariat of WeGO (hereinafter referred to as “terms”) is to provide operational regulations of the secretariat of World e-Governments Organization of Cities and Local Governments (hereinafter referred to as “WeGO”)

### Article 2 (Legal Scope)

The terms shall not violate any provision of the statute of WeGO, shall regulate overall operations and project implementation of the secretariat, and shall be governed by the laws of the Republic of Korea where the secretariat is located.

### Article 3 (Governance)

1. Secretary General and Assistant Secretary General shall be appointed by President of WeGO.
2. Staff of the secretariat shall consist of public employees of Seoul Metropolitan city (hereinafter referred to as “Seoul”) and other member cities who are seconded to the secretariat and the professionals who are employed for the implementation of certain duties of the secretariat.
3. Any regional office of WeGO shall belong to the secretariat.
4. Staff of regional offices, including Secretary General, shall consist of public employees of the city or the region where the regional office is located.

### Article 4 (Duties)

1. Secretary General shall represent and supervise the secretariat under the direction of President of WeGO
2. Assistant Secretary General shall assist Secretary General in supervising the secretariat and managing the staff members.

### Article 5 (Mandate)

The secretariat shall perform the following functions to provide administrative support to and implement decisions of WeGO.

- (a) To support development and revision of the statute
- (b) To manage members and regional offices, attract new members, and publicize WeGO
- (c) To report on the financial management of annual membership fees, voluntary donations from members, any other sources of revenue approved by the Executive Committee
- (d) To provide organizational support for meetings, including but not limited to the General Assembly and the Executive Committee.
- (e) To manage affairs relating to election and appointment of the president city, the vice president cities, and the members of the Executive Committee
- (f) To devise an annual business plan, make budget, and close accounts

- (g) To implement projects determined by the General Assembly or the Executive Committee and execute budget for such projects
- (h) To implement projects and research and analysis which aims to realize the purpose of WeGO specified in the statute

#### Article 6 (Operation)

1. Secretary General shall report operational progress and performance of the secretariat to the Executive Committee at the annual Executive Committee meeting.
2. The secretariat is an independent body of WeGO and shall not be under the direction or supervision of any individuals or institutions, unless otherwise specified herein or in the statute of WeGO.

#### Article 7 (Supervision for the secretariat)

Secretary General shall respond in good faith to the request of the General Assembly or the Executive Committee for a report or information on the operational progress and performance of the secretariat.

#### Article 8 (The relation between the secretariat and Seoul)

1. In cases that Seoul provides financial support to a project, Secretary General shall submit a business plan and an accounting report of the project to the mayor of Seoul.
2. Secretary General shall consult with the mayor of Seoul in advance for matters relating to the secondment and return of the public employees of Seoul.

## CHAPTER 2 PERSONNEL MANAGEMENT, WORK RULES, SALARY

#### Article 9 (Personnel Management)

In cases of employing professionals, the secretariat shall review the working experiences and select the appropriate person based on the contract of employment. The professionals shall be appointed by Secretary General.

#### Article 10 (Work Rules)

1. Staff members of the secretariat shall observe the laws of the Republic of Korea and all the regulations of WeGO and carry out assigned duties faithfully.
2. Staff members of the secretariat shall remain strictly neutral with respect to international affairs and shall remain independent from any individuals, institutions, and governments, unless otherwise specified herein or in the statute of WeGO.
3. Public Officials Service Regulations of the Republic of Korea shall apply to matters other than specified herein.

#### Article 11 (Salary)

1. President of WeGO shall determine the level of salaries of the staff of the WeGO Secretariat with the performance review of the Secretary General.
2. Salary of the public employees seconded to the secretariat shall be disbursed by the sending cities.

3. The secretariat may disburse salary, allowances, travel expenses, and other necessary expenses of staff members of the secretariat within the scope of the budget of WeGO.
4. The regular employed staff shall be paid in accordance with the level of salary prescribed in the contract of employment.
5. The secretariat may provide benefits to staff members of the secretariat based on such factors as seniority (amount of time worked at WeGO) or rank within its budget.
6. All staff members will be subject to an annual performance review by the Secretary General and/or the performance review committee.

## CHAPTER 3 BUDGETING AND ACCOUNTING

### Article 12 (Classification of Account)

The account of the secretariat consists of general account and special account. The general account and special account shall be classified and reported to the Executive Committee for operation.

### Article 13 (Fiscal Year and Account Closing Date)

1. Fiscal Year of the secretariat is identical to the calendar year.
2. The account shall be closed by the end of February of the next year.

### Article 14 (General Management)

Secretary General shall be responsible for the general management of budgeting and accounting under the direction of President of WeGO.

### Article 15 (Accounting-related Duties)

1. Secretary General is responsible for the following duties in relation to accounting:
  - (a) Charges for annual membership fee and applies for all sorts of grants
  - (b) Take causal actions for disbursement
  - (c) Supervise the management of equipments
2. Assistant Secretary General is responsible for the following duties in relation to accounting:
  - (a) Collects sources of revenue
  - (b) Make disbursement
  - (c) Manage equipments

### Article 16 (Currency)

The South Korean Won (hereinafter referred to as “KRW”) shall be a base currency for revenue and disbursement. USD may be used in parallel with KRW when necessary.

### Article 17 (Accounting Documents and books)

1. All the accounting documents and books shall be retained for five years.
2. Types of books, formats, and language of accounting process shall be determined by Secretary General as necessary.

#### Article 18 (Budget Accounts)

All the accounts of revenue and expenditure shall be classified by objects and functions into the relevant categories and sub-categories of the budget plan.

#### Article 19 (Confirmation of Budget)

1. The budget plan shall be reported to President of WeGO before the Executive Committee approves and confirms the plan at least one month prior to the beginning of fiscal year.
2. In cases that the budget plan was not confirmed one month prior to the beginning of fiscal year due to inevitable reasons, the secretariat may make disbursement for salary and other mandatory expenses at prior-year level.
3. In case that the confirmed budget requires modification due to changes in business plan and other reasons, a supplementary budget shall be made and approved by the Executive Committee.
4. The request for confirmation or modification of budget may be reported in writing or online to the Executive Committee for approval.

#### Article 20 (Carryover of Budget)

The budget for one fiscal year may not be carried over to the next year, unless certain budget for which causal actions for disbursement were completed within the fiscal year but spending was not completed due to inevitable reasons may be spent before the account closing date.

#### Article 21 (Redirection of Budget)

Secretary General may approve the redirection of budget for reasons of budget execution and shall report such changes to President of WeGO.

#### Article 22 (Reserve Fund)

1. The secretariat may allocate reserve fund for the implementation of unexpected projects of WeGO.
2. Secretary General may approve the disbursement of reserve fund and shall report such changes to President of WeGO.

#### Article 23 (Revenues and Disbursements)

1. Revenue and expenditure shall be managed based on the vouchers.
2. Vouchers of revenues and disbursements shall include supporting documents including statements of payment, bills, and receipts.
3. All the supporting documents of revenues and disbursements and corrections of such documents shall be either signed or sealed.

#### Article 24 (Deposit of Revenue)

Collected cash and checks shall be deposited in financial institutions within the day unless there is particular reason. In cases that there are particular reasons, the cash and checks may be deposited the next day.

#### Article 25 (Causal Actions for Disbursement)

All the causal actions for disbursement shall be taken by Secretary General within the scope of budget and supporting documents shall be included. Secretary General may delegate such responsibility to Assistant Secretary General for minor matters.

#### Article 26 (Disbursement of Deposit or Rough Estimate)

1. Travel expenses, shipping cost, and other expenses that may cause difficulties in carrying out tasks unless disbursed in advance may be disbursed in deposit or rough estimate.
2. Deposit or rough estimate specified in paragraph 1 shall be calculated without delay.

#### Article 27 (Duties of Accounting Clerk and Transfer of Duties)

1. Accounting clerk is responsible for keeping money and shall report to President of WeGO without delay in cases of the loss of money.
2. In cases that a cash book keeper is replaced, the cash book shall be handed over to a new cash book keeper within three days after the replacement was announced. The cash book shall be closed a day before the handover, and a certificate of deposit balance, books, and supporting documents shall be handed over to the new book keeper in the presence of Secretary General.

#### Article 28 (Contract)

In cases of purchasing or manufacturing products or assets, the size, volume, budget, and method of purchase and manufacture shall be determined and submitted for the approval by Secretariat General.

#### Article 29 (Contract)

Contract shall be made based on open competition in principle. Private contract may be allowed when deemed necessary in consideration of the types and objectives of the contract.

#### Article 30 (Closing)

All revenue and expenditure shall be closed by the end of each fiscal year.

#### Article 31 (Closing Report)

Closing report shall specify the following items:

1. List of receipts and disbursement of money
2. List of budget, including principal budget and supplementary budget
3. List of asset and liability
4. Other information of financial management

#### Article 32 (Report)

Secretary General shall report the settlement of account to the Executive Committee and the General Assembly.

#### Article 33 (Disposal of Surplus and Balance)

1. The surplus of a fiscal year shall be used to reduce the deficit carried forward and shall be carried over to the next year when the balance remains.
2. In cases of receiving budget from Seoul for the operation of secretariat, the balance of such budget shall be returned to Seoul.

Article 34 (Application Rules)

The Local Finance Act of Korea, Act on Contracts to Which a Local Government is a Party, and Financial Accounting Standards of Seoul may apply to matters of budget planning and accounting of the secretariat other than specified herein.

## CHAPTER 4 ASSET MANAGEMENT

Article 35 (Property Management)

1. Equipment supervisor shall register all the property in a book and manage the property in good faith.
2. Secretary General assumes the equipment supervisor.

Article 36 (Equipment Marking and Registration)

1. Equipments shall be categorized and marked in serial numbers and registered in the book.
2. Equipments shall be checked annually on a regular basis and the management of inventory shall be checked in the event of change of personnel.

Article 37 (Acquisition of Gifts)

In the event of donation or contribution of gifts, equipment supervisor shall write a report to President of WeGO and register the gifts in the book.

Article 38 (Outgoing and Incoming equipments)

Equipment manager shall receive approval of the equipment supervisor for outgoing and incoming equipments.

Article 39 (Disposal of Disused Articles)

1. Properties whose value have disappeared or which deems unnecessary may be considered disused and may be sold or discarded.
2. In cases of discarding disused articles under paragraph 1, a disposal plan which includes the category, volume, method of disposal, or reasons of disuse shall be reported to Secretary General for approval.

Article 40 (Application Rules)

Public Property and Commodity Management Act of Korea and Public Property and Commodity Management Ordinance of Seoul Metropolitan City may apply to matters of property management of the secretariat other than specified herein.

## CHAPTER 5 DOCUMENT MANAGEMENT

Article 41 (Validity and Effectiveness of Document)

Documents become valid upon the approval of a decision maker and become effective upon the arrival to recipient.

Article 42 (Expression of Document)

1. Documents shall be written in an easy and horizontal format. Documents exchanged between cities shall be written in English.
2. Documents shall be written in English or in the local language of the location of the secretariat in accordance of the decision of Secretary General. Documents may be written in both languages when necessary.

Article 43 (Execution of Document)

Documents sent to external institutions shall take the format of execution and names of senders shall be included at the bottom of documents.

Article 44 (Delivery of Document)

1. Documents shall be delivered by mail in principle and may be delivered per bearer, by telegraph, telephone, and electronic mail.
2. Documents shall be registered in a book before delivery.
3. Both draft document and document for execution shall be kept in cases of delivering documents by electronic mail, facsimile, or telephone.

Article 45 (Retention of Document)

1. The retention period of documents shall be classified into categories of permanent, semi-permanent, ten years, five years, three years, and one year in accordance with the level of importance.
2. The period of document retention begins on the 1<sup>st</sup> of January of the next year after the document is completely processed and ends on the 31<sup>st</sup> of December of the final year of retention.
3. Documents may be retained in electronic format when necessary.

Article 46 (Disposal of Document)

1. Documents and reference information which expired periods of retention shall be disposed on a regular or casual basis after registered in the book of document disposal.
2. The disposal of expired document and reference information may be postponed in cases such document and information is valuable.

Article 47 (Responsibility of Document Retention)

Secretary General is responsible for the retention of all the documents of the secretariat.

Article 48 (Application Rules)

Act on the Management of Public Archives of Korea may apply to matters of document management of the secretariat other than specified herein.

Article 49 (Disposal of Residual Property)

1. In a case of disbanding WeGO or the secretariat of WeGO, the right of disposal of residual property shall be vested in Secretary General.
2. Secretary General may organize a liquidation committee for the disposal of residual property of the secretariat. Members of liquidation committee shall be appointed by Secretary General in consultation with the immediate past President of WeGO.
3. The residual property shall be disposed under the decision of liquidation committee. The liquidation committee may discuss the disposal of residual property in writing or online.

Article 50 (Application Rules and Regulations for Operation)

1. Laws of Republic of Korea and examples of other international organizations shall apply to matters other than specified herein. Secretary General may make a separate terms when necessary by the approval of the Executive Committee.
2. Discussions and approval for reports and matters relating to the operation of the secretariat may be made in writing or online.

Article 51 (Modification of Terms)

The terms may be modified upon the approval of the General Assembly after the report to the Executive Committee.

ANNEX

The terms shall enter into force upon the approval by the Executive Committee.