

The Third Session
of the Intergovernmental Meeting
on the Acid Deposition Monitoring Network
in East Asia
19-20 November 2001, Chiang Mai, Thailand

REPORT OF THE SESSION

Introduction

1. The Intergovernmental Meeting on the Acid Deposition Monitoring Network in East Asia (EANET) held its Third Session from 19 to 20 November 2001 in Chiang Mai, Thailand.

2. Representatives of China, Indonesia, Japan, Malaysia, Mongolia, the Philippines, the Republic of Korea, Russia, Thailand and Viet Nam participated in the Session. Representatives of Cambodia and the Lao Peoples' Democratic Republic attended the meeting as observers. Experts of the United Nations Economic Commission for Europe (UN/ECE) representing the Convention on Long-Range Transboundary Air Pollution (CLRTAP) the United Nations Environment Programme (UNEP), and the Institute for Global Environmental Strategies (IGES) as well as the Chairperson of the Scientific Advisory Committee attended the Session. The list of participants is attached as Annex I.

Opening of the Meeting (agenda item 1)

3. The Meeting was opened by the Interim Secretariat (IS) for EANET. Mr. Sirithan Pairoj-Boriboon, Director General, Pollution Control Department, Ministry of Science, Technology and Environment, Thailand, delivered an opening address.

Election of officers (agenda item 2)

4. Dr. Suvit Yodmani, Executive Director, Asian Disaster Preparedness Center, Thailand, was elected as Chairperson; Dr. Zamba Batjargal, Ambassador of Mongolia to Japan, Mongolia, as Vice-chairperson; and Mr. Guo Jing, Deputy Division Director, General Affairs Division, International Cooperation Department, State Environmental Protection Administration, China, as Rapporteur.

Adoption of agenda (agenda item 3)

5. The Session adopted the agenda as proposed by IS (EANET/IG 3/3/1).

Consideration of the outcomes of SAC1 (agenda item 4) and Review of the progress of EANET activities (agenda item 5)

6. The Session invited Dr. Pojanie Khummongkol, Chairperson of the Scientific Advisory Committee (SAC), to make a presentation on the outcomes of the First Session of SAC held 14 to 16 November 2001 in Chiang Mai, Thailand. The Network Center (NC) presented the progress since the Second Session of the Intergovernmental Meeting (IG), held in October 2000 in Niigata, Japan. IS presented the major discussions on the Procedures on Data and Information Disclosure and the revised draft (EANET/SAC 1/6.2 rev1), which was distributed among the participants.

7. Major discussions on these agenda items included the following:

- Explanation was made on the present status of the recruitment process of the Deputy Director General in charge of NC activities in ADORC. It was informed that an invitation would be sent shortly to the participating countries to recommend possible candidates.
- It was pointed out that research and development is also important for some participating countries. Sharing of relevant research and development information among the participating countries would be beneficial.

8. The Session endorsed the Report of the Session of SAC (EANET/SAC 1/13) and the Review of the Progress of EANET Activities (EANET/IG 3/5).

Consideration of Rules of Procedure for EANET (agenda item 6)

9. IS presented the Proposed Rules of Procedure for EANET (EANET/IG 3/6).

10. Major discussions included:

- Concerning paragraph 8.3, a majority of participating countries preferred decision by consensus and therefore the Option 1 was agreed upon.
- Many countries prefer the IG Session to be closed to the public. Accordingly, paragraph 8.1 was deleted from the text.
- The nature of the attendees other than those from the participating countries was clarified. The modifications were made on relevant paragraphs.
- Clarification was made on the definition of East Asia.

11. The Rules of Procedure of EANET were adopted with modifications suggested at the Session. (Annex II)

Consideration of arrangement of the Secretariat (agenda item 7)

12. The representative of UNEP presented the Proposal for the Establishment of the Secretariat (EANET/IG 3/7).

13. All of the participating countries prefer the UNEP.RRC.AP/AIT options for establishment of the Secretariat, both in terms of recruitment system and financial mechanism (Trust Fund). IG decided to use these options to establish the Secretariat. In the future, these options should be revisited. If a participating country's national is selected for the Secretariat staff, the country may wish to offer some financial incentives to their candidate.

14. IS was requested to develop guidelines for recruiting the Secretariat staff of EANET by the end of January 2002, in consultation with the participating countries. These guidelines will stipulate a consultation procedure by which IG could influence recruitment of the Secretariat staff.

Consideration of further financial arrangement (agenda item 8)

15. IS presented a document on Further Financial Arrangement for EANET (EANET/IG 3/8).

16. It was agreed to establish a working group (WG) to discuss long-term financial issues. IS will develop the terms of reference (TOR) of WG, in consultation with the participating countries. A participating country recommended that TOR of WG should include consideration of efficiency as well as appropriateness of spending for EANET activities. The schedule of WG should be as follows:

- | | |
|---------------|------------------------------------------------------------------|
| November 2001 | IG3 will establish WG. |
| Spring 2002 | WG1 will prepare a preliminary paper describing various options. |
| Autumn 2002 | IG4 will provide guidance on the issue to WG. |
| Spring 2003 | WG2 will elaborate and finalize a report to IG. |
| Autumn 2003 | IG5 will consider the report by WG. |

17. One country stressed that it might be difficult to set a deadline for negotiations on this

issue. Another country emphasized the need to reach a conclusion on this issue as quickly as possible, but no later than 2003. It was finally agreed that the participating countries would make every effort to reach consensus on the financial arrangements at IG in 2003.

18. It was pointed out that some processes should be developed to evaluate national research activities and other international projects as contributions to EANET.

19. The representative of IGES offered to provide a background paper to WG regarding analysis of financial arrangements of several regional/subregional environmental cooperation organizations/programs.

Consideration of future development of EANET (agenda item 9)

20. IS presented the document on Future Development of EANET (EANET/IG 3/9).

21. The application of Cambodia to participate in EANET was considered and approved by IG.

22. With regard to efforts for preventing and reducing adverse environmental impacts, some countries pointed out the importance of such activities and emphasized the usefulness to learn experiences from existing initiatives as the first step of such activities.

23. IS explained the effort to encourage other countries in the region to participate in EANET. IS was requested to continue and further strengthen such effort and to report again on this matter to IG.

Consideration of Work Program and Budget in 2002 (agenda item 10)

24. IS and NC presented the Draft Work Program and Budget in 2002 (EANET/IG 3/10/1).

NC presented the Draft Training Programs for EANET in the Regular Phase (EANET/IG 3/10/2).

25. It was noted that some countries have difficulty in financing the expenses of their representatives to IG4 and SAC2. IS was requested to make special consideration for those countries.

26. Clarification was made on research activities, especially concerning emission inventories and modelling. In this connection, Work Program was modified to elaborate the issue.

27. The Session approved the Work Program and Budget in 2002 (EANET/IG 3/10/1 rev)

with modifications suggested and endorsed the Training Programs for EANET in the Regular Phase (EANET/IG 3/10/2).

Other issues (agenda item 11)

28. The Session considered the Revised Draft Procedures on Data and Information Disclosure (EANET/SAC 1/6.2 rev).

29. The participating countries supported the principle of free exchange of data inside EANET and specified procedures for disclosure outside EANET. They also stressed that the concept of participating country ownership should be respected and that the participating countries may choose to have their data not disclosed outside EANET by requesting so in writing to NC. A country stressed that it takes time for some countries to get prepared for data disclosure and suggested proceeding with a step-by-step approach.

30. The Session adopted the Procedures on Data and Information Disclosure (EANET/IG3/12) with modifications suggested at the Session (Annex III).

31. The Session reviewed the job descriptions of the Secretariat staff. Intensive discussions were held on the relationship between the general supervision of the Director of RRC.AP and guidance of the Intergovernmental Meeting. It was finally agreed that the issue should be clearly clarified in the Memorandum of Understanding (MOU) between UNEP and EANET. It was also pointed out that the professional staff, especially Coordinator, should have sufficient knowledge of EANET activities. Based on the views and comments expressed at the Session, job descriptions were elaborated with some modifications (Annex III).

32. The representative of UN/ECE noted the importance that the Bureau of the Executive Body for the Convention on Long-range Transboundary Air Pollution had attached to the Convention's collaboration with EANET. It would welcome EANET participation in its future work and meetings and looked forward to working together in specific areas of mutual interest.

33. All the participants expressed their gratitude and appreciation for the efforts made by the organizers and the host country, in particular the Pollution Control Department, Chiang Mai Province, and Chiang Mai Municipality, for having arranged this important meeting.

Consideration and adoption of the report of the Session (agenda item 12)

34. The Session adopted this report.

Closing of the Session (agenda item 13)

35. The Session was officially closed.

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Annex II

RULES OF PROCEDURE FOR EANET

I. ADMISSION AND WITHDRAWAL

1.1 Any country in East Asia (including Northeast and South East Asia) that is not originally participating in the Acid Deposition Monitoring Network in East Asia (EANET), may subsequently submit to the Secretariat an application for participation, which is subject to approval by the Intergovernmental Meeting.

1.2 A participating country may withdraw from EANET at any time by giving written notice of withdrawal to the Secretariat.

II SESSIONS OF THE INTERGOVERNMENTAL MEETING

2.1 The Intergovernmental Meeting shall take place annually, unless otherwise decided by the participating countries.

2.2 Extraordinary sessions shall be convened when written request of any participating country is submitted to the Secretariat, and the request is supported by a majority of the participating countries.

III. REPRESENTATION AT SESSIONS

3.1 The National Focal Point of each participating country will inform the Secretariat of their list of participants.

3.2 The Secretariat, in consultation with the participating countries, may invite relevant international organizations and other entities/experts to participate and present information and/or contribute to deliberations.

3.3 The Chairperson, in consultation with the participating countries, may allow others to join the audience at sessions.

IV. AGENDA

4.1 The Secretariat will propose the draft agenda in consultation with the participating countries. The Intergovernmental Meeting will decide the agenda of its sessions.

V. OFFICERS

5.1 At the commencement of each session of the Intergovernmental Meeting, a chairperson and other bureau members (officers) as appropriate, will be elected from among the participants of the session.

5.2 The officers will remain in office until their successors are elected.

VI. SUBSIDIARY BODIES

6.1 The Scientific Advisory Committee (SAC), as a subsidiary body of the Intergovernmental Meeting, will advise and assist the Intergovernmental Meeting with various scientific and technical matters related to the Network activities as mandated to it by the Intergovernmental Meeting.

6.2 The Intergovernmental Meeting may decide to establish other subsidiary bodies, as appropriate.

6.3 SAC and other subsidiary bodies may also decide to establish its subsidiary bodies, with the approval of the Intergovernmental Meeting.

6.4 These Rules of Procedure will apply mutatis mutandis to the proceedings of the subsidiary bodies.

VII SECRETARIAT/NETWORK CENTER

7.1 The Secretariat and the Network Center will serve as the secretariat of any sessions under the guidance of the Intergovernmental Meeting, and follow the rules and regulations of their organizations.

VIII CONDUCT OF BUSINESS

8.1 A majority of the participating countries of EANET must be present for the Chairperson to open the formal sessions of the Intergovernmental Meeting.

8.2 Decisions of the Intergovernmental Meeting will be made by consensus among the participating countries.

IX AMENDMENTS TO THE RULES OF PROCEDURE

9.1 These Rules of Procedure may be amended by the Intergovernmental Meeting.

Annex III

Job Descriptions for Coordinator, Programme Officer and Administrative Assistant for the Secretariat of EANET

Job Description: EANET Secretariat/ Coordinator:

1. To establish the EANET Secretariat and ensure that it is fully operational and capable of providing services like the dissemination of information and facilitating liaison and networking between the relevant government agencies and institutions by the end of April 2002.
2. To assure that the secretariat meets the needs of the participating countries, the Intergovernmental Meeting, Scientific Advisory Committee, the Network Center, etc., in the provision of information based on their respective needs as defined by the Secretariat functions.
3. Under the general supervision of the Director of RRC.AP and the guidance of the Intergovernmental Meeting, the Coordinator will have the following responsibilities:
 - Responsibility for the general management of the EANET Secretariat. This includes the management of office facilities, equipment and personnel;
 - Responsibility for setting up and accountability for an appropriate financial management system including the annual budget;
 - The organization of the EANET Secretariat management structures (Intergovernmental Meeting, Scientific Advisory Committee, Network Center, etc.) and the execution of decisions that emanate from them;
 - Responsibility for promoting the activities of the EANET Secretariat to existing and potential stakeholders and mobilizing their support;
 - Development and dissemination of a detailed work program on the activities of EANET, in collaboration with the Network Center;
 - Representation of the EANET Secretariat at relevant functions and meetings;
 - Preparation of relevant reports for the EANET Secretariat management structures (Working Groups, Intergovernmental Meeting, etc.); and
 - Assistance in the procurement of required resources (funds, facilities, personnel, cooperation, etc.) to operate the EANET Secretariat.

Requirements and qualifications :

The scope of work will mainly be related to the development of the EANET Secretariat and the administration of its activities. In undertaking the duties, the Coordinator will be assisted by a Program Officer and an Administrative Assistant.

The required qualifications and experience include:

- Advanced university degree in one of the following fields: science, economics, law, and technology. The candidate should have a good understanding of environmental and development issues and the ability to carry out the intended tasks within the context of international relations and diplomacy.
- Demonstrated and proven ability to develop, operate and manage entities and projects;
- A number of years of specialization in the management and coordination of meetings, seminars, training programs, workshops, etc., including budgeting, development of administrative procedures and staff management;
- Experience and proficiency in co-ordination of networks, information management and technology transfer;
- Experience in international work, i.e. co-operative projects and fund-raising projects with donor organizations;
- Proficiency in the use of computers and updated on the latest know-how in computers. The ability to prepare and present written as well as oral material in clear, concise and effective English is required
- The candidate should be enthusiastic and dynamic, both a net-worker and a good team worker, open-minded, creative, innovative, communicative, analytical, and strategically minded; able to work in a cross-cultural environment;
- Familiarity of EANET activities;
- Knowledge of one or more languages of the participating countries of EANET would be preferable; and
- Nationals of the participating countries of EANET will receive preference.

Conditions of Service :

The envisaged post will be on a contract basis, initially for a period of 2 years with an option for renewal. An internationally competitive salary package, negotiable based on experience, will be offered.

Job Description: Program Officer

Duties and Responsibilities:

Under the General Supervision of the Coordinator of the EANET Secretariat, the incumbent shall be responsible for:

- Preparation for, organization of and participation in the meetings, seminars, workshops etc., as defined in the functions of the EANET Secretariat;
- Coordination of the submission and collation and preparation of data, information and materials needed for such meeting, seminars, etc;
- Assistance in the planning, coordination and liaison for the venue, logistics, etc. of the meetings, workshops, and seminars of EANET;
- Assist the Coordinator in the preparation of reports and other outputs needed after each meeting, seminar, or workshop, etc., in cooperation with the Network Center where appropriate; and
- Provide the necessary inputs needed by the Network Center, Intergovernmental Meeting, Scientific Advisory Committee, etc., as they are requested.

Qualifications:

- A University Degree in Environmental Sciences, Natural Sciences, or any related discipline, with at least 4 years experience, one or two of which in an international environment would be desirable.
- Fluency in English is a must; knowledge of one or more languages of the participating countries of EANET would be favorable.
- Nationals of the participating countries of EANET will receive preference.

Job Description: Administrative Assistant

Duties and Responsibilities:

- Actively interact with participating countries, Network Center and staff in relation to the projects assigned;
- Coordinate and correspond with Network Center staff, Scientific Advisory Committee, Intergovernmental Meeting, etc;
- Organize and arrange meetings, conferences and workshops of the projects assigned;
- Assist in the preparation of materials, documents and logistics for the seminars, workshops and meetings as needed;
- Support and assist in general administrative tasks;
- Carry out any other tasks required by the Coordinator and Program Officer; and
- Report to the Coordinator and Program Officer.

Qualifications:

- University graduate in management and administration
- Good command of both written and spoken English
- Experience in project coordination and administration
- Able to work independently and self motivated
- Computer literate

**Procedures on Data and Information Disclosure
for
the Acid Deposition Monitoring Network in East Asia (EANET)**

(Objective)

1. The Procedures on Data and Information Disclosure for the Acid Deposition Monitoring Network in East Asia (EANET) (hereinafter referred to as the “Procedures”) aims at specifying the necessary procedures for disclosing data and information that are obtained through the EANET activities.

(Adoption/amendment)

2. The Intergovernmental Meeting on EANET (IG), in consultation with the Scientific Advisory Committee (SAC), will adopt/amend the Procedures.

(Application of the Procedures)

3. The Procedures are applied to the Network Center (NC) and others who obtained data and information through the EANET activities.

(Principles for data and information disclosure)

4. All the data and information that are obtained through the EANET activities should be disclosed outside EANET only after verification and confirmation/endorsement by SAC, unless otherwise decided. Data and information disclosure outside EANET should start after 2002. NC may disclose the annual data report before that time.

5. Each participating country is able to disclose its data and information by its own decision.

6. A participating country of EANET is entitled to receive all the data and information that are reported to NC from other participating countries through the EANET activities.

(Data and/or information that should not be disclosed)

7. If a participating country does not wish to disclose specific data and/or information that are reported to NC through the EANET activities, the National Center of the country should inform NC in writing of its intention not to disclose the specified data and/or information.

(Data and information disclosure by NC)

8. NC, in accordance with the Procedures, will disclose the data and information that are obtained through the EANET activities.

9. NC can refuse disclosure of data and information under the following categories:

- Data and information that are being verified and are to be confirmed/endorsed by SAC;
- Data and information that were requested not to be disclosed through the procedure defined in paragraph 7 above; and

10. NC should provide any data and/or information that are obtained through the EANET activities including those described in paragraph 9 above to participating countries upon request in writing by National Focal Points/National Centers. In this case, NC should inform this to the National Focal Points/National Centers in the relevant countries.

(Restriction of data and information disclosure by others)

11. The restriction described in paragraph 9 applies to those who obtained data and information through the EANET activities.