

The Nineteenth Session of the Scientific Advisory Committee
on the Acid Deposition Monitoring Network in East Asia
8-10 October 2019, Siem Reap, Cambodia

Draft Work Programme and Budget of the EANET in 2020

I. INTRODUCTION

1. The Secretariat and the Network Center (NC) for the Acid Deposition Monitoring Network in East Asia (EANET) prepared the Draft Work Programme and Budget of the EANET in 2020, as presented in the Attachment, for review, discussion and comment from scientific and technical viewpoints at the Nineteenth Session of the Scientific Advisory Committee (SAC19) held on 8-10 October 2020 in Siem Reap, Cambodia. It is also prepared for consideration and approval at the Twenty-first Session of the Intergovernmental Meeting (IG21) on the EANET to be held in Beijing, China on 12-13 November 2019.
2. The Draft Work Programme of the Secretariat in 2020 is in line with the Medium Term Plan (MTP) for the EANET (2016-2020) approved at the Seventeenth Session of the Intergovernmental Meeting (IG17) on the EANET in 2015. The Work Programme of the Secretariat in 2020 includes activities such as arrangements for annual meetings of the EANET (Scientific Advisory Committee and Intergovernmental Meetings); public awareness workshops on prevention of air pollutions, promotion of public awareness through development of communication materials; arrangements for specific activities such as participation at relevant meeting, development of the draft next MTP (2021-2025); support the NC in implementation of capacity building activities such as training and fellowship; communication with the participating countries and relevant organizations on activities as well as on regional and global agenda where EANET can contribute; and conducting other Secretariat functions.
3. The proposed budget of the Secretariat to conduct activities in its Draft Work Programme in 2020 is developed based on the new arrangements of the EANET Secretariat at United Nations Environment Programme (UNEP) as decided by the Fifteenth Session of the Intergovernmental Meeting (IG15) on the EANET in 2013. The Secretariat has been operating under UNEP Asia and the Pacific Office starting 1 May 2015. At the 18th Intergovernmental Meeting on the EANET (IG18) held in Bangkok, November 2016, the Session endorsed “Framework between the United Nations Environment Programme and the Acid Deposition Monitoring Network in East Asia (EANET) on Arrangements for UNEP’s Provision of Secretariat Services to the EANET” and was signed by the Chairperson of the IG18 Meeting. This has marked completion of new administrative arrangements of Secretariat for the EANET at UNEP.
4. The NC budget is intended for its core budget activities and additional budget activities. The core budget is the cost of all activities indispensable for promoting the Network activities in the participating countries under the framework of the EANET, such as promotion of the EANET monitoring including ozone and PM2.5, central compilation, evaluation and storage of data etc.,

preparation of data report, dissemination of data and relevant information, implementation and coordination of QA/QC activities, technical supports for EANET meetings such IG/SAC and Task Force and Expert Group Meetings, and organizing STM meeting. The additional budget is the cost for strengthening the Network by providing technical assistance to the participating countries and by promoting further research activities, such as the implementation of training activities, technical support for the participating countries, research activities including modelling and emission inventory, activities for raising public awareness, and so on.

5. The proposed Work Programme and core and additional budget of the NC in 2020 are also fundamentally in line with the “Medium Term Plan (MTP) for the EANET (2016-2020) (EANET/IG 17/8 rev.1)” as mentioned above. It includes the activities for the continuation of the current EANET monitoring, promotion of ozone and PM2.5 monitoring, implementation of quality assurance and quality control (QA/QC) activities, promotion of technical support to participating countries, development of the periodic report and so on.
6. The estimated voluntary financial contribution expected from each participating country in 2020 is calculated based on the Option 2 of the Scale of Voluntary Financial Contributions to the Secretariat and the Network Center for the EANET (EANET/IG 17/9/1 and EANET/IG 17/9/2) adopted at the IG17 in November 2015. Option 2 of the Scale of Voluntary Financial Contributions to the Secretariat and the Network Center for the EANET is to use the UN assessment scale (2016-2018) for the 2017-2020 period. The estimated voluntary financial contribution in 2020 is presented in Table 1-2 for the Secretariat and in Table 5 for the NC of Annex 1.

II. ACTIONS REQUIRED

7. The SAC19 is invited to review the Draft Work Programme and Budget of the EANET in 2020 from the scientific and technical viewpoints and may wish to consider, discuss, provide guidance, and make recommendations to the IG21 for its review, guidance and approval of the Draft Work Programme and Budget of the EANET in 2020.

Attachment

Draft Work Programme and Budget of the EANET in 2020

I. WORK PROGRAMME IN 2020

1. As stated in the Medium Term Plan (MTP) for the EANET (2016-2020), the objectives of the MTP in the five years are as follows:

Objective 1: Monitoring of Acid Deposition- Conduct monitoring of acid deposition including related chemical substances; review for data quality and completeness; and data management.

Objective 2: Strengthening Current Monitoring- Strengthening current monitoring activities through research, capacity building, and increasing number of monitoring sites to generate additional data.

Objective 3: Promotion of Activities Other than Monitoring- promotion of information exchange on clean air technologies, emission inventories, and research activities.

Objective 4: Providing Policy Relevant Information- Develop policy-relevant reports and publications based on analysis of the monitoring data collected.

Objective 5: Promotion of Public Awareness- Promote public awareness through knowledge dissemination and outreach based on the monitoring data collected and analyzed and the policy-relevant reports developed.

Objective 6: Enhancement of Intergovernmental Cooperation- Provide a forum for cooperation on the issues related to acid deposition among the participating countries and support future development of the EANET.

Objective 7: Enhancement of Cooperation and Collaboration- Enhancement of cooperative effort including south-south collaboration and cooperative efforts among participating countries and with outside organizations on the EANET objectives.

2. To achieve the above objectives, the following important activities are planned in 2020:

- Continuation of monitoring of all EANET monitoring items including related chemical substances, improvement in monitoring methodologies and better instrument maintenance;
- Collaboration with participating countries to increase the number of regional monitoring sites;
- Preparation of the Fourth Periodic Report on the State of Acid Deposition in East Asia (PRSAD4);
- Implementation of quality assurance and quality control (QA/QC) activities;
- Promotion of capacity building for personnel of the participating countries including training courses, capacity building workshops, and fellowships;
- Promotion of the monitoring of ozone and PM_{2.5} including research cooperation and capacity building;
- Promotion of information exchange on clean air technology/regional impact assessment

through workshops, seminars, etc.

- Promotion of research and technical cooperation on emission inventory and atmospheric modeling analysis to support the capacity building;
- Promotion of research activities to develop appropriate monitoring methodologies for the East Asian region including methodologies for monitoring for elemental carbon (EC) and organic carbon (OC), to study present status and effects of acid deposition and other priority chemical species, and studies on the effects of acid deposition and other priority chemical species on plants, ecosystems, human health and other social aspects etc.;
- Arrangements for the EANET Sessions including the Intergovernmental Meeting (IG), Scientific Advisory Committee (SAC) and Senior Technical Managers' Meeting (STM);
- Promotion of public awareness through national and regional workshops on prevention of air pollution, development of relevant publications, webpage, a network of experts, participation at relevant exhibition, etc.;
- Development of the next MTP (2021-2025), including arrangement of Working Group Meetings;
- Organization of a Special High Level Segment to disseminate information to policy makers;
- Promotion of sharing a common understanding of atmospheric environmental issues among the scientific community; and
- Providing information and policy recommendations to policymakers based on sound science and assessment.

I-1. Activities of the Secretariat, the NC and the Participating Countries of the EANET

3. Activities of the Secretariat, the NC and the participating countries of the EANET in 2020 will be in line with the MTP for the EANET (2016-2020) and the agreement at the IG21, as presented below.

Secretariat

4. In principle, the Work Programme of the Secretariat in 2020 is in line with the MTP for the EANET (2016-2020). The Secretariat, in close collaboration with the NC and the participating countries, will undertake the following activities:

- a. Administrative and financial arrangements of Secretariat for the EANET

The Secretariat will make administrative and financial arrangements for the EANET by maintaining regular communication with the National Focal Points (NFPs), members of the Scientific Advisory Committee (SAC) and the Asia Center for Air Pollution Research (ACAP) as the NC and conducting other Secretariat functions:

- to make regular follow-ups with the NFPs regarding the annual financial contribution of the participating countries to the Secretariat budget by the provision of a letter to request the

financial contribution to countries along with the invoice; regular communications with the NFPs on the status of the contribution, provision of the acknowledgment letter once the contribution received at UNEP contribution account.

- to manage internal UN financial and administrative matters of Secretariat for the EANET through regular communication with the finance department at UNEP regional and headquarter offices.
- to prepare Report on the Progress of EANET and the Financial Report in 2019 in collaboration with the NC, to be presented at the Session of SAC19 and the IG21.
- to develop the Small-Scale Funding Agreement (SSFA) with the Regional Resources Center for Asia and the Pacific of Asian Institute of Technology (RRC.AP/AIT) on the provision of support from RRC.AP to Secretariat for the EANET in 2020 by following the Decision of the IG15.
- to develop the SSFA with the NC on funding support for the implementation of the EANET Research Fellowship Programme in 2020. In addition, following the request from ACAP, the Secretariat will share the cost of managing EANET website. This cost will be included in the SSFA.
- to manage delivery of outputs implemented by organization partners or consultants.

b. Enhancement of intergovernmental cooperation

The Secretariat will provide a forum for cooperation on the issues related to acid deposition among the participating countries and support future development of the EANET:

- To make necessary arrangements for two annual meetings of the EANET in 2020, namely the Twenty-second Session of the Intergovernmental Meeting (IG22) and the Twentieth Session of the Scientific Advisory Committee (SAC20). Such arrangements include the communication with the NFPs to submit a letter of interest to host the SAC20 and IG22 Meeting; provision of travel and logistics services such as preparation for conference facilities, transportation, accommodation; arrangement of meeting processes and facilitation; development of the reports and proceedings, and; other Secretariat functions.
- to provide support to the NC for the arrangement, facilitation and report development of the Twenty-first Senior Technical Managers' Meeting (STM21).
- to facilitate the process of development of the next MTP (2021-2025), in collaboration with the NC and the participating countries. Two Working Group Meetings in 2020 proposed to be organized to discuss and prepare the next MTP (2021-2025). Draft Rules of Procedure of

the Working Group Meetings on Preparation of Development of the MTP for the EANET (2021-2025) in 2020 is available in Annex 3.

- to consider necessary revision to the Guidelines on Administrative and Financial Management for the Secretariat and the NC (Guidelines) (Attachment of EANET/IG 19/6_rev1) by taking into account the decisions of the IG.

c. Provision of policy relevant information

The Secretariat, in collaboration with the NC, will continuously develop policy relevant reports and publications based on analysis of the monitoring data collected:

- to provide support to the NC in the preparation of the Fourth Periodic Report on the State of Acid Deposition in East Asia.

d. Promotion of public awareness

The Secretariat will promote public awareness through knowledge dissemination workshops and outreach as well as the development of communication materials:

- to organize national workshop on prevention of air pollution to promote public awareness. Draft Terms of Reference for the National Awareness Workshop is provided in Annex 4.
- to develop EANET communications materials and awareness raising materials (Fact Sheet of the participating countries of the EANET, etc.).
- to develop EANET Newsletter in 2020.

e. Enhancement of cooperation and collaboration

The Secretariat will make efforts to enhance cooperation with among participating countries, and other relevant networks and with outside organizations of the EANET objectives:

- to organize a Special High Level Segment to disseminate information to policy makers, in conjunction with the Session of IG22 and on the margins of the Clean Air Week 2020;
- to continuously promote communication and cooperation with relevant organizations and programmes relating to acid deposition such as the United Nations Economic Commission for Europe, Convention on Long-range Transboundary Air Pollution (UNECE CLRTAP) and its programmes including the Cooperative Programme for Monitoring and Evaluation of the Long Range Transmission of Air Pollutant in Europe (EMEP), International Co-operative Programme on Assessment and Monitoring of Air Pollution Effects on Forests (ICP-Forest) and their Centers (EMEP/CCC, ICP-Forest/PCC); World Meteorological Organization

Global Atmospheric Watch Programme (WMO-GAW); Asia Pacific Clean Air Partnership Science Panel; Joint Forum on Asia Pacific Clean Air Partnership (Joint Forum); Clean Air Asia (CAA); Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants Initiative (CCAC).

- to communicate with the participating countries and relevant organizations on activities as well as on relevant regional and global agenda, such as preparation of the Fifth Session of the UN Environment Assembly in February 2021 linking with contribution of EANET, updates on Fourth Forum of Ministers and Environment Authorities in Asia Pacific in September 2020.
- to facilitate sharing a common understanding on atmospheric environment issues among the scientific community such as the Asia Pacific Clean Air Partnership (APCAP) Science Panel.

Network Center (NC)

5. Asia Center for Air Pollution Research (ACAP) will continue to implement the following NC activities in line with the MTP for the EANET (2016-2020) to promote the EANET activities in cooperation with the Secretariat and the participating countries:

- a. Acid deposition monitoring including QA/QC activities

The NC will implement following activities with the participating countries, Task Forces/Expert Groups (TFs/EGs):

Acid Deposition Monitoring:

- to support monitoring of all EANET priority chemical species and improvement in monitoring methodologies and better instrument maintenance;
- to make effort to increase the number of regional monitoring sites in collaboration with the participating countries;
- to promote implementation of dry deposition monitoring in the participating countries;
- to prepare (revised) guidelines, technical manuals and other technical documents, as necessary.

Compilation, verification, evaluation, storage, analysis and provision of the data:

- to communicate with the National Centers of the participating countries to ensure timely submission of data, and compile, verify, evaluate, store, analyze and provide the monitoring data obtained in 2018;
- to prepare the Draft Data Report 2019 based on the data submitted by the participating countries for review and adoption at the Session of the Scientific Advisory Committee (SAC20) in 2020;
- to disseminate the EANET data and information in accordance with the “Procedures on Data and Information Disclosure for the EANET” (Annex 2 of the Guidelines), and

relevant scientific and technical information to the participating countries, organizations and individuals through the EANET website or using other means of communication as well as at regional/international meetings;

- to upload the EANET meeting documents on the EANET website for EANET authorized persons in cooperation with the Secretariat in accordance with the “Criteria for uploading priority documents to the EANET website” (Annex 3 of the Guidelines) for the EANET members in the participating countries;
- to update and improve the EANET website periodically, and to further promote easy access to monitoring data for data users; and
- to use upgrade data management system in the NC to enable easy access by approved users.

Inter-laboratory comparison surveys in 2020:

- to distribute the samples for the inter-laboratory comparison surveys 2020 (the 23rd project on wet deposition, the 16th project on dry deposition (filter-pack method), the 22nd project on soil and the 21st project on artificial surface water) in October/November 2020.

Inter-laboratory comparison surveys in 2019:

- to compile analytical results of the inter-laboratory comparison projects 2019 (the 22nd Project on Wet Deposition, the 15th Project on Dry Deposition (filter-pack method), the 21st Project on Soil and the 20th Project on Inland Aquatic Environment) by the participating laboratories to be submitted to the NC before 28 February 2020 as applied in the previous year;
- to prepare Reports on the Inter-laboratory Comparison Surveys in 2019 based on the submitted data for review and adoption at the SAC20.

Inter-laboratory comparison surveys in 2018:

- to publish Reports on the Inter-laboratory Comparison Surveys in 2018 by early 2020 after accommodating reviews and comments from the Session of the SAC19.

Capacity building activities:

- to continuously develop training materials, technical documents for monitoring on wet deposition, dry deposition, soil and vegetation and inland aquatic environment;
- to assist national training activities by providing technical materials and experts;
- to organize individual training at the ACAP (expecting trainees from the participating countries);
- to make use of the training programmes and technical assistance provided by donor agencies that can support training on acid deposition and related air pollution monitoring targeting the participating countries, if applicable.

Technical support for the participating countries:

- to coordinate with relevant regional/international initiatives and funding agencies to maximize the use of available funds taking into account of the availability of the resources and situation of operation/monitoring in the participating countries in order to continue to provide assistance and technical support to individual participating countries;
- to dispatch technical missions to the participating countries based on the request from the

countries to invitation letter in order to exchange information and experiences with National Centers, National QA/QC Managers and local experts, to provide technical advice and disseminate the latest technical information taking into account of availability of funds, and to encourage participating countries to organize in-country technical workshops during NC technical missions.

b. Strengthening current monitoring

The NC will implement following activities with the participating countries in accordance with the result from the Feasibility Study on the Expansion of the Scope of the EANET:

- to promote monitoring of ozone and PM_{2.5} including research cooperation and communication on the results as appropriate;
- to implement capacity building activities focusing on ozone and PM_{2.5} monitoring;
- to make effort to increase the number of EANET monitoring sites in generating additional data; and
- to make effort to develop understanding and strengthen capacity for monitoring of meteorological parameters and reporting.

c. Promotion of activities other than monitoring

The NC will implement following activities with the participating countries, the SAC, TF/EGs, etc. in accordance with the result of the Feasibility Study on the Expansion of the Scope of the EANET:

- to exchange information on clean air technology/regional impact assessment through workshops, seminars, etc.;
- to promote research activities on regional impact assessment to plants and ecosystems and measurement methodology for elemental carbon (EC) and organic carbon (OC);
- to promote studies on the applicable measurement methodology for concentration of air pollutants (other than EC and OC) in East Asia;
- to continue to implement the EANET Research Fellowship Programme in 2020 by inviting two scientists from the participating countries to conduct research at the ACAP premise for approximately two months;
- to conduct studies on the effects of acid deposition and other priority chemical species on plants, ecosystems, human health, and other social aspects, including the viewpoint of the socio-economics; and
- to promote studies on model to assess the trend and spatial distribution analysis of national and regional acid deposition and other related air pollutants in East Asia, and on atmospheric simulation models through workshops, training courses, etc.

d. Providing policy relevant information

The NC, in coordination with the Secretariat, the participating countries, SAC, and TFs/EGs, will undertake the following activities in 2020:

- to support conducting periodic assessment of the state of acid deposition by using trend analysis, numerical models; and
- to prepare the PRSAD4 based on the discussion at the Drafting Committee (DC) for the PRSAD4.

e. Promotion of public awareness

The NC, in coordination with the Secretariat and the participating countries will undertake the following public awareness activities in 2020:

- to raise public awareness in the participating countries to support environmental activities in regard to acid deposition and air pollution issues; and
- to support the Secretariat in developing the biannual issue of the EANET Newsletter and other public awareness materials (the Fact Sheet of the participating countries of the EANET, etc.).

f. Enhancement of intergovernmental cooperation

The NC, in coordination with the Secretariat, the participating countries, will undertake the following activities in 2020:

- to support the Secretariat in organizing the EANET Sessions including the IG, SAC, Working Group Meeting to discuss draft next MTP and revision of the Guidelines, etc.
- to organize the Task Force (TF) and Expert Group (EG) meetings;
- to organize the Twentieth-first Senior Technical Managers' Meeting (STM21) in summer or autumn of 2020 hosted by one of the participating countries. The main objectives of the meeting are to exchange information between the NC and the National Center of each participating country, to disseminate latest scientific and technical information, to review the EANET activities of the participating countries, to clarify some important technical issues and to identify potential activities to be implemented by the participating countries;
- to make administrative and financial arrangements for the EANET as appropriate;
- revision of the Guidelines (Attachment of EANET/IG 19/6_rev1) if necessary;
- to maintain regular communication with the SAC members, the participating countries and the Secretariat; and
- to prepare the Progress Report and Financial Report in 2019 for submission to the EANET Sessions and the participating countries.

g. Enhancement of cooperation and collaborations

- to promote further communication and cooperation with relevant organizations and programmes working on acid deposition and air pollution, for instance with the UNECE CLRTAP and its programmes including the EMEP Chemical Coordinating Centre, ICP-Forest and their Centers (EMEP/CCC, ICP-Forest/PCC); WMO-GAW; Malé Declaration; Joint Forum; CAA; NADP; CCAC; ABC Project; ACP; etc.; and

- to develop a common understanding on atmospheric environmental issues among the participating countries and the scientific community such as the Asia Pacific Clean Air Partnership (APCAP) Science Panel.

Participating Countries of the EANET

6. The participating countries will continue to revise their national monitoring plans where appropriate based on the lessons from the previous years and by following suggestions from the Sessions of the SAC and the guidance of the IG. The revised plans shall be submitted to the NC in accordance with the Technical Documents for the EANET for discussion at the STM21 in 2020.
7. The participating countries will continue the acid deposition monitoring activities based on their national monitoring plans with guidance and advices from the NC. The National Centers of the participating countries shall collect, check and submit their monitoring data of 2019 to the NC through the NFPs before the end of June 2020.
8. The participating countries shall continue to implement the following activities in collaboration with the NC:
 - to improve the implementation of all required monitoring items with necessary data completeness as well as accuracy;
 - to make best effort to establish new monitoring site(s) especially particulate matter (PM) and ozone and ensure appropriate distribution of monitoring sites within the country;
 - to develop a set of Standard Operating Procedures (SOPs) for operational monitoring;
 - to implement dry deposition (air concentration) monitoring at respective sites and, as far as possible, to conduct monitoring of PM, in particular PM_{2.5}, and ozone; and
 - to consider applying less expensive monitoring methods with limited resources.
9. The National QA/QC Managers and the National Centers shall continue to implement QA/QC activities and communicate with the national laboratories on data assurance. All national laboratories are encouraged to participate in the Inter-laboratory Comparison Surveys of the EANET. The results of the Inter-laboratory Comparison Surveys in 2018 should be submitted to the NC by the end of February 2020.
10. Any changes in regard to nominations of the NFPs, the SAC members, the National QA/QC Managers, and the National Centers in the participating countries should be informed to the Secretariat in writing.

I-2. Sessions of the IG, and the SAC in 2020

Session of the IG in 2020: Twenty-second Session of the Intergovernmental Meeting (IG22) on the

EANET

11. The IG22 including the 20th anniversary ceremony of the EANET will be organized toward the end of 2020. At the IG21 in 2018, Japan proposed to host the IG22 in Niigata, Japan.

Session of the SAC in 2020: Twentieth Session of the Scientific Advisory Committee (SAC20)

12. The SAC20 Session will be organized toward the end of 2020 to review and discuss various EANET technical and scientific matters. Any participating countries intended to host the SAC20 are invited to express their interest to the Secretariat. As a follow up, the Secretariat will initiate further discussion with the respective country regarding the date, venue, and necessary arrangements of the SAC20.

II. PROPOSED BUDGET IN 2020

II-1. Secretariat

13. The proposed budget of the Secretariat in 2020 to conduct activities in its Work Programme in 2020 is based on the Medium Term Plan for the EANET (2016-2020) approved at IG17. The proposed grand total Secretariat budget in 2020 is US\$ 720,714. The grand total is higher than the amount of budget in the MTP (2016-2020) in order to cover the cost of organizing two proposed Working Group Meetings on Preparation of Development of the Medium Term Plan for the EANET (2021-2025) in 2020 pending approval of IG21. It is itemized in accordance with the objectives of the MTP for the EANET (2016-2020) as presented in Table 1 of Annex 1.
14. The participating countries are encouraged to make voluntary financial contributions to the Secretariat budget in 2020 or to make pledges as early in the year as possible to the EANET Fund established at UN Environment of which the details will be specified in the request letter for voluntary financial contribution. Additional contributions both in-kind and in-cash are also welcome.

II-2. Network Center

15. The proposed NC budget of core and additional budget in 2020 is described in Table 2 of Annex 1. The budget is estimated based on the MTP for the EANET (2016-2020) approved at the IG17 in November 2015. The NC format was also based on the MTP for the EANET (2016-2020).
16. The proposed annual budget of the NC in 2020 is estimated to be approximately US\$ 1,140,000 including personnel and administrative costs consist of US\$ 477,000 required for the core budget activities, US\$ 543,000 required for the additional budget activities. US\$ 120,000 is for rental fee of the ACAP building. The amount of the core budget is US\$ 53,000 more than the average budget of five years of the MTP (US\$ 414,000). In case of additional budget, draft total estimated amount

of additional budget (US\$ 543,000) is a bit smaller than average budget of the 5-year MTP period in 2016-2020 (US\$ 545,200). Table 3 of Annex 1 shows the estimated budget for 2020 compared to the budget in 2019 according to each activity.

17. The estimated revenue for the NC in 2020 is US\$ 1,087,000 comprising of US\$ 424,000 for core budget, US\$ 543,000 for additional budget, and US\$ 120,000 for support of the NC activities from Niigata Prefecture as shown in Table 4 of Annex 1. It is expected that the total voluntary financial contribution from the participating countries in 2020 will be US\$ 414,000 for the NC core budget. The estimated amount of voluntary financial contributions for each participating country based on burden sharing as correspondent to the latest UN scale of assessment (for 2016-2018) is presented in Table 5 of Annex 1. Participating countries are also encouraged to make in-kind or cash contributions, in addition to the above to support specific core budget activities of the NC. The NC will also make efforts to mobilize resources from available sources as highlighted in the MTP for the EANET (2016-2020), for the EANET activities, in coordination with the Secretariat and the participating countries.
18. The participating countries are encouraged to make voluntary financial contributions to the NC core budget by sending their contributions directly to the bank account of Japan Environmental Sanitation Center (JESC).
19. The revenue on the NC additional budget in 2020 is expected to be contributed by the Ministry of the Environment (MOE), Japan, EANET Trust Fund (Fellowship Programme), Niigata Prefecture, Niigata City, and research funds. The participating countries are also encouraged to support the additional budget of the NC by providing cash and/or in-kind contributions.
20. The balance between estimated revenue and budget is shown in Table 6 of Annex 1.

Annex 1

Table 1 - Budget of the Secretariat in 2020 as per MTP (US\$)*

No.	Activities	Expected Outputs	Budget (in 1,000 US\$)
Objective 1: Monitoring of acid deposition- Conduct acid deposition monitoring including related chemical substances; review for data quality and completeness; and data management			
7	Regular updating of the EANET website	[10] Regularly updated EANET website	2.9
Objective 3: Promotion of activities other than monitoring - promotion of information exchange on clean air technologies, emission inventories, and research activities			
19	EANET Fellowship Research Programme	[26] Research opportunities for young scientists through the EANET fellowship research	23.7
Objective 5: Promotion of public awareness- Promote public awareness through knowledge dissemination and outreach based on the monitoring data collected and analyzed and the policy relevant reports developed			
25	Promotion of public awareness on acid deposition and other priority chemical species, and other activities of EANET, to multi-layer stakeholders and various levels of the community	[33] Public awareness and environmental education materials disseminated through publications and the EANET website	16.7
		[34] Periodic issues of the EANET Newsletter	9.3
		[35] Regional and/ or national workshops for prevention of air pollution	38.1
Objective 6: Enhancement of intergovernmental cooperation- Provide a forum for cooperation on the issues related acid deposition among the participating countries and support future development of the EANET			
26	Arrangements for the EANET Sessions including the IG, SAC, STM, and TF/EG	[36] 1 session per year for the IG, SAC, and some TF/EG meetings held	303.3
		[37] 1 session per year for the STM meeting held	9.3
27	Consideration on future development of the EANET	[38] Recommendation on future development of the EANET as appropriate	7.3
28	Review of the arrangements of the EANET Secretariat and the NC(s) and setting up of a new network center	[39] Improved performance and transparency of the EANET Secretariat and the NC(s), and feasibility study on a new network center	1
29	Revision of the Guidelines on Administrative and Financial Management for the Secretariat and NC taking account of the new decisions of the IG	[40] Improved Guidelines on Administrative and Financial Management for the Secretariat and the NC	28.8
30	Review of the MTP (2011-2015), revision of the MTP (2016-2020) if necessary, and development of the next MTP for the EANET (2021-2025)	[43] MTP for the EANET (2021-2025)*	80

Objective 7: Enhancement of cooperation and collaboration -Enhancement of south-south collaboration and cooperative efforts among participating countries, other relevant networks and with outside organizations on the EANET objectives			
31	Promotion of communication, collaboration and cooperation with other relevant international organizations, initiatives, and programmes	[44] The EANET and the EANET activities are promoted and known to relevant international forums	8.5
32	Sharing a common understanding on atmospheric environment issues among the scientific community such as the Asia Pacific Clean Air Partnership Science Panel	[45] Information sharing with scientific communities	3.7
33	Providing information and policy recommendations to policy makers based on sound science and assessment	[48] A Special High Level Segment at EANET Session to disseminate information to policy makers (in conjunction with IG)	9.8
Others: Administrative works			
34	Administrative works		95.4
Sub Total			637.8
Total including Programme Support Cost (PSC)			720.7

* The adjustments of the estimated budget of Secretariat in 2020 above were made to cover the cost of proposed two Working Group Meetings on Preparation of Development of the next MTP (2021-2025) in 2020 pending approval of IG21 Meeting

Table 1–1 Estimated Budget of the Secretariat in 2020 (US\$)*

Items	Budget 2020
1. Personnel Cost	214,200
1.1 Personnel costs	179,200
1.2 Consultant	35,000
2. Travel	120,000
2.1 Travel of Secretariat staff (STM, SAC, IG)	20,000
2.2 Other travels directly managed by the Secretariat	100,000
3. Contractual services	53,600
3.1 Contractual services directly managed by the Secretariat for meetings, printing, facilities, etc.	53,600
4. Grants for implementing partners	230,000
4.1 SSFA with RRC.AP/AIT	199,000
4.2 SSFA with the NC	31,000
5. Operating and other direct cost	20,000
5.1 Operating and other direct costs including office supplies and communications	20,000
Sub-Total	637,800
Programme Support Cost	82,914
Grand total	720,714

* The adjustments of the estimated budget of Secretariat in 2020 above were made to cover the cost of proposed two Working Group Meetings on Preparation of Development of the next MTP (2021-2025) in 2020 pending approval of IG21 Meeting.

Table 1-2 – Estimated Voluntary Financial Contribution of Participating Countries to the Secretariat for the EANET in 2020

Country	UN scale of assessment 2016-2018 (%)	Scale of EANET burden sharing (%)	Estimated annual contribution from 2017 to 2020 (US\$)
Cambodia*	0.004	0.017	105*
China	7.921	32.881	203,730
Indonesia	0.504	2.092	12,962
Japan	9.680	40.183	248,974
Lao People's Democratic Republic*	0.003	0.012	74*
Malaysia	0.322	1.337	8,284
Mongolia*	0.005	0.021	130*
Myanmar	0.010	0.042	260
Philippines	0.165	0.685	4,244
Republic of Korea	2.039	8.464	52,432
Russian Federation	3.088	12.819	79,427
Thailand	0.291	1.208	7,485
Viet Nam	0.058	0.241	1,493
Total	24.090	100.000	619,600**

*Minimum amount for the voluntary financial contribution is US\$ 200.

**Estimated 5-year flat amount of annual voluntary contribution based on MTP for the EANET (2016-2020)

Table 2 - Budget of the Network Center in 2020 (US\$)

Activities	Man/ Month	2020 Estimated budget (US\$)				
		Total	Direct expenses		Personnel cost	
			Core	Add.	Core	Add.
1. Monitoring of acid deposition	29.5	265,000	50,000	67,500	90,000	57,500
(1) Continuation and improvement of EANET monitoring	4.0	25,000	5,000		20,000	
(2) Development/revision of guidelines, technical manuals and strategy paper	2.0	10,000			10,000	
(3) Implementation of QA/QC activities	4.0	40,000	20,000		20,000	
(4) Management of data and maintenance of the database	6.0	35,000	5,000		30,000	
(5) Upgrading and operation of the EANET website	1.0	20,000	15,000		5,000	
(6) Upgrading of the data management system in the NC	1.0	10,000	5,000		5,000	
(7) Promotion of capacity building and technical support of participating countries	11.5	125,000		67,500		57,500
2. Strengthening current monitoring	9.0	82,000	15,000	22,000	30,000	15,000
(8) Promotion of the monitoring of ozone and PM2.5	5.0	40,000	15,000		25,000	
(9) Capacity building activities for ozone and PM2.5 monitoring and meteorological parameters	4.0	42,000		22,000	5,000	15,000
3. Promotion of activities other than monitoring	26.0	278,000	0	148,000	0	130,000
(10) Information exchange on clean air technologies / regional impact assessment through workshops, seminars, etc.	3.0	45,000		30,000		15,000
(11) Research and technical cooperation on emission inventory	3.0	15,000				15,000
(12) Research activities on regional impact assessment and EC and OC	4.0	50,000		30,000		20,000
(13) Studies on the applicable measurement methodologies	2.0	25,000		15,000		10,000
(14) Fellowship Research Programme	2.0	28,000		18,000		10,000
(15) Studies on the effects of acid deposition and other priority chemical species	4.0	40,000		20,000		20,000
(16) Promotion of studies on models	8.0	75,000		35,000		40,000
(17) Publication of the EANET Science Bulletin		0				
4. Policy relevant information	6.0	66,000	36,000	0	30,000	0
(18) Periodic assessment of the state of acid deposition	2.0	10,000			10,000	

(19) Preparation of periodic assessment reports on the state of acid deposition in East Asia	4.0	56,000	36,000		20,000	
5. Public awareness	1.0	8,000	0	3,000	0	5,000
(20) Promotion of public awareness	1.0	8,000		3,000		5,000
6. Enhancement of Intergovernmental Cooperation	20.0	221,000	121,000	0	100,000	0
(21) Arrangements for the EANET Sessions	14.0	191,000	121,000		70,000	
(22) Consideration on future development of the EANET	2.0	10,000			10,000	
(23) Review of the arrangements of the EANET Secretariat and the NC(s) and setting up of a new network center	1.0	5,000			5,000	
(24) Revision of Guidelines on Administrative and Financial Management for the Secretariat and NC taking account of decisions of IG	1.0	5,000			5,000	
(25) Conduct Mid-Term Review of the MTP for the EANET (2016-2020), and revision of the MTP for the EANET (2016-2020) if necessary		0				
(26) MTP for the EANET (2021-2025)	2.0	10,000			10,000	
7. Enhancement of Cooperation and Collaboration	2.0	10,000	0	0	5,000	5,000
(27) Sharing information on atmospheric environment and policy recommendations to policy makers	1.0	5,000				5,000
(28) Providing information and policy recommendations to policy makers	1.0	5,000			5,000	
Sub total	93.5	930,000	222,000	240,500	255,000	212,500
(29) Administrative works	18.0	90,000				90,000
Grand total	111.5	1,020,000	222,000	240,500	255,000	302,500
Grand Total (including rental fee)		1,140,000	Office rental fee: 120,000			

Table 3 – Estimated Budget of the Network Center in 2020 (Proposed) and 2019 (US\$)

Items	2019	2020
1. Activity costs (Direct expenses)		
1-1. Monitoring of acid deposition	102,500	117,500
1-2. Strengthening current monitoring	37,000	37,000
1-3. Promotion of activities other than monitoring	161,000	148,000
1-4. Policy relevant information		36,000
1-5. Public awareness	3,000	3,000
1-6. Enhancement of intergovernmental cooperation	124,000	121,000
1-7. Enhancement of cooperation and collaboration		
Sub total	427,500	462,500
2. Personnel cost (including administrative cost)	552,500	557,500
3. Rental fee of the building	120,000	120,000
Grand total	1,100,000	1,140,000

Table 4 - Estimated Revenue for the Network Center in 2020

Organizations / Purpose	Fund Contribution (US \$)			
	Core budget	Additional Budget	Others	Total
1. Contribution from the participating countries for the NC core budget	414,000			414,000
2. EANET Fund at the Secretariat (Fellowship Programme)	10,000	21,000		31,000
3. Ministry of the Environment (MOE), Japan (Contribution and contract for Additional budget)		437,000		437,000
4. Niigata Pref./City - Support for EANET		55,000		55,000
5. Niigata Prefecture - Support for NC activities			120,000	120,000
6. Research funds		30,000		30,000
7. Cash reserve				
Total	424,000	543,000	120,000	1,087,000

Table 5 - Estimated amounts of contributions in 2020 from the participating countries to the NC Core Budget

Country	Latest UN scale of the assessment 2016-2018 (%)	Scale of the EANET burden sharing (%)	Estimated flat amount contribution in 2020 (US\$)
Cambodia*	0.004	0.017	70*
China	7.921	32.881	136,127
Indonesia	0.504	2.092	8,661
Japan	9.680	40.183	166,353
Lao PDR*	0.003	0.012	50*
Malaysia	0.322	1.337	5,535
Mongolia*	0.005	0.021	87*
Myanmar*	0.010	0.042	170*
Philippines	0.165	0.685	2,836
R. of Korea	2.039	8.464	35,041
Russia	3.088	12.819	53,071
Thailand	0.291	1.208	5,001
Viet Nam	0.058	0.241	998
Total	24.090	100	414,000**

* Minimum amount for the voluntary contribution is US\$ 200.00.

** Estimated 5-year flat amount of annual voluntary contribution based on MTP for the EANET (2016-2020)

Table 6 - Balances between estimated Revenue and Budget for the Network Center in 2020

Items	Revenue (US\$)	Budget (US\$)	Balance (US\$)
1. NC Core budget activities from participating countries	414,000	477,000	△ 53,000
2. NC Core budget activities from UNEP	10,000		
3. NC Additional budget activities (MOE of Japan)	437,000	} 543,000	0
4. UNEP	21,000		
5. Research funds	30,000		
6. Support from Niigata Prefecture and Niigata City	55,000		
7. Office rental of NC activities (Niigata Prefecture)	120,000	120,000	0
Total	1,087,000	1,140,000	△ 53,000

Annex 2

**Reference Table 1: Trend of Secretariat Budget and Expenditures (in US\$) from 2016 to 2018
(fully managed by the UNEP)**

Items	2016		2017		2018	
	Budget	Expenditures	Budget	Expenditures	Budget	Expenditures
1. Personnel costs	179,200	18,685 ^a	179,200	166,581	179,200	174,982
2. Travel	10,000	- ^b	20,000	6,008	20,000	20,506
3. Contractual services	12,600	8,507	65,000	- ^c	42,300	227 ^c
4. Grants for implementing partners	340,000	153,563	239,100	114,645	305,000	213,834
5. Operating & direct costs	3,000	- ^d	10,000	12,824	15,000	19,105
Programme Support Cost	70,824	23,498	66,729	40,703	73,000	54,815
Grand total	615,624	204,254	580,029	340,761^e	634,500	483,468^e

Note: a. Personnel cost of UNEP staff in 2016 mainly covered by UNEP as in-kind.

b. Travel of UNEP staff in 2016 fully covered by UNEP as in-kind.

c. Included in personnel costs (under consultants).

d. Operating and direct costs was charged in 2017.

e. Excluding expenses for 1-year technical consultant to support Secretariat in 2017 as part of in-kind cash contribution of China with allocation as much as US\$ 106,000 for 2017 to 2019.

Reference Table 2: Trend of the Network Center Budget and Expenses in US\$ in 2016-2018
(Core budget activities)

Activities	2016		2017		2018	
	Bud.	Exp.	Bud.	Exp.	Bud.	Exp.
1. Monitoring of Acid deposition	135,000	135,000	150,000	109,251	150,000	128,020
Improvement of monitoring	25,000	17,288	25,000	17,755	25,000	19,959
Development/revision of guidelines, technical manuals and strategy papers	10,000	8,643	10,000	9,624	10,000	9,980
QA/QC activities	50,000	37,838	40,000	37,268	40,000	41,173
Management of data and maintenance of the database, etc.	50,000	37,410	75,000	44,604	75,000	56,908
Promotion of capacity building and technical support of participating countries						
2. Strengthening current monitoring	40,000	25,930	45,000	26,580	45,000	29,939
Promotion of the monitoring of ozone and PM2.5 and capacity building	40,000	25,930	40,000	22,150	40,000	24,949
Capacity building activities for ozone and PM2.5 monitoring and meteorological parameters			5,000	4,430	5,000	4,990
3. Promotion of activities other than monitoring (Research activities, etc.)						
4. Policy relevant information	80,000	93,588	35,000	27,597	10,000	11,392
Periodic assessment of the state of acid deposition and preparation of periodic assessment reports	80,000	93,588	35,000	27,597	10,000	11,392
5. Public awareness						
6. Enhancement of Intergovernmental Cooperation	168,000	154,399	168,000	144,954	186,000	102,814
Arrangements and technical support for EANET Sessions	158,000	145,163	158,000	135,771	181,000	97,497
Review of the arrangements of the EANET Secretariat and the NC(s)	2,500	2,753	5,000	4,752	2,500	2,822
Revision of Guidelines on Administrative and Financial Management, revision of the MTP and development of next MTP	7,500	6,483	5,000	4,431	2,500	2,495
7. Enhancement of Cooperation and Collaboration			10,000	8,861	7,500	7,485
8. Administrative cost		51,995		43,835		61,110
Total	423,000	427,091	408,000	361,078	398,500	340,760
(Revenue)	(393,364)		(328,103)		(351,085)	

Annex 3

Draft Rules of Procedure of the Working Group Meeting on Preparation of Development of the Next Medium Term Plan for the EANET (2021-2025) in 2020

I. Introduction

1. The Twentieth Session of the Intergovernmental Meeting (IG20) on the EANET in November 2018 suggested the Secretariat to organize two days meeting for a working group to discuss the framework content of the draft MTP (2021-2025). To implement the suggestion of IG20, the Secretariat organized two days Working Group Meeting on Preparation of Development of the Medium Term Plan for the EANET (2021-2025) from 20-21 August 2019 in Bangkok, Thailand. The Working Group Meeting attended by the National Focal Points and their representatives.
2. The Working Group Meeting in August 2019 proposed the Next Steps of Development of the MTP (2021-2025), including submission of the Report to the Nineteenth Session of the Scientific Advisory Committee (SAC19) (8-10 October 2019) to make comments from scientific and technical viewpoints and the Twenty-first Session of the Intergovernmental Meeting (IG21) on the EANET (12-13 November 2019, Beijing, China). And, in order to support the development process of the MTP (2021-2025), two Working Group Meetings are proposed to be held in 2020.
3. This Rules of Procedure of the Working Group Meeting of Development for the Next Medium Term Plan for the EANET (2021-2025) in 2020 is developed to guide the process of the WG Meeting and expected outputs from the meetings.

II. Rules of Procedure for WG Meetings in 2020

1. The Rules of Procedure for WG Meeting is approved by the IG21 by referring to the same Rules of Procedures shall be applied in this Guidelines as follows,
 - (1) the WG Meeting
 - (1.1) WG shall take place two times in 2020. The 2nd WG Meeting is planned to be organized in April 2020 and the 3rd WG Meeting is in September 2020, unless otherwise decided differently.
 - (1.2) Exact dates and venue will be informed by the Secretariat at least three months prior to the meeting.
 - (1.3) The 2nd WG Meeting will provide inputs to the first Draft of the Medium Term Plan for the EANET (2021-2025) prepared by the Secretariat and the NC by reviewing the proposed activities for the next MTP; scope expansion of EANET activities beyond acid deposition to air pollution in the next MTP, arrangement of budget of the Secretariat and the NC for the EANET, and other issue such as proposal of renaming EANET, to be submitted to the SAC20 Meeting.

(1.4) The 3rd WG Meeting will make necessary adjustments to the first draft of the MTP (2021-2025) based on recommendations and comments of the SAC20 from the scientific and technical viewpoint to be submitted to the IG22 Meeting.

(2) Representation at the WG Meeting

(2.1) The National Focal Point (NFP) of each participating country will inform the Secretariat of its list of participants. Secretariat will cover the cost of two nominated participants from each country to attend WG Meeting.

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

(2.3) The Chairperson of the WG, in consultation with the participating countries, may allow others to join the audience as observers at its Session.

(3) Agenda

(3.1) The Secretariat in collaboration with the NC will propose the draft agenda of the Session in consultation with the participating countries. The WG Meeting will decide the agenda at its Session.

(4) Officers

(4.1) At the commencement of each Session of the WG, a Bureau of Officers consisting of a Chairperson, two Vice Chairpersons, and a Rapporteur will be elected from the participants of the Session.

(4.2) The Secretariat in consultation with the NC will propose the members of the Bureau Officers.

(4.3) The Bureau of Officers will remain in office until their successors are elected.

(5) Secretariat/NC

(5.1) The Secretariat and the NC will serve as the Secretariat of any WG Meetings under the guidance of the IG and follow the rules and regulations of their mother organizations.

(5.2) The Bureau of Officers will remain in office until their successors are elected.

(6) Conduct of Business

(6.1) A majority (more than half) of the participating countries of the EANET must present at the Session for the Chairperson to open the formal Session of the WG.

(6.2) Decisions of the WG will be made by consensus among the participating countries present at the Meeting.

(7) Amendments to the Rules of Procedures

(7.1) These Rules of Procedures may be amended by the IG.

Draft Terms of Reference of EANET National Awareness Workshop/ Forum in 2020

1. Objectives of the EANET Awareness Workshop/ Forum:

- a. To facilitate a sharing and learning platform and to increase understanding on issues related to prevention of air pollution that contribute to achievement of EANET objectives;
- b. To increase knowledge and understanding of workshop participants in managing air quality in their work. It includes understanding the air pollution situation, intergovernmental cooperation, acid deposition monitoring activities, preventive air pollution measures, etc.

It is expected that the participants can apply knowledge and information in their relevant work/ functions as well as to disseminate knowledge and information from the workshop towards their peers or other potential groups.

2. Organizing the Workshop/Forum

Upon receiving submission of interest from the Participating Country to host EANET National Awareness Workshop in 2020, the Secretariat will discuss with respective country regarding their plan for the Workshop/Forum. The Secretariat will assess the cost of organizing the Workshop/ Forum and will inform the host country whether the budget is in line with the budget of the Secretariat or adjustments should be made accordingly. It is appreciated if the host country could co-share the cost of the national Workshop/ Forum. The Secretariat will allocate budget to cover organizing one national workshop in a year, unless decided differently by IG.

3. Date and venue

The Secretariat will discuss with the host country to determine date and venue of the Workshop/ Forum in 2020.

4. Participants

The host country will inform list of participants of the Workshop/ Forum to the Secretariat for consideration on budget and content of the Workshop/ Forum

5. Content of the Workshop/ Forum

The Secretariat will guide the host country in developing the content of the Workshop/ Forum. The host country is suggested to focus content of the Workshop/ Forum on issues related to prevention of air pollution that contribute to achievement of EANET objectives by bringing local context in the discussion.