

The Tenth Session of the Intergovernmental Meeting
on Acid Deposition Monitoring Network in East Asia
20-21 November 2008, Chiang Mai, Thailand

DRAFT REPORT ON THE REVIEW OF PERFORMANCE OF THE SECRETARIAT (2005-2007)

I. INTRODUCTION

1. During the Fifth Session of the Intergovernmental Meeting (IG5) in 2003, the participating countries supported the proposal to establish a new Working Group (WG). It decided that the TOR of new WG should include review of performance of the Secretariat and Network Center (NC). The Report on the Review of Performance of the Secretariat and NC for the period 2002-2004 was adopted at the Seventh Session of the Intergovernmental Meeting of EANET in November 2005.

2. Another new Terms of Reference of the Working on Future Development (WGFD) of Acid Deposition Monitoring Network in East Asia (EANET) for 2007-2008 was adopted at the Eighth Session of the Intergovernmental Meeting (IG8) in November 2006. As in the new TOR, the WGFD will review the performance of the Secretariat and NC during the year 2005-2007, including financial aspect, for future development of EANET and submit the review report to Tenth Session of the Intergovernmental Meeting (IG10) in 2008.

II. RELEVANT PREVIOUS DISCUSSIONS REGARDING THE SECRETARIAT

3. The Third Session of the Intergovernmental Meeting (IG3) held in Chiang Mai, Thailand in November 2001, decided on the establishment of the Secretariat for EANET using the United Nations Environment Programme, Regional Resource Center for Asia and the Pacific/Asian Institute of Technology (UNEP RRC.AP/AIT) system/option. The meeting agreed to review the system in the future.

4. The Framework on the establishment of the Secretariat of EANET was signed in 2002 by the Chairperson of the Intergovernmental Meeting and the Executive Director of UNEP. EANET, have on the basis of non-legally binding framework, reached the following understanding:

- UNEP will fulfill the Secretariat function under the guidance of the IG on EANET and in line with the work programmes adopted by the IG;
- The Secretariat will be housed in the office of UNEP RRC.AP, supported by UNEP, Regional Office for Asia and the Pacific (ROAP);
- UNEP will closely cooperate with the United Nations Economic and Social Commission for Asia and the Pacific in implementing the activities of the Secretariat;
- The accounts of EANET will be handled separately from other accounts of UNEP, under the

guidance of the Intergovernmental Meeting (IG);

- The nationals of the participating countries of EANET will receive preference in the recruitment of the professional staff of the Secretariat; and
- A senior official representing EANET will be invited to the Policy Advisory Committee for UNEP RRC.AP.

5. The Sixth Session of the Intergovernmental Meeting (IG6) in Cambodia (2004), decided to continue the same structure, RRC.AP/AIT system. However, there is a description in the document of IG6, "Review of the Status of the Secretariat (EANET/IG 6/11)" that the Intergovernmental Meeting (IG) may wish to decide to continue the same structure in the remaining years until such time that the EANET Secretariat will be transferred to the full United Nations (UN) system.

6. Since 2002-2006, the Secretariat was operational with three staff, Dr. Jiang Wei, Coordinator; Ms. Adelaida B. Roman, Programme Officer and Ms. Sumana Ratanasawetwad, Administrative Assistant. In the formal and informal discussion with the IG members, it was requested to ensure that priority of appointment on the staff of the Secretariat be given to participating countries of EANET. Opportunities for other members of the participating countries to serve on EANET have also been expressed. Dr. Jiang Wei was recalled by the government of China after 3 years of serving in EANET.

7. The IG6 discussed and approved that the position of the professional staff of the Secretariat will be for a period of two years with a provision for a maximum period of two terms. However, this provision has also an exemption depending on the potential of applicants to fulfill the requirements.

8. The Tentative Design of EANET was approved by the Second Session of the Intergovernmental Meeting (IG2) in 2000. The Secretariat, designated by the IG, for the effective management of the Network and to facilitate cooperation among participating countries in a transparent manner, will carry out the following tasks under the guidance of the IG:

- make necessary arrangement for the sessions of IG, the Scientific Advisory Committee (SAC) and other subsidiary bodies;
- necessary administrative and financial arrangement for managing the Network;
- communication and cooperation in administrative aspects as the focal point of the Network; and
- other necessary tasks as requested by the IG.

III. PERFORMANCE REVIEW OF THE SECRETARIAT ACTIVITIES (2005-2007)

9. The performance review of the Secretariat is based on the Tentative Design of EANET, activities of Secretariat as indicated on the Strategy on EANET Development (2006-2010) and the Work Program and Budget of each calendar year, 2005-2007.

10. The following table on performance review contains major points which include the goal, activities, results /outputs and implementation period and remarks;

Goal 1: To make necessary arrangement for the sessions of IG, the Scientific Advisory Committee SAC) and other subsidiary bodies.

<i>Activities</i>	<i>Results/Outputs</i>	<i>Implementation period and remarks</i>
Preparation and coordination of meeting documents, communication with the host country, logistic services such as preparation for conference facilities, etc.	Reports of the Sessions,	2005: IG7, SAC5, Second Session of the Working Group on Future Development of EANET (WGFD2), First Special Session of Working Group on Future Development of EANET (WGFD3) 2006: IG8, SAC6, WGFD3, WGFD2 2007: IG9, SAC7, WGFD4, WGFD5
Publications of Proceedings and Summaries of the meetings were completed and distributed to the participating countries and participants of the sessions.	Summary and Proceedings	All meetings held in 2004-2006 and some in 2007

Goal 2: To carry out the necessary administrative and financial arrangement for managing the Network.

<i>Activities</i>	<i>Results/Outputs</i>	<i>Implementation period and remarks</i>
Contracting with Ministry of Environment of Japan, for voluntary contribution to Secretariat and NC budget for 2004, 2005 and 2006 budget.	- Contracts signed and voluntary contributions received. - Annual Progress Report including Financial Report for EANET in 2004, 2005, 2006 were submitted to MOEJ	March 2005, March 2006 and March 2007
Japan Environmental Sanitation Center (JESC) and the UNEP RRC.AP signed Agreements for the transfer of budget for the implementation of NC core and additional budget activities in 2004, 2005 and 2006 as well as for the fellowship program for 2005-2006.	Transfer of voluntary contributions to NC	March 2005, March 2006 and March 2007
The Secretariat made acknowledgement on contributions	Voluntary Contributions received	China (2002-2006), Malaysia (2006-2007), Republic of

<i>Activities</i>	<i>Results/Outputs</i>	<i>Implementation period and remarks</i>
from other participating countries which include China, Malaysia, Republic of Korea and Thailand.		Korea (2005-2007), and Thailand (2005-2007).
A Sales Contract was executed between UNEP, RRCAP and the Archemica International Co. Ltd. For the procurement and complete installation of the Dionex Ion Chromatography System for Cambodia and Lao PDR, using the saving money of the Secretariat as decided by IG6	Ion Chromatography System for Cambodia and Lao PDR	2006
Facilitated the recruitment of new Coordinator	Coordinator	October 2007

Goal 3: To maintain communication and cooperation in administrative aspects as the focal point of the Network

<i>Activities</i>	<i>Results/Outputs</i>	<i>Implementation period and remarks</i>
The Secretariat communicated with the National Focal Points (NFPs) regarding updating and changes on institutional bodies of EANET in their respective countries, e.g. NFPs, Scientific Advisory Committee (SAC) members, etc.	EANET website was updated in collaboration with NC.	2005-2007
The Secretariat maintained close communication with the participating countries in all related activities of EANET.	correspondence	2005-2007
Sent letter-request for voluntary contribution to all NFPs regarding the Secretariat budget in 2008 and NC core budget in 2008 as decided by the IG9.	letter request on contributions	December 2007
Promoted further communication and cooperation with relevant organizations and programs related to acid deposition such as United Nations Economic Commission for Europe (UNECE), Asian Development Bank (ADB), United Nations Environment Programme, UNEP, etc	Cooperation on related projects	2005-2007

Goal 4: To perform other necessary tasks as requested by the IG.

<i>Activities</i>	<i>Results/Outputs</i>	<i>Implementation period and remarks</i>
The Secretariat prepared the Draft Report for Policy Makers and the Draft Report on Feasibility Study on an Appropriate Instrument to Provide a Sound Basis for Financial Contribution on EANET as decided by IG6 in collaboration with NC.	Report for Policy Makers and Feasibility Study	November 2005
Conducted the Review Workshop on the Report for Policy Makers	Review workshop	October 2005
Developed and published the EANET Newsletters in collaboration with NC.	EANET Newsletters	July 2007 and December 2007
Implemented national workshops on public awareness in 3 EANET participating countries (Philippines, Cambodia and Lao PDR)	3 National workshops	2006
Implemented the Regional Scientific Workshop on Air Pollution and acid Deposition (RSW) and collaborated with Russia on Joint EANET-EMEP Regional Workshop "Integrated Modeling and Monitoring Approach for the Assessment of Long-range Transboundary Atmospheric Pollution Transport in the EANET Region"	Regional workshops	RSW in 2006 and Joint EANET-EMEP workshop in 2005
The Secretariat and NC developed the Strategy on EANET Development (2006-2010)	Strategy on EANET Development (2006-2010)	2006

Action Plan/Follow-up Strategies

11. In the preparation of this review of performance, the Secretariat has identified several issues and the strategies proposed to overcome the issues are as follows:

Issue 1: Increasing cost of communication

- i) In order to minimize the cost of communication, the Secretariat will develop the website for upcoming meetings for the documents.
- ii) Will reduce sending of hard copies of documents, publications to EANET participating countries, etc. and will use other means of communications such as Internet.

Issue 2: Delay in preparing the audit report

- i) In order to avoid delay in the preparation of audit report, it is necessary to enhance the sending of confirmation on contribution by the participating countries as a requirement by the external auditor.

IV. REVIEW OF THE FINANCIAL STATEMENT OF SECRETARIAT FOR 2005-2007

12. This section presents the summary of the financial report of the Secretariat in 2005-2007. The Secretariat budget were spent for the activities of the Secretariat, e.g. holding of EANET meetings, development of public awareness materials, publications of proceedings, personnel cost, rental of office and communication with the participating countries and NC, etc. The Secretariat budget was voluntary contributed by some participating countries of EANET. The expenses of the Secretariat were incurred from the regular budget and the saving money of the Secretariat. The details are presented in Attachment 1.

13. Below table highlighted the details per year on the contribution and expenses by the Secretariat for the period 2005-2207.

Review of the Contribution and Expenses of the Secretariat (2005-2007) in USD		
<i>Details</i>	<i>Income</i>	<i>Expenses (Regular+Saving)</i>
1) Saving from 2002 and 2003 budget	465,391	
2) Income for 2004 budget	290,284	
3) Total expenses for 2004 budget		329,814
4) Income for 2005 budget	346,831	
China*	60,000	
Japan	269,417	
Korea	15,025	
Thailand	2,389	
5) Total expenses for 2005 budget		337,720
6) Income for 2006 budget	254,302	
China	15,000	
Japan	220,000	
Korea	15,025	
Malaysia	1,888	
Thailand	2,389	
7) Total expenses for 2006 budget		413,101
8) Income for 2007 budget	343,988	
China**	15,000	
Japan***	300,000	
Korea	23,598	
Malaysia	2,646	
Thailand	2,744	
9) Total expenses for 2007 budget		367,407
Total	1,700,796	1,448,042
Balance =Income-Expenses =	252,754	

* China's contribution for 2002-2005

** China contribution for 2007 budget was received only in 2008.

*** Japan contribution for 2007 budget was received only in 2008.

**** The cash balance (\$62,246) as of 31 December 2007 was less than the current balance figure.

Attachment 1

Table 1 - Performance Review of the Secretariat Activities in 2005

Planned Activities	<u>Proposed Budget in 2005</u> (US \$)	Performed Activities	Expenditures in 2005 (US \$)
1. Perform Secretariat function	95,000	- Made administrative and financial arrangement for EANET; - Contracted with Ministry of Environment, Japan and NC for the budget in 2004; - Collaborated with NC in EANET activities - Prepared meeting documents; and performed secretariat functions.	93,695
2. Maintain office of the Secretariat (Rental of premises)	30,000	Made rental of premises in the AIT Outreach Bldg. as office of the Secretariat.	30,000
3. Preparation of proceedings and reporting	8,000	Prepared proceedings and summaries of WGFD1, SAC4 and IG6	6,157
4. Purchase office supplies	4,000	Purchased office supplies.	1,624
5. Communication with participating countries, NC and other relevant organizations	5,000	Communicated with participating countries, NC and other relevant organizations.	5,267
6. Participation of EANET staff to meetings/workshops.	20,000	The staff participated in Public Awareness Workshop in Japan STM6 in Vietnam, SAC5 in Japan and IG7 in Japan and regional workshop	28,351
7. Make arrangement for Meetings	115,000	Made necessary arrangement for WGFD2, SAC5 and IG7	108,078
- WGFD2	30,000	- Expenses include PTA tickets, DSA, logistic services, conference venue, etc.	25,894
-SAC5	45,000	- Expenses include PTA tickets, DSA, logistic services, venue, etc.	46,887
-IG7	40,000		35,297
Miscellaneous			
Overhead (5%)	13,850		13,658.60
Total	290,850		286,830.60

Table 1A- Financial Statement – Saving Money
EANET Secretariat
January - December 2005

Descriptions	Actual Expenditures (USD)
Expenditures	
Consultant	5,000.00
Consultant: Travel reimbursement	4,444.00
Joint EANET-EMEP Seminar (Russia)	30,000.00
Review Workshop 18-19 Oct 2005, AIT	11,445.00
Total Expenditures	50,889.00

Table 2 - Performance Review of the Secretariat Activities in 2006

Planned Activities	<u>Proposed Budget in 2006</u> (US \$)	Performed Activities	Expenditures in 2006 (US \$)
1. Perform Secretariat function	103,065	- Made administrative and financial arrangement for EANET; - Contracted with Ministry of Environment, Japan and NC for the budget in 2005; - Collaborated with NC in EANET activities; - Prepared meeting documents and performed secretariat functions.	79,722
2. Maintain office of the Secretariat (Rental of premises)	30,000	Made rental of premises in the AIT Outreach Bldg. as office of the Secretariat.	30,000
3. Preparation of proceedings and reporting	4,000	Prepared proceedings and summaries of WGFD2, SAC5 and IG7	4,626
4. Purchase office supplies	1,000	Purchased office supplies.	836
5. Communication with participating countries, NC and other relevant organizations	2,000	Communicated with participating countries, NC and other relevant organizations. Mailing of proceeding and summaries, telephone, etc.	14,724
6. Participation of EANET staff to meetings/workshops.	6,200	The staff participated in Public Awareness Workshop and STM7 Myanmar, IG8 in Vietnam,	5,402
7. Make arrangement for Meetings		Made necessary arrangement for WGFD3, WGFDS2, SAC6 and IG8	
- Third Session of the Working Group on Future Development of EANET (WGFD3)	26,626	- Expenses include PTA tickets, DSA, logistic services, conference venue, etc.	25,438
- SAC6 - IG8	31,290 50,769.4	- Expenses include PTA tickets, DSA, logistic services, venue, etc.	30,218 49,151
Other meeting cost		- Expenses include PTA tickets, DSA, logistic services, conference venue, etc.	9,888 (1,437)*
Miscellaneous			313
Overhead (5%)	12,747.52		12,444
Total	267,698		261,325

Note: *Air ticket refund for SAC4 and IG6

**Table 2 A- Financial Statement - Saving Money
EANET Secretariat
January- December 2006**

Details		Amount (USD)
1) Saving in 2002 and 2003		465,391
2) Total Expenses in 2004		39,530
3) Total Expenses in 2005		50,889
4) Total Expenses in 2006		151,776
• Travel	1,758	
• Meetings		
- National Workshop - Cambodia, Philippines, Lao PDR	16,411	
- Scientific Workshop (RSW/SWS3)	18,648	
• Consultant fee (Dr. Biswas)	5,028	
• Fellowship Programme	20,037	
• Reporting (RPM)	2,371	
• Equipment *	87,523	
5) BALANCE on SAVINGS		223,196

* Commitment of 2006

Table 3 - Performance Review of the Secretariat Activities in 2007

Planned Activities	<u>Proposed Budget in 2007</u> (US \$)	Performed Activities	Expenditures in 2007 (US \$)
1. Perform Secretariat function	113,370	- Made administrative and financial arrangement for EANET; - Contracted with Ministry of Environment, Japan and NC for the budget in 2006; - Collaborated with NC in EANET activities - Prepared meeting documents; and performed secretariat functions.	80,811
2. Maintain office of the Secretariat (Rental of premises)	30,000	Made rental of premises in the AIT Outreach Bldg. as office of the Secretariat.	30,000
3. Preparation of proceedings and reporting	3,000	Prepared proceedings and summaries of WGFD4, WGFD5, SAC7 and IG9	13,571
4. Purchase office supplies	1,000	Purchased office supplies.	607
5. Communication with participating countries, NC and other relevant organizations	2,000	Communicated with participating countries, NC and other relevant organizations, postage, tel. etc.	12,833
6. Participation of EANET staff to meetings/workshops.	8,000	The staff participated in Public Awareness Workshop in Japan STM8 in Indonesia, SAC7 in Philippines, IG9 in Lao PDR	7,074
7. Make arrangement for Meetings	156,739	Made necessary arrangement for WGFD4, WGFD5, SAC7 and IG9	150,189
- WGFD4 and WGFD5	54,000	- Expenses include PTA tickets, DSA, logistic services, conference venue, etc.	46,090
- SAC7 - IG9 - Air ticket refund for SAC6	52,000 50,739	- Expenses include PTA tickets, DSA, logistic services, venue, etc.	59,082 46,004 (987)
Miscellaneous			
Overhead (5%)	15,705		14,754
Total	329,814		309,839

**Table 3A - Financial Statement - Saving Money
January to December 2007 (in USD)**

Details		Amount (USD)
1) Saving in 2002-2003		465,391
2) Total expenses in 2004		39,530
3) Total Expenses in 2005		50,889
4) Total expenses in 2006		158,799
5) Total expenses in 2007		57,568
• Travel	(74)	
• Meetings		
- Capacity Building Course	37,774	
- Air ticket refund for RSW	(993)	
• Fellowship programme in 2006	20,042	
• Equipment*	819	
6) Balance on Saving		158,605