

The Sixth Session of the Intergovernmental Meeting  
on the Acid Deposition Monitoring Network in East Asia  
7-8 November 2004, Siem Reap, Cambodia

## **REPORT OF THE SESSION**

### Introduction

1. The Intergovernmental Meeting (IG) on the Acid Deposition Monitoring Network in East Asia (EANET) held its Sixth Session in Siem Reap, Cambodia on 7-8 November 2004.
2. Representatives of Cambodia, China, Japan, Lao PDR, Malaysia, Mongolia, Philippines, Republic of Korea, Russia, Thailand and Vietnam participated in the Session. A representative from Myanmar and some representatives from the Ministry of Environment of Cambodia attended as observers. Experts of the international organizations: namely: United Nations Economic Commission for Europe (UN/ECE), United Nations University Institute of Advanced Studies (UNU-IAS), United Nations Environmental Programme Regional Resource Center for Asia and the Pacific (UNEP RRC.AP), as well as the Vice-Chairperson of the Fourth Session of the Scientific Advisory Committee (SAC4) of EANET attended the Session. The list of participants is attached as Annex 1.

### Opening of the Meeting (agenda item 1)

3. The meeting was opened by the Secretariat. His Excellency, Dr. Mok Mareth, Senior Minister, Ministry of the Environment of Cambodia delivered the Welcome Remarks.

### Election of Officers (agenda item 2)

4. Ms. Monemany Nhoibouakong from Lao PDR was elected as Chairperson, Mr. Shinichi Arai from Japan as Vice-Chairperson, and Mr. Erdenebulgan Davaa from Mongolia as Rapporteur.

### Adoption of the Agenda (agenda item 3)

5. The Session adopted the agenda as proposed by the Secretariat (EANET/IG 6/3/1).

Consideration of the Outcomes of SAC4 (agenda item 4)

6. Dr. Pojanie Khummongkol, Vice-Chairperson of SAC4 presented the outcomes of SAC4 held from 3 to 5 November 2004 in Siem Reap, Cambodia.
7. Major discussions included:
  - Some participants requested the reason why SAC4 asked the Session of IG to consider 3-year fixed term bureau members. It was clarified that under the present rules of procedure (ROP) the Scientific Advisory Committee (SAC) of EANET bureau members change every year but longer term assignments are desirable to fulfill important tasks such as the development of the first periodic report and the medium term plan of EANET. Since the ROP was adopted by IG, SAC wished to receive guidance from IG on this issue.
8. It was agreed that this issue would be discussed under agenda item 8.

Review of the progress of EANET after SAC3 and IG5 and the financial report in 2003 (agenda item 5)

9. The Secretariat and the Network Center (NC) made presentations on the Report of the Progress of EANET after the Third Session of the Scientific Advisory Committee (SAC3) and the Fifth Session of the Intergovernmental Meeting (IG5) which were held in November 2003 in Pattaya, Thailand (EANET/IG 6/5/1) and the Financial Report of the Secretariat and NC in 2003 (EANET/IG 6/5/2). The Session was invited to review the reports, and provide comments and guidance, as appropriate, for further development of EANET activities.
10. Major discussions on this topic included:
  - Clarification was requested on the interest of saving of the Secretariat budget. The Secretariat informed that the relevant information would be provided later after confirmation with the financial officer in UNEP RRC.AP.
  - It was suggested to use the same format for the financial reports of the Secretariat and NC. The Secretariat clarified that the structure of the budget systems of the Secretariat and NC are different and that the same format might not be able to be used, however, effort would be made to further harmonize the formats of the financial reports.
  - China announced to provide continuous contribution to the EANET activities. In this connection, it was suggested to prepare the guidelines on procedures for receiving contribution to the EANET activities.
  - Discussions were made on the participation in and presentation at international meetings. The Secretariat clarified the international meetings in which the Secretariat and NC participated. It was also clarified that the presentations were mainly general information on the EANET activities. Some suggestions were made for consideration by IG:

- To present at IG for its guidance a list of international meetings to which EANET activities would be introduced.
  - To develop general guidelines on the participation in and presentation at international meetings to provide flexibility on this issue to the Secretariat and NC.
  - To give flexibility for presentations of scientific research papers at scientific meetings.
11. In response to a request, NC distributed the major outcomes of the First Scientific Workshop on Evaluation of the State of Acid Deposition in East Asia held on 1 October 2004 (EANET/SAC 4/7/1).

Consideration on the Terms of Reference and the Work Plan of the Working Group on Future Development of EANET (Agenda item 6)

12. The Secretariat made presentations on the draft Terms of Reference and the draft Work Plan of the Working Group on Future Development of EANET (EANET/IG 6/6/1 and EANET/IG 6/6/2) as well as the major discussions and outcomes of the First Session of the Working Group on Future Development of EANET (WGFD1). The Session was invited to review, consider and adopt the Terms of Reference (TOR) and the Work Plan and provide guidance on this topic.
13. Major discussions on this topic included:
- Importance of the medium term plan was emphasized. It was suggested to expedite the process of finalization of the plan. Reflection of the view of SAC on the medium term plan was also emphasized. In this connection, a suggestion was made to focus on tasks that were identified at IG5 and cancel other tasks such as the further financial arrangement.
  - It was clarified that while discussion on regional agreement was proposed initially to obtain more solid basis for financial contributions, its scope could be broader.
  - It was suggested that the task 6 might have a step-wise approach. The first step may be to study the need for a legal instrument.
  - It was suggested to consider two sub-groups, one focusing on policy issues and the other focusing on scientific issues.
14. The revised TOR (EANET/IG 6/6/1. rev1) and the Work Plan (EANET/IG 6/6/2. rev1), taking into account the comments of the Session were presented. The major discussions included:
- There were different views on Task 4 on the further financial arrangement. The Session finally decided to delete this item for consensus adoption of TOR, and took note of this so that IG could revisit this issue at the next IG session.

- There were also significant debates on Task 6 on a feasibility study on a regional agreement. While the text adopted at IG5 decision was used, there are different views on the scope of the tasks, which need to be settled later.
15. The Session adopted the TOR and the Work Plan of WGFD with modifications agreed on at the Session (EANET/IG 6/6/1 rev.2 and EANET/IG 6/6/2 rev.2), which are attached as Annex 2 and 3.

Consideration on the performance of the Secretariat and the Network Center (Agenda item 7)

16. The Secretariat and NC made presentations on the draft reports on the Review of the Performance of the Secretariat and the Network Center (EANET/IG 6/7/1) as well as their financial reports in 2002 and 2003 (EANET/IG 6/7/3/1). The Secretariat also presented the Financial Report of the Secretariat in 2004 (up to September 2004 only) (EANET/IG 6/7/3/2). The Session was invited to discuss and review the documents and provide guidance, as necessary.
17. Major discussions on this topic included:
- Some clarifications were made by the Secretariat on typological mistakes.
  - The Secretariat and NC were encouraged to continue improving their financial reports to make them easier to understand.

Consideration of the Outline of the Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (Agenda item 8)

18. The Secretariat made a presentation on the Outline of the Guidelines on Administrative and Financial Management for the Secretariat and NC (EANET/IG 6/8). The session was invited to review the report and make appropriate guidance for further activities to be undertaken by the Secretariat and NC.
19. Major discussions on this topic included:
- It was suggested to consider adding the following guidelines:
    - Guidelines on attendance of the Secretariat and NC in international meetings;
    - Financial management of the Secretariat and NC; and
    - Procedures to receive financial contributions from the participating countries and other donors.
  - It was clarified that new recruitment procedures would not be applied to the recruitment of the EANET staff for the second term, but for future recruitments.

20. The proposed outlines were endorsed by the Session with the modifications suggested by the participants (EANET/IG 6/8 rev.1), which is attached as Annex 4.
21. Following the request from SAC4, the proposed three-year fixed term arrangement for the SAC bureau was discussed. Major discussions on this topic included:
  - The representative of UN/ECE introduced its practice of re-election of the bureaus of the bodies of the CLRTAP and suggested that consistency could be maintained through re-election of the same members under the present rules of procedures.
  - It was suggested to clearly define the responsibility of bureau members so that they can assume their responsibilities.
22. It was concluded that SAC would not need to consider the three-year fixed term bureau, taking into account that subsidiary bodies such as the drafting committee were established and that the bureau members could be re-elected under the present rules of procedures.

Consideration on the possible use of the previous savings of the Secretariat (Agenda item 9)

23. The Secretariat made a presentation on the possible use of the previous savings of the Secretariat (EANET/IG 6/9). The session was invited to discuss and provide guidance regarding the proposal.
24. Major discussions on this topic included:
  - Detailed explanations were provided by the Secretariat and NC on some specific items such as upgrading of software and hardware.
  - Strengthening of monitoring activities should receive high priority. Capacity building, awareness raising and provision of equipment would be particularly important especially in new participating countries (Cambodia and Lao PDR).
  - Principles for using saving money should be agreed on by IG. Such principles may include:
    - Activities using saving money should be supplementary to the regular budget activities.
    - Roles and responsibilities of the Secretariat and NC should be clearly identified for the proposed activities.
    - Activities should be planned for the benefit of all the participating countries. Priority should be given to activities for the new participating countries.
  - Support for monitoring equipment for new participating countries should be included in the proposed activities.
  - It was clarified that the objectives of the policy relevance report are to develop a report to be able to convince policy makers for the need to support the EANET activities. It was pointed out that the name – policy relevance report – was confusing, and that more detailed descriptions were needed to clarify the objectives and contents of the policy relevance report.

25. Based on the comments during the Session, a revised draft (EANET/IG 6/9 rev.1) was presented. The Session adopted in principle the revised draft with the modifications and comments below. The revised document should be circulated to NFPs for comments and for their further approval on:
- Name of the report for policy makers will be further considered and elaborated later.
  - The report for policy makers will be prepared in consultation with NFPs.
  - Support for the fellowship programme of NC will be added. The guidelines for selection of fellows should be developed.

Consideration and approval of the Work Programme and appropriate sizes of the EANET Budget in 2005 (Agenda item 10)

26. The draft Work Programme and Budget in 2005 for EANET (EANET/IG 6/10) was presented by the Secretariat and NC with suggestions on the appropriate sizes of the EANET budget. The Session was invited to discuss the report, consider and adopt the document, with modifications as appropriate.
27. Major discussion on this topic included:
- It was suggested that Table 2 in Attachment 2 (Estimated budget in 2005 for NC) should be revised to separate the core budget and the additional budget.
  - It was clarified that the Secretariat in collaboration with NC prepares materials for public awareness and that the Secretariat will hire external consultants if necessary.
  - It was also clarified that materials for public awareness will be prepared in English. The participating countries should have a chance to comment on them.
  - Modification was suggested on the working procedures of the Secretariat for the newsletters and other related awareness materials.
  - It was pointed out that the burden sharing should be based on the latest actual expenditures in year 2003 according to the decision of IG5. It was suggested that the issue should be discussed and settled at the next IG session.
  - It was agreed that records of SAC activities on the preparation of the periodic report would be edited with terminology agreed at SAC4.
  - There were discussions on the para. 27. The revised para. should read “The Secretariat will coordinate the Network Center and participating countries in developing bi-annual Newsletters and other related materials for public awareness according to the agreed working procedures until the rules and procedures are established and agreed by the Seventh Session of IG (IG7) in 2005.”
28. The Session adopted the Work Programme and Budget in 2005 with modifications suggested by the Session with the inclusion of the use of the savings pending on the approval of NFPs.

Review of the Status of the EANET Secretariat (Agenda item 11)

29. The Secretariat made a presentation on the document -Review of the Status of the EANET Secretariat (EANET/IG 6/11). The Session was invited to review the document and make recommendations regarding this topic.
30. After some clarifications, the Session endorsed to continue with the present arrangement of UNEP RRC.AP/AIT system as amended by the recruitment procedure according to the presented paper "Review of the Status of the EANET Secretariat (EANET/IG 6/11)". It was suggested that at least two candidates should be listed for each EANET Secretariat position.
31. The Director General of the Acid Deposition and Oxidant Research Center (ADORC) informed the Session of the present situation of recruiting Deputy Director General of ADORC in charge of NC Activities.

Other Issues (Agenda item 12)

32. The representative of UN/ECE provided the information on recent development under the Convention on Long-range Transport of Air Pollutants (LRTAP) including a workshop to define priorities for medium term work plan, UNDA funded projects, which has just started in Central Asia and EMEP assessment report. He stressed the need for collaboration with Asian scientists on hemispheric pollution studies.
33. China expressed its willingness to contribute \$15,000 in year 2004 and also mentioned that the procedure of donation would be discussed.
34. As for hosting of the next SAC and IG Meetings, Japan expressed its preliminary willingness to host these meetings in 2005.
35. The observer from Myanmar expressed the willingness of her government to join EANET and requested the Secretariat to provide her with necessary information on the procedures to join.
36. The Session acknowledged that Dr. Supat Wangwongwatana, the senior representative of EANET, will participate in the UNEP Policy Advisory Committee Meeting to be held on 22 November 2004 in AIT, Pathumthani, Thailand.
37. The Session expressed its deepest gratitude for warm hospitality and great assistance of the host country, particularly Ministry of the Environment of Cambodia, the Secretariat and NC for the organization of the meeting. The Session also expressed its deep appreciation for the contribution of the representatives from UNEP RRC.AP, UN/ECE and UNU-IAS in the meeting.

Consideration and adoption of the Report of the Session (Agenda item 13)

38. The Session considered and adopted the Report of the Session with modifications agreed on by the Session.

Closing of the Session

39. The Session was closed by the Chairperson.

**Annex 1**

**List of Participants**

*Participating Countries*

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Cambodia

Mr. Chrin Sokha  
Deputy Director, Department of Environmental Pollution Control  
Ministry of Environment

Mr. Hang Dara  
Vice Chief of Air Quality, Noise and Vibration Management Office  
Department of Pollution Control, Ministry of Environment

China

Prof. Wang Ruibin  
Director, Department of Air Quality Monitoring  
China National Environmental Monitoring Center (CNEMC)

Ms. Fang Li  
Deputy Director, Division of General Affairs  
Department of International Cooperation  
State Environmental Protection Administration of China

Japan

Mr. Shinichi Arai  
Director, Global Environment Issues Division  
Global Environment Bureau, Ministry of the Environment

Ms. Keiko Segawa  
Deputy Director, Global Environment Issues Division  
Global Environment Bureau, Ministry of the Environment

Mr. Taira Iwasaki  
Official, Global Environment Division  
Ministry of Foreign Affairs

Lao PDR

Ms. Monemany Nhoibouakong  
Acting Director General, Environment Research Institute  
Science Technology and Environment Agency

Ms. Sisouphanh Luangrath  
Director of Environment Quality Monitoring Centre  
Environment Research Institute, Science Technology and Environment Agency

Malaysia

Ms. Leong Chow Peng  
Deputy Director General (Application)  
Malaysian Meteorological Service

Mongolia

Mr. Erdenebulgan Davaa  
Officer, International Cooperation Department  
Ministry of Nature & Environment

Ms. Dugarsuren Enkhtuul  
Officer, Policy Coordination Department  
Ministry of Nature and Environment

Philippines

Mr. Fernandino Y. Concepcion  
Director III, Office of the Assistant Director  
Environmental Management Bureau

Ms. Regina Perol  
Attaché, Embassy of Republic of Philippines  
Phnom Penh  
Cambodia

Republic of Korea

Dr. Lee Jae-Hyun  
Director, Air Quality Policy Division  
Ministry of Environment

Mr. Yang Jae-Moon  
Deputy Director, Air Quality Policy Division  
Ministry of Environment

Dr. Han Jin-Seok  
Director, Atmospheric Chemistry Division  
National Institute of Environmental Research

Prof. Cho, Seog-Yeon  
Professor, Department of Environmental Engineering  
Inha University

Russia

Mr. Valery Chelukanov  
Head, Environmental Pollution and Monitoring Department  
Russian Federal Service on Hydrometeorology and Environmental Monitoring

Ms. Veronika Ginzburg  
Researcher, Department of Background Pollution Monitoring  
Institute of Global Climate and Ecology Roshydromet and RAS

Thailand

Dr. Supat Wangwongwatana  
Deputy Director General  
Pollution Control Department

Mrs. Mingquan Wichayarangsaridh  
Director, Air Quality and Noise Management Bureau  
Pollution Control Department (PCD)

Vietnam

Dr. Vu Van Tuan  
Deputy Director, Institute of Meteorology and Hydrology  
Ministry of Natural Resources and Environment

Mr. Le Nguyen Tuong  
Director, Science-Education and International Cooperation Department  
Institute of Meteorology and Hydrology, Ministry of Natural Resources and Environment

*International Organizations etc.*

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UNECE

Dr. Keith R. Bull  
Chief Pollution Prevention Team, Environment and Human Settlements Division  
United Nations Economic Commission for Europe (UNECE)  
Switzerland

*Resource Persons*

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UNU/IAS

Mr. Katsunori Suzuki  
Senior Fellow  
United Nations University/Institute of Advanced Studies (UNU/IAS)  
Japan

*Observers*

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Cambodia

Mr. Peou Vuthyrak  
Vice Office Chief, Department of Environmental Pollution Control  
Ministry of Environment

Ms. Peou Phalla  
Technical Officer, Department of Meteorology  
Ministry of Water Resources and Meteorology

Myanmar

Ms. Daw Hrin Nei Thiam  
Assistant Director (Head of Hydrological Division)  
Department of Meteorology and Hydrology, Ministry of Transport

*Secretariat*

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Network Center

Dr. Tsumugu Totsuka  
Director General  
Acid Deposition and Oxidant Research Center

Mr. Yoshiyuki Yoichi  
Deputy Director General  
Acid Deposition and Oxidant Research Center (ADORC)

Dr. Sergey A. Gromov  
Acid Deposition and Oxidant Research Center

Mr. Jiro Sato  
Head, Planning and Training Department  
Acid Deposition and Oxidant Research Center

UNEP RRC.AP

Mr. Mylvakanam Iyngararasan  
Senior Programme Officer, UNEP RRC.AP

EANET Secretariat

Dr. Jiang Wei  
Coordinator, EANET Secretariat  
UNEP RRC.AP

Ms. Adelaida B. Roman  
Programme Officer, EANET Secretariat  
UNEP RRC.AP

Ms. Sumana Ratanasawetwad  
Administrative Assistant, EANET Secretariat  
UNEP RRC.AP

Ms. Danapakorn Mirahong  
Programme Assistant  
UNEP RRC.AP

**Annex 2**

EANET/IG 6/6/1 (rev.2)

The Sixth Session of the Intergovernmental Meeting  
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**Terms of Reference  
for  
the Working Group on Future Development of EANET**

1. In line with the decision at the Fifth Session of the Intergovernmental Meeting (IG5) on Acid Deposition Monitoring Network in East Asia (EANET) held in Pattaya, Thailand, on 27-28 November 2003, the Working Group on Future Development of EANET (hereinafter referred to as the “Working Group”) is established on an ad hoc basis.
2. The members of the Working Group shall be nominated by the National Focal Points of the participating countries (NFPs). Two members of the Working Group shall be nominated, one for discussions on policy and administrative aspects including a regional agreement on acid deposition, and the other for discussions on scientific and technical aspects. NFPs are recommended to consult with national members of the Scientific Advisory Committee (SAC) in nominating their Working Group members for scientific and technical aspects. It is desirable that same persons will continue to attend all the Sessions of the Working Group to keep continuity of discussions.
3. One Chairperson and two Vice-chairs will be elected for three year term of the Working Group sessions.
4. The Working Group will, under the guidance of the Intergovernmental Meeting (IG):
  - (i) review the performance of the Secretariat and NC and submit the review report to IG;
  - (ii) review the financial reports of the Secretariat and NC since the start of the regular phase and recommend appropriate sizes of the budgets of EANET, based on the review results;
  - (iii) develop guidelines on the administration and financial management for the Secretariat and the Network Center, as appropriate, based on the review of the existing rules and regulations for consideration by IG;
  - (iv) study ways in obtaining financial support from international funding agencies;
  - (v) develop a 5-year medium-term plan for EANET;

- (vi) conduct a feasibility study on an appropriate instrument on acid deposition to provide a sound basis for financial contribution by studying on the existing relevant instruments; and
- (vii) carry out other tasks requested by IG.

5. Tentative schedule of the Working Group Sessions are set as follows:

- (i) First Session: August 2004
  - Development of the Terms of Reference (TOR) and the work plan of the Working Group for endorsement by IG;
  - Review of the performance of the Secretariat and NC for preparation of an interim report to IG for its guidance;
  - Review of the financial reports and develop recommendations for consideration by IG.
  
- (ii) Second Session: June-July 2005
  - Review of the performance of the Secretariat and NC and preparation of the final review report for consideration by IG;
  - Preparation of a report on a 5 year medium-term plan for EANET (2006-2010) for comments and guidance by SAC and IG;
  - Preparation of a feasibility study report on an appropriate instrument on acid deposition to provide sound basis for financial contribution for consideration by IG.
  - Development of guidelines on the administration and financial management for the Secretariat and the Network Center, as appropriate.
  
- (iii) Third Session: June-July 2006
  - Preparation of the report on ways in obtaining financial support from international funding agencies.

6. The Working Group may establish sub-working group for specific areas considering that the items of TOR contains varied topics.

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## **Work Plan of the Working Group on Future Development of EANET**

### **Background**

1. The Second Session of the Intergovernmental Meeting (IG2) was held in October 2000 in Niigata, Japan. The major decisions included: the successful evaluation of the Preparatory Phase; decided to start the regular phase activities of the EANET from January 2001 based on the Joint Announcement as well as the Tentative Design for EANET; and designated the United Nations Environment Programme (UNEP) as the Secretariat and the Acid Deposition and Oxidant Research Center (ADORC) in Niigata, Japan as the Network Center (NC).
2. The Third Session of the Intergovernmental Meeting (IG3), held in November 2001 in Chiang Mai, Thailand, decided the modality of the Secretariat by using the UNEP RRC.AP/AIT options. It also decided that these options should be revised in the future.
3. The Fifth Session of the Intergovernmental Meeting (IG5), held in November 2003, in Pattaya, Thailand, decided to establish a Working Group on Future Development of EANET (hereinafter referred to as "WGFD"). Taking into account the views and comments expressed at IG5, the Secretariat was requested to prepare a draft Terms of Reference (TOR) of the WGFD as well as the draft work plan for approval by the Sixth Session of the Intergovernmental Meeting (IG6) in 2004.
4. Major discussion on the establishment of the WGFD included, among others, the following:
  - (i) TOR should include review of the performance of the Secretariat and the NC;
  - (ii) TOR should have timetable of the WGFD activities;
  - (iii) develop guidelines on the administrative and financial management for the Secretariat and the Network Center;
  - (iv) WGFD should be able to consider a possibility of establishing sub-groups since the items on the TOR are broad and composed of varied topics;
  - (v) institutional link between the Scientific Advisory Committee (SAC) and the WGFD should be worked out and so on. Not only the draft TOR but also the work plan of the WGFD should be discussed and worked out at the First Session of the WGFD.

### **Work Plan**

5. During IG5, the participants agreed that the WGFD shall prepare a work plan to be considered and approved at IG6. The proposal for the work plan is described hereunder:

- Task 1: review the performance of the Secretariat and NC and submit the review report to the Intergovernmental Meeting (IG);
- Task 2: review the financial reports of the Secretariat and NC since the start of the regular phase and recommend appropriate sizes of the budgets of EANET, based on the review results;
- Task 3: develop guidelines on administration and financial management for the Secretariat and the Network Center;
- Task 4: study ways in obtaining financial support from international funding agencies
- Task 5: develop a 5 year medium term plan for EANET; and
- Task 6: conduct a feasibility study on an appropriate instrument on acid deposition to provide a sound basis for financial contribution by studying on the existing relevant instruments.

**Task 1: Review the performance of the Secretariat and NC and submit the review report to IG**

### **Review Report**

6. The WGFD has a mandate to draft the report on the review of performance of the Secretariat and NC based on its TOR. It is necessary that the following points are included in the review report:

- Activities done by the Secretariat and NC since the start of regular phase in 2001 which correspond to the request of the IG as well as their budget and expenditures; and
- Timetable of the review.

7. The WGFD shall start to prepare the preliminary review report from the First Session of the WGFD through interim report for IG6 in 2004. In 2005, the draft final report will be prepared by the WGFD to be submitted and considered at the Seventh Session of the Intergovernmental Meeting (IG7).

**Task 2: Review the financial reports of the Secretariat and NC since the start of the regular phase and recommend appropriate sizes of the budgets of EANET, based on the review results**

a. Financial Report

8. Since 2002, the Secretariat has been managing the financial matters of EANET including the contract with the donor agency. Since the preparatory phase, the Ministry of the Environment of Japan has kindly funded the operation and activities of EANET throughout the regular phase. The financial statement, including revenue, expenditure and their balance shall be reviewed so as to evaluate the necessary budget both for the Secretariat and NC.

9. The justification of reviewing the performance of the Network is the statement on paragraph 3 of the Decision 1/IG5 on Further Financial Arrangement for EANET. Taking into account the latest actual expenditure figures, the participating countries of EANET will then make an effort on a voluntary basis to contribute to the budget to be directly spent by the Secretariat using fully the latest UN assessment scale -based burden sharing as the first step from 2005.

10. The Secretariat and NC will prepare the interim financial review report on their respective activities, specifically indicating the revenue and expenditure for 2002 and 2003. This will be distributed to the participating countries for review and comments before the First Session of the WGFD in 2004, together with a proposal for appropriate sizes of their budgets, especially the budget for the Secretariat. Taking into account the views and comments at the First Session of the WGFD, the revised interim financial review report will be submitted to IG6 for its consideration and guidance.

11. Following the guidance by IG6 in 2004, the Secretariat and NC will prepare a draft final financial review report for consideration and comments by the Second Session of the WGFD in 2005, and submit the final report to IG7 in 2005 for its consideration and necessary actions.

b. Work Program for the next calendar year

12. Another item to be included in the review is the preparation of the work program and budget for the next calendar year. The draft work program should be submitted for consideration at the WGFD and IG. The information on budget and human resources would be detailed for each work item if the participating countries may wish so. The procedure on how to revise the draft work program for the next year should be worked out.

**Task 3: Develop Guidelines on Administration and Financial Management for the Secretariat and the Network Center**

According to the decision at IG5, in order to improve transparency and efficiency, WGFD jointly with the Secretariat and the Network Center will do the following activities:

- i) Review the existing rules and regulations on the administration and financial management that are applied to the Secretariat and the Network Center and consider guidelines of relevant UN-subregional organizations.
- ii) Draft an outline of the guidelines for the Secretariat and the Network Center for discussion at IG6.
- iii) Draft the guidelines before WGFD2, taking into account the guidance by IG6 for discussion at WGFD2.
- iv) Develop the guidelines and get the IG's approval at IG7.

The draft guidelines will be designed to increase transparency, efficiency, and accountability of the EANET activities. The guidelines will include but not limited to working procedures, such as staff recruitment, modality of financial reports and progress reports.

**Task 4: Feasibility study ways in obtaining financial support from international funding agencies**

13. Recognizing the importance of a long-term secured financial arrangement for EANET, the participating countries adopted a decision, "Decision 1/IG5" on Further Financial arrangement for EANET at IG5 in 2003.

14. Effort should be strengthened to obtain financial support for the EANET activities from international funding agencies such as the Asian Development Bank and the World Bank.

15. In 2006, the WGFD shall prepare a separate report on ways in obtaining financial support from international funding agencies for EANET including a recommendation to be submitted to the Eighth Session of the Intergovernmental Meeting (IG8) in 2006 for its consideration.

**Task 5: Develop a 5 year medium term plan for EANET**

16. The activities that were undertaken by EANET are:

- (i) Acid deposition monitoring;
- (ii) Compilation, evaluation, storage and provision of data;
- (iii) Promotion of quality assurance and quality control (QA/QC) activities;
- (iv) Implementation of technical support and capacity building;
- (v) Promotion of research activities related to acid deposition problems;
- (vi) Promotion of public awareness activities;
- (vii) Other relevant activities.

17. Based on the suggestion and decision at IG5, the WGFD shall prepare a medium term plan for EANET to be undertaken in the coming 5 years (2006-2010). The medium term plan will focus on the whole activities of EANET with clearly stated targets, activities undertaken, and expected results at the end of the mentioned period. This preparation will be conducted by WGFD in a period of one year together with NC. Proposed activities and timetable are:

- consideration on a draft report on the medium term plan at the Second Session of the WGFD in 2005 to be submitted to IG7 in 2005 for its consideration.

18. The targets of the medium term plan may include:

- to define the measures for improvement of acid deposition monitoring within limited financial resources;
- to increase transparency of EANET development;
- to enhance cooperative efforts among participating countries and with outside organizations; and
- to strengthen policy relevance of EANET activities.

The major activities in the proposed medium term plan may include:

- (i) strengthening of monitoring activities;
- (ii) strengthen the monitoring capabilities and capacity building programs of participating countries including improved QA/QC activities for acid deposition monitoring;
- (iii) continuation of the assessment of acid deposition in the East Asia region and relevant research activities;
- (iv) development of research on acid deposition and its effects;
- (v) promotion of emission inventories and modeling in collaboration with existing initiatives;
- (vi) communication and cooperation with other relevant organizations and programs,
- (vii) raising awareness;
- (viii) conduct a feasibility study on an appropriate instrument on acid deposition to provide a sound basis for financial contribution by studying on the existing relevant instruments.

19. The WGFD will request the comments of the members of SAC regarding the report on medium term plan for EANET from scientific and technical viewpoints.

**Task 6: Conduct a feasibility study on an appropriate instrument on acid deposition to provide a sound basis for financial contribution by studying on the existing relevant instruments**

20. In IG5, some countries emphasized difficulties to adopt burden sharing in the absence of any legal basis. In order to address such issue, the feasibility study on an appropriate instrument on acid deposition should be carried out to provide a sound basis of financial contribution by studying on the existing relevant instruments.

21. The feasibility study report will be prepared and discussed at the Second Session of the WGFD in 2005 in order to be submitted to the IG7.



The Sixth Session of the Intergovernmental Meeting  
on the Acid Deposition Monitoring Network in East Asia  
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## **Outline of the Guidelines on Administrative and Financial Management for the Secretariat and the Network Center**

### **I. INTRODUCTION**

1. While appreciating the activities of the Secretariat and the Network Center (NC) for the Acid Deposition Monitoring Network in East Asia (EANET), the Intergovernmental Meeting on EANET (IG) has been requesting them to consider further improving transparency and efficiency of their activities. At IG5 in November 2003, it was pointed out that:

In order to improve transparency and efficiency, the participating countries agreed that working procedures be established and a detailed budget be presented according to the activities. Those documents will be prepared by the Secretariat and distributed to the participating countries for consideration and discussion at the Working Group.

2. Following the above, the First Session of the Working Group on Further Development of EANET (WGFD1) in August 2004 discussed the matter and proposed to include a new task to develop guidelines on administration and financial management of the Secretariat and NC. Based on the discussions, the draft Terms of Reference (TOR) and the Work Plan included the following tasks.

#### Draft TOR for WGFD

Develop guidelines on the administration and financial management for the Secretariat and the Network Center, as appropriate, based on the review of the existing rules and regulations for consideration by IG;

#### Draft Work Plan of WGFD

According to the decision at IG5, in order to improve transparency and efficiency, WGFD jointly with the Secretariat and the Network Center will do the following activities:

- i) Review the existing rules and regulations on the administration and financial management that are applied to the Secretariat and the Network Center and consider guidelines of relevant UN-subregional organizations.
- ii) Draft an outline of the guidelines for the Secretariat and the Network Center for discussion at IG6.
- iii) Draft the guidelines before WGFD2, taking into account the guidance by IG6 for discussion at WGFD2.
- iv) Develop the guidelines and get the IG's approval at IG7.

The draft guidelines will be designed to increase transparency, efficiency, and accountability of the EANET activities. The guidelines will include but not limited to working procedures, such as staff recruitment, modality of financial reports and progress reports.

3. Based on the draft Work Plan of WGFD, this document was prepared as a proposed outline of the guidelines on administrative and financial management for the Secretariat and NC for consideration and further guidance at IG6.

## **II. PROPOSED OUTLINE OF THE GUIDELINES**

4. The Secretariat for EANET and NC have been following the rules and regulations of their hosting organizations, namely the Asian Institute of Technology (AIT) and the Japan Environmental Sanitation Center (JESC) respectively. For instance, the auditing has been made for the Secretariat and NC, following their respective rules and regulations. The rules and regulations applied for NC were presented at IG2, and those for the Secretariat were presented at IG3 when the modality of the Secretariat was discussed.

5. However, since they have some flexibility and not specific and detailed, it may be suggested to develop guidelines for the Secretariat and NC respectively regarding the following items:

### Rules of procedures

- Rules of procedures for IG;
- Rules of procedures for SAC; and
- Rules of procedures for other subsidiary bodies where appropriate.

### Working procedures

- TOR for the EANET Secretariat staff;
- Roles and responsibilities of the Director General, Deputy Director Generals and departments of Acid Deposition and Oxidant Research Center (ADORC) regarding NC activities;
- Principles of distribution of EANET documents and other information/data to the participating countries and others (possibly just one for all EANET activities) including procedures for EANET data disclosure.
- Delegation of the responsibilities from the heads to their staff (the Secretariat and NC respectively); and
- Guidelines for participation in international meetings.

### Personnel management

- Recruitment procedures for the EANET Secretariat staff;
- Recruitment procedures for the Deputy Director General of ADORC in charge of NC activities;

- Personnel management policy for the Secretariat (may be quoted from UNEP RRC.AP/AIT rules and regulations); and
- Personnel management policy for NC (may be quoted from the rules and regulations of JESC).

#### Financial management

- Reporting formats for the Secretariat; and
- Reporting formats for NC
- Financial management policy for the Secretariat (may be quoted from UNEP RRC.AP/AIT rules and regulations);
- Financial management policy for NC (may be quoted from the rules and regulations of JESC); and
- Procedures to receive financial contributions from the participating countries and other donors.

6. The rules of procedures for IG were adopted by IG in November 2001 in Chiang Mai Thailand. There has been no specific rules and procedures established for SAC since SAC has been following the rules of procedures for IG as its subsidiary body. Since SAC may have slightly different procedures especially for its bureau members, it may be appropriate to establish specific rules of procedures for SAC, based on those for IG. Similarly, specific rules of procedures may be developed for specific subsidiary bodies if needs arise.

7. Working procedures may include (i) TOR for the EANET Secretariat staff; (ii) roles and responsibilities of the Director General, Deputy Director Generals and departments of ADORC regarding NC activities; (iii) principles of distribution of EANET documents and other information/data to the participating countries (possibly just one for all EANET activities), (iv) delegation of the responsibilities to their staff (the Secretariat and NC respectively) and (v) guidelines for participation in international meetings. Documents on (i) and (ii) above were proposed and approved at IG2. Document on (iii) may clarify what documents would be sent by the Secretariat and by NC, and to whom in the participating countries (NFPs, SAC members, others etc.). Document on (iv) may mainly relate to the document management. For instance, it may clarify who in the Secretariat is authorized to send letters to the participating countries on personal management, policy-related issues, logistic issues etc. Document (v) may describe the procedures on attendance of the secretariat and NC to international meetings and procedures to follow to present materials at those meetings. This document would also include report to the participating countries.

8. The recruitment procedures for the EANET Secretariat staff and the Deputy Director General of ADORC in charge of NC activities were endorsed for the first recruitment procedures in 2002. Taking these into account, the procedures for the future recruitments will be developed by each organization and endorsed by IG. Since the rules and regulations of hosting organizations are complicated, major issues related to personnel management policy such as salary level, leave, pension, educational grant etc. may be summarized for reference to the participating countries.

9. Reporting formats of financial statements will be one of the most important documents to increase transparency and accountability of the EANET activities. The formats may include transfer of money from the previous year, expected revenue, budget (expected expenditure), actual revenue and expenditure and the balance (remaining amount to be transferred to the next year). The basic idea of the formats will be same between the Secretariat and NC but specific formats will different because budget systems are quite different with each other. For instance, NC receives host country contribution, which is neither in core nor additional budgets. Since the rules and regulations of hosting organizations are complicated, major issues related to financial management policy including auditing may be summarized for reference to the participating countries. The procedures to receive financial contribution to the Secretariat as well as NC will also be described.

### **III. NEXT STEP**

10. Following the guidance of IG6, the Secretariat and NC will develop draft guidelines for necessary items and present them to the participating countries at WGFD2 in 2005.

11. Taking into account the comments at WGFD2, the guidelines will be revised for consideration and adoption at IG7 in autumn 2005.