

The Ninth Session of the Scientific Advisory Committee  
on Acid Deposition Monitoring Network in East Asia  
14-16 October 2009, Tsukuba, Japan

## **FINANCIAL REPORT OF THE SECRETARIAT AND THE NETWORK CENTER IN 2008**

### **I. INTRODUCTION**

1. The Seventh Session of the Intergovernmental Meeting (IG7) endorsed the “Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (EANET/IG 7/4)”. The “Financial Report of the Secretariat and the Network Center in 2008” was developed by the Secretariat and the Network Center (NC) based on the format agreed upon for reporting the revenue and expenditures of the Secretariat and the NC for each year. This document was discussed at the Eighth Session of the Working Group on Future Development of EANET (WGFD8) in July 2009 and will be discussed at the Ninth Session of the Scientific Advisory Committee (SAC9) in October 2009 before the submission to the Eleventh Session of the Intergovernmental Meeting (IG11) in November 2009 for endorsement.

### **II. FINANCIAL REPORT OF THE SECRETARIAT**

#### **II-1 Use of Regular budget**

2. The total budget of the Secretariat in 2008 was US \$ 473,359 and the total expenditures in 2008 were US \$ 448,323. The details are presented in Table 1, Annex 1.

3. The expenditures for the year 2008 using the regular budget were broken down into different items including personnel costs, rental of premises (office space), operating costs (reporting costs, office supplies, computer, communication, travel, meeting, fellowship program at NC, development of public awareness materials and development of Report for Policy Makers) and overhead.

#### **II-2 Use of the Savings**

4. Regarding the implementation of the approved “Proposal on the Possible Use of the Previous Savings”, the Secretariat’s total expenses in 2008 were US \$ 56,416.84. The balance from the savings of the Secretariat was US \$ 102,188.16 as shown in Table 2 of Annex 1.

### **II-3 Contributions of the Participating Countries in 2008**

5. The income/financial contributions from the participating countries of EANET for the Secretariat budget in 2008 were as follows: Cambodia (US \$ 50.00); China (US \$ 30,000.00 for two years); Japan (US \$ 367,402.00); Malaysia (US \$ 3,836.00); Mongolia (US \$ 50.00); Republic of Korea (US \$ 18,387.78); and Thailand (US \$ 3,777.00) as shown in Table 3 of Annex 1. The total income of the Secretariat in 2008 was US \$ 423,502.78.

6. Considering that the contributions from the participating countries in 2008 was less than the expenses amount in 2008, the deficit amount equivalent to US\$ 24,820.22 was obtained from the saving money of the Secretariat.

7. There were also in-kind contributions provided to EANET by participating countries in 2008, such as for hosting of EANET meetings, which are shown in Table 4, Annex 1.

### **III. FINANCIAL REPORT OF THE NETWORK CENTER (NC)**

8. The total revenue of the NC, as shown in Table 1 of Annex 2, was spent for various activities of EANET as shown in Table 1, Annex 2.

9. The revenue of the NC in 2008 for core budget activities was US \$ 391,850.6 and for additional budget activities was US \$ 814,294. These revenues were derived from financial contributions from the participating countries of EANET, UNEP RRC.AP, the Ministry of the Environment, Japan, municipalities in Japan and other sources as shown in Table 2 and Table 3, Annex 2. The NC also received additional revenue of US \$ 210,890 for some specific costs such as maintenance of ADORC building, financial support for the NC activities and non-reimbursable personnel contribution (in-kind) from host municipalities in Japan, and US \$ 90,645 for other non-reimbursable personnel contribution (in-kind) from private companies in Japan as shown in Table 4, Annex 2. The NC also received in-kind contributions from Thailand for hosting of a meeting in 2008. The total revenue of the NC in 2008 is US \$ 1,507,679.6 as shown in Table 5, Annex 2.

10. Actual expenditures of the NC core and additional budget activities in 2008 are shown in Table 6 and 7, Annex 2. The amounts of expenditures were US \$ 369,546 for the core budget activities and US \$ 809,596 for the additional budget activities. Table 8 shows a breakdown of the expenditures by categories such as salary of staff members, travel costs, meeting costs and so on.

11. Table 9 shows the expenditures of the NC in 2008 for some specific costs such as maintenance of ADORC building, additional personnel cost and non-reimbursable personnel expenditure (in-kind) of host municipality staff amounting to US \$ 210,890.

12. The NC expenditure for core and additional budget activities was US \$ 1,179,142. The total expenditure of the NC in 2008 including the above mentioned specific cost amounting to US \$ 210,890 and other non-reimbursable personnel contribution (in-kind) amounting to US \$ 90,645 was US \$ 1,480,677 as shown in Table 10, Annex 2.

**Annex 1**

**Table 1 - Financial Statement - Secretariat  
Regular Budget (US dollars)  
January –December 2008**

<b>Details</b>	<b>Budget 2008 (A)</b>	<b>Actual Expenditure (B)</b>	<b>Commitment for 2008 (C)</b>	<b>Total Expenditure (D) = (B+C)</b>
<b>1. Personnel Costs</b> (Salary, Social Security, Provident Fund, Tax, etc.)	<b>157,818</b>	<b>117,642</b>		<b>117,642</b>
<b>2. Rental of premises (as per Contract)</b>	<b>30,000</b>	<b>30,000</b>		<b>30,000</b>
<b>3. Operating Costs</b>				
3.1 Reporting Costs	8,000	9,341		9,341
3.2 Office Supplies	2,000	1,900		1,900
3.3 Computer	-	4,912		4,912
3.4 Communication	11,000	12,444		12,444
- Telephone/Fax/Network		5,302		5,302
- Postage/DHL		7,142		7,142
3.5 Travel (airfare and DSA)	10,000	10,741		10,741
3.6 Meeting (including PTA ticket, DSA, Venue, food, accommodation, logistics, etc.)	160,000	189,424		189,424
• WGFD	55,000	77,296		77,296
- WGFD6		50,557		50,557
- WGFD7		26,739		26,739
• SAC8	54,000	62,345		62,345
• IG10 & WGFD-S3	51,000	46,671		46,671
• WGFD5 & IG9 - Previous year adjustment		373		373
• Meeting Bags		2,739		2,739
3.7 Participating in High Level Meeting	20,000	-		-
3.8 Fellowship Program at NC	20,000	20,039		20,039
3.9 Development of Public Awareness Materials, etc.	2,000	1,621		1,621
3.10 Development of Report for Policy Makers	30,000	16,872	12,037	28,909
Sub-total	\$ 450,818	\$ 414,937	\$ 12,037	\$426,974
<b>4. Overhead (5% of sub-total)</b>	<b>22,541</b>	<b>-</b>	<b>-</b>	<b>21,349</b>
<b>TOTAL for regular activities (Sub-total + overhead)</b>	<b>\$ 473,359</b>	<b>\$ 414,937</b>	<b>\$ 12,037</b>	<b>\$448,323</b>

**Table 2 - Financial Statement - Saving Money  
EANET Secretariat  
January- December 2008**

Details		Amount (US \$)
<b>1) Saving in 2002 and 2003</b>		<b>465,391.00</b>
<b>2) Total Expenses in 2004</b>		<b>(39,530.00)</b>
<b>3) Total Expenses in 2005</b>		<b>(50,889.00)</b>
<b>4) Total Expenses in 2006</b>		<b>(158,799.00)</b>
<b>4) Total Expenses in 2007</b>		<b>(57,568.00)</b>
<b>5) Total Expenses in 2008</b>		<b>(56,416.84)</b>
• Printing of PRSAD	(21,798.62)	
• Postage	(9,798.00)	
• Amount to supplement the contribution from part. countries in 2008	(24,820.22)	
<b>6) BALANCE on SAVINGS</b>		<b>102,188.16</b>

**Table 3 - Financial Contributions of the Participating Countries in 2008**

	Name of Country	Contribution in US \$
1.	Cambodia	50.00
2.	China	30,000.00*
3.	Japan	367,402.00**
4.	Malaysia	3,836.00
5.	Mongolia	50.00
6.	Republic of Korea	18,387.78
7.	Thailand	3,777.00
	<b>Total</b>	<b>423,502.78</b>

Remarks:

\* Contribution from China for 2007 and 2008 was US \$ 30,000.00 which was transferred in July 2008.

\*\* Contribution from Japan for 2008 was transferred in March 2009.

**Table 4 – In-kind Contributions of the Participating Countries in 2008  
(Hosting of EANET meetings, etc.)**

	<b>Name of Country</b>	<b>Meeting</b>	<b>Date/Venue</b>
1.	Japan	Ninth Senior Technical Managers' Meeting (STM9)	27-29 August 2008/Niigata
2.	Viet Nam	Eighth Session of the Scientific Advisory Committee (SAC8)	15-17 October 2008/Hanoi

**Annex 2**

**FINANCIAL STATEMENT OF THE NETWORK CENTER  
JANUARY - DECEMBER 2008**

**Table 1. Balance between revenue and expenditures**

Items	Total (US \$)
1. Total revenue	1,507,679.6
2. Actual expenditures	1,480,677.0
<b>Balance</b>	<b>27,002.6</b>

Note: Exchange rate between Japanese yen and US dollar for development of this report was 103 yen/\$.

**Table 2. Revenue of the Network Center in 2008 (for Core and Additional budget activities only)**

Organizations / Activities	Fund Contribution (US \$)		
	Core Budget	Additional Budget	Total
<b>A. Contribution from the participating countries for NC Core Budget Activities</b>	<b>391,850.6</b>		<b>391,850.6</b>
<b>B. Contribution from the participating countries for NC Additional Budget Activities</b>			
<b>(1) UNEP RRC.AP (through contract)</b>		<b>20,000</b>	<b>20,000</b>
<b>Research activities</b>			
- Fellowship		20,000	20,000
<b>(2) Ministry of the Environment, Japan (through contract)</b>		<b>455,271</b>	<b>455,271</b>
- Assistance and technical support to individual countries, training activities, public awareness activities, etc.		455,271	455,271
<b>(3) Ministry of the Environment, Japan (through contract)</b>		<b>210,175</b>	<b>210,175</b>
<b>Strengthening technical capacity in participating countries</b>			
- Dispatch of technical missions		74,531	74,531
- Communication/coordination with donor agencies		4,380	4,380
<b>Implementation of training activities</b>			
- Coordination with and support to other training programs		22,185	22,185
<b>Research activities</b>			
- Research for improving monitoring methodologies		9,867	9,867
- Modeling activities and emission inventories		89,349	89,349
<b>Technical support for EANET meetings</b>			
- Other follow-up activities of the meetings		9,863	9,863
<b>(4) National Institute for Environmental Studies (NIES), Japan</b>		<b>104,563</b>	<b>104,563</b>
<b>Research activities</b>			
- Research for improving monitoring methodologies (NIAES/NIES)		100,596	100,596
- Modeling activities and emission inventories(NIES)		3,967	3,967
<b>(5) Environmental Restoration and Conservation Agency (ERCA), Japan</b>		<b>14,078</b>	<b>14,078</b>
<b>Other activities</b>			
- Raising public awareness on acid deposition problems		14,078	14,078
<b>(6) AEON Environmental Fund, Japan</b>		<b>4,855</b>	<b>4,855</b>
<b>Research activities</b>			
- Joint research with Thailand		4,855	4,855
<b>(7) Niigata Prefecture, Japan</b>		<b>3,568</b>	<b>3,568</b>
Strengthening technical capacity in participating countries		3,568	3,568
<b>(8) Niigata City, Japan</b>		<b>1,784</b>	<b>1,784</b>
Strengthening technical capacity in participating countries		1,784	1,784
<b>Total</b>	<b>391,850.6</b>	<b>814,294</b>	<b>1,206,144.6</b>



**Table 3 - Financial Contributions of the Participating Countries  
for NC Core Budget Activities in 2008**

	Name of Country	Contribution (US\$)
1	Cambodia	47.60
2	Japan	385,365.00
3	Malaysia	3,228.00
4	Mongolia	50.00
5	Thailand	3,160.00
	<b>Total</b>	<b>391,850.60</b>

**Table 4. Additional Revenue of the Network Center in 2008**

Organizations / Items	Revenue (US \$)
1. Niigata Prefecture	
- Maintenance of ADORC building cost	80,627
- Financial support for NC activities	111,851
2. Niigata City	
- Non-reimbursable personnel contribution from Niigata City (in-kind)	18,412
<b>Sub-Total</b>	<b>210,890</b>
1. Other non-reimbursable personnel contribution (in-kind)	90,645
<b>Total</b>	<b>301,535</b>

Note: Other non-reimbursable personnel contribution refers to personnel contribution from Environmental Science Research Niigata (ESRN), Joetsu Environmental Science Center (JOESC), HORIBA Ltd and SHIMADZU Corporation.

**Table 5. Total revenue of the Network Center in 2008**

Items	Core Budget (US \$)	Additional Budget (US \$)	Total (US \$)
1. For NC core and additional budget activities	391,850.6	814,294	1,206,144.6
<b>Sub-Total</b>	<b>391,850.6</b>	<b>814,294</b>	<b>1,206,144.6</b>
2. Revenue from Niigata Prefecture and Niigata City (in-kind)			210,890
3. Other non-reimbursable personnel contribution (in-kind)			90,645
<b>Total</b>			<b>1,507,679.6</b>

**Table 6. Expenditures of the Network Center in 2008 (Core budget activities)**

Activities	Budget in 2008			Expenditures in 2008		
	Direct Exp. (US \$)	Personnel Exp. (US \$)	Total (US \$)	Direct Exp. (US \$)	Personnel Exp. (US \$)	Total (US \$)
<b>1. Central compilation, evaluation and storage of data etc.</b>	<b>12,000</b>	<b>45,400</b>	<b>57,400</b>	<b>5,076</b>	<b>27,094</b>	<b>32,170</b>
- Data verification	6,000	31,400	37,400	4,283	22,860	27,143
- Maintenance of database	6,000	14,000	20,000	793	4,234	5,027
<b>2. Preparation of data report</b>	<b>7,500</b>	<b>17,500</b>	<b>25,000</b>	<b>9,727</b>	<b>16,933</b>	<b>26,660</b>
<b>3. Dissemination of data and relevant information</b>	<b>4,000</b>	<b>18,000</b>	<b>22,000</b>	<b>2,380</b>	<b>12,701</b>	<b>15,081</b>
- Analysis on the state of acid deposition in the region	2,000	10,000	12,000	1,586	8,467	10,053
- Development and updating of EANET website	2,000	8,000	10,000	794	4,234	5,028
<b>4. Strengthening technical capacity in participating countries</b>	<b>60,000</b>	<b>30,000</b>	<b>90,000</b>	<b>50,778</b>	<b>25,400</b>	<b>76,178</b>
- STM meeting	60,000	30,000	90,000	50,778	25,400	76,178
<b>5. Implementation and coordination of QA/QC activities</b>	<b>8,000</b>	<b>35,000</b>	<b>43,000</b>	<b>13,614</b>	<b>25,398</b>	<b>39,012</b>
- Inter-laboratory comparison surveys	8,000	23,000	31,000	12,027	16,932	28,959
- Individual questions and answers	0	12,000	12,000	1,587	8,466	10,053
<b>6. Implementation of training activities</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>794</b>	<b>4,233</b>	<b>5,027</b>
- Development of annual training program	0	5,000	5,000	794	4,233	5,027
<b>7. Technical support to EANET meetings</b>	<b>51,000</b>	<b>70,200</b>	<b>121,200</b>	<b>102,608</b>	<b>67,730</b>	<b>170,338</b>
- Preparation of technical documents	6,000	14,000	20,000	3,173	16,932	20,105
- Attendance at the EANET meetings	20,000	20,000	40,000	44,769	12,699	57,468
- Support for Task Forces & Expert Groups	25,000	30,200	55,200	54,666	38,099	92,765
- Management of the network on soil/vegetation specialists	0	6,000	6,000	0	0	0
<b>8. Administrative works</b>	<b>2,000</b>	<b>4,000</b>	<b>6,000</b>	<b>847</b>	<b>4,233</b>	<b>5,080</b>
- Miscellaneous including tasks on future development of EANET to establish a sound financial basis	2,000	4,000	6,000	847	4,233	5,080
<b>Total</b>	<b>144,500</b>	<b>225,100</b>	<b>369,600</b>	<b>185,824</b>	<b>183,722</b>	<b>369,546</b>

**Table 7. Expenditures of the Network Center in 2008 (Additional budget activities)**

Activities	Budget in 2008			Expenditures in 2008		
	Direct Exp. (US \$)	Personnel Exp. (US \$)	Total (US \$)	Direct Exp. (US \$)	Personnel Exp. (US \$)	Total (US \$)
<b>1. Strengthening technical capacity in participating countries</b>	<b>70,000</b>	<b>47,000</b>	<b>117,000</b>	<b>67,081</b>	<b>40,576</b>	<b>107,657</b>
- Dispatch of technical missions	32,000	18,000	50,000	48,820	11,593	60,413
- Assistance and technical support to individual countries	34,000	28,000	62,000	17,822	27,050	44,872
- Communication/coordination with donor agencies	4,000	1,000	5,000	439	1,933	2,372
<b>2. Implementation of training activities</b>	<b>73,000</b>	<b>47,000</b>	<b>120,000</b>	<b>35,865</b>	<b>67,628</b>	<b>103,493</b>
- Development of training materials, technical documents	16,000	14,000	30,000	4,398	19,322	23,720
- Assistance for national training activities	15,000	5,000	20,000	2,639	11,593	14,232
- Coordination with and support to other training programs	10,000	5,000	15,000	4,644	15,458	20,102
- Individual training at NC	30,000	20,000	50,000	23,745	19,322	43,067
- Communication/coordination with donor agencies	2,000	3,000	5,000	439	1,933	2,372
<b>3. Research activities</b>	<b>224,000</b>	<b>98,000</b>	<b>322,000</b>	<b>240,163</b>	<b>73,419</b>	<b>313,582</b>
- Research for improving monitoring methodologies	123,000	37,000	160,000	135,440	27,049	162,489
- Fellowship	17,000	3,000	20,000	12,040	3,864	15,904
- Joint research with Russia	0	0	0	9,709	0	9,709
- Joint research with Thailand	15,000	3,000	18,000	12,621	7,728	20,349
- Modeling activities and emission inventories	69,000	55,000	124,000	69,134	34,778	103,912
- Other research	0	0	0	1,219	0	1,219
<b>4. Technical support to EANET meetings</b>	<b>10,000</b>	<b>16,000</b>	<b>26,000</b>	<b>11,933</b>	<b>15,456</b>	<b>27,389</b>
- Support for Task Forces on Soil and Vegetation	0	6,000	6,000	880	3,864	4,744
- Other follow-up activities of the meetings	10,000	10,000	20,000	11,053	11,592	22,645
<b>5. Other activities</b>	<b>89,000</b>	<b>45,000</b>	<b>134,000</b>	<b>72,844</b>	<b>42,506</b>	<b>115,350</b>
- Raising of public awareness on acid deposition problems	89,000	45,000	134,000	72,844	42,506	115,350
<b>6. Administrative works</b>	<b>32,000</b>	<b>49,800</b>	<b>81,800</b>	<b>32,768</b>	<b>109,357</b>	<b>142,125</b>
- Communication/coordination	19,000	23,800	42,800	21,239	59,123	80,362
- Management of budget and personnel	7,000	20,000	27,000	9,769	42,506	52,275
- Miscellaneous including tasks on future development of EANET to establish a sound financial basis	6,000	6,000	12,000	1,760	7,728	9,488
<b>Total</b>	<b>498,000</b>	<b>302,800</b>	<b>800,800</b>	<b>460,654</b>	<b>348,942</b>	<b>809,596</b>

**Table 8. Budget and Expenditures of the Network Center in 2008 (by item)**

I t e m s	Budget (US \$)			Expenditures (US \$)		
	Core	Additional	Total	Core	Additional	Total
1. Salary of staff members	225,100	302,800	527,900	183,722	348,942	532,664
2. External consultants/assistants	15,000	85,000	100,000	7,631	141,749	149,380
3. Travel costs	3,000	119,500	122,500	2,196	160,123	162,319
4. Meetings	94,000	79,000	173,000	132,571	19,679	152,250
5. Communication	14,000	47,000	61,000	13,277	30,530	43,807
6. Reporting (publication)	6,500	21,000	27,500	7,317	9,758	17,075
7. Equipment	7,000	72,000	79,000	17,666	54,702	72,368
8. Consumables	5,000	68,500	73,500	4,058	41,556	45,614
9. Miscellaneous	0	6,000	6,000	1,108	2,557	3,665
<b>(Sub) Total</b>	<b>369,600</b>	<b>800,800</b>	<b>1,170,400</b>	<b>369,546</b>	<b>809,596</b>	<b>1,179,142</b>

Note: Revenue of the year balances with the expenditures of the year.

**Table 9. Expenditures of the Network Center in 2008 (for some specific costs, e.g. maintenance of ADORC building)**

Organizations / Items	Expenditures (US \$)
1. Maintenance of ADORC building cost	80,627
2. Additional personnel cost	111,851
3. Non-reimbursable personnel expenditure from Niigata City (in-kind)	18,412
<b>Sub-Total</b>	<b>210,890</b>
1. Other non-reimbursable personnel expenditure (in-kind)	90,645
<b>Total</b>	<b>301,535</b>

Note: Other non-reimbursable personnel expenditures were for staff members from Japanese private companies.

**Table 10. Total expenditures of the Network Center in 2008**

Items	Core (US \$)	Additional (US \$)	Total (US \$)
1. NC core and additional budget activities	369,546	809,596	1,179,142
<b>Sub-Total</b>	<b>369,546</b>	<b>809,596</b>	<b>1,179,142</b>
2. Maintenance of ADORC building, support for NC activities and non-reimbursable personnel expenditure from Niigata City (in-kind)			210,890
3. Other non-reimbursable personnel expenditures (in-kind)			90,645
<b>Total</b>			<b>1,480,677</b>