

The Eleventh Session of the Working Group
on Future Development of the EANET
7-8 August 2012, Chonburi, Thailand

DRAFT REVISED GUIDELINES ON ADMINISTRATIVE AND FINANCIAL MANAGEMENT FOR THE SECRETARIAT AND THE NETWORK CENTER

PREAMBLE

P.1 Introduction

1. Based on the Work Plan of the Working Group on Future Development of the EANET (WGFD) adopted at the Sixth Session of the Intergovernmental Meeting (IG6) on the EANET in 2004, the Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (NC) was discussed at its Second Session (WGFD2) in June 2005 and endorsed at the Seventh Session of the Intergovernmental Meeting (IG7) on the EANET in November 2005.
2. The Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (NC) endorsed at the IG7 included the following parts:
 - (1) Rules of Procedures of Meeting;
 - (2) Working Procedures;
 - (3) Personnel Management;
 - (4) Financial Statement;
 - (5) Attendance in International Meetings; and
 - (6) Fellowship.
3. At the Twelfth Session of the Intergovernmental Meeting (IG12) on the EANET, the Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia was adopted by the DECISION 1/IG.12 in which it was decided that the Instrument will become operational on the date on which all participating countries have signed it, or on 1st January 2012, whichever is earlier. Thus, although to this date only 11 out of 13 participating countries have signed the Instrument, the Instrument was operational on 1 January 2012.
4. In order to further improve the transparency and efficiency of the EANET, the IG12 tasked the WGFD under its Terms of Reference (2011-2012) to review the current financial modalities, especially of the NC for further improvement of the EANET transparency at the WGFD10 in 2011 and to develop guidelines on administrative and financial management for the Secretariat and the NC (2014-2015) at the Eleventh Session of the Working Group on Future Development of the EANET (WGFD11) in 2012.

5. The Thirteenth Session of the Intergovernmental Meeting (IG13) on the EANET suggested that the new “Guidelines on Administrative and Financial Management for the Secretariat and the NC” would replace the present guidelines adopted by the IG7 and that rules and procedures on budgeting and management of savings should be developed. The IG13 also decided that major meeting documents should be uploaded on the EANET website and requested the Secretariat and the NC to develop a criterion for uploading and classifying priority documents in a stepwise manner.
6. In accordance with the outcomes of the IG12 and the IG13 and taking account of the operation of the Instrument since 1 January 2012, the Revised Draft Guidelines on Administrative and Financial Management for the Secretariat and the NC was developed to be submitted for discussion at the Sessions of the WGFD and the Scientific Advisory Committee (SAC) in 2012 and 2013, and subsequently for the adoption at the Intergovernmental Meeting (IG) in 2013.

P.2 Proposed Revised Guidelines

7. In principle, the Secretariat and the NC for the EANET are generally obliged to follow the rules and regulations of their mother organizations, namely the Asian Institute of Technology (AIT) and the Regional Resource Center of Asia and the Pacific (RRC.AP), and the Japan Environmental Sanitation Center (JESC), respectively.
8. The rules and regulations applied for the Secretariat were presented at the Third Session of the Intergovernmental Meeting (IG3) on the EANET in 2001 when the arrangement of the Secretariat was discussed and considered, and those for the NC were presented at the Second Session of the Intergovernmental Meeting (IG2) on the EANET in 2000 and the Eighth Session of the Intergovernmental Meeting (IG8) on the EANET in 2006.
9. Nonetheless, additional rules, regulations, and procedures which are specific and appropriate for the administrative and financial management for the EANET and for the operation of the Secretariat and the NC can be established as required by the participating countries and adopted by the IG.

PART I. ADMINISTRATIVE MANAGEMENT

I.1 Rules of Procedures of the Meetings

Rules of Procedures for the IG

10. The IG3, held in Chiang Mai, Thailand in 2001, adopted the Rules of Procedures for the IG as described in EANET/IG3/12 Annex II. The same Rules of Procedures shall be applied in this guideline as follows,

- (1) Sessions of the Intergovernmental Meeting
 - (1.1) The IG shall take place annually, unless otherwise decided by the participating countries.
 - (1.2) Extraordinary sessions shall be convened when written request of any participating country is submitted to the Secretariat, and the request is supported by a majority of the participating countries.
- (2) Representation at Sessions
 - (2.1) The National Focal Point of each participating country will inform the Secretariat of their list of participants.
 - (2.2) The Secretariat, in consultation with the participating countries, may invite relevant international organizations and other entities/experts to participate and present information and/or contribute to deliberations.
 - (2.3) The Chairperson, in consultation with the participating countries, may allow others to join the audience at its sessions.
- (3) Agenda
 - (3.1) The Secretariat will propose the draft agenda in consultation with the participating countries. The IG will decide the agenda of its sessions.
- (4) Officers
 - (4.1) At the commencement of each session of the IG, a chairperson and other bureau members (officers), as appropriate, will be elected from the participants of the session.
 - (4.2) The officers will remain in office until their successors are elected.
- (5) Subsidiary Bodies
 - (5.1) The Scientific Advisory Committee (SAC), as the subsidiary body of the IG, will advise and assist the IG with various scientific and technical matter related to the Network activities as mandated to it by the IG.
 - (5.2) The IG may decide to establish other subsidiary body, as appropriate.
 - (5.3) The SAC and other subsidiary bodies may also decide to establish its subsidiary bodies, with the approval of the IG.
 - (5.4) These Rules of Procedures will apply to the proceedings of the subsidiary bodies.
- (6) Secretariat/Network Center
 - (6.1) The Secretariat and the NC will serve as the Secretariat of any sessions under the guidance of the IG, and follow the rules and regulations of their organizations.
- (7) Conduct of Business
 - (7.1) A majority of the participating countries of the EANET must be present for the Chairperson to open the formal session of the IG.
 - (7.2) Decisions of the IG will be made by consensus among the participating countries.
- (8) Amendments to the Rules of Procedures
 - (8.1) These Rules of Procedures may be amended by the IG

Rules of Procedures for the Scientific Advisory Committee (SAC)

11. As stipulated in the Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (EANET), the SAC, as a subsidiary body of the IG and composed of scientific and technical experts from the participating countries, will advise and assist the IG on various scientific and technical matters related to the network as mandated to it by the IG.
12. The sessions of the SAC will be convened annually. The bureau of the SAC continues the coordination of intended works between sessions with assistance of the NC. The SAC bureau members could be re-elected for the next year term under the present rules of procedures. The SAC may wish to prepare a special document on more evident rules of procedures for it. Other rules of procedures in addition to or different from those of the IG shall be approved by the IG.

Rules of Procedures for Other Subsidiary Bodies where Appropriate

13. Both the IG and the SAC may establish subsidiary bodies, as appropriate. The IG shall approve the decision of the SAC on its subsidiary bodies. Other rules of procedures of subsidiary bodies in addition to or different from those of the IG shall be approved by the IG.
14. The subsidiary bodies may convene sessions, as they deem necessary for their works.

I.2 Working Procedures

Delegation of the Responsibilities to the Heads and Staffs of the Secretariat and the NC

15. The Coordinator, the Programme Officer and the Administrative Assistant of the Secretariat shall, under the general guidance and supervision of the Director of the Regional Resource Center for Asia and the Pacific (RRC.AP) and also under the guidance of the IG, provide administrative and financial arrangements and perform other activities and tasks as stipulated in Item 11 of the Instrument, and report to the Director of the RRC.AP and the IG. The job description of the staffs of the EANET Secretariat, which also includes the delegation of responsibilities, was also adopted and decided at the IG3 and revised at the IG7 as shown in Annex 1.
16. The Director General (DG) of the Asia Center for Air Pollution Research (ACAP), designated as the Network Center (NC), shall, under the general guidance and supervision of the President of the Japan Environmental Sanitation Center (JESC) and also under the guidance of the IG with regard to the NC activities, manage and provide guidance for overall activities of the ACAP, including activities and tasks of the NC as stipulated in Item 13 of the Instrument, and report to the President of the JESC and the IG.

17. The Deputy Director General (DDG) of the ACAP in charge of the NC and the DDG of the ACAP in charge of administrative management and domestic activities shall, under the general guidance and supervision of the DG of ACAP, undertake and implement the activities of the ACAP, including activities and tasks of the NC as stipulated in Item 13 of the Instrument, and report to the DG.
18. The Head and staff of each Department of the ACAP shall, under the general guidance and supervision of the DG, and the DDG of the ACAP in charge of the NC and the DDG of the ACAP in charge of administrative management and domestic activities (DDGs), implement the tasks of each Department and report to the DG and the DDGs.

Terms of Reference (TOR) for the Secretariat Staffs

19. The Secretariat, for the effective management of the EANET and to facilitate cooperation among the participating countries, shall provide services including the dissemination of information and facilitating liaison and networking between the relevant agencies and institutions and perform other activities and tasks as stipulated in Item 11 of the Instrument for the effective management of the EANET.
20. The Secretariat shall assure that it meets the needs of the participating countries, the IG and the SAC, the NC and other subsidiary bodies, for example, in the provision of information based on their respective needs as defined by the Secretariat functions. The job descriptions of the Secretariat staffs are presented in Annex 1.

Roles and Responsibilities of the DG and the DDGs, and the Function of the Departments of the ACAP

21. Roles and responsibilities of the DG and the DDGs, and the functions of the Departments of the ACAP are presented in Annex 2.

Principles of Distribution of the EANET Documents and Other Information/data to the Participating Countries and Others

22. The Secretariat will disseminate information to the participating countries, the IG, the SAC and other subsidiary bodies regarding administrative matters. The NC will disseminate data and information regarding scientific and technical matters.
23. The Secretariat and the NC will disseminate meeting documents and reports for the sessions arranged by them such as the IG, the SAC and their subsidiary bodies' meetings. The NC will be responsible for dissemination of documents and reports for meetings organized by the NC as well as other scientific documents. The Secretariat will be responsible for others.

24. The Secretariat will coordinate with the NC and the participating countries in developing bi-annual Newsletters. The content of Newsletter will be circulated among the participating countries before publishing. The leading scientists would be invited by the NC to prepare the papers on acid deposition problems and progress of researches for information of public and decision makers. The Secretariat and the NC will also develop public awareness materials.
25. The data and other relevant information submitted to the NC will be provided to the participating countries in accordance with the “Procedure on Data and Information Disclosure for the EANET (Annex IV of EANET/IG 3/12)”. The Procedure is presented in Annex 3. Relevant scientific and technical information will be disseminated among the participating countries, as well as other countries, relevant organizations and individuals, through technical documents, the EANET website or by other means in accordance with the mentioned procedures.

Criteria for Uploading Priority Documents to the EANET Website

26. The EANET website will be updated periodically to include the latest information and records of the EANET activities as appropriate. The EANET meeting documents will be uploaded in accordance with the “Procedure on Data and Information Disclosure for the EANET” and “Criteria for Uploading Priority Documents to the EANET Website. The Criteria are attached as Annex 4.

I.3 Personnel Management

Recruitment Procedures and Personnel Management Policy for the Secretariat

27. Based on the Procedure for the Recruitment of the Coordinator of the Secretariat of Acid Deposition Monitoring Network in East Asia (EANET) sent to the National Focal Points (NFPs) in April 2007, the Coordinator and the Programme Officer of the Secretariat for the EANET will be recruited following the recruitment procedures presented in Annex 5.
28. According to the document entitled “Review of the Status of the EANET Secretariat (EANET/IG 6/11)” endorsed at the Sixth Session of the Intergovernmental Meeting (IG6) of the EANET in 2004, the positions of the Coordinator and the Programme Officer will be the professional staff of the Secretariat for a period of two years with a provision for a maximum limit of two terms.
29. The Policy and Procedures (P&P) of the AIT System on the employment of staff and the personnel management shall be applied to the Secretariat staffs.

Qualifications and Recruitment Procedures for the Deputy Director General (DDG) of the ACAP in Charge of the NC Activities

30. Qualifications and recruitment procedures for the DDG of the ACAP in charge of the NC activities are presented in Annex 6. The employment period will be two years with a provision for a maximum limit of two terms.

I.4 Attendance in International Meetings

31. Staff members of the Secretariat and the NC can participate in important meetings to introduce the EANET activities and to promote the cooperation with other programs or networks within the limit of budget for this purpose as prescribed in the Joint Announcement on the Implementation of EANET (EANET/IG2/5/2 rev).
32. The flexibility is given for technical contributions and presentations of scientific researches on the EANET activities by the NC at scientific meetings.

I.5 Fellowships

33. The NC makes efforts to receive co-researchers from the participating countries of the EANET so that it can promote the international research collaboration. As one of major welcomed possibilities, the NC should do all arrangements for expected non-reimbursable experts seconded by the participating countries. The NC offers the EANET participating countries to dispatch non-reimbursable experts for a period to be decided by the participating countries upon consulting with the NC and the Secretariat.
34. The NC explores the external supports (from research foundations, grant programs, etc.) for research fellowships in the ACAP taking into account the objectives and prospective of the EANET. The fellowships will follow the rules of supporting organizations.
35. The NC will provide a short-term (up to two months) fellowship at the ACAP for research activities of scientists from the EANET participating countries by utilizing the available EANET budget. The guidelines for the short-term research fellowship are presented in Annex 7.

PART II. FINANCIAL ARRANGEMENT AND MANAGEMENT

II.1 Guiding Principle

36. In principle, the financial arrangement and management of the EANET will be governed by the Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (EANET), specifically Item 14 of the Instrument, and under the guidance of the IG.
37. In addition to the following specific rules and regulations for the financial management of the EANET, the Secretariat and the NC for the EANET are also obliged to follow generally the

financial rules and regulations of their mother organizations, namely the Asian Institute of Technology (AIT) and the Regional Resource Center of Asia and the Pacific (RRC.AP), and the Japan Environmental Sanitation Center (JESC), respectively.

II.2 Financial Period

38. The financial period shall be on a yearly basis and base on a calendar year from 1 January to 31 December.

II.3 Rules and Procedures on the Budgeting

Annual Budget

39. The annual budgets for the administrative and operational costs of the Secretariat and the core activities of the NC come from the voluntary financial contribution from the participating countries of the EANET. The EANET is also open to financial and in-kind contributions from other sources, including international and regional organizations and non-governmental organizations (NGOs) for the implementation of the EANET activities, subject to the approval of the IG.
40. The annual budgets of the Secretariat and the NC shall cover expenditures on their administration and operation in order to carry out the EANET activities specified under the annual work program of the EANET for the specified financial period and shall be presented in United States dollars.
41. The annual work program and budgets for the EANET of the Secretariat and the NC for a financial period should base on the respective Five-Year Medium Term Plan (MTP) for the EANET which was approved by the IG under which the financial period is.
42. The annual budgets of the Secretariat and the NC are approved by the IG. The Secretariat and the NC shall, in the year prior to the specified financial period year, submit their provisional annual work programs and budgets of the EANET to the Session of the IG for its review, consideration, and approval. The SAC and other subsidiary bodies of the IG could also review and discuss the provisional annual work programs and budgets at their meetings, as appropriate. The provisional annual work programs and budgets shall be circulated to the participating countries at least one month before the Session of the IG.
43. In the development and management of their annual work programs and budgets for the EANET, the Secretariat and the NC shall be guided by the principles of transparency, effective and efficient financial management. The Secretariat and the NC may commit resources only if such commitments are within the budgets approved by the IG and within available resources.

44. Revised and supplementary budget proposals for additional activities may be submitted to the National Focal Points of the participating countries for approval when it is of the highest urgency and could not have been foreseen at the time when the provisional annual budget was submitted to the IG for approval.
45. The formats and forms for the annual budgeting of the Secretariat and the NC are attached as Annex 8.

Additional Budget for the EANET

46. It is indispensable and preferable to secure funding for the Secretariat activities and the NC core budget activities through an effective mechanism rather than rely solely on the voluntary financial contributions as these activities are crucial for the continuous operation of the EANET. The Secretariat and the NC are encouraged to make efforts to explore financial and in-kind supports from all available sources. Actions should be initiated to strengthen collaboration with the following potential funding agencies,
 - United Nations Environment Programme (UNEP);
 - Asian Development Bank (ADB);
 - United Nations Development Programme (UNDP);
 - Japan International Cooperation Agency (JICA);
 - Korean International Cooperation Agency (KOICA);
 - Institute for Global Environmental Strategies (IGES);
 - Swedish International Development Agency (SIDA);
 - Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ);
 - United Nations Economic Commission for Europe (UNECE);
 - Clean Air Initiative for Asia City (CAI-Asia);
 - Asian Co-benefit Partnership; and
 - Other relevant international, regional agencies.
47. Other actions to be taken by the Secretariat and the NC to overcome the problem of inadequate financial resources shall include,
 - Encouraging additional voluntary financial contribution from the participating countries to the additional budget of the NC, whether in cash or in-kind;
 - Diversification of financial sources;
 - Clarification of categories/activities/projects to be supported;
 - Strengthening partnerships with international and regional donor agencies and other environmental initiatives; and
 - Using support from research foundations and funds from regional scale projects.

48. To increase the manpower resource and reduce personnel expenditure at the NC, the participating countries are also encourage to second their experts to the NC as indicated in paragraph 33.

II.4 Voluntary Financial Contributions

Guiding Principle

49. In accordance with the Item 14 of the Instrument and the respective national laws and regulations, the participating countries are encouraged to make voluntary financial contributions to finance the administrative and operational costs of the Secretariat and the NC core activities for their respective EANET activities, taking account of their economic and financial circumstances and the limit of their respective budgetary appropriations.
50. The participating countries should provide voluntary financial contributions taking account of their respective estimated financial amounts of contributions and may provide additional financial and in-kind contributions on a voluntary basis.
51. The Procedures and Guidelines for Voluntary Financial Contributions to the EANET for 2008-2010 adopted at the Eight Session of the Intergovernmental Meeting (IG8) for the Secretariat budget and at the Ninth Session of the Intergovernmental Meeting (IG9) for the NC core budget and the Procedures and Guidelines for Voluntary Financial Contributions to the EANET for 2011-2013 for both the Secretariat budget and the NC core budget adopted at the IG12, based on the following principle,
- the yearly voluntary financial contribution to the Secretariat budget and the NC core budget of the participating countries will be a three-year flat/fix amount equal to the average projected budgets for the respective 3 consecutive years of the Five-Year Medium Term Plan, and
 - the yearly flat/fix amount of the voluntary financial contribution of each participating country will be estimated by applying the latest UN scale burden sharing to the three-year flat/fix amount
 - the minimum amount for the voluntary financial contribution of the participating countries is US \$ 50.
52. Definitions of the “NC Core Budget” and “NC Additional Budget”
- The core budget: The cost of all activities indispensable for promoting the Network activities in the participating countries under the framework of the EANET and which are approved by the IG. Items of the “NC Core Budget” will include the following;
 - (1) Central compilation, evaluation and storage of data etc.
 - (2) Preparation of data report
 - (3) Dissemination of data and relevant information

- (4) Strengthening technical capacity in the participating countries (STM meeting)
 - (5) Implementation and coordination of QA/QC activities
 - (6) Implementation of training activities (Development of annual training program)
 - (7) Technical support for the EANET meetings (except below)
 - (8) Administrative works (Discussion of the MTP, Future development, etc.)
- The additional budget: The cost for strengthening the EANET by providing technical assistance to the participating countries and by promoting further research activities and which are approved by the IG. Items of the “NC Additional Budget” will include the following:
 - (1) Strengthening technical capacity in the participating countries (except STM meeting)
 - (2) Implementation of training activities (except above)
 - (3) Research activities
 - (4) Technical support for the EANET meetings (Other follow-up activities of the meetings)
 - (5) Raising public awareness
 - (6) Administrative works (except above)

Voluntary Financial Contribution for 2014 - 2015

53. The same principle described in paragraph 51 will be applied to the voluntary financial contribution to the EANET for the remaining two years (2014 – 2015) of the current Five Year MTP for the EANET (2011 – 2015) with a two-year flat/fix amount equal to the average projected budgets for 2014 and 2015 which is equal to **US\$ 479,693** for the Secretariat budget and **US\$ 396,000** for the NC core budget. The yearly flat/fix amount of the voluntary financial contribution of each participating country will be estimated by applying the latest UN scale burden sharing to the two-year flat/fix amount. The minimum amount for the voluntary financial contribution of the participating countries is US\$ 50.

Voluntary Financial Contribution starting from 2016

54. Taking into consideration of the proposal by the Secretariat discussed at the IG8 that “In the future, a five-year flat amount of contribution could be decided, based on the future MTP possibly for five years”, the same principle as described in paragraph 51 will be applied to the voluntary financial contribution of the participating countries to the EANET with a five-year flat/fix amount equal to the average projected budgets for the respective 5 consecutive years of the Five-Year MTP starting from 2016. The minimum amount for the voluntary financial contribution of the participating countries is US\$ 500.

Guidelines on Transfer of Voluntary Financial Contribution to the Secretariat and the Network Center

55. The Secretariat will send a letter requesting for voluntary financial contribution to the participating countries, notifying the estimated amounts of their voluntary financial contributions to the Secretariat budget and the NC core budget, in the beginning of each financial period year.
56. The voluntary financial contributions should be made in United States dollars and transferred to the bank accounts of the Secretariat and the NC as indicated below.

(1) Secretariat

The voluntary financial contributions to the Secretariat should be transmitted via electronic transfer to the Secretariat account, as follows,

Bank Details

Account Name : Asian Institute of Technology
Account Number : 10492918
Account Type : Checking Account
Bank Name : Citibank, N.A.
Bank Address : Citicorp Center, 16th Floor
153 East 53rd St., New York, NY 10043, U.S.A.
Swift Code : CITIUS33
ABA : 021000089
Detail of payment : For UNEP RRC.AP / EANET Account
No. 60.6.036.402.10050.046.5072

(2) Network Center

The voluntary financial contributions to the NC core budget could be transmitted via electronic transfer to the Secretariat account as indicated above or directly to the NC account, as follows,

Bank Details

Account Name : Japan Environmental Sanitation Center
Account Number : 370-332-1131194
Account Type : Ordinary Account
Bank Name : Kawasaki-Ekimae Branch,
The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Bank Address : 2-4-13 Isago, Kawasaki-ku, Kawasaki-shi, 210-0006,
Japan
Swift Code : BOTKJPJT

57. All cash received shall be deposited in the official account within two week of receipt, if the contribution is made by cash.
58. An official acknowledge letter, attached with an official receipt, shall be issued by the Secretariat and the NC to the participating countries within two weeks of confirmed receipt of voluntary financial contributions.
59. The financial contributions and the interest earned from financial contributions will be administered by the Secretariat under the guidance of the IG.

II.5 Financial Statements

60. The Secretariat and the NC shall develop an annual financial report of each previous financial period year no later than the end of June and submit to the next session of the IG. The SAC and other subsidiary bodies of the IG could also review and discuss the financial report.
61. The annual financial report should include information on voluntary contributions, expenditures, and changes in the savings and balance of savings.
62. The formats and forms of the financial reports of the Secretariat and the NC are attached as Annex 9.

II.6 Audit Report

63. Annual audit reports shall be submitted to each Session of the IG.
64. The audit shall be conducted in conformity with generally accepted common auditing standards of references, subject to any special directions of the IG.
65. The auditor shall be completely independent and solely responsible for the conduct of the audit
66. The auditor may make observations with respect to the efficiency of the financial procedures, the accounting system, the internal financial controls, and the administration and management.

II.7 Savings Management of the Secretariat

67. The Secretariat set up the savings account initiated from revenue of 2002 and 2003. The surpluses of each financial period year have been deposited into the savings account. The unforeseen and extraordinary expenses were supported from the savings account.

68. The savings could be used for the purpose of public awareness, or otherwise decided by the IG.
69. The unforeseen and extraordinary expenses during the interval of the IG Sessions could be advanced from the savings through the consultation with the NFPs of the participating countries and reported to the next Sessions of the IG. The advanced amount should be reimbursed if there are surpluses in the regular account at the end of the financial period.
70. The surpluses at the end of a financial period, if any, should be credited into the savings account.

ACTIONS REQUIRED

71. The WGFD11 is invited to review the draft Revised Guidelines on Administrative and Financial Management for the Secretariat and the Network Center and may wish to discuss, consider, and make recommendations to the next IG in November 2012 for its review and guidance.

Annex 1

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

I. Job Description: EANET Secretariat / Coordinator:

Duties and Responsibilities:

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

Requirements and Qualifications

4. The scope of work will mainly be related to support of activities of the EANET institutional bodies, the management of the EANET Secretariat and the administration of its activities. In undertaking the duties, the Coordinator will be assisted by a Programme Officer and an Administrative Assistant.

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

Conditions of Service

6. The envisaged post will be on a contract basis, initially for a period of 2 years with an option for renewal. The renewal will be done based on the review of the performance with support by the participating countries. An international competitive salary package, negotiable based on experience, will be offered.

II. Job Description: Programme Officer

Duties and Responsibilities:

7. Under the general supervision of the Coordinator of the EANET Secretariat, the incumbent shall be responsible to:
 - Prepare for, organize and participate in the meetings, seminars, workshops, etc., as defined in the functions of the EANET Secretariat.
 - Coordinate the submission and collation and preparation of information and materials needed for such meeting, seminars, etc.
 - Assist in the planning, coordination and liaising for the venue, logistics, etc., of the meetings, workshops, seminars of the EANET.
 - Assist the Coordinator in the preparation of reports and other outputs needed for and after each meeting, seminar, or workshop, etc., in cooperation with the NC where appropriate.
 - Provide the necessary inputs needed by the Intergovernmental Meeting, the Scientific Advisory Committee, the NC, etc., as they are requested.

Requirements and Qualifications:

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

III. Job Description: Administrative Assistant

Duties and Responsibilities:

- Actively interact with the participating countries, the Network Center and staff in relation to the project assigned.
- Coordinate and correspond with the Network Center staff, members of the Scientific Advisory Committee and the Intergovernmental Meeting, or their subsidiary-bodies, etc.
- Organized and arrange meetings, conferences and workshops of the EANET as assigned and of other operating projects if necessary.
- Assist in the preparation of materials, documents and other logistics for the seminars, workshops and meetings as needed.
- Support and assist in general administrative tasks.
- Carry out other tasks required by the Coordinator and the Programme Officer.
- Report to the Coordinator and the Programme Officer.

Requirements and Qualifications:

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

Annex 2

Roles and Responsibilities of the Director General (DG) Deputy Director Generals (DDG) and the Functions of the Departments of the Asia Center for Air Pollution Research (ACAP)

I. Job Description of the Director General

1. The Director General of the Asia Center for Air Pollution Research (ACAP) will, under the general guidance and supervision of the President of the Japan Environmental Sanitation Center (JESC):
 - (1) Manage and provide guidance for overall activities of the ACAP such as:
 - (a) the activities of the NC for the Acid Deposition Monitoring Network in East Asia (EANET);
 - (b) the activities of the National Center of Japan for the EANET; and
 - (c) other activities related to acid deposition problems as appropriate.
 - (2) Represent the ACAP at various occasions such as international and domestic conferences;
 - (3) Liaise and coordinate where necessary, the activities of the ACAP with the Headquarters of the JESC; and
 - (4) Manage administrative operations of the ACAP, including management of personnel and fund raising, preparation of work plans.

II. Job Description of the Deputy Director General in Charge of the Network Center

2. The Deputy Director General of the ACAP in charge of the NC for the EANET will, under the general guidance and supervision of the Director General of the ACAP (hereinafter referred to as the “Director General”), perform the following duties:
 - (1) Undertake and implement the activities of the NC for the EANET.
 - (2) Undertake and implement other international activities related to acid deposition problems upon the request by the Director General;
 - (3) Represent the ACAP at international meetings and conferences upon the request by the Director General; and
 - (4) Assist the Director General in managing administrative operations of the NC activities for the EANET, including management of personnel and fund raising, preparation of work plans.

III. Job Description of the Deputy Director General in Charge of Administrative Management and Domestic Activities

3. The Deputy Director General of the ACAP in charge of administrative management and domestic activities will, under the general guidance and supervision of the Director General of the ACAP (hereinafter referred to as the “Director General”), perform the following duties:
 - (1) Undertake and implement the activities of the National Center of Japan for the EANET;
 - (2) Undertake and implement other activities related to acid deposition problems upon the request by the Director General;
 - (3) Represent the ACAP at various occasions such as international and domestic conferences upon the request by the Director General;
 - (4) Assist the Director General in liaising and coordinating the activities of the ACAP with the Headquarters of the JESC; and
 - (5) Assist the Director General in managing administrative operations of the ACAP, including management of personnel and fund raising, preparation of work plans (except those of the NC activities for the EANET)

IV. The Functions of Each Department of the ACAP

IV.1 General Affairs Department

- Development of annual work programs of the ACAP;
- Administrative management of the ACAP, including personnel and financial (budgetary and accounting) issues; and
- Matters not undertaken by other departments.

IV.2 Planning and Training Department

- Management and coordination of technical assistance projects;
- Planning, coordination and implementation of training activities;
- Planning and implementation of international conferences, workshops, etc. by the ACAP;
- Development and distribution of related brochures and other information;
- Planning and coordination of technical missions;
- Planning and coordination of research fellowships in the ACAP;
- Collection and dissemination as appropriate, of relevant information; and
- Research activities related to science and policy on air pollution.

IV.3 Atmospheric Research Department

- Evaluation of rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring results to complement the work of the Data Management

Department;

- Development and elaboration of technical documents for rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring;
- Analyses of rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring samples;
- Promotion of QA/QC activities on rainwater composition and wet deposition, and air pollutant concentration and dry deposition monitoring (related to monitoring/analysis methodologies excluding the work of the Data Management Department);
- Research activities related to rainwater composition and wet deposition, and air pollutant concentration and dry deposition;
- Operation and management of deposition monitoring stations operated by the ACAP;
- Planning and implementation of research activities such as dispersion modeling and data analysis excluding the work of the Data Management Department; and
- Other issues related to wet and dry deposition.

IV.4 Ecological Impact Research Department

- Evaluation of monitoring for soil/vegetation, inland aquatic environment and catchment (hereinafter referred to as “ecological impacts monitoring”) results to complement the work of the Data Management Department;
- Development and elaboration of technical documents for ecological impacts monitoring;
- Analyses of ecological impacts monitoring samples;
- Promotion of QA/QC activities on ecological impacts monitoring (related to monitoring/analysis methodologies: excluding the work of the Data Management Department);
- Research activities related to ecological impacts by acid deposition and catchment analysis;
- Operation and management of ecological impacts monitoring stations operated by the ACAP; and
- Other issues related to ecological impacts by acid deposition.

IV.5 Data Management Department

- Development and updating of database on acid deposition monitoring in East Asia and in Japan;
- Central compilation, evaluation, storage and dissemination, as appropriate, of acid deposition monitoring data;
- Development and elaboration of technical documents for data management;
- Collection and dissemination of information relevant to data and data management;
- Consultation and advice for the national monitoring plans in cooperation and coordination with other departments in the ACAP;
- Coordination and implementation of QA/QC programs (excluding those to be undertaken by other departments);

- Development of data report for the EANET and for Japan as appropriate;
- Planning and implementation of activities of emission inventories; and
- Other activities related to data management and analysis.

Annex 3

(Annex IV of EANET/IG 3/12)

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

Objective

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

Adoption/Amendment

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

Application of the Procedures

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

Principles for Data and Information Disclosure

4. All the data and information that are obtained through the EANET activities should be disclosed outside the EANET only after verification and confirmation/endorsement by the SAC, unless otherwise decided. Data and information disclosure outside the EANET should start after 2002. The NC may disclose the annual data report before that time.
5. Each participating country is able to disclose its data and information by its own decision.
6. A participating country of the EANET is entitled to receive all the data and information that are reported to the NC from other participating countries through the EANET activities.

Data and/or Information not to be Disclosed)

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

Data and Information Disclosure by the NC

8. The NC, in accordance with the Procedures, will disclose the data and information that are obtained through the EANET activities.
9. The NC can refuse disclosure of data and information under the following categories:
 - Data and information that are being verified and are to be confirmed/endorsed by the SAC;
 - Data and information that were requested not to be disclosed through the procedure defined in paragraph 7 above; and
10. The NC should provide any data and/or information that are obtained through the EANET activities including those described in paragraph 9 above to participating countries upon request in writing by the National Focal Points/National Centers. In this case, the NC should inform this to the National Focal Points/National Centers of the relevant participating countries.

Restriction of Data and Information Disclosure by Others

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

Annex 4

Criteria for Uploading Priority Documents to the EANET Website

The following criteria will be applied for uploading the documents of the EANET Meetings from 2001 onwards to the EANET Website.

1. **Documents for Publication** (e.g., Periodic Report on the State of Acid Deposition in East Asia (PRSAD) and Report for Policy Makers (RPM)) and the EANET technical documents (e.g., Monitoring Guidelines and Technical Manuals)
 - i) These documents adopted or endorsed at the Session of the Intergovernmental Meeting (IG) will be uploaded after the Session.
 - ii) For uploading, PDF files will be developed from Word and/or Excel files.

2. **Reports of the Session and the Annotated Agenda**
 - i) These documents adopted at the Sessions of the IG, the Scientific Advisory Committee (SAC), the Working Group on Further Financial Arrangement (WG), the Working Group on Future Development of the EANET (WGFD) and the Senior Technical Managers' Meeting (STM) will be uploaded after the Session.
 - ii) For uploading the documents, any information that is inappropriate to be disclosed, e.g. individual information (address, e-mail address, etc.) should be removed.
 - iii) ii) of 1 will be applied to uploading these documents.

3. **Data Report and Report on the Inter-laboratory Comparison Projects**
 - i) Data Report and Report on the Inter-laboratory Comparison Projects adopted at the Session of the SAC will be uploaded in accordance with the Data and Information Disclosure for the EANET (Annex 3).
 - ii) ii) of 1 above will be applied to uploading of these reports.

4. **Other Documents**
 - i) Other documents (except for Power Point documents) of the IG, the SAC, the WG, the WGFD and the STM will be uploaded with authorized password for the participating countries, except the following draft or provisional documents that final versions will be/were uploaded;
 - Draft Data Report and Draft Report on the Inter-laboratory Comparison Projects
 - Provisional Agenda, Annotated Provisional Agenda, Draft Program, Provisional List of Participants, Provisional List of Documents
 - ii) ii) of 1 above will be applied to uploading of these documents

Annex 5

**Procedures for the Recruitment of the Coordinator/the Programme Officer
for the Secretariat**

The recruitment of the Coordinator/the Programme Officer of the Secretariat for the EANET shall be transparent, objective and in consultation with the participating countries of the EANET. The following procedures will be used in recruiting the Coordinator/the Programme Officer of the Secretariat:

1. The Secretariat will issue a vacancy announcement for the Coordinator/ the Programme Officer;
2. The Secretariat will prepare a long list of all candidates and send to the participating countries (the National Focal Points) and the Network Center for their information;
3. The Secretariat will establish a selection committee composed of the representative of EANET to RRC.AP Advisory Committee, a senior representative from AIT, the Director from RRC.AP, and the representative from UNEP. The committee will review the application forms of the candidates. The RRC.AP will serve as the Secretariat for the selection committee;
4. The Secretariat will consult with the participating countries, through the National Focal Points, and the Network Center about the short-listed candidate within one month. Taking account of the comments by the participating countries and the Network Center, the selection committee will interview the candidates as appropriate, and select the final candidate with special attention to the recommended candidates from the participating countries;
5. The RRC.AP will appoint the new Coordinator/Programme Officer of the Secretariat.

Annex 6

Qualifications and Recruitment Procedures for the Deputy Director General of the ACAP in Charge of the Network Center

Qualifications:

- University degree, preferably doctorate, in environmental sciences, or a relevant science discipline. The candidate should have a good understanding of environment and sustainable development and the ability to carry out the intended tasks within the context of international relations;
- Demonstrated and proven ability to develop, operate and manage entities and projects;
- At least fifteen years of extensive working experience in implementing and supervising national/international activities in scientific research and/or administration on the environment such as monitoring and environmental pollution control;
- Familiarity with acid deposition problems, especially with the EANET;
- Experience and proficiency in co-ordination of networks, information management and technology transfer;
- Ability to prepare reports and make oral presentations in clear, concise and effective English;
- The candidate should be enthusiastic, dynamic, open-minded, creative, innovative, communicative, analytical, and strategically minded and able to work in a cross-cultural environment;
- Knowledge of one or more languages of the participating countries of the EANET would be preferable; and
- Nationals of the participating countries of the EANET will receive high preference.

Recruitment Procedures:

1. Vacancy announcement will be informed to the participating countries through the national focal points. The vacancy announcement will also be disseminated at the EANET website.
2. The national focal points will be invited to recommend applicants as appropriate, with his/her curriculum vitae (CV) including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, his/her photograph and medical certificate. An expert who satisfies the qualifications could also submit his/her application without recommendations of the national focal points. The application should be submitted to the ACAP by certain deadline.

3. All the applications submitted to the ACAP will be circulated among the national focal points for their comments. The applications with the recommendations from the national focal points should have higher priority.
4. Taking into account the comments by the national focal points, the Director General of the ACAP will give a recommendation to the President of the Japan Environmental Sanitation Center (JESC), who will make the decision on the basis of this recommendation.

Annex 7

Guidelines for Fellowship at the Network Center for the EANET

1. Fellowship for research studies in the Network Center for the EANET (NC) is established under the decision of Intergovernmental Meeting (IG). The IG decides the appropriate sizes and sources for allocated budget.
2. The general directions and scope of researches are defined based on the Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (EANET), Work Program and Budget for the EANET and other relevant documents adopted by the IG and the Scientific Advisory Committee (SAC).
3. The NC sends an announcement of fellowship to the National Focal Points (NFPs), the SAC members of participation countries. The general conditions are explained in the announcement.
4. Scientists from the participating countries of the EANET can apply for the fellowship.
5. The applicant should send through the NFPs the proposal on study with clear identification of theme and expected results of works. The duration of study could be agreed with the NC within time limits of the fellowship.
6. The decision on the acceptance of the proposal will be done by the NC. The consideration could be completed within one month after closing date for receiving of the proposals.
7. The NC will make necessary arrangement and procedure for the fellows.
8. The results of studies should be prepared in the form of scientific reports or papers for journals.

Annex 8

Format of the Provisional Budget of the Secretariat and the Network Center

1. Secretariat

Table 1 - Estimated Budget of the Secretariat (US \$)

Items	Budget in the Present Financial Period	Budget in the Next Financial Period
1. Personnel Costs (include Salary, Social Security funds, Provident Fund, Tax, etc.)		
2. Rental of premises (as per Contract)		
3. Operating Costs		
3.1 Reporting Costs (i.e., printing of Session Summary and Proceedings)		
3.2 Development of Newsletter		
3.3 Office supplies		
3.4 Communication		
3.5 Travel of Staff for meetings (expenses include airfare and DSA)		
3.6 Meetings (including PTA tickets and DSA, venue, food, accommodation, logistics, etc.)		
3.7 Session of the Working Group on Future Development of the EANET (WGFD)		
3.8 Session of the Scientific Advisory Committee (SAC)		
3.9 Session of the Intergovernmental Meeting (IG)		
3.10 Fellowship Program at the NC		
3.11 Promotion of Public Awareness		
3.12 Capacity Building Workshop		
3.13 Report for Policy Makers		
3.14 Other Activities		
Sub-total		
Overhead (5% of sub-total excluding item to be supported from Savings)		
Total		

Table 2 - Estimated Amounts of Contributions from the Participating Countries to the Secretariat Budget, if Burden Sharing will be applied as Correspondent to the Latest UN Assessment Scale

Country	UN Scale of Assessment (%)	Scale of the EANET Burden Sharing (%)	Estimated Contribution in the Next Financial Period (US \$)
Cambodia			
China			
Indonesia			
Japan			
Lao PDR			
Malaysia			
Mongolia			
Myanmar			
Philippines			
Republic of Korea			
Russia			
Thailand			
Vietnam			
Total			

2. Network Center

Table 1 Estimated budget for the Network Center (US \$)

Activity item	Man-Month	Total	Core (Direct)	Additional (Direct)	Core (Personnel)	Additional (Personnel)
1. Acid deposition monitoring						
- Promotion of appropriate EANET monitoring with the participating countries						
- Preparation of guidelines, technical manuals, strategy papers						
- QA/QC activities						
2. Compilation, verification, evaluation, storage and analysis of data						
3. Enhancement of data analysis and assessment						
- Support continuous assessment and evaluation of the monitoring data						
- Preparation of PRSAD						
4. Implementation of technical support and capacity building activities						
- Technical support for EANET meetings including STM and TF/EGs						
- EANET Training (Individual, JICA, national training, etc.)						
- Technical mission and technical assistance to the participating countries						
5. Promotion of research activities						
- EANET Science Bulletin						
- Research Fellowship Program						
- Research for improving monitoring methodologies						
- Studies on the effects of acid deposition and other priority chemical species						
- Promotion of studies on models and emission inventories						
6. Promotion of public awareness						
- Public awareness workshop, etc.						
- Regular updating of EANET web page						
7. Further development of EANET						
8. Other works						
Sub Total						
Administrative Cost						
Rental fee						
Grand Total						

Table 2 - Network Center Draft Budget with the Present Year (US\$)

Activity item	Budget in the Present Financial Period (Direct)	Budget in the Next Financial Period (Direct)
1. Acid deposition monitoring		
- Promote appropriate EANET monitoring with the participating countries		
- Preparation of guidelines, technical manuals, strategy papers		
- QA/QC activities		
2. Compilation, verification, evaluation, storage and analysis of data		
3. Enhancement of data analysis and assessment		
- Support continuous assessment and evaluation of the monitoring data		
- Preparation of PRSAD2		
4. Implementation of technical support and capacity building activities		
- Technical support for EANET meetings including STM and TF/EGs		
- EANET Training (Individual, JICA, national training, etc.)		
- Technical mission and technical assistance to the participating countries		
5. Promotion of research activities		
- EANET Science Bulletin		
- Research Fellowship Program		
- Research for improving monitoring methodologies		
- Studies on the effects of acid deposition and other priority chemical species		
- Promotion of studies on models and emission inventories		
6. Promotion of public awareness		
- Public awareness workshop, etc.		
- Regular updating of EANET web page		
7. Further development of EANET		
8. Other works		
Sub-Total		
Administrative costs (excluding personnel costs)		
Personnel costs		
Rental fee of the building		
Total		

Table 3 - Estimated Revenue for the Network Center

Organizations / Purpose	Revenue (US\$)
1. Core budget Participating countries	
2. Additional budget (1) Name of organization (2) Name of organization (3) Name of organization (4) Name of organization	
3. Others	
4. Cash reserve	
Total	

Table 4 - Balances between Estimated Revenue and Budget for the Network Center

Items	Revenue (US \$)	Budget (US \$)	Balance (US \$)
1. The NC core budget activities			
2. The NC additional budget activities			
3. Others			
Total			

Annex 9

Format of the Financial Report of the Secretariat and the Network Center

1. Secretariat Financial Report (USD)

Items	Budget in the Previous Financial Period	Total Expenditure in Previous Financial Period	Balance
1. Personnel Costs (include Salary, Social Security funds, Provident Fund, Tax, etc.)			
2. Rental of Premises (as per Contract)			
3. Operating Costs			
3.1 Reporting Costs (i.e., printing of Session Summary and Proceedings)			
3.2 Development of Newsletter			
3.3 Office Supplies			
3.4 Communication			
3.5 Travel of Staff for Meetings (expenses include airfare and DSA)			
3.6 Meetings (including PTA tickets and DSA, venue, food, accommodation, logistics, etc.)			
- Session of the Working Group on Future Development of the EANET (WGFD)			
- Session of the Scientific Advisory Committee (SAC)			
- Session of the Intergovernmental Meeting (IG)			
3.7 Fellowship Program at the NC			
3.8 Promotion of Public Awareness			
3.9 Capacity Building Workshop			
3.10 Report for Policy Makers			
3.11 Other Activities			
Sub-total			
Overhead (5% of sub-total excluding item to be supported from Savings)			
Total			

2. Network Center Financial Report

Table 1 - Balance between Revenues and Expenditures

Items	Revenues (US \$)	Expenditures (US \$)	Balance (US \$)
1. Core budget			
2. Additional budget			
3. Others			
Total			

Table2 - Revenues for the Network Center (Financial Contributions, etc.)

Organizations / Purpose	Revenue (US\$)
1. Core budget Participating countries	
2. Additional budget (1) Name of organization (2) Name of organization (3) Name of organization (4) Name of organization	
3. Others	
4. Cash reserve	
Total	

***Contributions from the participating countries for the NC core budget**

Name of country	Contribution (US\$)	Name of country	Contribution (US\$)
		Total	

Table 3 - Expenditures of the Network Center (Core Budget Activities) (US\$)

Activity item	Budget			Expenditures		
	Direct	Personnel	Total	Direct	Personnel	Total
1. Acid deposition monitoring						
- Promotion of appropriate EANET monitoring with the participating countries						
- Preparation of guidelines, technical manuals, strategy papers						
- QA/QC activities						
2. Compilation, verification, evaluation, storage and analysis of data						
3. Enhancement of data analysis and assessment						
- Support continuous assessment and evaluation of the monitoring data						
- Preparation of PRSAD						
4. Implementation of technical support and capacity building activities						
- Technical support for EANET meetings including STM and TF/EGs						
5. Promotion of public awareness						
- Regular updating of EANET web page						
6. Further development of EANET						
7. Other works						
Total						

Table 4 - Expenditures of the Network Center (Additional Budget Activities) (US\$)

Activity item	Budget			Expenditures		
	Direct	Personnel	Total	Direct	Personnel	Total
1. Implementation of technical support and capacity building activities						
- EANET Training (Individual, JICA, national training, etc.)						
- Technical mission and technical assistance to the participating countries						
2. Promotion of research activities						
- EANET Science Bulletin						
- Research Fellowship Program						
- Research for improving monitoring methodologies						
- Studies on the effects of acid deposition and other priority chemical species						
- Promotion of studies on models and emission inventories						
3. Promotion of public awareness						
- Public awareness workshop, etc.						
4. Other works						
Total						