

The Seventh Session of the Working Group  
on Future Development of EANET  
29-31 July 2008, Pathumthani, Thailand

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

### **I. INTRODUCTION**

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

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

### **II. RELEVANT PREVIOUS DISCUSSIONS REGARDING THE SECRETARIAT**

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

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

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

guidance of the Intergovernmental Meeting (IG);

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

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

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

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

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

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

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

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

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

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

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

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

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

<i>Activities</i>	<i>Results/Outputs</i>	<i>Implementation period and remarks</i>
fellowship program for 2005-2006.		
The Secretariat made acknowledgement on contributions from other participating countries which include China, Malaysia, Republic of Korea and Thailand.	Voluntary Contributions received	China (2002-2006), Malaysia (2006-2007), Republic of Korea (2005-2007), and Thailand (2005-2007).
A Sales Contract was executed between UNEP, RRCAP and the Archemica International Co. Ltd. For the procurement and complete installation of the Dionex Ion Chromatography System for Cambodia and Lao PDR, using the saving money of the Secretariat as decided by IG6	Ion Chromatography System for Cambodia and Lao PDR	2006
Facilitated the recruitment of new Coordinator	Coordinator	October 2007

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

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

<i>Activities</i>	<i>Results/Outputs</i>	<i>Implementation period and remarks</i>
organizations and programs related to acid deposition such as United Nations Economic Commission for Europe (UNECE), Asian Development Bank (ADB), United Nations Environment Programme, UNEP, etc		

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

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

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

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

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

<b>Review of the Contribution and Expenses of the Secretariat (2005-2007) in USD</b>		
<i>Details</i>	<i>Income</i>	<i>Expenses (Regular+Saving)</i>
1) Saving from 2002 and 2003 budget	465,391	
2) Income for 2004 budget	290,284	
3) Total expenses for 2004 budget		329,814
4) Income for 2005 budget	346,831	
China* 60,000		
Japan 269,417		
Korea 15,025		
Thailand 2,389		
5) Total expenses for 2005 budget		337,720
6) Income for 2006 budget	254,302	
China 15,000		
Japan 220,000		
Korea 15,025		
Malaysia 1,888		
Thailand 2,389		
7) Total expenses for 2006 budget		413,101
8) Income for 2007 budget	328,988	
Japan** 300,000		
Korea 23,598		
Malaysia 2,646		
Thailand 2,744		
9) Total expenses for 2007 budget		367,407
<b>Total</b>	<b>1,685,796</b>	<b>1,448,042</b>
<b>Balance =Income-Expenses =</b>	<b>237,754</b>	

\*China's contribution for 2002-2005

\*\* Japan contribution for 2007 budget was received only in 2008, thus the cash balance (\$62,246) by December 2007 was less than the current balance figure.

**Attachment 1**

**Table 1 - Performance Review of the Secretariat activities in 2005**

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



**Table 1A- Financial Statement – Saving Money**

**January - December 2005**

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

**Table 2 - Performance Review of the Secretariat activities in 2006**

Planned Activities	<u>Proposed Budget in 2006 (US \$)</u>	Performed Activities	Expenditures in 2006 (US \$)
1. Perform Secretariat function	<b>103,065</b>	<ul style="list-style-type: none"> <li>- Made administrative and financial arrangement for EANET;</li> <li>- Contracted with Ministry of Environment, Japan and NC for the budget in 2005;</li> <li>- Collaborated with NC in EANET activities</li> <li>- Prepared meeting documents; and performed secretariat functions.</li> </ul>	<b>79,722</b>
2. Maintain office of the Secretariat (Rental of premises)	<b>30,000</b>	Made rental of premises in the AIT Outreach Bldg. as office of the Secretariat.	<b>30,000</b>
3. Preparation of proceedings and reporting	<b>4,000</b>	Prepared proceedings and summaries of WGFD2, , SAC5 and IG7	<b>4,626</b>
4. Purchase office supplies	<b>1,000</b>	Purchased office supplies.	<b>836</b>
5. Communication with participating countries, NC and other relevant organizations	<b>2,000</b>	Communicated with participating countries, NC and other relevant organizations. Mailing of proceeding and summaries, telephone, etc.	<b>14,724</b>
6. Participation of EANET staff to meetings/workshops.	<b>6,200</b>	The staff participated in Public Awareness Workshop and STM7 Myanmar, IG8 in Vietnam,	<b>5,402</b>
7. Make arrangement for Meetings		Made necessary arrangement for WGFD3, WGFDS2, SAC6 and IG8	

<b>Planned Activities</b>	<b><u>Proposed Budget in 2006 (US \$)</u></b>	<b>Performed Activities</b>	<b>Expenditures in 2006 (US \$)</b>
- Third Session of the Working Group on Future Development of EANET (WGFD3)	<b>26,626</b>	- Expenses include PTA tickets, DSA, logistic services, conference venue, etc.	<b>25,438</b>
- SAC6 - IG8	<b>31,290 50,769.4</b>	- Expenses include PTA tickets, DSA, logistic services, venue, etc.	<b>30,218 49,151</b>
Other meeting cost		- Expenses include PTA tickets, DSA, logistic services, conference venue, etc.	<b>9,888 (1,437)*</b>
Miscellaneous			<b>313</b>
Overhead (5%)	<b>12,747.52</b>		<b>12,444</b>
<b>Total</b>	<b>267,698</b>		<b>261,325</b>

Note: \*Air ticket refund for SAC4 and IG6

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

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

\* Commitment of 2006

**Table 3 - Performance Review of the Secretariat activities in 2007**

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

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

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