Twenty-third Session of the Intergovernmental Meeting
on the Acid Deposition Monitoring Network in East Asia
24-25 November 2021, Virtual Meeting

EANET PROJECT FUND AND PROJECT GUIDELINE

I. INTRODUCTION

1. This report provides updated information regarding the Project Fund and Project Guideline of the Acid Deposition Monitoring Network in East Asia (EANET) to the version presented at the Working Group Meeting in 2021 Session 1 (WG2021-1). It was prepared in line with the Medium Term Plan (MTP) for the EANET (2021-2025) and the Decisions of the Intergovernmental Meeting (IG22) on EANET. The process and timeline for developing the EANET Project Fund and Project Guideline align with the Workplan for Expansion of Scope of EANET and EANET Project Fund and Project Guideline (EANET/WG2021-1/4).

2. The Secretariat received Japan's proposal for the EANET Project Fund and Project Guideline on 24 May 2021 as an alternative text to the earlier version of the Project Fund document discussed at the WG2021-1. Subsequently, the Secretariat circulated Japan's proposed document to all National Focal Points on 26 May 2021. Japan prepared the document by considering the first draft document submitted to the WG2021-1. The Secretariat has accommodated the inputs reflected in this second draft of the Project Fund and Project Guideline. Below is the table explaining the rearrangement of the section in the report from the document presented at the WG2021-1 and Japan's proposal.

In section VI, the report provides information related to the arrangement of the EANET Project Fund Holder. In line with this, a note is provided to suggest the designation of the Asia Center for Air Pollution (ACAP) to function as EANET Project Fund Holder during the transition period (1-2 years) after the approval of the Project Fund and Project Guideline by the IG (*see **Annex to the Report**: Recommendation to Assign the Asia Center for Air Pollution Research (ACAP) as EANET Project Fund Holder During the Transition Period*).

3. The "EANET Project Fund and Project Guideline" (EANET/IG 23/9) is presented as an Attachment to this report.

II. ACTIONS REQUIRED

4. The IG23 is invited to review the EANET Project Fund and Project Guideline (EANET/IG 23/9) and may wish to consider, discuss, provide guidance, and approve the document, as appropriate.

Attachment

EANET PROJECT FUND AND PROJECT GUIDELINE

I. OVERALL STRUCTURE

1   Scope and Objectives of the Guideline

1   The Guideline applies for:

1.1   EANET Project Fund;
1.2   EANET Projects.

2   The Guideline is to:

2.1   Define EANET Project Fund and EANET Projects;
2.2   Provide guidance to stakeholders to design, propose, apply EANET Project Fund, and implement EANET Projects;
2.3   Provide guidance to Participating Countries to select, approve and allocate EANET Fund to and evaluate EANET Projects;
2.4   Define the roles and responsibilities of the Participating Countries, the Secretariat (hereinafter abbreviated as SEC), the Network Center (hereinafter abbreviated as NC), Subsidiary Bodies of the EANET, and other stakeholders.

2   Definitions

2.1   **The EANET Project Fund** is the fund newly introduced and defined by the Medium Term Plan (MTP) for the EANET (2021-2025) at IG22. The basic features are described in the MTP (2021-2025). The **EANET Project Fund is referred to as the Fund in this Guideline.**

2.2   **The EANET Projects** (hereinafter abbreviated as **EPRs**) are a set of projects defined by the Medium Term Plan (MTP) (2021-2025) to conduct specific non-core activities to achieve EANET objectives, using the EANET Project Fund, in accordance with the MTP and other EANET guiding documents. Each EPR shall be clearly defined by the **EANET Project Plan** (hereinafter abbreviated as **EPP**), which shall be approved by the IG. Implementation of the EPRs shall be monitored and reviewed by the IG.

3.   Principles of the Preparation, Selection, Resource Allocation, and Implementation of the EANET Projects

Principles of the preparation, selection, resource allocation, and implementation of the

EANET Projects are provided by this Guideline, as well as the following documents:

- The Instrument for Strengthening the Acid Deposition Monitoring Network in East Asia (hereinafter referred to as 'the Instrument');
- The Supplementary Document (Annex) to the Instrument;
- Relevant MTP, which includes guidance for a specific 5-year period;
- Relevant EANET Annual Work Programme and Budget (WPB), which may include general guidance for the respective year;
- Relevant IG decisions, which may include some additional guidance.

4 Project Cycle of the EANET Projects

The project cycle of a certain EANET Project consists of the following stages:

1) **Preparation Stage**: to develop a draft **EPP** which specifies objectives, activities, required resources, including a requested amount of the Project Fund, implementation arrangements, and other key factors. Development of the Project Plan needs consultations with potential partners to identify co-financing resources and assistance of the SEC and the NC. Only the Project Plans that meet the **EANET Project Criteria (EPC)** can go to the Approval Stage.

2) **Approval Stage**: the draft **EPP** should be reviewed and agreed by all EANET Participating Countries following specific procedure, SAC and IG, following review of potential WG. Based on the consensus, IG approves them selectively if appropriate, including the amount of the EANET Project Fund (EPF) to be allocated for each approved EPP, considering the availability of the EPF and various factors such as balances among Participating Countries (PCs), objectives, and priority of EANET, comprehensively.

3) **Implementation Stage**: Once the IG approves the draft EPP, the activities specified in the EPP will be implemented in line with the EPP, using the resources allocated from the EPF and other resources from Co-financers. Implementation of the EPP should take into account the comments and suggestions made by PCs and SAC members and follow the guidance of the IG.

4) **Completion Stage**: Implemented activities, outputs, and outcomes of the Project, together with the financial statements, shall be summarized in the Project Completion Report (PCR) and reported to the IG for its review and endorsement. Once the PCR is endorsed, it will be shared with relevant stakeholders. The EPRs shall be evaluated using separate guidelines, which will be defined by the IG.

5 Stakeholders of the EANET Project and EANET Project Fund

1) **Project Lead (PL):** One or group of following entities which is to take the lead in the preparation and implementation stage, and reporting of the Project, and to be accountable for the entire project implementation:

(1). The organization liaised by the National Focal Point (NFP) of EANET Participating

Country;

(2). The SEC, the NC, and Subsidiary Bodies of the EANET.

If PL is a group of entities, a certain entity of the group member should be assigned as a fully accountable group for the Project against IG.

2) **Implementation Agencies (IAs)**: One or more of the following entities which are to implement the activities of the Project utilizing the resources as specified in the Project Plan:

(1). The organization liaised by the NFP of EANET Participating Country;
(2). The organization designated by an EANET Participating Country;
(3). The SEC, the NC, and EANET Subsidiary Bodies;

Organizations in non EANET Participating Countries could be one of the IAs if the IG agrees to such arrangement for specific Projects.

3) **Partner Organizations (POs):** one or more of the following entities could be partner organizations to collaborate/work with PL and/or IAs at their own decisions and contributions. The qualification of POs should be endorsed by relevant Participating Countries and should not conflict with the interests of any Participating Countries. POs may not be responsible for achieving the specified objectives:

(1). The organization liaised by NFP of EANET Participating Country;
(2). The organization designated by an EANET Participating Country;
(3). International, regional, or subregional organizations, including UN bodies, development banks, and non-profit organizations;
(4). Organizations in non-EANET Participating Countries.

4) **Co-financers (CFs):** one or more of the following entities that provide co-finance to the Project, in financial and/or in-kind form, could be CFs of the project. The qualification of CFs should be endorsed by relevant Participating Countries and should not conflict with the interests of any Participating Countries. At least one CF is needed to be identified for a project:

(1). The organization liaised by NFP of EANET Participating Country;
(2). The organization designated by an EANET Participating Country;
(3). International, regional, or subregional organizations, including UN bodies, development banks, and non-profit organizations;
(4). Organizations in non-Participating Countries of EANET;
(5). Academic institutes;
(6). Profit organizations.

5) **Project Fund Holder (PFH): PFH** is an entity responsible for holding and managing the EANET Project Fund according to this Guideline and other relevant rules and

procedures of the EANET. A certain entity is to be designated as the PFH by the IG.

6) **The SEC:** The Secretariat of the EANET defined by the Instrument.

7) **The NC:** The Network Center of the EANET defined by the Instrument.

II. DETAILED PROCEDURES FOR EACH STAGE

1 Preparation Stage

1.1   Preparation of a Project will be driven by a certain entity eligible as a PL, with the assistance of the SEC and the NC taking respective roles of these organizations into account.

1.2   The goal of the preparation of a project is to complete the **EPP** using Template-A (Annex 1), which meets the **EPC** defined in this Guidelines and is ready to go through specific procedure to be discussed and agreed by all Participating Countries in the order of the SAC, and approved by the IG, following review of potential WG.

1.3   Upon request of the PL, the SEC and the NC jointly review the EPP based on the EPC. The SEC and the NC are expected to provide comments and suggestions to the PL for further development of the EPP if the draft EPP failed to meet the EPC.

1.4   Before it meets the EPC, several versions of the draft EPP can be circulated/floated among NFPs, SAC members, potential POs, and potential CFs for further development and seeking additional entities of PL, POs, and CFs.

1.5   To foster the EPP, identify stakeholders, and seek resources and assistance from the SEC, in an early stage, the PL can opt to prepare and submit a **Project Concept Note (PCN)** to the Secretariat. (Details describes in **IV. Assistance for Project in Each Stage**).

1.6   Upon request of the PL, the SEC posts the information of draft EPP or draft PCN on the EANET in-house website for calling inputs from the NFPs and SAC members, and/or on a publicly accessible webpage for calling additional inputs/cooperation from outside of the EANET.

2 Approval Stage

2.1   Once the EPP meets the EPC, the EPP is sent by SEC to NFPs and SAC members for their consideration at least three weeks before the IG session. The draft EPP should be reviewed following specific procedure, in the order of the SAC and IG, following review of potential WG.

2.2   NFPs and SAC members could submit their comments to the SEC by the latest one week before the IG.

2.3   The SEC compiles a set of EPPs together with the comments from PCs and SAC members and submits it to the IG for its consideration and approval, if appropriate. SEC also complies with the assistance of PFH a summary of the requested amounts for the Fund of each EPP and availability of the Fund.

2.4 IG can approve the EPP selectively considering the priorities of the network and readiness of the Projects, as well as the availability of the EPF. The IG can add conditionality on approval or revise the EPP, if necessary.

2.5 To accelerate the approval process and increase the interests of potential POs and CFs, an extra session of the IG can be organized for discussion and approval of the EPPs, for example, in spring and at the regular annual IG, which is usually held in autumn. This extra session of the IG can be organized back-to-back with the potential Working Group Meeting of EANET.

2.6 A potential Working Group Meeting can be held to discuss and provide inputs to the draft EPPs and Project Concept Notes (PCN)s on their preparation stage if IG decides so.

3   Implementation Stage

3.1 Once the EPP is approved by the IG, the approved EPP becomes a **Project Plan for Implementation** (**PPI**).

3.2 The PL takes the lead to implement the PPI in collaboration with IAs, POs, CFs, the PFH, and other stakeholders identified in the PPI.

3.3 Being overseen by the PL, each IA is responsible for mobilizing the resources allocated and implementing the relevant activities in collaboration with other IAs, POs, CFs, the PFH, and other stakeholders in accordance with PPI.

3.4 The PL and IAs are expected to utilize the resources efficiently and effectively and maximize the project's expected outcomes.

3.5 To utilize the Fund, each IA needs to conclude an agreement with PFH. In line with such agreement, upon request from IAs, the EFH is responsible for disbursing the necessary amount of the Project Fund's resources within the allocated amount specified in the PPI.

3.6 The PL and IAs are responsible for recording their expenditures and using the resources allocated and relevant evidence.

3.7 Outputs of the Project, such as meeting reports, proceedings, data sets, and publications, must be shared with every NFPs through the SEC as early as possible.

3.8 The PL is expected to report the progress of implementing the Project to the IG annually. The IG can request PL to report the progress of the project anytime. Based on such progress reported, the IG may guide the Project or decision, including termination of the Project or modification of the PPI, if necessary.

3.9 Although the principle on participation of project is voluntarily based, the number of Participating Countries should have a minimum requirement, and Participating Countries can request to pull out during project implementation.

4   Completion Stage

4.1 Once the project is completed, the PL is responsible for preparing the draft **Project**

Completion Report (PCR) using the Template-B (ANNEX-3) in collaboration with IAs, CFOs, and POs, in consultation with the PFH and the SEC, then sharing the draft PCR with all NFPs and SAC members through the SEC for their review and comments.

4.2 The PL incorporates comments made by the NFPs and SAC members, finalizes PCR, and shares it with the NFPs and SAC members through the SEC and stakeholders.

4.3 The unused amount of the resources disbursed from the PFH shall be returned to the EPF through the PFH.

4.4 The SEC, the NC, and the PFH should jointly prepare an **Annual Report of EANET Projects (AREP)** and an **Annual Report of EANET Project Fund (AREPF)** and submit them to the IG for its discussion, further guidance, and endorsement annually. The AREP includes a summary status of preparation, approval, implementation, and completion of the ongoing and under preparation Projects.

4.5 PCR, AREP, AREPF and the related reports including the research report, conference summary etc. will be open to the public after being approved and endorsed by the IG.

III. EANET PROJECT CRITERIA

1 **EANET Project Criteria (EPC)** is a set of Criteria applied for each EANET Project Plan (EPP) to determine whether the EPP is ready to be submitted to the IG for its discussion and approval. The EPC includes the following:

1.1. Activities, including non-core activities, should be within the EANET Scope.

1.2. The EPP is in line with the principles defined in this Guideline.

1.3. The EPP clearly and reasonably indicates its objectives, activities, the rationale to implement, tangible expected outputs, and outcomes.

1.4. More than half of EANET PCs are identified as beneficiaries directly and/or indirectly.

1.5. Contents of the EPP are considered and developed in the light of assessment points stated in ANNEX-2.

1.6. Necessary resources other than EANET Project Fund (EPF) are secured or highly likely to be secured, while the allocation of EPF is the matter of IG decision.

1.7. At least one CF, either in financial or in-kind form, is secured or highly likely to be secured. In the case of a small project of which the total amount of required resources is 30,000 USD or less, financial contribution other than EPF is not always required, while in-kind contribution is always necessary.

1.8. In principle, the project period is around one year. Some types of projects can set their period up to 3 to 5 years, provided that such project has a mechanism to be reviewed by IG on the implementation of the Project for IG's decision to continue or terminate.

1.9. In principle, the requested amount of the EPF is not exceeding 50% of the total

required resources for the Project.

IV. ASSISTANCE FOR PROJECT PREPARATION

1   Project Concept Notes (PCN):

1.1   PL can opt to prepare a Project Concept Note (PCN) of the proposed project using Template-C (ANNEX-4), which includes key ideas and concepts of the proposed project concisely.

1.2   The PCN is used for i) proposing the project idea and concept; ii) seeking potential additional entities of PLs, potential IAs, POs, and CFs; iii) accelerate the development of the proposed project and preparation of EPP.

1.3   Contents stated in Template-C are to be described as much as possible, while some cells could be left blank.

1.4   PL can submit the draft PCN to SEC for requesting SEC and NC assistance to PL.

1.5   Upon submission of the draft PCN and the request of the PL, SEC, and NC, assist and coordinate with PL to find POs, IAs, and CFs appropriately.

2   EANET Project Pipeline Repository (PPR):

2.1   EANET Project Pipeline Repository (PPR) is a repository maintained and updated by the SEC on the EANET website, which holds contents of proposed PCNs proposed EPPs, PPIs, and PCRs and summary information documents in a pipeline style.

2.2   PPR is to enable all stakeholders to access such information easily and foster collaboration with stakeholders.

2.3   Upon request of the PL, SEC posts the draft PCN and the draft EPP on the EANET website to call for inputs from PCs and SAC members. In addition, it will be announced on publicly accessible web pages to call for additional inputs from outside of EANET for PPR.

3   Small Project for Project Preparation:

3.1   A small-scale project that aims to prepare a draft EPP of a large-scale complex project can be proposed as the Project, if appropriate.

V. EANET PROJECT FUND

1   EANET Project Fund (EPF) is a set of assets of contributions from the following entities:
   1.1 PCs;
   1.2 Non-PCs;
   1.3 International, regional and/or subregional organizations;
   1.4 Non-Profit organization;

1.5 Profit organizations without any conditionality;

2 In addition, other entities can provide contributions to the Fund if IG allows.

3 Earned interests of the Fund are added to the Fund.

4 Contribution to the Fund can be made in any of the following forms or modalities:

4.1 Monetary transfer in USD or a currency of the Country where the PFH is located (CPFH);

4.2 Written commitment to the IG expressed in USD or CPFH;

4.2.1 Under this form, CFs could provide their co-finance directly to IAs practically without monetary transfer to EPF. Such contribution must be indicated in the EPP and recorded in PCR.

4.3 In-kind contributions (ear-marked to a specific project(s) designated by the Co-financer).

5 Assets of the EPF consist of the following:

5.1 Monetary assets stored in specific bank accounts;

5.2 Non-monetary contributions consist of 4.2 and 4.3.

6 A list of the assets of EPF shall be prepared and updated regularly by the PFH and shared with the NFPs, the SEC, the NC, and the PL upon request.

7 The PL can consider utilizing some parts of the assets of the EPF in preparing the Project Plan in consultation with the PFH and the NFPs.

VI. EANET PROJECT FUND HOLDER

1 The EANET Project Fund Holder (PFH) is responsible for holding and managing the EPF according to this Guideline and other relevant rules and procedures of the EANET. The roles of the PFH include, but are not limited to:

1.1 Hold and maintain the dedicated bank accounts;

1.2 Maintain and update the lists of the assets;

1.3 Maintain and update the records of all incoming and outgoing transfer assets;

1.4 Once consulted by the PL, make efforts to discuss the possibility of utilizing some parts of the assets of the EPF in preparing the EANET Project Plan (EPP) in consultation with the NFPs;

1.5 Prepare a draft agreement to be signed by the relevant PL and relevant IAs as well as PFH to enable disbursement actions;

1.6 Disburse the requested amount to IAs within the allocated amount specified in the PPI in accordance with the agreement stated in the previous paragraph, and collect and maintain evidence of expenditure of the disbursed amount;

1.7 The requested amount of Project Fund (PF) shall be disbursed one or two times a year per the agreement. For example, 50% of the requested budget amount of PF is disbursed in the initial stage of the project implementation. The remaining amount is disbursed after submission of the PCR Project.

2   PFH can use the necessary amount, including the additional personnel costs (mainly general administrative expenses) caused by supporting or assistance of implementation of the project activities for holding the EPF and transferring the requested amount to IAs, according to the EANET Work Programme and Budget, where such necessary amounts are specified with their rationale.

ANNEX OF THE EANET PROJECT FUND AND PROJECT GUIDELINE

- o **ANNEX -1: TEMPLATE-A for Project Plan**
- o **ANNEX-2: Assessment Points for Project Plan**
- o **ANNEX-3: TEMPLATE-B for Project Completion Report**
- o **ANNEX-4: TEMPLATE-C for Project Concept Note**

ANNEX 1: TEMPLATE for PROJECT PLAN

(Maximum 5 pages)

Propose a clear and realistic implementation plan to address all project goals in this part significantly. The following contents should be included to specifically describing the implementation of the project.

I.   General Information

Title of Project	[Proposal Number: YYYY-Serial Number at the entry of the pipeline] [Title:]
Duration of Project	[Month/Year – Month/Year]
Project Lead (PL)	[Name of an entity taking the lead in project cycle]
Partner organizations (POs)	[List all relevant Partner organizations central to the project] . . .
Implementation Agencies (IAs)	[List all relevant Implementation Agencies] . . .
Beneficiaries of PCs	
Total Required Resources and Requested amount of Project Fund	The total amount of required resources in USD: (of which in-kind contributions expressed in USD) The requested amount for EANET Project Fund (USD)

	For the multiple-year project, please specify both amounts for each year.			
Resources other than EPF from Co-financers	Organization	Financial contribution (USD)	In-kind contribution (with estimated equivalent USD, if possible)	Status (Secured/under consultation etc.)
	Total			
Relevant Types of Activities				
Relevant Scope of EANET				
Representative of the Project Lead /Contact Address				
Project Processing Information	Submission Date to the EANET Secretariat			
	1) Date of Register in the Project Cycle			
	2) Date of Latest Project Plan			
	3) Date of Approval			
	4) Date of Completion Report Submitted			

II.   Description of the Project

Keywords of the project **Summary of the project**	• 3-6 words • maximum 200 words

Background and Rationale	-including background and the existing problem -Rationale of the proposal and reasoning for implementation -Specific solution ways and how to address the problem
Objectives	
Activities to achieve Objectives	
Links and relevance to existing policy process of the target areas and regional activities	
Expected Outputs	* For a project to reduce air pollutant emission, please specify the target pollutants below:
Expected Outcome	any of innovation, sustainability, and impact of the project which how to contribute participating countries' air quality improvement or mitigating air pollution
Risks and Countermeasures	
Plan to deliver outcomes to beneficiaries	Including outreach plan
Comments from PC to be considered in the implementation	
Responses from the Project Lead to above	
Comments from SEC, NC, PCs	*This column will be filled after submission of the proposal to Sec. Sec & NC provide comments on whether the project meets the project criteria or not. Other than above, the interests of PCs will also be added.

III.   IMPLEMENTATION PLAN

In table format, please present a brief, one- to two-page work plan matrix, with a timeline including target dates for activities for the project's life, reflecting the overall program approach and objectives. Applicants may use smaller but legible font sizes in tables.

Activities and Milestones

Name of Activities	Brief Summary of Each Activity with milestones and name of responsible IA	Implementation Period

IV.   BUDGET PLAN

Name of Activities	Required Resources (financial and in-kind)	Secured Sources for Required Resources	In-balance
Total			

Note: For multiple-year projects, specify the total amount for entire projects and subtotal for each year.

ANNEX 2: ASSESSMENT POINTS for PROJECT PLANS

1. **Potential to contribute to the achievements of the EANET objects:** Will the proposed activities advance the strategies in the Medium Term Plan for EANET and its Priority Objective?

2. **Potential for catalyzing impact beyond the proposed activities:** Will the project contribute to the development of the regulatory framework and policies of EANET?

3. **Technical soundness of the proposal:** Is the proposed approach the most adequate for achieving the proposal's expected results and outcomes and to achieve the Project goals?

4. **Cost-efficiency and effectiveness:** Are the proposed funding amount and implementation structure adequate and reasonable to achieve the proposal's objectives?

5. **Relevance of the geographic location and country ownership:** Is the rationale for the location of the proposed activities well-grounded and strategic? Did the country/city/Initiative contribute to the development and express support for the proposed activities prior to submission? Is the project relevant to national and regional needs, priorities, and circumstances?

6. **Others**: Above criteria are recommended points for the assessment of proposals.

ANNEX 3: TEMPLATE-B for PROJECT COMPLETION REPORT

(Maximum ten pages)

General Information

Title of Project	
Agreement start/end date	Start (month/year) … End (month/year)
Reporting period	From (month/year) … To (month/year)
Location of Activities (Cities, Countries)	
Project Lead (PL)	
Project Lead Contact Details (including address, telephone, and email address)	

Background Information (maximum one page)**:**

Project summary, main objectives, and expected results.

Activity/deliverable summary (maximum two pages)**:**

Provide brief status for each activity/deliverable.

Attach supporting documentation for each activity, for example, publications, reports of meetings/training seminars/workshops, lists of participants, press articles, etc.

Performance remarks and highlights (maximum two pages)**:**

Summarize:

i)   the status of implementation at the time of reporting, including collaboration with other Partners;

ii)   progress towards achieving the agreed objectives and expected results;

iii)   activities are undertaken to support or contribute mitigation of air pollution/improvement of air quality, sustainability in the EANET participating countries if any;

iv)   the visibility provided to the EANET (e.g., press, side events, and other outreach efforts);

v)   other relevant information:

Impacts/benefits achieved (for the final report, only) (maximum two pages)**:**

Describe the major impacts/benefits of this project in quantitative and/or qualitative terms across the full range of air pollution, air quality, climate, health, ecosystem health. Also, describe the major impacts in terms of social, economic, technology transfer, capacity building, and awareness-raising where possible.

Challenges and management actions (maximum one page)**:**

Describe main implementing challenges, if any, and strategy/actions adopted to address the challenges and planned actions to mitigate any identified risks.

Budget Performance (maximum two pages)**:**

Provide an overview of budget performance (including balance remaining for each activity) and the amount of additional resources leveraged due to the project (financial and in-kind).

Signatures:

Name and title of responsible person:

Name of Project Lead (PL)
organization:

Signature   Date

Name and title of the Secretariat of the EANET

Signature   Date

ANNEX 4: TEMPLATE-C for PROJECT CONCEPT NOTE

Title of Project	[Proposal Number: YYYY-Serial Number at the entry of the pipeline] [Title:]
Duration of Project	[Month/Year – Month/Year]
Project Lead (PL)	[Name of an entity taking the lead in project cycle]
Partner organizations (POs)	[List all relevant Partner organizations central to the project] . . .
Implementation Agencies (IAs)	[List all relevant Implementation Agencies] . . .
Beneficiaries of PCs	
Relevant Type of Activities	
Relevant Scope of EANET	
Representative of the Project Lead /Contact Address	
Keywords of the project **Summary of the project**	-3-6 words -maximum 200 words

Background and Rationale	-including background and the existing problem -Rationale of the proposal and reasoning for implementation -Specific solution ways and how to address the problem
Objectives	
Activities to achieve Objectives	
Links and relevance to existing policy process of the target areas and regional activities	
Expected Outputs	* For the project to reduce air pollutant emission, please specify the target pollutants below:
Expected Outcome	any of innovation, sustainability, and impact of the project which how to contribute participating countries' air quality improvement or mitigating air pollution

Annex of the Report

Recommendation to Assign the Asia Center for Air Pollution Research (ACAP) as EANET Project Fund Holder During the Transition Period

I. RATIONALE

1. In section VI. the Project Fund Holder (PFH) explains that the PFH is responsible for holding and managing the EPF according to this Guideline and other relevant rules and procedures of the EANET. Assigned by the IG, ideally, the PFH should be an entity that has the capacity to administer the fund and have the flexibility to receive and disburse the fund accordingly. In addition, the entity should also be familiar with EANET operations, the type of activities that EANET engages with, and have the technical capacity to manage the technical activities of EANET.

2. The IG23 is expected to decide on the approval of the EANET Project Fund and Project Guideline. Having the IG23 make such a decision may allow the EANET Project Fund and Project Guideline implementation to be implemented promptly. It also considers the Project Fund Holder's readiness to administer the Fund to implement project activities, in line with the Work Programme and Budget.

II. RECOMMENDATION

3. By considering the above rationale, it is recommended that the IG23 assign the Asia Center for Air Pollution Research (ACAP) as the EANET Project Fund Holder during the transition period (1 to 2 years) after the IG approves the EANET Project Fund and Project Guideline. The recommendation of ACAP as EANET Project Fund Holder is based on the consideration that the organization has:

   a. administrative capacity as well as the flexibility to receive and disburse funds;
   b. technical experts in managing the implementation of technical project activities;
   c. twenty years of experience in managing EANET activities;
   d. a large component of activities falls under the expertise of ACAP as the Network Center for the EANET;
   e. capacity and experience to prepare the future organization that will serve as PFH.

4. If the Participating Countries support the recommendation, the ACAP will establish and implement the Project Fund following administrative and financial rules and regulations of Japan Environment Sanitation Center (JESC)[1] which should be agreed by all Participating Countries as its hosting organization.

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[1] Information on the financial rules of and regulations of JESC in line with ACAP rules and regulations