

The Working Group Meeting in 2022 (WG2022) of the Acid Deposition Monitoring Network in East Asia (EANET)
24-25 August 2022, Virtual Meeting

CONSIDERATION OF THE BEST APPROACH TO STRENGTHEN THE CAPABILITY OF THE SECRETARIAT TO ADDRESS THE EXPANDED SCOPE AND THE NEW EANET PROJECT FUND MECHANISM

I. Introduction

1. The expansion of scope of the EANET and the EANET Project Fund and Project Guideline (EANET/IG 23/9/rev) were approved at the Intergovernmental Meeting (IG) on the Acid Deposition Monitoring Network in East Asia (EANET)'s Twenty-third Session (IG23) on 24-25 November 2021.
2. The Revised Medium-Term Plan (MTP) (2021-2025) as approved in the IG23 Section 5 included reference to strengthen the Secretariat (SEC) and the Network Center (NC) with the expansion of the scope of activities and the establishment of the EANET Project Fund and Guideline. The MTP identifies as necessary to actively develop cooperation with non-participating countries and related organizations to seek opportunities, foster, and prepare various activities financed through the Project Fund. The MTP also refers to strengthening and supporting the SEC and the NC to vitalize the EANET as a major regional framework working together actively against the region's atmospheric environment-related substances agenda.
3. As such, Japan requested the SEC to develop this discussion paper on 1 July 2022 on the best approach to strengthen the capability of the Secretariat to address the expanded scope and the new EANET Project Fund mechanism. which may include new mandate, additional activities within the budget framework defined in the MTP.

II. ACTIONS REQUIRED

12. The Working Group Meeting in 2022 (WG2022) is invited to consider and review the discussion paper on "Consideration of the Best Approach to Strengthen the Capability of the Secretariat to address the Expanded Scope and the New Eanet Project Fund Mechanism" and may wish to discuss, consider, and provide guidance for further action by the Secretariat, and the NC, for further discussion and recommendations at IG24, as appropriate.

Attachment

CONSIDERATION OF THE BEST APPROACH TO STRENGTHEN THE CAPABILITY OF THE SECRETARIAT TO ADDRESS THE EXPANDED SCOPE AND THE NEW EANET PROJECT FUND MECHANISM

INTRODUCTION

1. The Framework Document on the Arrangements of the SEC for the Acid Deposition Monitoring Network in East Asia (EANET) between UNEP and the EANET (EANET/IG 18/6) was adopted at the Eighteenth Session of the IG Meeting on the Acid Deposition Monitoring Network in East Asia on 22-23 November 2016, in Bangkok, Thailand. This non legally binding Framework represents the common understanding between UNEP and EANET for the provision of SEC services by UNEP in line with Decision 1/IG.15 and supersedes the Framework on the Establishment of the SEC of the Acid Deposition Monitoring Network in East Asia dated 3 July 2002.
2. The operations of the SEC is described in the Administrative and Financial Management for the Secretariat and the Network Center (2021) and is based on the Revised Guidelines on Administrative and Financial Management for the Secretariat and the Network Center approved by the Twenty-Second Session of the IG (IG22) on the Acid Deposition Monitoring Network in East Asia (EANET) in 2020 and the arrangements of the Secretariat for the EANET at UNEP approved by the IG15 in 2013.

Securing the Operations of the Secretariat

3. The SEC is fully dependent on the voluntary contributions of the Participating Countries (PCs) to UNEP. The budget for the SEC is presented, discussed, and approved as part of the Work Programme and Budget (WPB) for each year during the IG Meetings. The fiscal year followed by the Secretariat is the calendar year from January to December. Contracts of the Coordinator, consultants, staff and agreements with service contractors are obligated at the start of the year. Without adequate funds, contracts cannot be executed. As such, the surplus funds in the EANET Fund in UNEP is used to ensure continuity of Secretariat services of UNEP.
4. While the Secretariat requests the voluntary contributions from the PCs at the end of each fiscal year, majority of the voluntary contributions do not reach the EANET Fund in UNEP at the start of the year. The following table provides an example of the timing of voluntary contributions received from the PCs in 2021. The majority of funds is received towards the middle of the year.

Countries	Voluntary Contribution in 2021		Timing of contribution received from participating countries											
	Expected	Actual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cambodia ^a	134	200							x					
China	272,602	203,730						x						
Indonesia	12,332	-												
Japan	194,468	194,468						x						
Lao PDR ^a	115	-												
Malaysia	7,742	7,742									x			
Mongolia ^a	115	200	x											
Myanmar	225	225	x											
Philippines	4,657	4,657								x				
R.O. Korea	51,478	51,220								x				
Russia	54,612	54,612	x											
Thailand	6,971	6,971	x											
Viet Nam	1,749	1,749											x	
Total Contribution	607,200	525,774												
Cumulative Revenue of Contribution			62,008					460,206	460,406	516,283	524,025		525,774	
			11%					70%	0%	10%	1%		0%	

- It is important for UNEP to use the surplus funds from previous year(s) in order to continue its Secretariat services to EANET. Such funds can be called a “reserve” which can be established as part of the WPB for each year as approved by the IG. The estimation of the reserve can be based on the approved WPB for the following fiscal year.

Strengthening the Secretariat

- The EANET Secretariat hosted by UNEP benefits from the guidance and experience of UNEP in facilitating multilateral environmental agreements. Other atmospheric environment related activities of UNEP mutually support development of EANET through its SEC services to the PCs.
- With the expansion of scope and the EANET Project Fund operational, the SEC’s functions is substantially increased. Most of the activities of the SEC have been traditionally focused in facilitating the meetings of the EANET and supporting the PCs in developing the WPB. See Attachment 2 on the current tasks of the Secretariat. However, the proposed new actions to promote the EANET Project Fund considering the expansion of scope would require more time for the Coordinator and staffs for outreach activities and meetings with stakeholders and potential partners. See Attachment 3 on the additional tasks arising from the expansion of scope and the EANET Project Fund.

8. It is proposed to engage full-time staffs in the SEC, namely additional technical staff to support EANET Project Fund outreach and partnership development, and Project Plan development and review. Maintain a full-time Communications staff that maintains the EANET website, coordinates with NC and PCs on various outreach activities, and a full-time administrative staff to support the activities of the SEC and PCs, and coordinate with UNEP administration.

Immediate actions which SEC can take within the mandate given by existing IG decisions

9. The SEC can continue to engage the full-time communications staff and part-time admin staff and utilize the funds within the approved budget in the WPB.

Short or mid-term actions which needs additional IG guidance, decisions and/or additional budget or resources

10. The SEC would need additional resources for personnel to hire full-time technical staff, communications staff, and administrative staff.

Attachment 2. Current Tasks and Responsibilities of the EANET Secretariat

EANET Coordinator Tasks and Responsibilities

- Development of the annual work programme and budget for approval by the IG in coordination with the National Focal Points and NC(s).
- Coordinating the implementation of the approved EANET work programme, facilitating partnerships with, and involvement of social economic and environmental actors in the participating countries and ensuring the effective cooperation and coordination with all relevant programmes, initiatives and policy bodies in the region.
- Undertake fundraising activities in support of the EANET work programme, assist participating countries to mobilize domestic and international resources, as well as promoting support for the EANET from existing and potential external donors, in coordination with the NCs and the relevant units within UNEP.
- Responsibility for the general management of the EANET Secretariat. This includes the management of staff, outsourced parties, consultants and interns, office facilities and equipment.
- Preparation of Annual Report of the EANET, including review of the performance, in line with the guidance provided by the IG.
- Responsibility for the setting up and accountability for an appropriate financial management system, including preparation of an annual budget, annual income and expenditure statements, monitoring of pledges and contributions.
- The organization of meetings of the EANET institutional structures (the IG, the SAC, the Working Group (WG), etc.) and the execution of decisions provided by them.
- Representation of the EANET Secretariat at relevant meetings.
- Preparation of relevant reports for the EANET institutional structures (the IG and its subsidiary bodies).
- Assistance, as requested, in the procurement and/or recruitment of the required resources (services, facilities, personnel, equipment) to operate the EANET Secretariat.
- Ensure an active participation of and contribution by the EANET to related regional and global initiatives.

EANET Secretariat Communication Tasks

1. Implementing EANET communication activities to support the Secretariat in delivering EANET Medium Term Plan (2021- 2025) to promote synergies between EANET Participating Countries and UNEP Regional office communications activities:

- Communications strategy and plan for EANET Secretariat
- News updates on the Secretariat and the Network Center's activities on EANET website and EANET landing page in UNEP website, including maintenance of publication section,

- classified documents, and repository, EANET Flickr photo documentation and YouTube channel
- EANET Newsletters twice a year
 - Monthly MailChimp email campaigns to EANET's subscribers, including regional air quality updates from other organizations
 - EANET communication evaluation survey once a year
 - Quarterly Digital Data Reports for monitoring and evaluation of the communication activities
 - EANET news feed and social media content in UNEP website and social media platform (quarterly or on a needs basis)
2. Implement EANET awareness events (in person/hybrid or webinar(s)), on acid deposition and air pollution related matters:
- Concept note of the event, event timeline and workplan, and technical arrangements
 - Communication materials to support the awareness activity: landing page on EANET website, info briefs, banners, etc. (as needed).
 - Virtual meeting of the webinar
 - Event report
3. EANET Project Fund targeted communication
- Create relevant webpages on EANET website and maintain the Project Fund Classified Documents' project repository
 - Preparation of a promotion campaign (webstory and MailChimp Newsletter to promote the new pages; promotion in partner newsletters)
 - Targeted emails to Participating Countries
4. Facilitate of EANET working group meeting (if required), Scientific Advisory Committee and the Session of the Intergovernmental Meeting of EANET:
- Technical arrangement of a virtual working group meeting (if required), draft meeting report, and draft revision of the report
 - Technical arrangement of virtual meeting of SAC, draft meeting report, draft revision of the report, and follow up documents
 - Technical arrangement of virtual meeting of IG, draft meeting report, draft revision of the report, and follow up documents

EANET Secretariat Administrative and Finance Tasks

1. Finance management
 - Process for fund releasing in Umoja and ensure that cash available for utilization.
 - Prepare the financial report and submit to Fund Management Officer for review and approval.
 - Provide input of budget planning for the project proposal.
 - Review budget status and available balance of projects.
 - Provide report on budget status to project manager upon request.
 - Monitor the validity of Grant and notify project manager if any necessary extension plan is required.
 - Monitor contributions and facilitate the process to issue invoice letter/acknowledgement letter to the participating countries.
2. Programmatic support
 - Provide reliable programmatic support and timely follow-up with partners on project activities implementation, challenges and impacts for timely action by the coordinator.
 - Assist the coordinator to maintain regular communicate with partners for monitoring progress of these projects and help resolving issues.
 - Assist the coordinator on the project performance reporting.
 - Maintain the database of project documents.
 - Assist project manager in monitoring COVID-19 impact on the project activities and assist in finding alternative solution when needed.
3. Administrative support
 - Organize the regular project meeting.
 - Administrate the travel arrangement for meeting participant, consultant, and experts.
 - Manage financial arrangement of event including DSA payment, reimbursement, and payment to vendors
 - Coordinate on the office space and equipment of the coordinator/consultant
4. Partnership agreement
 - Initiate a draft agreement in consultation with the coordinator
 - Conduct legal agreement process in the portal and obtaining the approval process
 - Facilitate clearance of legal agreements and other contracts.
 - Conduct payments to implementing partners / vendors and monitors validation and payment schedule of contract and legal agreement.
 - Follow-up with partners and contractors in relations to deliverables, outputs and reports.
 - Review and reconciliation financial data and expenditures reports received from external partners and facilitates certification by the Fund Management Officer.
 - Maintain a control sheet of all partnership and funding agreements.
 - Maintain up-to-date templates of all legal agreements of UNEP.
 - Process amendment of legal agreement as needed.
5. HR management
 - Provide budget plan on staffs/ consultants' contract.
 - Coordinate with HR focal point on contract renewal.

- Review TOR of consultants and submit for approval.
- Process JO and shopping cart for consultants.
- Support and prepare for travel of staffs and consultants.
- 6. Procurement and contract with vendor management
 - Conduct tendering for low value requisition and raising shopping carts for other type procurements.
 - Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
 - Maintain and keep original copies of finance related supporting documents and providing them readily when required.
 - Facilitate the registration of external partners in the master data system.
 - Process and follow-up on administrative actions and resolve issues related to project implementation.
 - Review invoice and obtaining certification from FMO to process for payments.

Attachment 3. Additional Tasks for the Secretariat for Project Fund

1. EANET Project Management

- Assist Project Leads in the project preparation phase by supporting Project Leads requesting assistance to prepare EANET Project Concept Notes and Project Plans.
- Assist and coordinate with Project Leads to find Partner Organizations, Implementation Agencies, and Co-financers appropriately in the preparation stage of the EANET Project Plan.
- Assist in screening the EANET Project Plans against the EANET Project Criteria before submission to EANET Participating Countries
- Manage and follow up with Project Leads on the reception of Project Plans and Concept Notes sent to the Secretariat
- Prepare Project Plans and Concept Notes to be uploaded to EANET website (in the classified section) and prepare the content to promote publicly Concept Notes on EANET website, with the agreement of Project Leads, to find potential partners
- Prepare meeting documents of a potential Working Group on EANET Project Fund related Projects and/or of a potential extra session of the IG
- Liaise with the EANET Participating Countries, NFPs, SAC and IG members regarding the status of the Concept Notes and Project Plans and required actions.
- Collect and compile comments from Participating Countries on the submitted Project Plans in preparation for the SAC and IG meetings.
- Compile with the assistance of the Project Fund Holder a summary of the requested amounts for the Fund.

- Share the outputs of the EANET Projects, such as meeting reports, proceedings, data sets, and publications, with the EANET NFPs
- Assist Project Leads in the preparation of the draft Project Completion Report in consultation with the Project Fund Holder and the EANET Coordinator, and share the draft Project Completion Report with EANET NFPs and SAC members
- In collaboration with the NC, and the Project Fund Holder, prepare an Annual Report of EANET Projects and an Annual Report of EANET Project Fund

2. Fund raising strategies for the EANET Project Fund

- Research prospective partners and develop intelligence analysis materials, undertake ad-hoc donor studies, research, and other activities to identify funding opportunities.
- Develop a resources mobilization strategy plan
- Develop an outreach strategy plan specific to the EANET Project Fund
- Set and monitor annual priorities, goals and key performance indicators (KPIs) for partnerships.
- Design and implement effective advocacy strategies and methods for proactive and strategic targeting of partners and donors.
- Develop and manage a portfolio of partnership accounts