

EANET

PROJECT FUND AND PROJECT

GUIDELINES

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Table of Abbreviations

AREP	: Annual Report of EANET Projects
AREPF	: Annual Report of EANET Project Fund
CF	: Co-financier
CPFH	: Currency of the Country where the PFH is located
EPC	: EANET Project Criteria
EPF	: EANET Project Fund
EPP	: EANET Project Plan
EPR	: EANET Project
IA	: Implementation Agency
IG	: Intergovernmental Meeting
MTP	: Medium- Term Plan for the EANET
NC	: The Network Center for the EANET
PCN	: Project Concept Note
PCs	: Participating Countries of EANET
PCR	: Project Completion Report
PFH	: Project Fund Holder
PL	: Project Lead
PO	: Partner Organization
PPI	: Project Plan for Implementation
PPR	: EANET Project Pipeline Repository
SAC	: Scientific Advisory Committee of the EANET
SEC	: The Secretariat for the EANET
WPB	: Work Program and Budget

I. OVERALL STRUCTURE

The EANET Project Fund and Project Guidelines (herein after referred to as ‘the Guidelines’) provide a set of guidelines and procedures to prepare, manage and implement the EANET Project Fund and EANET Projects

1. Scope and Objectives of the Guidelines

1. The Guidelines applies for:

1.1 EANET Project Fund; and

1.2. EANET Projects.

2. The Guidelines are to:

2.1. Define EANET Project Fund and EANET Projects;

2.2. Provide guidance to stakeholders to design, propose, apply for the EANET Project Fund, and implement EANET Projects;

2.3. Provide guidance and criteria to Participating Countries to select, approve, and allocate the EANET Project Fund and to 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 introduced and defined in 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 and abbreviated as EPF in these Guidelines.

2.2. **The EANET Projects** (hereinafter abbreviated as **EPRs**) are projects, in accordance and defined in the current Medium-Term Plan (MTP) to conduct specific project activities in support of EANET’s objectives, using the EANET Project Fund. 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 these Guidelines, in line with 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 MTPs, which include guidance for specific 5-year periods;
- Relevant EANET Annual Work Programme and Budgets (WPB), which may include general guidance for the respective year; and relevant IG decisions, which may include some additional guidance.

4. Project Cycle of the EANET Projects

The project cycle of EANET Projects consists of the following stages:

- 1) Preparation Stage:** to develop a draft **EPP** which specifies objectives, activities, required resources, including the requested amount of the Project Fund, implementation arrangements, and other key factors. The development of the Project Plan may require 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 the specific procedure, by SAC and IG, and following the review of a potential Working Group (hereinafter abbreviated as WG). Based on consensus, the 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, donor contributions, and various factors such as priorities among Participating Countries (PCs), objectives, and priorities of EANET identified in its MTP, 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 including donor contributions and from Co-financers. Implementation of the EPP should consider the comments and

suggestions made by NFPs and SAC members and follow the guidance of the IG. Any revision to the EPP before or during its implementation should be consulted with all PCs. Only the revised EPP can be implemented once all revisions are agreed by all PCs.

- 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. The EPRs are evaluated based on the achievement of the stated objectives, output(s) and potential achievement of the outcome(s), efficient use of funds, effective dissemination of project results, etc. Once the PCR is endorsed, it will be shared with relevant stakeholders.

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 and/or designated by the National Focal Point (NFP) of the EANET Participating Country;
- (2). The SEC, the NC, and/or the Subsidiary Bodies of the EANET.

If the PL is a group of entities, a certain entity of the group member should be assigned as fully accountable for the Project, to the 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 and/or designated by the NFP of the EANET Participating Country;
- (2) The SEC, the NC, and/or the EANET Subsidiary Bodies;

Organizations in non-EANET Participating Countries could be one of the IAs if the IG agrees to such an 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. The selection and determination of POs should be with the prior consent of all the PCs. POs may not be held responsible for achieving the specified objectives:

- (1). The organization liaised and/or designated by the NFP of an EANET Participating Country;
- (2). International, regional, or subregional organizations, including UN bodies, development banks, and non-profit organizations;
- (3). 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, may 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. The selection and determination of CFs should be with the prior consent of all the PCs. CFs are highly encouraged but not a requirement, e.g. a project may need a CF and as such identified or labeled as “to be confirmed (TBC)”, or a project may not need a CF hence it is indicated that a CF is not required.

CFs can be:

- (1) The organization liaised by the NFP of an 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; and
- (6) Private sector.

- 5) Project Fund Holder (PFH):** The PFH is an entity responsible for holding and managing the EANET Project Fund according to these Guidelines 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 as defined by the Instrument.

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

II. DETAILED PROCEDURES FOR EACH STAGE

1. Preparation Stage

- 1.1. The 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 PL will prepare the project using the **EPP** Template-B (Annex 2), considering the **EPC** defined in these Guidelines and follow the review process as agreed by all Participating Countries, which consists in the presentation and review of the EPP in a potential WG; followed by the review of the SAC; and the review and approval of the IG.
- 1.3. Upon request of the PL, the SEC and the NC will 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 fails 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 may seek additional entities of PL, POs, and CFs to join the Project.
- 1.5. To foster the EPP, identify stakeholders, and seek resources and assistance from the SEC, at an early stage, the PL can choose to prepare and submit a **Project Concept Note (PCN)** to be shared with the SEC. (Details described in **IV. Assistance for Project in Each Stage**).
- 1.6. Upon request of the PL, the SEC may upload the draft EPP or draft PCN on the classified section of the EANET website to call for inputs from the NFPs and SAC members, and/or on a publicly accessible webpage to call for additional inputs/cooperation from outside of the EANET.

2. Approval Stage

- 2.1. The draft EPP is sent by the SEC to NFPs and SAC members for their consideration at least three weeks before the IG session. The draft EPP should have been reviewed following the review in a potential WG; followed by the review of the SAC; and the review and approval of the IG.
- 2.2. NFPs and SAC members may submit any additional comments to the SEC latest at least one week before the IG.

- 2.3. The SEC compiles the EPPs with the comments from NFPs and SAC members and submits it to the IG for its consideration and approval. The SEC also compiles, with the assistance of the PFH, a summary of implementation details of the EPPs, including the budget and source of funding including requested amount from the Fund for each EPP. Ongoing projects submitted for extension and multi-year projects will also be evaluated prior to the consideration and approval of the IG every year. The EANET Project Review Criteria and the Project Completion Report template can be used as the basis for the review.
- 2.4. The IG can approve the EPPs selectively considering the priorities of the Network and readiness of the Projects, as well as the availability of the EPF and other funding. The IG can add conditionality on approval or revision of the EPPs, if necessary.
- 2.5. A potential Working Group Meeting can be held to discuss and provide inputs to the draft EPPs and Project Concept Notes (PCNs) on their preparation stage if the 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). Any revision to the PPI during its implementation should be consulted again with all the PCs (including relevant information such as POs, CFs, etc.). The revised PPI can be implemented once all the revisions are agreed by all the PCs.
- 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 the PFH. In line with this agreement, upon request from IAs, the PFH 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 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 Project's implementation progress to the IG annually. The IG can request the PL to report the progress of the Project anytime. Based on such progress reported, the IG may guide the Project and decide on a potential modification or termination of the Project, if necessary.
- 3.9. Although the principle of participation in a project is voluntary, Participating Countries can request to be excluded during project implementation, accompanied by an explanation.

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 C (ANNEX 4) in collaboration with IAs, CFs, and POs, in consultation with the PFH, the NC and the SEC, and then submit the draft PCR to all NFPs and SAC members through the SEC for their review and comments. The PCRs can be prepared in March every year or 3 months after completion of the projects.
- 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 PFH with support from SEC and NC, will prepare an **Annual Report of EANET Projects (AREP)** and an **Annual Report of EANET Project Fund (AREPF)** and submit them to the IG for discussion, further guidance, and endorsement annually. The AREP and AREPF are submitted to the SAC prior to the consideration and endorsement of the IG every year. The AREP includes a summary status of preparation, approval, implementation, and completion of the ongoing and Projects under preparation.
- 4.5. Outputs of the project, including project research reports, articles of project experts, etc., only represent the personal views of the experts. Without approval of IG, all project outputs should not be published in the name of EANET. When citing

data/conclusions/findings/ opinions from project outputs, the person(s) citing these data/conclusions/findings/opinions must state in the report that these data/conclusions/findings/opinions do not represent the official opinion of EANET.

4.6. Studies and reports for publication of EANET approved by the IG shall include a disclaimer as stated below:

This publication may be reproduced in whole or in part and in any form for educational or non-profit purposes without special permission from the copyright holder, provided that the sources are acknowledged.

This report has been prepared based on available reports, scientific data from the EANET monitoring, assessment, and research activities, supplemented by information obtained from various sources which are duly acknowledged.

The contents of the report do not necessarily reflect the views, policies, or opinions of any Participating Country and organization.

The term East Asia in this report refers to the Northeast Asia and Southeast Asia regions unless otherwise stated.

4.7. Reference and acknowledgement to EANET is required when EANET information, data, and research are used. The use of the disclaimer stated in 4.6 is included, where possible.

4.8. The intellectual property rights of any EANET publication stated in paragraph 4.6 supported by the EANET Project Fund shall be with EANET, or as defined and mutually agreed by EANET and the Project Lead, and Implementing Agencies, as approved by the IG.

III. EANET PROJECT CRITERIA

1. The 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 should be within the EANET Scope.

1.2. The EPP is in line with the principles defined in these Guidelines.

- 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 (at least 7) are identified as beneficiaries directly and/or indirectly.
- 1.5. Contents of the EPP are considered and developed using criteria stated in ANNEX 3.
- 1.6. Necessary resources other than from the EANET Project Fund (EPF) are secured or highly likely to be secured, while the allocation of EPF is the matter of the IG's decision.
- 1.7. At least one CF in-kind, 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, a financial contribution other than from the EPF is not always required, while in-kind contribution is encouraged.
- 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 a Project has a mechanism to be reviewed by IG on the implementation of the Project for IG's decision to continue or terminate.

IV. ASSISTANCE FOR PROJECT PREPARATION

1. Project Concept Notes (PCN):

- 1.1. The PL can choose to prepare a Project Concept Note (PCN) of the proposed project using Template A (ANNEX 1), which includes key ideas and concise concepts of the proposed project.
- 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 in preparation of the 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. The PL can submit the draft PCN to the SEC to request the SEC and the NC for assistance.
- 1.5. Upon submission of the draft PCN and the request of the PL, the SEC, and the NC, can assist and coordinate with the PL to find POs, IAs, and CFs appropriately.

2. EANET Project Pipeline Repository (PPR):

- 2.1. The 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. The PPR can be found in the Classified section of the EANET website and is accessible to NFPs and SAC members for information and review, if necessary. Upon request of the PL, a call for inputs from outside of the EANET may be posted publicly by the SEC on EANET website (in addition to or instead of posting on the 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 may provide their co-finance directly to IAs practically without monetary transfer to the 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 the 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 these Guidelines and abiding with the 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, the PFH shall 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 two or more times a year per the agreement. For example, 50% of the requested budget amount of the PF is disbursed in the initial stage of the project implementation. The remaining amount is disbursed after submission of the PCR Project;
2. The PFH can use the necessary amount, including the additional personnel costs (mainly general administrative expenses) caused by supporting or assisting the 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.

VII. Fund-Raising

1. The SEC with support from the NC shall make efforts to raise and build the EPF. Such efforts include the following:
 - (1) The SEC, in its letter requesting the annual voluntary financial contribution to the EANET shall ask the PCs to make additional voluntary contributions to the EANET Project Fund after the Annual IG Session.
 - (2) The SEC, with support from the NC shall communicate and coordinate with potential donors and seek opportunities for their contributions to the EPF.
 - (3) The SEC, with support from the NC shall prepare and disseminate information materials to promote the EPF, including summaries of proposed projects, impacts of the completed or on-going projects supported by the EPF.
2. The SEC, with support from the NC shall develop draft strategies and activities for fund raising which shall be a part of the draft WPB.

ANNEX OF THE EANET PROJECT FUND AND PROJECT GUIDELINES

- o **ANNEX -1: TEMPLATE A for Project Concept Note**
- o **ANNEX-2: TEMPLATE B for Project Plan**
- o **ANNEX-3: EANET PROJECT CRITERIA REVIEW for PROJECT PLANS**
- o **ANNEX-4: TEMPLATE C for PROJECT COMPLETION REPORT**

ANNEX 1: TEMPLATE A for Project Concept Note

Project Title	<p>[Proposal Number*: YYYY-Serial Number at the entry of the pipeline] [*to be completed by SEC]</p> <p>[Title:]</p> <p>Formulate a concise project title that reflects its main purpose</p>
Project Duration	<p>[Month/Year – Month/Year]</p> <p>The project duration stated clearly</p>
Project Lead (PL)	<p>[Name of an entity taking the lead in project cycle] [Representative of the PL/Contact Address]</p>
Implementation Agency/ies (IAs)	<p>[Name of entity/ies serving as the implementing agency] [Representative of the IAs/Contact Address]</p>
Beneficiaries of PCs	<p>[Name of entity/ies that would directly benefit from the project and indirectly benefit from its implementation]</p> <p>Note: target at least 50% female participation in events like awareness workshops and trainings</p> <p>For example: Participating Country/ies Academic associations, institutions</p>
Relevant Scope and Activities of EANET	<p>According to the ‘Supplementary Document (Annex) to the Instrument for Strengthening the EANET, the scope and activities are: Monitoring, Assessment, Research, Education and Training, Public Awareness and Exchange Information, and the identified atmospheric environment-related substances.</p>
Total Budget	<p>(Including PFH’s additional personnel costs (see EANET PROJECT FUND AND PROJECT GUIDELINE VI. 2))</p>
Project Summary	<p>The project summary includes the background and rationale, expected outcomes, project objectives, and expected outputs or activities, in no more than 300 words.</p>

ANNEX 2: TEMPLATE B for Project Plan

I. General Information

Project Title	<p>[Proposal Number*: YYYY-Serial Number at the entry of the pipeline] [*to be completed by SEC]</p> <p>[Title:]</p> <p>Formulate a concise project title that reflects its main purpose</p>
Background and Rationale	<p>Describe the background and the existing problem, and the rationale of the proposal outlining the reasons and justifications for its implementation. Describe specific solution approaches and how the project aims to address the identified problem effectively. If the project is recurring, please include details of any outputs or lessons learned from previous activities (up to 300 words).</p>
Project Duration	<p>[Month/Year – Month/Year]</p> <p>The project duration stated clearly 1.</p>
Project Lead (PL)	<p>[Name of entity taking the lead in the project implementation] [Representative of the PL/Contact Address] 2. 3.</p>
Partner Organizations (POs)	<p>[Name of entity/ies collaborating with the PL and/or IAs at their own discretion and contributing to the project implementation]</p> <p>Describe the role of the PO in project implementation</p>
Implementation Agencies (IAs)	<p>[Name of entity/ies implementing the project and using project budget]</p> <p>[Describe each IA role in the project implementation]</p>
Beneficiaries of PCs	<p>[Name of entity/ies that would directly benefit from the project and indirectly benefit from its implementation]</p> <p>Note: target at least 50% female participation in events like awareness workshops and trainings</p>

	<p>For example: Participating Country/ies Academic associations, institutions</p>			
Total Required Resources and Requested Amount of the Project Fund	<p>The total amount of required resources in USD: (of which in-kind contributions expressed in USD):</p> <p>The requested amount for EANET Project Fund (USD):</p> <p>For multi-year projects, please specify both amounts for each year.</p>			
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 Scope and Activities of EANET	<p>According to the ‘Supplementary Document (Annex) to the Instrument for Strengthening the EANET’, the scope and activities are: Monitoring, Assessment, Research, Education and Training, Public Awareness and Exchange Information, and the identified atmospheric environment-related substances.</p>			
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			

Project Keywords	Provide 3-6 keywords that best describes the project
Project Summary	The project summary includes the background and rationale, expected outcomes, project objectives, and expected outputs or activities, in no more than 300 words.

II. Description of the Project

Project Title	<p>[Proposal Number*: YYYY-Serial Number at the entry of the pipeline] [*to be completed by SEC] [Title:]</p> <p>For example: Promoting VOCs related Capacity Building in the EANET</p>
Expected Outcome	<p>The Expected Outcome is the same as overall goal and impact of the project, that can be achieved a few years after the end of the Project.</p> <p>For example: Government officials of the target EANET Participating Countries are able to effectively manage VOCs by 2030.</p>
Project Objectives	<p>The Project Objective(s) is/are the main purpose or aim of the proposed EANET project and achievable by the end of the project.</p> <p>For example: The objective of the project is to improve the understanding and capacity of the EANET Participating Countries to monitor and manage, including VOCs particularly in the target or pilot cities.</p>
Expected Outputs	<p>The Expected Output(s) is/are the direct deliverables of the project.</p> <p>For example:</p> <ol style="list-style-type: none"> 1. Establish VOCs measurement methodology in Ulaanbaatar and Manila. 2. Develop the air quality guideline including VOCs in the Philippines. 3. Draft Capacity Building Materials, including VOCs management Elements/cases and training Material of VOCs. 4. Provide VOCs-related policy suggestions to Ulaanbaatar and Manila.
Activities to achieve Expected Outputs	<p>It is recommended to organize the Activities against the expected outputs and provide clear linkages and connection.</p> <p>For example:</p> <p>Output 1 - Establish VOCs measurement methodology in Ulaanbaatar and</p>

	<p>Manila</p> <p>Activity 1.1 – Intensive seasonal sampling and measurement of VOCs Activity 1.2 – Analyze the data of seasonal variation of VOCs in Ulaanbaatar Activity 1.3 – Compare VOC data in East Asian Cities Activity 1.4 – Estimate contribution of VOCs to secondary organic aerosols and ozone formation Activity 1.5 – Source apportionment of VOCs in Ulaanbaatar Activity 1.6 – Prepare the guideline of VOCs monitoring Activity 1.7 – Conduct training for EANET national government officials and relevant stakeholders</p> <p>Output 2 – Develop the air quality guideline including VOCs in the Philippines</p> <p>Activity 2.1 – Establish VOC monitoring site using technically criteria Activity 2.2 – Procure VOC monitoring instruments and calibration equipment Activity #####</p>
<p>Links and relevance to existing policy process(es) of the target area and regional Activities</p>	<p>Describe how the project is linked to or complements existing policy documents and/or processes in the target area or region.</p> <p>For example: The focus on VOC is reflected in the Clean Air Act of the Philippines.</p>
<p>Risks and Countermeasures</p>	<p>Describe all significant potential external risks or threats along with corresponding countermeasure</p> <p>For example:</p> <p>Risk: Industrial sector may block the adoption of VOC ambient standards Countermeasure: Engage relevant industries in the development of the ambient standards for VOCs early in the process</p>
<p>Comments from PCs to be considered in the implementation</p>	<p>To be completed by SEC</p>
<p>Responses from the Project Lead to Above</p>	<p>To be completed by PL</p>
<p>Comments from SEC, NC, PCs</p>	<p>*This column will be filled after submission of the proposal to SEC. SEC and NC provide comments on whether the project meets the project criteria or not. Other than above, the interests of PCs will also be added.</p>

III. Implementation Plan

In table format, please present a brief, on- 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 3: EANET PROJECT CRITERIA REVIEW FOR PROJECT PLANS

1. Potential to contribute to the achievements of the EANET objectives: Will the proposed activities advance the strategies in the Medium-Term Plan for the EANET and its Priority Objectives?
2. Potential for catalyzing impact beyond the proposed activities: Will the project contribute to the development of the regulatory framework and policies of the EANET?
3. Technical soundness: Is the proposed approach the most adequate for achieving the proposal's expected results and outcomes and to achieve the Project's 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. Risk assessment and evaluation of projects: What are the results of ongoing and/or completed project(s) (when a project is proposed for extension)

Above criteria are recommended points for the assessment of proposals and projects submitted to the IG for approval and for extension

ANNEX 4: TEMPLATE-C for PROJECT COMPLETION REPORT

General Information

Project Title	[Title:]
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):

The project summary includes the background and rationale, expected outcomes, project objectives, and expected outputs or activities.

Activity/deliverable summary (maximum two pages):

Provide brief status for each outputs including activity/deliverable. Explain if there are any deviations from the original plan.

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 project objectives and expected outputs;
- iii) Outline two or three key findings and lessons learned;
- iv) the visibility provided to the EANET (e.g., press, side events, and other outreach efforts); and
- v) other relevant information, e.g. sustainability of the project in the target countries, addressing gender considerations, etc.

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

Budget Expenditure (maximum two pages):

Provide an overview of the budget expenditure (including personnel cost and direct expenses, and 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 the responsible person:

Name of Project Lead (PL)

organization: _____

Signature _____ Date _____

Name and title of the Secretariat for the EANET

Signature _____ Date _____