

(Draft) Rules of Procedure for the Science and Policy Committee of the North-East Asia Clean Air Partnership

1. Background and Mandate

- 1.1 Pursuant to the Terms of Reference of the North-East Asia Clean Air Partnership (NEACAP), the Science and Policy Committee (SPC or the Committee), as the steering body, is responsible to plan, monitor and review NEACAP activities, and promote science-policy linkages through guiding technical assessments and dialogues.
- 1.2 The Terms of Reference also suggests the Committee to recommend activity direction and organizational structure of NEACAP to the Senior Officials Meeting (SOM) of the North-East Asian Subregional Programme for Environmental Cooperation (NEASPEC).

2. Membership of the Committee

Nomination of members

- 2.1 Each member State of NEASPEC nominates two experts for the Committee, who possess (a) solid expertise in the core areas of programme of NEACAP, particularly, science-policy linkages, (b) experience in international cooperation on air pollution, and (c) fluent in English, as members to the Committee.
- 2.2 Any replacement of the Committee member shall be made and notified to the secretariat by the member State concerned in writing of the names, contact details and the effective date of any replacement. The replacement will possess the required qualifications of a member.

Alternative members

- 2.3 In the event that a Committee member is unable to participate in a meeting of the Committee, the member concerned may designate an expert/official possessing the required qualifications to represent the member. Approval for the attendance of an alternative member shall be sought through a written notification well in advance of the meeting to the secretariat. The alternative member will exercise the same rights and duties as the member of the Committee.

3. Roles and Responsibilities of the Committee

- 3.1 To fulfill the mandate, the Committee will operate on the basis of consensus to:
 - a. Guide the development of the overall frameworks, workplans, and technical assessments and ensure their consistency and integrity;
 - b. Review progress in operationalizing the NEACAP activities , and provide guidance when necessary;
 - c. Provide direction and strategic guidance to the Working Groups and Technical Centers regarding the development and implementation of the NEACAP activities and other relevant activities;

- d. Assist the secretariat in ensuring coordination among different work streams, national, subregional and regional activities;
- e. Recommend activity direction and organizational structure considered necessary for effectively delivering the mandate of NEACAP;
- f. Advise the secretariat regarding the mobilization of financial and in-kind contributions to implement NEACAP activities;
- g. Report the progress and outcome of NEACAP activities to the SOM through the secretariat for SOM's consideration and decision if necessary; and
- h. Hold annual and ad hoc meeting to perform the above-mentioned work.

4. Meetings of the Committee

Regular meeting

- 4.1 Members of the Committee may meet on annual basis. The meeting of the Committee will take place at the seat of the secretariat, unless other appropriate arrangements are made by the secretariat in consultation with the Committee.
- 4.2 The Committee meeting may be joined by chairs of Working Groups and representatives of Technical Centers
- 4.3 The secretariat will notify all members of the Committee of the dates and venue of a meeting at least three months before the session is held.

Ad hoc meeting

- 4.4 *Ad hoc* meetings may be convened by the secretariat and/or Chair of the Committee:
 - a. When the majority of members make a request for such a meeting to the secretariat;
 - b. At the request of the secretariat when circumstances demand; and
 - c. Via internet/ teleconference is so agreed by a majority of members.

Agenda and meeting document

- 4.5 The secretariat will prepare and notify a provisional meeting agenda to the members at least two months in advance. The provisional agenda will include all items proposed by members of the Committee and by the secretariat.
- 4.6 Meeting documentation will be transmitted to the Committee at least four weeks prior to the meeting.
- 4.7 The Secretariat may use electronic means for transmission, distribution and storage of documentation, without prejudice to other means of circulation of documentation.

5. Conduct of business

- 5.1 The Committee shall make every effort to reach a decision by consensus regarding any matter relating to the operation of NEACAP.

5.2 Between meetings of the Committee, when circumstances require decisions by the Committee on urgent matters, the secretariat will make recommendations to the members of the Committee by e-mail; a recommendation, if approved by a majority of the members of the Committee, will be accepted provisionally and acted upon by the secretariat, and later submitted to the Committee, at its next meeting for final approval.

6. Officers

6.1 At the commencement of each meeting, the Committee will elect a chair and vice-chair. The chair and vice-chair will hold office until the next regular meeting and be eligible for re-election.

6.2 If the Chair is unable to serve for the term until the next regular meeting, the Vice-Chair will act as Chair for the remainder of that term.

7. Report of the meeting

7.1 The secretariat will prepare a draft report and present the draft to the members of the Committee for the review and adoption. Any disagreement concerning changes will be referred to the chair, whose decision shall be final.

8. Amendment and Other provisions

8.2 The Committee may amend the Rules of Procedure, provided the amendment is consistent with the Terms of Reference of the NEACAP.

8.3 In the event of any matter arising, which is not covered by the rules of procedure, the common practices of SOM shall apply.

(Draft) Rules of Procedure for the Working Groups of the North-East Asia Clean Air Partnership

Background and mandate

1. Pursuant to the Terms of Reference of NEACAP, the Science and Policy Committee (SPC) at its first meeting agreed to establish two Working Groups (the Working Group) on Emission Inventory and Integrated Assessment Modeling (IAM), respectively.
2. The Terms of Reference of NEACAP suggests Working Groups to be formed under the SPC to advise and review specific technical assessments.

Roles and responsibilities

3. Within the delegated mandates by the SPC, the Working Group will steer the process of developing and implementing the workplan of emission inventory and integrated assessment modeling of NEACAP, respectively.
4. The Working Group will provide substantive inputs and recommendations for the NEACAP Technical Centers.
5. The members of the Working Group are expected to commit to the following:
 - (a) Attend working group meetings including virtual meetings;
 - (b) Advise and review specific technical assessments where needed; and
 - (c) Prepare substantive inputs on activities outlined in the workplan.

Composition of the Working Group

6. Each Working Group consists of maximum 20 members nominated by the SPC based on the merit of relevant expertise from member States and international organizations.
7. The SPC members nominate maximum three from each country for each Working Group, in accordance with required procedures in the respective member State.
8. In particular cases, a member of the Working Group can be substituted by alternative member with the same level of qualification and expertise.

Election of the Working Group

9. The Working Group will elect a chair from amongst its members for a term of one year and be eligible to serve additional terms as determined by the Working Group. The chair facilitates the process, including calling for meetings of the Working Group and preparing the agenda with technical and financial support from the NEACAP secretariat. The chair attends the SPC meeting to share the progress and outcome of WG work.

Meetings

10. The Working Group will hold meetings, in-person and virtually, should it be deemed necessary.

11. The Working Group Meeting may be joined by the SPC members and members of the Technical Centers based on their relevant expertise.

Reporting

12. The Working Group will inform the SPC about its work, including through the SPC meeting and, as appropriate, by means of written updates and reports.

(Draft) Rules of Procedure for the Technical Centers of the North-East Asia Clean Air Partnership

Background and mandate

1. Pursuant to the Terms of Reference of the North-East Asia Clean Air Partnership (NEACAP), the Technical Centers (TC or the Center) are designated by member states to support the technical work of NEACAP.

Roles and responsibilities

2. The Center will support the operation of the NEACAP by leading and/or participating the development and implementation of NEACAP programmes.
3. The specific role of each Center will be considered and decided based on the interest and capacity of each Center concerning the NEACAP programme.
4. The Center is invited to designate representatives to the Science and Policy Committee (SPC) meetings and Working Group meetings.
5. The Center will closely cooperate with the SPC, relevant Working Group in implementing their respective programme Within their capacity and interests, with supports from the secretariat.
6. The Center is expected to provide in-kind contributions to support to the NEACAP programme including through creating synergies with its relevant programme.

Modalities of work

7. The Center conducts its work under NEACAP remotely through existing human resources and technical capacities.
8. The representative of the Center is invited to the SPC and Working Group meetings.
9. The dates and timelines for carrying out substantive technical work will be determined according to the NEACAP workplan.
10. The secretariat will provide the necessary administrative and financial support for the Center to undertake the assigned work of NEACAP.

Reporting

13. The Center will inform the SPC about its work, including through the SPC meeting and, as appropriate, by means of written updates and reports.