

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 that the Committee 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 after due consultation with his or her government, 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 to SOM, any policy or strategic matters with, as appropriate, 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, as agreed by the members of the SPC, 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, when the members make a request for such a meeting to the secretariat, or at the request of the secretariat when circumstances demand.
- 4.5 The meeting can be held via internet/ teleconference is so agreed by members.

Agenda and meeting document

- 4.6 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.
- 4.7 Meeting documentation will be transmitted to the Committee at least four weeks prior to the meeting.
- 4.8 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.

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 based on consensus. The secretariat will circulate the report to the member States in a timely manner.

8. Amendment and Other provisions

8.2 The Committee may recommend any amendments of the Rules of Procedure to SOM, provided that the amendment is consistent with the Terms of Reference of the NEACAP. The SOM may revise the Rule of Procedure if deems necessary.

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.