**(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 Refence of NEACAP suggests Working Groups to be formed under the SPC to advise and review specific technical assessments.

**Roles and responsibilities**

1. 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.
2. The Working Group will provide substantive inputs and recommendations for the NEACAP Technical Centers.
3. The members of the Working Group are expected to commit to the following:
4. Attend working group meetings including virtual meetings;
5. Advice and review specific technical assessments where needed; and
6. Prepare substantive inputs on activities outlined in the workplan.

**Composition of the Working Group**

1. 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.
2. The SPC members nominate maximum three from each country for each Working Group, in accordance with required procedures in the respective member State.
3. 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**

1. 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**

1. The Working Group will hold meetings, in-person and virtually, should it be deemed necessary.
2. The Working Group Meeting may be joined by the SPC members and members of the Technical Centers based on their relevant expertise.

**Reporting**

1. 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**

1. The Center will support the operation of the NEACAP by leading and/or participating the development and implementation of NEACAP programmes.
2. The specific role of each Center will be considered and decided based on the interest and capacity of each Center concerning the NEACAP programme.
3. The Center is invited to designate representatives to the Science and Policy Committee (SPC) meetings and Working Group meetings.
4. 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.
5. 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**

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

**Reporting**

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