

## **Clean Air Asia Initiative for Asian Cities (CAI-Asia) Center**

Annual Members' Meeting Minutes

24 July 2007, 9.00 am – 12.00 pm

Asian Development Bank (ADB), Manila, Philippines

### **Attendees:**

- CAI-Asia Center Members: Jiming Hao (*Chair*), Elisea (Bebet) Gozun, Dan Greenbaum, Shreekant Gupta, Charles Melhuish, Roland Haas, Cornie Huizenga
- CAI-Asia Center: May Ajero, Glynda Bathan, Herbert Fabian, Cornie Huizenga, Sophie Punte
- ADB: Masami Tsuji, David McCauley
- Observers from Interim Partnership Council: Mohammed Assari, Lisa Antonio, Changhong Chen, Dennis Leaf, Ean Bee Loke, Erdenebat Eldev-Ochir, Bhushan Tuladhar, Nguyen Dinh Tuan, Maya Villaluz

### **Absent:**

- CAI-Asia Center Members: Francis Estrada (with notification)

### **1. Call to Order**

The Chair of the meeting, Jiming Hao, opens the meeting at 9.15 am.

### **2. Certification of Quorum**

The quorum is certified by the Glynda Bathan as Acting Corporate Secretary.

### **3. Report of the Chairman**

Cornie Huizenga explains as the CAI-Asia Center was established in June 2007 only, currently the main project is the Sustainable Urban Mobility in Asia (SUMA) program, and several new projects are in the pipeline.

Herbert Fabian presented the SUMA Implementation Progress Report for the period December 2006 to June 2007, including an overall assessment of the program's implementation, and explained under each of the six program components or outputs (knowledge management, capacity building, policy development, networking, pilot programs and projects, and program management) the performance targets/indicators and implemented activities to date.

The SUMA project is structured around the components of CAI-Asia's business plan (see agenda item 5b) to ensure that CAI-Asia and the SUMA program reinforce each other's objectives. The aim of the CAI-Asia Center is to develop a number of projects around the same structure to allow for similar interaction between projects.

The discussion following the presentation went into some detail on the capacity building component. It was noted that training is just one component of capacity building. Its effectiveness could be enhanced by monitoring what participants will do with the training afterwards and/or providing assistance with applying what has been learned. As CAI-Asia has limited resources to do this, it could focus on training of trainers and on identifying institutions that can deliver training on a continued basis (including the follow up on training). This will be tried as part of the Chinese Improved Training System on Air Quality Management (CITSAM)

project China. Payment for training could also be considered to improve training quality and increase the chance of continuation.

Decision 1: The SUMA program will consider the potential for follow up on training activities and institutionalization of training courses developed under SUMA.

It was noted that the two existing training courses developed by Dieter Schwela, and CATNet-Asia could also be considered in the development of SUMA training materials.

Decision 2: Training materials developed by Dieter Schwela and CATNet materials will be used in the development of SUMA training materials.

The question is raised if the private sector could be more involved in and targeted by training activities to find ways to minimize environmental impacts from their transport activities (e.g. carpooling, employees' car fleet, arranging alternative transport). The private sector is included in the other SUMA components but could certainly also be considered under the training component, although only to a certain level. If the Center is able to inspire the establishment of a Sustainable Urban Transport (SUT) initiative parallel to the CAI-Asia, then it is possible to go in more depth.

Decision 3: Possibilities to include the private sector in the training component of the SUMA program will be explored.

#### **4. Election of Trustees**

Cornie Huizenga explains that the Board of Trustees (BoT) was formed when the CAI-Asia Center was legally established, but now must be reconfirmed by members of the Center. The following seven BoT members are proposed:

- Professor Jiming Hao, Professor and Dean, Institute of Environmental Science and Engineering, Tsinghua University, China (Chair)
- Elisea (Bebet) Gozun, Vice Chairperson of the Philippine Partnership for Clean Air and Former Secretary of the Philippine Department of Environment and Natural Resources
- Charles Melhuish, Former Lead Transport Specialist of the Asian Development Bank
- Francis Estrada, President of the Asian Institute of Management in Manila
- Dan Greenbaum, President, Health Effects Institute, USA
- Shreekant Gupta, Senior Visiting Fellow, South Asian Studies Programme, National University of Singapore
- Cornie Huizenga, Interim Executive Director of the CAI-Asia Center.

Decision 4: The proposed BoT members are approved by the members of the CAI-Asia Center.

#### **5a. Presentation of the CAI-Asia Local Network Strategy**

Glynda Bathan presented the CAI-Asia Local Network Strategy for the period July 2007 – December 2008, including the (a) history and status of CAI-Asia local networks; (b) role of local networks; (c) relationship between CAI-Asia local networks and the Center; (d) CAI-Asia Center's support in the establishment and strengthening of local networks; (e) CAI-Asia Center's level of engagement in local network activities in 2007-2008; and (f) financing arrangements.

Main points raised during the discussion that followed are:

- It was requested if there are good examples of leverage from projects, whereby local governments use their own money to advance air quality management (AQM). It is noted that the CAI-Asia Center is a convener, and not the funder, of improved air quality. Some examples of leverage include China, where monitoring stations were put up by several local authorities, and in the Philippines, if the Department of Transportation and Communications decides to fund the direct injection retrofit of 2-stroke three-wheelers;
- Clarification was sought on the memorandum of understanding (MOU) with partners. An overall umbrella MOU is established with partners, and followed by possible specific LOAs for certain projects, whereby the strategic importance of such projects for the CAI-Asia Center is considered.

## **5b. Presentation and discussion of the CAI-Asia Center Business Plan**

Cornie Huizenga presented the CAI-Asia Center draft Business Plan for the period July 2007 – December 2008, including the (a) mission; (b) five outputs (organizational development, knowledge management, capacity building, networking and policy development, investment and implementation facilitation); (c) key projects and programs of the Center (the existing SUMA program, and planned programs/projects on mainstreaming cobenefits; using ICT to transfer air quality knowledge; public health and air pollution, and others) and local networks (most notably by the local networks in China and the Philippines).

A question was raised who can attend which CAI-Asia meetings. In principle all CAI-Asia meetings are open to enhance transparency, however, only voting members of the CAI-Asia Center can vote during the CAI-Asia Center annual meetings, and only Trustees can vote in meetings of the Board of Trustees.

The approval of the draft Business Plan is included in the BoT meeting in the afternoon of 24 July.

## **6. Presentation and Discussion of the CAI-Asia Center Budget 2007-2008**

Cornie Huizenga presented the proposed budget of the CAI-Asia Center for 2007-2008 (note: this is an updated version from the budget included in the draft Business Plan), which includes five items:

- a) Remuneration
- b) Travel and per diem
- c) Training, workshops, meetings and seminars
- d) Subgrants (to other organizations working with the CAI-Asia Center)
- e) Equipment
- f) Miscellaneous
- g) Administration fee.

It is explained that the CAI-Asia Center will adopt a system of a rolling budget, whereby the budget will be updated and the budget period extended on a 12 months basis (except for December 2007 when the budget will be updated six months after the start of activities of the CAI-Asia Center). Budget reviews can be required on a more frequent basis depending on whether and which new projects are secured.

The approval of the draft budget is included in the BoT meeting in the afternoon of 24 July.

## **7. Adjournment**

Jiming Hao thanks the ADB for hosting the first CAI-Center Annual Meeting, thanks all attendees for making their time available, and closes the meeting.