

NOWPAP DINRAC

Northwest Pacific Action Plan
Data and Information Network Regional Activity Center

No.1 Yuhuananlu, Chaoyang District, Beijing, 100029, People's
Republic of China
Tel: +86-10-8464 0869
Fax: +86-10-84630849



UNEP

Report of 1st NOWPAP DINRAC Focal Points Meeting

DINRAC, Shanghai

25-28 November 2002

THE FIRST NOWPAP DINRAC FOCAL POINTS MEETING

(DINRAC, Shanghai, 25-28 November 2002)

REPORT OF THE MEETING

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REPORT OF THE MEETING

Introduction

1. The Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the Northwest Pacific Region (NOWPAP) and three Resolutions were adopted at the First Intergovernmental Meeting (IGM) in Seoul, on the 14 September 1994.

2. The Second Intergovernmental Meeting, which was held on 20 November 1996 in Tokyo, adopted the Program Document describing the implementation of NOWPAP projects. Regarding NOWPAP/3, IOC of UNESCO was designated as the implementing agency to prepare the proposal for the second phase for the implementation.

3. The Fourth Intergovernmental Meeting (Beijing, 6-7 April 1999) adopted the proposal for the second phase of the implementation for NOWPAP. Resolution 1 adopted at this meeting requested the member states to designate necessary members for participation in the NOWPAP/1 Coordinating Working Group.

4. The First Meeting of the Coordinating Working Group for the Establishment of a Comprehensive Database and Information System (NOWPAP/1) was held in Beijing, 23-25 May 2001.

5. The Seventh Intergovernmental Meeting on NOWPAP (20-22 March 2002, Vladivostok, Russian Federation) approved the recommendations of UNEP that a network of Focal Points (FP) for DINRAC has to be established by re-arranging the title, organization and the responsibilities of the existing Coordinating Working Group in order to improve the implementation of NOWPAP1. The Seventh Intergovernmental Meeting also requested NOWPAP National Focal Points to nominate the DINRAC Focal Points for their respective countries.

6. On 25-28 November 2002, in Shanghai, China, representatives of NOWPAP member states: Japan, People's Republic of China, Republic of Korea and Russian Federation (hereinafter referred to as Japan, China, Korea and Russia, respectively) attended the First DINRAC Focal Points Meeting (FPM) in their capacity of DINRAC Focal Points. The representatives of the United Nations Environment Program (UNEP), observers, and directors of the Pollution Monitoring Regional Activity Center (POMRAC), the Special Monitoring & Coastal Environmental Assessment (CEARAC) and the Marine Environmental Emergency Preparedness and Response Regional Activity Center (MERRAC), attended the meeting. Experts and staff from DINRAC also attended the meeting. A full list of participants is attached as Annex 1 to the present report.

Agenda item 1: Opening of the meeting

7. The meeting was opened at 9:00, November 25, 2002, in Shanghai, People's Republic of China by Mr. Wang Jianguo, Director of DINRAC. Mr. Wang expressed his welcome to all the participants and announced the opening of the meeting, since each NOWPAP Focal Point member had attended this meeting, in compliance with NOWPAP members requirements to initiate a legalized meeting. Mr. Wang acted as Chairman until the chairman of the present meeting was elected.

8. On behalf of Dr. Klaus Toepfer, Executive Director of UNEP, Dr. Ellik Adler, Senior Program Officer, Regional Seas Coordinator, Division of Environmental Conventions, UNEP, expressed his greetings to the participants of the meeting. He stressed the importance of the meeting in Shanghai and was delighted to see representatives from four countries and directors from other RACs attending this First DINRAC Focal Points Meeting in Shanghai. He suggested that the DINRAC program administered by DINRAC should be coordinated and implemented together with other UN agencies and programs, specifically with UNESCO-IOC. He stressed that it was up to NOWPAP Members in the region to decide on the next steps and activities to be implemented. Activities should be practical and pragmatic, while UNEP will

help to facilitate, coordinate and guide the process. He expressed his gratitude and thanks to the local host for their hospitality and excellent organization.

9. Mr. Wang Shudao, Deputy Director of the Shanghai Environmental Protection Bureau, extended a warm welcome to all the participants. He pointed out the significant role played by data and information networks in the environmental protection.

Agenda item 2: Organization of the meeting

Agenda item 2.1: Election of the officers

10. The Chairman and rapporteur for this meeting were elected. It was also decided that DINRAC Focal Points Meetings should use the alphabetic order to elect the chairman and rapporteur. Once a representative from one country is elected as the chairman, the following one in the alphabetic order will be the rapporteur during the meeting and the chairman of the next year's meeting. Korea was elected to chair the meeting. Therefore, Dr. Jeong Hee-Dong, DINRAC focal point of Korea was elected as the chairman for this meeting, and Mr. Taisei Morishita from Japan was nominated as the rapporteur.

Agenda item 2.2: Adoption of the agenda

11. The meeting adopted the Agenda as introduced by Mr. Wang Jianguo, Director of DINRAC.

12. It was noted by UNEP representative that the purpose of this Focal Points Meeting was to provide ideas and recommendations on the future steps and necessary activities for DINRAC. Comments and suggestions from other RAC directors were appreciated. DINRAC's work programme should be closely integrated with other RACs work programmes.

Agenda item 3: NOWPAP presentations

Agenda item 3.1: UNEP's presentation on interim coordination of NOWPAP

13. UNEP's representative, Dr. Ellik Adler, who is acting as the interim coordinator for NOWPAP, presented an overview on the interim coordination of NOWPAP, including its evolution, objectives, basic principles, and organizational structure. The role and structure of MERRAC could be referred to by other RACs.

14. The observer from Japan recommended including monitoring as an independent principle within NOWPAP work programme.

Agenda item 3.2: Presentation by the Director of MERRAC

15. Director of MERRAC presented to the meeting MERRAC activities in 2001/2002, including its mission, brief history, major activities in 2001, activities and budget for 2002/2003, major activities in 2002 and MERRAC vision for the future.

16. UNEP representative commented that other RACs could follow the example from MERRAC in adopting a work programme and in organizing one focal point meeting and one Experts Meeting per year on appropriate topics. The different role of Focal Points Meetings and Experts Meetings was noted. The Focal Points Meetings will be more strategic and of high level, making decisions on the topic and venue of the Experts Meeting, while the latter meetings will be more technically and scientifically oriented, performing the specific tasks under the instruction of the Focal Points Meetings.

Agenda item 4: Overview of Progress

Agenda item 4.1: NOWPAP/DINRAC Report of Activities 2001-2002

17. Director of DINRAC presented a report on the implementation of the activities of DINRAC from the period June 2001 to November 2002. The report had three parts: introduction of DINRAC including the institutional framework, staff, budget; outputs and progress of activities for 2001-2002; and work programme for 2003. The major work for year 2003 includes the organization of the Second DINRAC Focal Points Meeting for, completion of national reports on existing data and information systems, cooperation and coordination with other NOWPAP and other relevant programs, preparation of the coding system on environmental data exchange, DINRAC training courses or Experts Meeting, and designing of NOWPAP internet network and preparation of a manual.

18. UNEP representative commented on the language for all the DINRAC documents. Since the DINRAC's work is at regional level, all the documentation, including homepages, for DINRAC must be in English. This should be adopted also by other activities and programs. The English version can be later translated for national purpose, but it should not use NOWPAP budget unless it will be translated by mutual agreement into all four languages of the region.

19. He also suggested to amend the terminology NOWPAP1 to DINRAC in all the new documentation where applicable. In addition, each RAC should select one uniform color for the report covers. Website address for all the RACs was suggested to be standardized by a hierarchical way such as dinrac.nowpap.org, merrac.nowpap.org, etc. following www.nowpap.org at the upper level.

20. Senior staff from DINRAC commented that the follow-up tasks should be more

practical considering the budget and current situation.

21. The director of DINRAC appreciated comments made by several participants and it was agreed to take them into further consideration.

22. UNEP's representative expressed appreciation to the staffs' work in DINRAC. It is understood that RACs are being developed based on existing national organizations such as EIC (Environmental Information Center) and that they need time to be established into a more regional-based organization.

23. It was noted by UNEP representative that it was too early to design a logo for any of the RACs and it was confirmed that DINRAC should use UNEP Logo at this stage.

Agenda item 4.2: Report on the status of data and information management system in Japan

24. Focal Point from Japan reported on the status of data and information management systems in Japan.

25. UNEP representative stated that in view of current work, DINRAC should not reproduce activities, nor duplicate regional efforts. The DINRAC Focal Points and the scientists should guide DINRAC in identifying the necessary work elements which are recommended for DINRAC's future work at the regional level.

26. The representative from Japan mentioned that JODC has already received marine coastal environmental data from the Ministry of Environment and the data will be opened within a couple of years. He also mentioned that the JODC has other marine coastal environmental data such as oil tar, but the data are not distributed online yet.

Agenda item 4.3: Report on the status of data and information management system in China

27. Focal Point from China presented the report on database and information management system of China Yellow Sea.

Agenda item 4.4: Report on the status of data and information management system in Korea

28. Focal Point from Korea introduced the status of data and information management system in the Republic of Korea, including an overview of the long-term oceanographic and marine environmental survey in Korea and recent improvements in the oceanographic data base system in Korea.

Agenda item 4.5: Report on the status of data and information management system in Russia

29. Focal Point from Russia introduced the status of data and information system in the Russian Federation, including POI data management, data processing and modeling, data visualization, data catalog, public access, and etc.

30. UNEP representative noted that one of the activities of DINRAC was to prepare a regional report on the status of data and information networking based on the four national reports. The four reports that were presented are different one from the other in their scope and content, and it is difficult to have a regional picture. In 2002-2003, DINRAC should harmonize the reports of the countries in order to make them comparable. The country reports should be on an equal format and DINRAC should embark on the task of producing a regional comprehensive report.

31. The purpose of the meeting was reiterated. Current achievements and activities for DINRAC should be taken into account by the Focal Points and they should indicate the next

necessary activities for DINRAC for the benefit of the region, while being careful not to duplicate unnecessary work that may be carried out by other organizations. UNEP representative and interim coordinator for NOWPAP mentioned that since UNESCO-IOC should be an important partner to DINRAC activities, representatives from WESTPAC would be invited to the next meeting.

Agenda item 5: Review of the progress by DINRAC for each of the initial tasks agreed at the 1st CWC meeting

Agenda item 5.1: Introduction of DINRAC homepage and Internet network

32. Staff from DINRAC gave a presentation on the progress of DINRAC (NOWPAP1) website, including objectives, background, design and programming, website content as well as updating and improvement.

33. The director of DINRAC noted that this part of work has just started using SEPA funds. Support from NOWPAP Trust Fund would be appreciated in order to improve the website establishment and maintenance.

34. The UNEP representative appreciated the efforts by DINRAC regarding the website development. It is understood that the work has just begun and improvement was needed to make the website more comprehensive and up to date. It was mentioned that Trust Fund funds are available to improve the website as part of the activities for 2003.

35. He also mentioned that publication on website, including policy documentation, or data exchange, should be first approved by the appropriate NOWPAP meeting. In order to share confidential or internal document, a sub-website through password access can be considered in the future.

Agenda item 5.2 and 5.3: Introduction on DINRAC databases on institutions and experts

36. Staff from DINRAC presented the work on coastal and marine environmental institutions and experts databases in the NOWPAP region and mentioned that they were based on information from 1998, which need to be updated. The meeting agreed that DINRAC should update these databases based on the information provided by DINRAC Focal Points and that this should be included in the work programme of for 2003.

37. The meeting also agreed that it is important to find out whether there are similar databases in the region. Duplications on database development must be avoided.

Agenda item 5.4: Introduction of the preparation of a coding system for marine environmental data exchange

38. Senior engineer of DINRAC presented the current work on marine environmental data products and data format and coding system. It was noted that efforts in developing relevant coding systems and formats systems for certain parameters were needed for marine environmental data and information exchange and management in the future.

39. It was mentioned that IOC-UNESCO was specialized in the field of physical oceanographic data and DINRAC should consult with them in order not to duplicate other's work. DINRAC should provide its own contribution to the region and marine environmental data was suggested to be a good solution.

40. As regards to the issue on land based activities and pollution sources raised by Japanese observer, it was suggested by the representative of UNEP that the next intergovernmental Meeting should consider the possibility of CEARAC being assigned with professional responsibilities for land-based activities under the general responsibility of Busan

RCU office. It was suggested that it was too early for DINRAC to cover the land-based aspect of data and information.

41. The representatives from Russia pointed out that current flow of data and information between institutions, governments, and RACs might make it difficult for DINRAC to have access to the data needed. A special policy document is needed to regulate this activity.

42. DINRAC staff introduced a general overview of meta-database technology, policy, format of coding, and standardized data. It was suggested that DINRAC would establish a meta-database and make it available for the region.

Agenda item 5.5: Introduction of NOWPAP1 policy on data sharing & guidelines

43. DINRAC staff introduced the NOWPAP1 policy document draft on data sharing & guideline in terms of background, purpose, responsibility, general principles, practice and reference.

44. There were many comments on the structure, substance, order, and content of the document.

45. After lengthy discussions and verifications of the history of this activity, it was clarified that the original intention of previous NOWPAP1 meetings, which were also approved by the Fourth Intergovernmental Meeting, was that DINRAC will develop a policy document on data sharing for all NOWPAP Activities.

46. The meeting agreed that DINRAC should follow previous decisions and develop a comprehensive document on the policy of data and information sharing for all NOWPAP activities and RACs. In view of the importance of this document, it was agreed by the meeting

that DINRAC will hire a consultant to prepare the draft document, upon consultations with NOWPAP members. The draft document will be presented by the consultant to a Meeting of Experts to be convened in mid 2003 by DINRAC. After the approval of the Meeting of Experts, the draft policy document should be presented for discussion and approval to the next DINRAC Focal Points Meeting. It is only after the approval by the Focal Points Meeting that the document would be presented to NOWPAP Intergovernmental Meeting.

47. The meeting agreed that an Experts Meeting should be held in May-June 2003. Training courses are not expected at this time since DINRAC has to decide on prioritized activities and only afterwards training courses will be implemented. The meeting also recommended that another topic to be discussed during this Meeting of Experts should be the principles for the establishment of a center of meta-database in DINRAC.

48. The Focal Point from Russia mentioned his status as a scientist, which makes it difficult for him to represent his government. The representative of UNEP mentioned that the special case in Russia will be addressed, since Focal Points from other members have been authorized to represent their government.

Agenda item 5.6: Terms of Reference (TOR) of DINRAC Focal Points Meetings

49. The chairman presented the draft TOR for DINRAC Meetings and several comments were raised to improve the TOR document. These comments were registered by DINRAC secretariat.

50. The representative of Japan said that the TOR document was not mentioned in the original agenda of the meeting and due to the fact that the text was circulated only on the first day of the meeting, his delegation could not approve or adopt the document at the meeting.

51. Another Focal Point agreed with Japan and the meeting decided that DINRAC will

introduce the amendments and comments which were recorded during the discussion and the revised document will be sent within two months to NOWPAP members. The TOR document will be discussed in detail during the next Focal Points Meeting, and only after the approval of DINRAC Focal Points Meeting it will be forwarded to the Intergovernmental Meeting for its approval. Half of one day will be allocated to discuss TOR during the next Focal Points Meeting.

Agenda item 6: Discussion on the work programme of the for DINRAC

52. It was agreed that under agenda item 6 the meeting will discuss all relevant issues related to DINRAC work programme for 2002/3, which are detailed in agenda items 6.2-6.11.

Agenda item 6.1: DINRAC work programme and budget for 2002-2003

53. The meeting decided that two consultants should be hired to prepare two draft documents on: a) a general policy document on data and information sharing guidelines; b) principles and guideline for the establishment of a meta-database in DINRAC for NOWPAP. It was decided that the output of both activities would be submitted for consideration to the meeting of experts in mid 2003 followed by further approval by the Second Focal Points Meeting and the Intergovernmental Meeting.

54. After lengthy discussions on the work programme for DINRAC the meeting agreed to use the US\$125,000 allocated to DINRAC from NOWPAP Trust Fund, and approved the budgeted work programme for DINRAC for 2002/3 as detailed in Annex 2. The meeting took note that DINRAC is still a young organization, however, it requested the Director to use the budget detailed in Annex 2 and implement the full range of DINRAC activities during 2003.

55. Regarding Activity C on the database on institutions, it was agreed that DINRAC should review the questionnaire, update it and circulate it. Empty item could be used for

information which is not available or cannot be provided.

56. As regards to Activity E, it was clarified that no decision yet was made on the establishment of meta-database center. A consultancy will be implemented to work out the principle, which will be discussed during the next Focal Points Meeting. Only after that meeting, recommendations will be forwarded to the Intergovernmental Meeting and a decision will be taken.

57. Regarding Activity E, it was decided that no matter where the Experts Meetings will be held, DINRAC would be responsible for the expenses and logistics.

58. Regarding the funds transfer from DINRAC to NOWPAP members, institutions or individual experts, it was noted by the Director of DINRAC that payments could be transferred from DINRAC's account to the receiver account provided that such bank account details are supplied. An accompanying letter or a simplified contract stating assignment and payment is needed.

Agenda item 6.12: Other matters

59. The representatives of Japan and Korea suggested that representatives from the State Oceanic Administration (SOA), China, should be invited to the next DINRAC Focal Points Meeting,

Agenda item 7: Adoption of the report of the meeting

60. The draft report of the meeting was prepared for consideration and adoption. The meeting adopted the report with minor modifications.

Agenda item 8: Closure of the meeting

61. After the customary exchange of courtesies the Chairman declared the meeting closed at 19:00 p.m. on Wednesday, 27 November 2002.

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Annex 1

List of Participants to the 1st NOWPAP DINRAC Focal Points Meeting
(DINRAC, Shanghai, 25-28 November 2002)

NOWPAP DINRAC Focal Points of Republic of Korea

Dr. Jeong Hee-Dong
Senior Researcher
KODC/Oceanography Division
National Fisheries Research & Development Institute
408-1 Shinrang-ri, Gijang-up, Gijang-gun
Busan, 619-902, Republic of Korea
Tel: 82-51-720-2230
Fax: 82-51-720 2225
E-mail: hdjeong@nfrdi.re.kr

NOWPAP DINRAC Focal Points of Russian Federation

Dr. Igor Rostov,
Head of Laboratory of Ocean Information and Ocean Monitoring
Pacific Oceanological institute,
Far Eastern Branch, Russian Academy of Sciences
43 Baltyskaya Street, Vladivostok, 690041, Russia
Tel: +7 (4232) 311-420
Fax: +7 (4232) 312-573
E-mail: rostov@pacificinfo.su

NOWPAP DINRAC Focal Points of People's Republic of China

Ms. Chen Mo
Programme Officer
Division of Planning
Department of Planning and Finance
State Environmental Protection Administration
No. 115 Xizhimennei Nanxiaojie
Beijing 100035 China
Tel: 86-10-66111428
Fax: 86-10-66159813
E-mail: chen.mo@zhb.gov.cn

NOWPAP DINRAC Focal Points of Japan

Mr. Taisei Morishita

Special Assistant to the Director, Ocean Division, Policy Bureau
Ministry of Land Infrastructure and Transport
2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, Japan
Tel: 81-3-5253 8267
Fax: 81-3-5253 1549
E-mail: morishita-t2sy@mlit.go.jp

Dr. Toru Suzuki
General Manager
Research & Development
Marine Information Research Center (MIRC)
Japan Hydrographic Association (JHA)
Mishima Bldg. 5F, 7-15-4, Ginza, Chuo-ku, Tokyo 104-0061, Japan
Tel: 81-3-3248-6668
Fax: 81-3-3248-6661
E-mail: suzuki@mirc.jha.or.jp

RAC Directors

Dr. Anatoly Kachur
Director
Pollution Monitoring Regional Activity Centre (POM/RAC) of NOWPAP
Pacific Institute of Geography
Far Eastern Branch, Russian Academy of Sciences
7 Radio Street, Vladivostok 690022
Russian Federation
Tel and Fax: (7-4232) 312833
E-mail: kachur@tig.dvo.ru
Home: 311117

Mr. Hiroyuki Ishitobi
Director, CEA/RAC
Special Monitoring & Coastal Environmental Assessment
Regional Activity Center (CEA/RAC)
5-5 Ushijimashin-machi,
Toyama City, 930-0856, Japan
Tel: (81-76) 445-1571
Fax: (81-76) 445-1581
E-mail: ishitobi@npec.or.jp

Dr. Chang-Gu Kang
Director
Marine Environmental Emergency Preparedness and Response Regional Activity Centre (MERRAC)
of NOWPAP
Korea Research Institute of Ships and Ocean Engineering

P. O. Box 23 Yusung, Taejon, 305-600

Republic of Korea

Tel: (82-42) 868-7260

Fax: (82-42) 868-7738

E-mail: cgkang@kriso.re.kr

Mr. Jianguo Wang

Director, DINRAC

Environmental Information Centre

State Environmental Protection Administration (SEPA)

No. 1 Yuhuanlu, Chaoyang District

Beijing 100 029, People's Republic of China

Tel: 86-10-8464 0869

Fax: 86-10-8463 0849

E-mail: jgwang@zhb.gov.cn

UNEP

Dr. Elik Adler

Senior Programme Officer

Regional Seas Coordinator, Division of Environmental Conventions

United Nations Environment Programme (UNEP)

P O Box 30552, Nairobi, Kenya

Tel: +254 2 624 033/544

Fax: +254 2 624618

E-mail: Elik.Adler@unep.org

Observers

Mr. Masamitsu Oritani

Executive Director & Secretary-general

Northwest Pacific Region Environmental Cooperation Center (NPEC)

Tel: 81-76-445-1571

Fax: 81-76-445-1581

E-mail: oritani@npec.or.jp

Ms. Asami Murayama

Section Chief

Northwest Pacific Region Environmental Cooperation Center (NPEC)

Tel: 81-76-445-1571

Fax: 81-76-445-1581

E-mail: murayama@npec.or.jp

DINRAC

Mr. Zhu Yudong
Professor
Environmental Information Centre
State Environmental Protection Administration (SEPA)
No. 1 Yuhuananlu, Chaoyang District
Beijing 100 029
People's Republic of China
Tel: 86-10-8464 0869
Fax: 86-10-8463 0849
E-mail: zhu@zhb.gov.cn

Ms. An Tong
Senior Engineer
Environmental Information Centre
State Environmental Protection Administration (SEPA)
No. 1 Yuhuananlu, Chaoyang District
Beijing 100 029
People's Republic of China
Tel: 86-10-8464 0869
Fax: 86-10-8463 0849
E-mail: an@zhb.gov.cn

Ms. Shang Yi
Engineer
Environmental Information Centre
State Environmental Protection Administration (SEPA)
No. 1 Yuhuananlu, Chaoyang District
Beijing 100 029
People's Republic of China
Tel: 86-10-8464 0869
Fax: 86-10-8463 0849
E-mail: shangyi@zhb.gov.cn

Mr. Yang Dequan
Senior Engineer
93 Liuwei Road, Hedong District
Tianjin, 300 171
People's Republic of China
Tel: 86-22-2401 0569
E-mail: ydq2000@yahoo.com.cn

Annex 2

Activities and Budget for NOWPAP DINRAC for 2002/3 as approved by the First DINRAC
Focal Points Meeting, Shanghai, 25-28 November 2002

Activities	Actions	Responsibility	Remarks	Budget (in USD)
<u>Activity A:</u> Harmonization and Completion of National Reports on data and information networks	<ol style="list-style-type: none"> Updating of old IOC formats. Send Format to countries and update input by countries Receipt of National Reports and producing draft for consideration of 2nd FPM - by DINRAC 	DINRAC, based on National reports received from NOWPAP Members	NOWPAP Member (NM) to assist RAC in necessary update. Draft will be presented in Focal Points Meeting (2003). Printing of final report only after 2 nd FPM. Each country \$2,000 and DINRAC \$2,000	10,000
<u>Activity B:</u> Update, Maintenance and Enrichment of DINRAC website		DINRAC		3,000
<u>Activity C:</u> Finalization of Institutions and Experts Database	<ol style="list-style-type: none"> Receiving update from countries according to specific format and request developed by DINRAC 	DINRAC with NM	Each country \$1,000 and DINRAC \$2,000	6,000
<u>Activity D:</u> Draft the general NOWPAP Policy on Data and Information Sharing	<ol style="list-style-type: none"> Consultant to develop draft of guidelines and present to Experts Meeting to review After discussion in Experts Meeting - draft to be presented to 2nd FPM 	DINRAC, through a consultant	NMs may assist RAC find appropriate consultant. After approval of 2 nd FPM - draft will be submitted to IGM	7,500
<u>Activity E:</u> Establishment of Principles for DINRAC/ NOWPAP meta-database	<ol style="list-style-type: none"> Consultant to develop draft of principles and guidelines and present to Experts Meeting to review After discussion in Experts Meeting - draft to be presented to 2nd FPM 	DINRAC, through a consultant	Only after discussion and approval of 2 nd FPM – a recommendation to establish a meta-database in DINRAC will be presented for approval of NOWPAP IGM	7,500
<u>Activity F:</u> Organization of DINRAC Experts Meeting	<p>The 1st Experts Meeting for NOWPAP DINRAC (mid 2003) possibly in another country than China (upon invitation to host)</p> <p>Presentation of work by two consultants (activity D and E)</p>	DINRAC, with assistance of RCU, UNEP and IOC and possible host country	<p>NOWPAP policy on data and information sharing; Develop guidelines and policy</p> <p>Principles for establishment of meta-database center in DINRAC</p>	22,000
<u>Activity G:</u> Organization of NFP meetings	Organization of the 1 st Focal Points Meeting (2002)	DINRAC with assistance of UNEP	25-28 November, 2002, Shanghai, China	25,000
	Organization of the 2 nd Focal Points Meeting (October-November 2003)	DINRAC with assistance of RCU, UNEP and IOC	Preferably in China	28,000
<u>Activity H:</u> Cooperation, Communication of DINRAC activities	Coordination, travel, meetings, communication, publications of DINRAC activities	DINRAC		16,000
Total				125,000

Annex 3**Activities and Budget for NOWPAP DINRAC for 2002/3 as approved by the First DINRAC Focal Points Meeting, Shanghai, 25-28 November 2002**

Activities	Actions	Responsibility	Remarks	Budget (in USD)
<u>Activity A:</u> Harmonization and Completion of National Reports on data and information networks	4. Updating of old IOC formats. 5. Send Format to countries and update input by countries 6. Receipt of National Reports and producing draft for consideration of 2 nd FPM - by DINRAC	DINRAC, based on National reports received from NOWPAP Members	NOWPAP Member (NM) to assist RAC in necessary update. Draft will be presented in Focal Points Meeting (2003). Printing of final report only after 2 nd FPM. Each country \$2,000 and DINRAC \$2,000	10,000
<u>Activity B:</u> Update, Maintenance and Enrichment of DINRAC website		DINRAC		3,000
<u>Activity C:</u> Finalization of Institutions and Experts Database	2. Receiving update from countries according to specific format and request developed by DINRAC	DINRAC with NM	Each country \$1,000 and DINRAC \$2,000	6,000
<u>Activity D:</u> Draft the general NOWPAP Policy on Data and Information Sharing	3. Consultant to develop draft of guidelines and present to Experts Meeting to review 4. After discussion in Experts Meeting - draft to be presented to 2 nd FPM	DINRAC, through a consultant	NMs may assist RAC find appropriate consultant. After approval of 2 nd FPM - draft will be submitted to IGM	7,500
<u>Activity E:</u> Establishment of Principles for NOWPAP DINRAC meta-database	3. Consultant to develop draft of principles and guidelines and present to Experts Meeting to review 4. After discussion in Experts Meeting - draft to be presented to 2 nd FPM	DINRAC, through a consultant	Only after discussion and approval of 2 nd FPM – a recommendation to establish a meta-database in DINRAC will be presented for approval of NOWPAP IGM	7,500
<u>Activity F:</u> Organization of DINRAC Experts Meeting	The 1 st Experts Meeting for NOWPAP DINRAC (mid 2003) possibly in another country than China (upon invitation to host) Presentation of work by two consultants (activity D and E)	DINRAC, with assistance of RCU, UNEP and IOC and possible host country	NOWPAP policy on data and information sharing; Develop guidelines and policy Principles for establishment of meta-database center in DINRAC	22,000
<u>Activity G:</u> Organization of FPM	Organization of the 1 st Focal Points Meeting (2002)	DINRAC with assistance of UNEP	25-28 November, 2002, Shanghai, China	25,000
	Organization of the 2 nd Focal Points Meeting (October-November 2003)	DINRAC with assistance of RCU, UNEP and IOC	Preferably in China	28,000
<u>Activity H:</u> Cooperation, Communication of DINRAC activities	Coordination, travel, meetings, communication, publications of DINRAC activities	DINRAC		16,000
Total				125,000

Annex 4

List of Documents for the First NOWPAP DINRAC Focal Points Meeting

UNEP/NOWPAP/DINRAC/FPM 1/01	The Tentative Agenda
UNEP/NOWPAP/DINRAC/FPM 1/02	List of participants
UNEP/NOWPAP/DINRAC/FPM 1/03	List of Documents
UNEP/NOWPAP/DINRAC/FPM 1/04	Project Document Support to Data And Information Networks in The NOWPAP Region under The Framework of The Northwest Pacific Action Plan
UNEP/NOWPAP/DINRAC/FPM 1/05	Introduction of NOWPAP1 Website
UNEP/NOWPAP/DINRAC/FPM 1/06	Introduction to the Database on Coastal and Marine Environmental Institutions in the Northwest Pacific Region
UNEP/NOWPAP/DINRAC/FPM 1/07	Guideline for Online Manipulation of the Database on Coastal and Marine Environmental Institutions in the Northwest Pacific Region
UNEP/NOWPAP/DINRAC/FPM 1/08	Introduction to the Database on coastal and Marine Environmental Experts in the Northwest Pacific Region
UNEP/NOWPAP/DINRAC/FPM 1/09	Guideline for Online Manipulation of the Database on Coastal and Marine Environmental Experts in the Northwest Pacific Region
UNEP/NOWPAP/DINRAC/FPM 1/10	NOWPAP1 Policy on Data Sharing and Guidelines (draft)
UNEP/NOWPAP/DINRAC/FPM 1/11	Definition of Marine Environmental Data Products (draft)
UNEP/NOWPAP/DINRAC/FPM 1/12	Coding and Format System for Marine Environmental Data Exchange (draft)
UNEP/NOWPAP/DINRAC/FPM 1/13	Report of the 1 st NOWPAP DINRAC Focal Points Meeting
UNEP/NOWPAP/DINRAC/FPM 1/14	Terms of Reference for the NOWPAP DINRAC Focal Points

Annex 5

The Agenda for the First NOWPAP DINRAC Focal Focus Points Meeting

November 24, 2002 (Sunday)	
Transportation service for the participants from the airport to the hotel	
November 25, 2002 (Monday)	
9:00 - 12:00	<ol style="list-style-type: none"> 1. Opening of the meeting <ol style="list-style-type: none"> 1.1 Welcome and open the meeting by director of DINRAC 1.2 Welcome by Shanghai EPB 1.3 Statement by UNEP/DEC 2. Organization of the meeting <ol style="list-style-type: none"> 2.1 Election of the officers (Chairman, Rapporteur) 2.2 Organization of work (ToR of NFP meeting, purpose, documents etc.) 2.3 Adoption of the agenda 3. NOWPAP Presentations <ol style="list-style-type: none"> 3.1 UNEP's presentation of Interim Cooperation of NOWPAP 3.2 Presentation by the Director of MERRAC 4. Overview of the progress made in the intersessional period after the 1st meeting of the Coordinating Working Group for the Establishment of a Comprehensive Database and Information Management System (NOWPAP1), Beijing, China, 23-24 May 2001 <ol style="list-style-type: none"> 4.1 NOWPAP DINRAC Report of Activities 2001-2002
14:00 - 17:00 (three quarters for every report)	<ol style="list-style-type: none"> 4.2 The Report on the status of data and information management systems in Japan 4.3 The Report on the status of data and information management systems in China 4.4 The Report on the status of data and information management systems in the Republic of Korea 4.5 The Report on the status of data and information management systems in the Russian Federation
19:00 - 21:00	Reception hosted by DINRAC
November 26, 2002 (Tuesday)	
9:00 - 12:00	5. Review of the progress by DINRAC made for each of the initial tasks agreed at the 1 st CWG meeting

	<p>5.1 Introduction of the NOWPAP1 homepages and Internet network (design of framework, access, maintenance, volumes and manual, by Mrs. An Tong)</p> <p>5.2 Discussion Introduction to NOWPAP1 institutions database. (design of framework, access, maintenance online and manual, by Mr. Zhu Yudong) Discussion</p> <p>5.3 Introduction to NOWPAP1 experts database. (design of framework, access, maintenance online and manual, by Mr. Zhu Yudong) Discussion</p> <p>5.4 Introduction of the Preparation of coding system for marine environmental data exchange (draft, by Mr. Yang Dequan) Discussion</p> <p>5.5 Introduction of the NOWPAP1 policy on data sharing & guidelines (draft, by Mrs. Shang Yi) Discussion</p>
<p>14:00 - 17:00</p>	<p>5.6 ToR of FP Meeting for DINRAC, Objective and Goals, Functions, Sessions, Initial Tasks, Budget and Expenses, etc. Discussion</p>
<p>November 27, 2002 (Wednesday)</p>	
<p>9:00 - 12:00</p>	<p>6. Discussion and implement of the DINRAC Project Document</p> <p>6.1 DINRAC workplan 2002-2003;</p> <p>6.2 The distribution of the DINRAC budget from the Trust Fund;</p> <p>6.3 The deadline of the publication of the National Report and overview on existing data & information systems;</p> <p>6.4 NOWPAP1 homepages updating;</p> <p>6.5 Fulfill the NOWPAP1 institutions and experts databases maintenance online</p> <p>6.6 Data exchange protocols</p>

14:00 - 17:00	<p>6.7 Training course on data management (2003)</p> <p>6.8 Cooperation with NEAR-GOOS</p> <p>6.9 Improve the capacity on data and info management</p> <p>6.10 Meta-databases on coast ad marine environmental protection</p> <p>6.11 2nd NFP meeting (date and place)</p> <p>6.12 Other matters</p> <p>7 Adoption of the report of the meeting</p> <p>8. Closure of the meeting</p>
19:00 – 21:00	Entertainment
November 28, 2002 (Thursday)	
8:30 – 20:00	Excursion in suburb and downtown of Shanghai
November 29, 2002 (Friday)	
Transportation service for the participants from the hotel to the airport	

