

# LAPORAN PENELITIAN

## *“Capacity development programme on air quality management and emission reduction of PM<sub>2.5</sub> for ASEAN Countries”*

Didin Agustian Permadi



**INSTITUT TEKNOLOGI NASIONAL  
BANDUNG - 2020**



# AIT

## Asian Institute of Technology

**Dr. Naoya Tsukamoto**  
Director,  
Regional Resource Centre  
for Asia and the Pacific

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Ref.: AITRRC.AP-041/20/APN

29 October 2020

Dear Colleagues (Project Partners),

Greetings from the Regional Resource Centre for Asia and the Pacific (RRC.AP)!

I am pleased to inform you that our project proposal “*Capacity Development Programme on Air Quality Management and Emission Reduction of PM<sub>2.5</sub> for ASEAN Countries (CBA2020-01MY-Verma)*” submitted to the Asia-Pacific Network for Global Change Research (APN) has been successful. Thank you for your kind support and guidance. We have received the Award Letter from the APN. The project is for 2 years, starting from January 2021, for organizing 2 capacity building workshops. The project will be led by Dr. R. L. Verma, RRC.AP. We will continue seeking your support and guidance during the implementation of the project activities.

The APN is requesting for an official confirmation from the project partners (on official letterhead) for their support during the implementation of the project activities, including in-kind support to be rendered the form of providing human resources.

May I kindly request the partners for providing the requested letter in favour of the APN.

Thank you,

Yours Sincerely

Dr. Naoya Tsukamoto  
Director, RRC.AP

### Partners:

1. Prof. Kim Oanh and Dr. Ekbordin Winijkul,  
Asian Institute of Technology, Thailand
2. Dr. Ittipol Paw-Armart,  
Pollution Control Department, Thailand
3. Dr. Hathairatana Garivait,  
Ministry of Natural Resources and Environment. Thailand
4. Dr. Didin Agustian Permadi,  
National Institute of Technology (ITENAS), Indonesia
5. Dr. Md Firoz Khan,  
University of Malaya, Malaysia
6. Ms. Maria Katherina Patdu,  
United Nations Environment Programme (UNEP) – Regional Office for Asia Pacific Region,  
Thailand



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**APPROVAL NOTIFICATION OF APN ACTIVITIES  
UNDER CAPaBLE PROGRAMME**

22 October 2020

<b>Project Leader:</b>	Dr Ram Lal Verma
<b>Project Reference:</b>	CBA2020-01MY-Verma
<b>Project Title:</b>	Capacity development programme on air quality management and emission reduction of PM2.5 for ASEAN Countries
<b>Project Award:</b>	USD 79,800 (for 2 years)

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Dear Dr Verma,

Following the announcement of the Call for Proposals, I would like to congratulate you again on being approved to receive funding from the APN under its Capacity Development Programme (CAPaBLE). I am writing to request some immediate information so that we may draw up your Contract as soon as possible, and to give you a brief overview of the APN funding, reporting and administrative procedures to ensure you are not met with any surprises during the year.

Please note that the official **Project Reference Number** for your approved project is quoted above. Please quote this reference number in all communications with the APN Secretariat.

I would also like you to note that by accepting the present award the Authorized Representative of the Grantee, Project Leader and Collaborators agree to the following:

- i. **Grant:** The Project Leader and the Authorized Representative of the Grantee acknowledge and accept in writing in advance of signing the APN Contract that **only 80% of the grant can be advanced** for the entire duration of the project activity (2 years). The remaining grant of up to 20% can only be remitted to the Grantee after all reporting requirements are completed and approved by APN.
- ii. **Acknowledgement:** APN is to be duly acknowledged in publications produced as a result of the activities undertaken in the project. Note the full name of APN is *Asia-Pacific Network for Global Change Research* and the APN logo can be accessed at <http://www.apn-gcr.org/about-apn/download-apn-logo-2/>
- iii. **Regular updates:** The project leader agrees to provide regular updates on major developments/milestones, events, new outputs or outcomes produced from the project during the contract period as well as after the project contract period ends.

In order to begin the administrative preparations that will allow us to draw up your Contract, we would like to request that you submit **electronic copies** of the following documents by email to Dr Linda Anne Stevenson ([lastevenson@apn-gcr.org](mailto:lastevenson@apn-gcr.org)) on or before **20 November 2020**. Kindly ensure

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that all emails are copied to Ms Christmas Uchiyama ([cuchiyama@apn-gcr.org](mailto:cuchiyama@apn-gcr.org)) and Dr Nafesa Ismail ([nismail@apn-gcr.org](mailto:nismail@apn-gcr.org)).

The following documents are needed:

1. **Acceptance letter from the Project Leader and Authorized Representative of Grantee:**  
An official letter, with your institution's letterhead, signed by both Project Leader and Authorized Representative of the Grantee, expressing acceptance of the award and the conditions i to iii mentioned above, and including details of contributions (both in-cash and in-kind).
2. **Written Confirmation of Institution/Organisation Involvement and Details of Co-funding:** An official letter (with official letterhead) from each of the collaborating institutions is to be submitted with details of the involvement, roles and responsibilities. Co-financing costs, including all aspects of in-kind contributions, of each organisation, should be stated.
3. **A fully updated proposal incorporating the final suggestions from reviewers and containing the updated information on:**
  - a. **Detailed timeline presented year-by-year (and broken down month-by-month) for your project with dates and locations of main workshops and project-related meetings.** Note that the contract procedures can take up to one month to finalise, and it would be in your best interest to begin the project no earlier than 1 January 2021.
  - b. An **updated budget estimate** up to a maximum of USD 79,800, complete with a fully detailed yearly breakdown of the costs. Note the updated budget must not exceed the maximum amount of the award stated in the present notification and must be in line with APN regulations.

Before re-submitting your full proposal, please take note of the additional requirements from the final review and update your proposal, accordingly:

- Detailed plan for systematic monitoring and post-evaluation processes to measure the developed capacity of beneficiaries is suggested.
- The selection process of the workshop participants should be justified. Additionally, the role of each collaborator from different countries should be clearly presented.
- How to engage decision-makers and other intergovernmental bodies in the project activities/outputs needs to be clearly defined.
- To increase the project reach, it is suggested that project outputs, such as highly technical modules, be summarized in a way that is easily understandable for ordinary people and decision-makers, e.g. small brochures published or shared online in local languages.

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- Kindly ensure that any possible part-time/personnel payment is in line with the APN regulations.
- Kindly ensure to allocate a reasonable amount for final report and featured article publication. There should be a budget line for editing (and possible layout), proofreading, and plagiarism check.

Please update the proposal by logging in to your proposal page in APNIS. Note that character limitation and format will not be changed and therefore, modifications should be done under the same restriction as to the previous stages. Please note, too, that attachments should be uploaded in both PDF and original formats.

4. **Details of who will sign as Authorized Representative of the Grantee:** You will be required to sign the Contract as Project Leader, but someone else is required to sign on behalf of your organisation. For example, this might be the Director of your institute or someone from the Sponsored Projects Office of your University. Please supply their name, title and contact details.

Regarding the general APN accounting and administrative procedures, it is important that you are aware at this early stage of some of the requirements APN is held to by its stakeholders. The project and reporting requirements are listed below for your information:

1. ***Progress Report and Financial Statement*** (at the end of each year of the project)
2. ***Financial Report*** (after completion of the project with detailed evidence of expenditure for the entire project duration and in the APN format)
3. ***Final Report*** (after the completion of the project)
4. ***Science Bulletin manuscript\**** (after completion of the project)
5. ***Online review questionnaire*** (after completion of the project)

*\*Manuscripts must be fully proofread for the English language.*

Regarding the timeline for your project, you will have the full period from the date the APN Secretariat Director signs the Contract to complete your project activities. However, as noted in 2 above, a **fully detailed financial report must be submitted to APN within 30 days after the end of the project** in accordance with APN Financial Regulations. Further information on contents of and deadlines for the above-mentioned reports will be provided in the Contract that you will sign.

Please note that if you have any problems and/or concerns about the contents of this award letter or any concerns about your project in the future, these should be addressed to me, Dr Linda Anne Stevenson ([lastevenson@apn-gcr.org](mailto:lastevenson@apn-gcr.org)) with a copy to Ms Christmas Uchiyama ([cuchiyama@apn-gcr.org](mailto:cuchiyama@apn-gcr.org)) and Dr Nafesa Ismail ([nismail@apn-gcr.org](mailto:nismail@apn-gcr.org)).



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We appreciate your prompt reply to our request for updated project information, and we look forward to learning about the results of your project in due course. Please note that until we get the information requested in this letter, we cannot draw up your Contract and so cannot make any project payments to you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Linda Stevenson'.

Dr Linda Anne Stevenson  
Head of Knowledge Management & Scientific Affairs  
APN Secretariat