



**UNDP/GEF PROJECT ENTITLED “REDUCING ENVIRONMENTAL STRESS IN THE
YELLOW SEA LARGE MARINE ECOSYSTEM”**

UNDP/GEF/YS/RSP-PSC.7/2 rev.1
Date: 28 January 2011
English only

**Seventh Meeting of the Regional Scientific and Technical Panel
And Project Steering Committee
For the UNDP/GEF Yellow Sea Project
*Beijing, China, 23-25 February 2011***

Provisional Annotated Agenda

1. OPENING OF THE MEETING

1.1 Welcome addresses

The representative from the UNDP will open the meeting and welcome participants. A brief overview will be given of the project's progress since the sixth Regional Scientific and Technical Panel (RSTP) and Project Steering Committee (PSC) meeting, and the major tasks of this meeting will be outlined.

The representative from each delegation of the participating countries will be invited to give opening addresses.

Observers will also be invited to address the meeting.

1.2 Introduction of the members

Participants will be invited to give a self-introduction to the meeting. The provisional list of participants is provided in Document UNDP/GEF/YS/RSP-PSC.7/inf.2.

2. ORGANISATION OF THE MEETING

2.1 Election of officers

In accordance with UN rules and procedures, members of the meeting will be invited to elect a Chairperson and a Vice Chairperson for the meeting. The Project Management Office (PMO) will serve as secretariat.

2.2 Meeting documents

The Chairperson will invite the Secretariat to introduce the documents prepared for the meeting, referring to Document UNDP/GEF/YS/RSP-PSC.7/inf.1.

2.3 Organisation of work

The Chairperson will invite the Secretariat to introduce this agenda item, referring to Document UNDP/GEF/YS/RSP-PSC.7/inf.3.

The meeting will be conducted in English.

3. ADOPTION OF THE MEETING AGENDA

The Chairperson will introduce the Provisional Agenda (Document UNDP/GEF/YS/RSP-PSC.7/1) and Provisional Annotated Agenda (Document UNDP/GEF/YS/RSP-PSC.7/2), prepared by the Secretariat.

The meeting will be invited to propose any amendments and additional items for consideration by the meeting; then, the agenda will be adopted.

4. REPORT ON PROJECT IMPLEMENTATION PROGRESS

The Chairperson will invite the Secretariat to give a report on the implementation of project activities since the last RSTP and PSC meeting in 2009. The report (Document UNDP/GEF/YS/RSP-PSC.7/4) will include the following topics:

4.1 Major achievements since the last meeting

A summary on completed project activities, including SAP demonstration activities, will be provided, and major achievements and results of some of the key activities will be presented.

4.2 Report on project phase 2 preparations

A brief update on the preparations for the project's next phase will be provided. A detailed discussion on this issue will be made in Agenda 6.

4.3 Financial report

The financial report covering the 2010 fiscal year will be presented; reference will be made to not only the expenditures of 2009, but also the financial support that the participating countries have provided to cover bridging costs.

4.4 Report on the PMO operation

The operation of the PMO will be reported with descriptions of the PMO staff situation and the information dissemination activities.

4.5 Co-operation with other organisations and projects

The activities implemented in co-operation with other organisations and projects will be reported, while the newly-established partnerships with relevant organisations through signing MoUs or Letters of Agreement will be noted.

The meeting will be invited to review the progress of project implementation and adopt the report.

5. REPORTS OF THE NATIONAL PROJECT CO-ORDINATORS

The Chairperson will invite National Project Co-ordinators (NPCs) to give reports (UNDP/GEF/YS/RSP-PSC.7/5) on the implementation of project activities at the national level, in particular regarding the subject of national co-ordination in preparing the National Strategic Plans, the Project Information Form (PIF), and the Project Document (ProDoc).

The meeting will be invited to take note of the reports and make suggestions for improving the co-ordinating mechanisms and actions for effective implementation of project activities in the future, particularly for implementation of the NSAPs.

6. PROGRESS OF SAP IMPLEMENTATION (PROJECT PHASE 2)

6.1 Preparation of the PIF and ProDoc

The Chairperson will invite Project Manager to update the meeting on the progress in preparing the documents for the project's next phase: PIF (UNDP/GEF/YS/RSP-PSC.7/6a) and ProDoc (UNDP/GEF/YS/RSP-PSC.7/6b). The procedure and schedule for the document submission and approval will be explained.

6.2 Consideration on the YSLME Commission

The Project Manager will update the meeting on the progress in preparing for the establishment of YSLME Commission, referring to Documents UNDP/GEF/YS/RSP-PSC.7/6a and b, including the major elements of the Commission (e.g., structure, functions) and the mechanism to prepare to establish the Commission (i.e., Intergovernmental Commission Task Force).

6.3 Involvement of DPR Korea

The Project Manager will provide information on negotiation with DPRK on possible involvement of the country in the 2nd phase of the project.

The meeting will be invited to note the progress and suggest recommendations to improve the preparation for the project phase 2 to implement the SAP in an effective and timely manner.

7. FINAL EVALUATION

The Chairperson will invite the evaluator or the Project Manager, to report to the meeting the progress and the draft evaluation report for the final evaluation of the project.

The meeting will be invited to review the draft evaluation report, and provide guidance for further modifications and finalisation of the report.

8. CONSIDERATIONS OF PROJECT IMPLEMENTATION IN 2011

8.1 Guidelines for project implementation in 2011

The Chairperson will invite the representative from UNDP/GEF to provide guidelines for implementing project activities in 2011. He/she will explain necessary requirements for the project to fulfil. These may refer to the establishment and operation of YSLME SAP Implementation Facility, the specific activities conducted under this overall framework, and the funding and disbursement of project budget.

8.2 Proposed Activities/Workplan and Budget for 2011

The Project Manager will present the proposed workplan and budget for 2011, referring to the Documents UNDP/GEF/YS/RSP-PSC.7/7a and 7/7b and the financial report given in Agenda 4.3.

With due consideration of the requirements, the meeting will be invited to review the proposed workplan and budget for 2011, amend these documents as necessary, and agree on the proposals.

9. CO-OPERATION WITH OTHER ORGANISATIONS

The Chairperson will invite representatives from other organisations and projects to provide information on the co-operation and co-ordination of relevant activities with the project.

The meeting will be invited to provide guidelines on future co-operation and co-ordination to improve the activities.

10. OTHER BUSINESS

Members will be invited to raise any other issues to be considered by this meeting.

11. ADOPTION OF THE MEETING REPORT

The Chairperson will lead the adoption of the draft meeting report prepared by the Secretariat (Document UNDP/GEF/YS/RSP-PSC.7/3).

The draft report will be discussed, amended, and adopted by the meeting.

12. CLOSURE OF THE MEETING

The Chairperson will call a motion to close the meeting.