



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

UNDP/GEF/YS/RSP.2/2
Date: 27 October 2005
English only

**Second Meeting of the Regional Scientific and Technical Panel
for the UNDP/GEF Yellow Sea Project**
Kunming, China, 15-17 December 2005

Annotated Provisional Agenda

1. OPENING OF THE MEETING

A representative from the UNDP or the Project Manager will open the meeting, and will welcome all participants to attend the meeting. (S)he will briefly review the progress of project implementation and outline the major tasks of this meeting.

1.1 Welcome addresses

The Representatives from the Governments of participating countries will be invited to give opening addresses.

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.2/inf.2.

2. ORGANISATION OF THE MEETING

2.1 Election of Officers

RSTP members will be invited to elect a Chairperson and Vice-Chairperson for the meeting. The Project Management Office (PMO) shall act as secretariat to the RSTP Meeting.

2.2 Documentation Available to the Meeting

The Chairperson will invite the Secretariat to introduce the documents prepared for the meeting, referring to Document UNDP/GEF/YS/RSP.2/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.2/inf.3.

3. ADOPTION OF THE MEETING AGENDA

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

The meeting will be invited to propose any amendments, and additional items for consideration of the meeting, and adopt the agenda.

4. PROJECT MANAGER'S REPORT ON THE IMPLEMENTATION OF PROJECT ACTIVITIES

The Chairperson will invite the Project Manager to give his report on the implementation of project activities in 2005. The report (Document UNDP/GEF/YS/RSP.2/4) will cover the following:

4.1 Implementation of Project Activities

The Project Manager will report on the implementation of project activities including the following elements:

- Official Inception of the Project
- Approval of the Implementation Plan
- Activities of the Regional Working Groups (including data & information collection, preparation of necessary technical guidelines)
- Planning for the Co-operative Study Cruises
- Cross-component issues
- Involvement of DPR Korea in the project
- Challenges to implementation of project activities

4.2 Financial Report

The Project Manager will:

- (i) Briefly introduce the UNOPS financial rules and regulations, which govern the project; and
- (ii) Present a financial report for the project, covering the 2005 fiscal year. Reference will also be made to the expenditures of 2004.

4.3 Report on the Project Management Office (PMO)

The Project Manager will report on the establishment and operation of the Project Management Office (PMO). The following information will be provided to the meeting:

- (i) The PMO is established and fully operational, with generous support from the Korea Ocean Research and Development Institute (KORDI).
- (ii) In accordance with the UN Human Resources rules, and with the assistance of the UNDP Korea Office, staff recruitment has successfully been completed. Nine staff members from five countries form the project team, and have shown effectiveness in servicing the project.
- (iii) The project website, e-discussion groups, and e-newsletters have been developed to provide project information to all parties interested in the project activities, and to facilitate problem-solving of cross-component issues. Quarterly newsletters were prepared, and widely distributed to all organisations, projects and individuals.
- (iv) In accordance with the UNOPS's rules, an imprest account was established for the operation of the PMO. The successful results indicate the strong technical ability of the PMO financial team.

4.4 Co-operation with other Organisations and Projects

The Project Manager will report on the co-operation with other organisations and projects in the region, including the signing of MOUs, the establishment of partnerships with relevant organisations, and other co-operative agreements. It will be noted by the Project Manager that co-operation includes a wide range of institutions, including UN agencies, NGOs, and the private sector.

4.5 Public Awareness and Participation

Public awareness and participation is one of the key project activities. The Project Manager will report to the meeting on the development of the comprehensive strategy for communication, public awareness and participation (Document UNDP/GEF/YS/RSP.2/5).

The meeting will be invited to discuss the Project Manager's report, make suggestions for improvement, and adopt the report.

5. REPORTS OF THE NATIONAL PROJECT CO-ORDINATORS

The Chairperson will invite the National Project Co-ordinators to give reports (UNDP/GEF/YS/RSP.2/6) on the implementation of project activities at the national level, in particular regarding the subject of national co-ordination.

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

6. REPORT FROM CHAIRPERSONS OF THE REGIONAL WORKING GROUPS

The Chairpersons of the Regional Working Groups (RWGs) will be invited to present their report on the implementation of project activities from their respective groups.

6.1 Fisheries

- 6.2 Biodiversity**
- 6.3 Ecosystem**
- 6.4 Pollution**
- 6.5 Investment**

The reports (Documents UNDP/GEF/YS/RSP.2/7a-e) shall cover the following elements:

- (i) Discussions and outcomes of the first and second RWG meetings. Highlights should be included regarding the data and information collection activity for preparing the Transboundary Diagnostic Analysis (TDA) in each group;
- (ii) Technical consideration of each component for the causal chain analysis (including the governance analysis);
- (iii) Technical problems encountered during implementation this year, and suggestions and recommendations on how to solve the problems; and
- (iv) Future workplan for the implementation of project activities.

The meeting will be invited to consider the reports presented by the Chairpersons of the RWGs, discuss the necessary technical issues raised in the reports, and agree on the actions to further implement project activities in the respective groups.

The meeting shall also consider the cross component issues raised in the reports and in the implementation process, and agree on the necessary actions to address the cross-components issues.

7. PROPOSED PROGRAMME AND BUDGET FOR 2006 AND ONWARDS

The Chairperson will invite the Project Manager to present the proposed project activities and budget for 2006 and onwards. Referring to Documents UNDP/GEF/YS/RSP.2/8-14, the financial report given in the Agenda item 4.2, and the issues raised about project implementation in 2005, this agenda item will cover the following elements:

7.1 Proposed Project Activities

- Project activities for each component (Documents: reports of the first and second RWG meetings)
- Co-operative Study Cruises (Document UNDP/GEF/YS/RSP.2/8)
- Environmental Valuation (Document UNDP/GEF/YS/RSP.2/9)
- Gene pool Analysis (Document UNDP/GEF/YS/RSP.2/10)
- Preparation of TDA
- Data sharing and management (Document UNDP/GEF/YS/RSP.2/11)
- Parliamentary Seminar (Document UNDP/GEF/YS/RSP.2/12)

7.2 Proposed Project Budget for 2006 and Onwards (Document UNDP/GEF/YS/RSP.2/13)

7.3 Proposed Workplan for 2006 (Document UNDP/GEF/YS/RSP.2/14)

The meeting will be invited to consider the proposed activities and budget for 2006 (and onwards), the workplan for 2006, amend these documents as necessary, and agree on the proposals.

8. REVIEW OF TERMS OF REFERENCE (TOR) FOR THE REGIONAL WORKING GROUPS (RWGs), NATIONAL PROJECT CO-ORDINATOR (NPC), AND INTER-MINISTERIAL CO-ORDINATING COMMITTEE (IMCC)

As instructed by the First Meeting of the RSTP, the Chairperson will invite the Project Manager to present the revised Terms of References for the RWGs, NPC, and IMCC. The revised TORs are presented in Documents UNDP/GEF/YS/RSP.2/15-17.

The meeting will be invited to consider, amend and agree on the proposed TORs.

9. OTHER BUSINESS

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

10. DATE AND VENUE OF NEXT RSTP MEETING

Members will be invited to offer to host the next RSTP Meeting.

Members will be invited to agree on the venue for the next meeting. It should be noted by all members that they should adhere to these agreements because changes cause great difficulties to the organisation of the meeting and schedules of members.

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.2/3).

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 this meeting.