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

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UNDP/GEF/YS/RWG-B.1/3  
Date: 22 April 2005  
English only

**First Regional Working Group Meeting  
For the Biodiversity Component of  
the UNDP/GEF Yellow Sea Project**  
*Qingdao, China, 19-22 April, 2005*

**Meeting Report**

## 1. 1 OPENING OF THE MEETING

### 1.1 Welcome addresses

On behalf of the UNDP/GEF Yellow Sea project, Mr. Yihang Jiang, Project Manager of the UNDP/GEF Yellow Sea Large Marine Ecosystem (YSLME) Project opened the meeting and welcomed all participants to Qingdao. He briefly introduced the background of the project and the objectives of the 1<sup>st</sup> meeting of the Regional Working Group for the Biodiversity Component (RWG-B) of the YSLME Project.

1.1.1 Mr. Jiang explained the major outcomes of the Project, namely, the development of the Transboundary Diagnostic Analysis (TDA), Strategic Action Plan (SAP), and National Strategic Action Plans. This Meeting will focus on the process for TDA preparation, but we should also keep in mind the activities required for the development of the SAP.

1.1.2 Mr. Jiang noted that the preliminary TDA information was a bit out of date. The preliminary TDA was prepared for the Global Environment Facility (GEF) Council to understand the project document before approving Project. The final TDA, to be produced, needs updated data and information. Therefore, an important task of the Regional Working Group (RWG) meeting is to discuss and agree on identifying Biodiversity-related problems of the Yellow Sea, on the types of information to support the identified problems, and on the format of the collected information, and propose activities to gather additional required data.

1.1.3 Mr. Qiao Fang Li, Deputy Director of the First Institute of Oceanography, State Oceanographic Administration, People's Republic of China, gave a welcome message on behalf of his institute. He welcomed all members to 1<sup>st</sup> Regional Working Group meeting and commented that it was an important moment as it was the first time that China and Korea have come together for the conservation of the Yellow Sea. He mentioned that 'we must collectively do much to protect the Yellow Sea', and that this important cooperation of the participating countries will allow a much better understanding of how to achieve this.

### 1.2 Introduction of the members

Participants of the regional working group attending the meeting were invited to introduce themselves and each gave a brief introduction of their expertise and experience, to the group. The list of participants is attached to this report as [Annex I](#).

## 2. ORGANISATION OF THE MEETING

### 2.1 Election of Officers

2.1.1 Mr. Chen Shang, a member from China nominated Mr. Lee Yoon, Director, Plankton Ecology Division of the National Fisheries Research and Development institute (NFRDI) of the Ministry of Maritime Affairs and Fisheries (MOMAF), for the position of Chair. Mr. Lee was elected as the Chair of the meeting.

2.1.2 Mr. Lee accepted his new post and welcomed the members of the RWG. He noted the presence of the observers and remarked that it was good to have

them there as the working group would only derive benefit from their additional input.

- 2.1.3 Mr. Lee asked if the Project Management Office (PMO) could act as the secretary to the meeting and Mr. Archer of the PMO agreed.
- 2.1.4 Mr. Lee referred to the agenda and voiced his confidence that the group would be able to handle, and accomplish the large amount of work as set in the agenda schedule.
- 2.1.5 Mr. Jiang added that although the RWG has set its members already, observers were invited to provide inputs. He explained that the meeting would be a good chance for young scientists to learn good science, and the TDA/SAP processes. He suggested that in future more observers should be invited to contribute and learn from the meeting. The members of the group agreed to invite and allow observers to attend and contribute to future meetings.

## 2.2 Documentation Available to the Meeting

- 2.2.1 The Chair invited the Secretariat to introduce the documents prepared for the meeting
- 2.2.2 Mr. Jeffrey Archer, Fisheries & Biodiversity Officer of the YSLME Project Management Office (PMO) introduced the list of documents (UNDP/GEF/YS/RWG-B.1/inf.1) and informed the meeting that the documents in front of the group included the discussion documents; Expected Outcomes and Outputs of the meeting, Data and Information Requirements of the TDA, and a Proposal for the Regional Calculation of the Costs of Project Activities; and informational documents including; Provisional Terms of Reference, Financial Reporting Procedures and Requirements for the Regional Working Group for the Biodiversity Component. Also included were the Report of the First technical Meeting on Preparation of the Implementation Plan for the UNDP/GEF Yellow Sea Project, the Report of the Second Technical Meeting on the Preparation of the Implementation Plan for the UNDP/GEF Yellow Sea Project, and the Report of the First Project Steering Committee Meeting.
- 2.2.3 Mr. Archer also indicated that there was an additional document provided to the meeting – Which was a list of abbreviations requested by the Fisheries Working Group during a previous meeting for clarification and reference for the commonly used abbreviations and Acronyms used by the PMO in documentation and during presentations. This list is attached in Annex II.

## 2.3 Organisation of Work

- 2.3.1 Mr. Archer introduced the document UNDP/GEF/YS/RWG-B.1/inf.3 describing the Provisional Working Programme for the meeting and noted that the meeting would be conducted in plenary as far as possible although sessional working groups could be formed as deemed necessary.
- 2.3.2 Mr. Jiang mentioned that there may be a requirement to modify the schedule slightly to include a presentation from representatives of the WWF organisation on the WWF/KORDI/KEI Yellow Sea Eco-Region Planning

Programme (YSEPP) workshop, which finished the day before this meeting, when they arrived later that morning.

- 2.3.3 All agreed to the current schedule of work as arranged by the Secretariat with the understanding that YSEPP inputs would be accommodated in one of the later time allocations. The finalized agenda can be found as Annex III.
- 2.3.4 Mr. Jiang offered his thanks to the First Institute of Oceanography (FIO) for their generous support and facilitation of logistics for the meeting.

### **3. ADOPTION OF THE MEETING AGENDA**

- 3.1 The Chair invited participants to consider the Provisional Agenda (Document UNDP/GEF/YS/RWG-B.1/1) and Annotated Provisional Agenda (Document UNDP/GEF/YS/RWG-B.1/2), prepared by the Secretariat, and to propose any amendments or additions that they might wish.
- 3.2 Mr. Jiang discussed agenda item 9 'Discussion and Adoption of Activities Costings and Workplan', stating that although the PMO would give a presentation on this, the issue would be complex and is beyond the scope of the RWG members, and recommended to leave this item for consideration by the higher level Project Steering Committee (PSC). The group agreed to this suggestion.

### **4. TERMS OF REFERENCE, MEMBERSHIP AND RULES OF PROCEDURE FOR THE REGIONAL WORKING GROUP FOR BIODIVERSITY (RWG-B)**

- 4.1 The Chair invited Mr. Archer to introduce document UNDP/GEF/YS/RWG-B.1/inf.4, describing the Terms of References for the Regional Working Group on Biodiversity prepared during the PDF-B phase.
- 4.2 Mr. Archer described the Implementation Structure of the YSLME Project, noting specifically that the primary reporting requirements of the Regional Working Groups (RWGs) are to the PMO, with some requirement to the National Project Co-ordinator (NPC). Mr. Archer further noted that the PMO, in consultation with the Chair, would convene meetings of the RWG according to an agreed schedule, which formed part of the agreed workplan and timetable for the Project, and that the PMO would act as Secretariat to the RWGs.
- 4.3 Mr. Archer explained how the RWG fitted within the framework of the project and described the focal areas and major tasks of the RWG, providing examples of the Major Tasks that the RWG were expected to perform that were listed in the document. These are to:
  - Provide technical inputs and comments for the project workplans in their respective areas of competency;
  - Develop annual and quarterly work plans and implement activities in respective thematic area, based on, and fully integrated in the project workplan, and make annual and quarterly progress reports;
  - Develop relevant regional recommendations, guidance and strategy within area of competency;

- Assist in development and implementation of the National Yellow Sea Action Plans (NYAP's) and Regional Strategic Action Plan (SAP).
- 4.4 Mr. Archer introduced UNDP/GEF/YS/RWG-B.1/inf.5 and gave an overview of the functional requirements of the working group, its reporting relationships and responsibilities, its role in achieving objectives, and the financial rules and financial reporting responsibilities of the regional working group.
  - 4.5 Mr. Archer outlined the budgetary control framework and noted that the UNOPS, with assistance from UNDP/GEF is the responsible organisation with respect to the entire budgetary process, and that the PSC approves the budget and workplans developed by the RWG on an annual basis, within the framework of the Project Implementation Plan.
  - 4.6 It was explained that the responsibilities of contracted institutions, organisations and individuals, will be detailed in the agreements developed for each contracted activity, and that there were several different contract modalities for these agreements based on the nature of contracted entities and the magnitude of costs. These included: reimbursable MOAs for agreements with NGOs, with the possibility of a small amount paid up-front if needed; Fixed-price and reimbursable contracts for institutions, large contracts vs. smaller-component contracts for long-term activities.
  - 4.7 Mr. Archer emphasized that open-competitive bidding should be applied in selecting institutions and individuals to maximise benefits of funding allocated to activities and that the institutions represented here at the meeting were not automatically assumed to be the providers of future technical services.
  - 4.8 Mr. Archer went onto say that contractors (individuals, organisations or institutions) are required to provide two documents in addition to the final product of the contract. These are an expenditure report and a progress report, the frequency of which will be based on the modality of contract. An example of each was provided as tables in the document.
  - 4.9 Members were invited to review the TOR and the financial rules and reporting responsibilities for the RWG-B and propose any amendments.
  - 4.10 There was some discussion as to whether one meeting was enough for RWG but in the end all agreed to leave the current level of meetings at two in the first year, and one in subsequent years, with the understanding that extra meetings may be called if necessary.
  - 4.11 There was general agreement on the contents of the documents and that nothing of significance would be deleted based on a common understanding of the wording.
  - 4.12 The group recommended that RWG-B meeting reports should be circulated by the PMO to all other RWGs at the conclusion of each meeting. The PMO agreed to do this.
  - 4.13 Mr. Pae Seong-Hwan explained what he felt were the benefits of participation in the RWG meetings, and the project, for the benefit of new RWG members. He stated that there were tangible and intangible benefits, such as capacity building for all and development of good cross-sector relationships. This would give rise to more chances for international cooperation and sharing. He

said that he would like to see more chances for members to broaden their knowledge-base such as by participating in training activities.

- 4.14 Mr. Archer stated that it was up to RWG to determine if, and what training is required although, he noted, any extra activities must be developed in the context of the current budget framework.
- 4.15 Mr. Pae informed the participants that they should be aware of, and keep in mind, that the YSLME project document asks for the creation of 5 MPAs in each region as an objective of this project and the 1<sup>st</sup> bullet point of the RWG-B task-list does not state this. He suggested that this project evaluation indicator be reflected in the task-list.
- 4.16 Mr. Archer said that we do not know what has to be done right now, and whether or not 5 MPAs will be needed. He stated that the number of established protected areas will be set during the development of our Ecosystem Quality Objectives (EcoQOs) at a later time, and that once the group had undertaken the analysis of the current status of MPA's it may be that there is no need to create 5 MPAs. He recommended that the number of protected areas to be established as a project evaluation indicator should not be defined in the documentation at this stage.
- 4.17 The group agreed to this suggestion and left the wording in the documentation as it was.
- 4.18 Mr. Chen enquired about requirement for the group to undertake gene pool research in the task-list, and stated that there is currently no budget allocation to this, and that this requirement should be deleted.
- 4.19 Mr. Archer responded to this by saying that although he was unsure about the budget in this respect, there was the possibility that savings made in other areas of the budget could be reallocated to this line item if it was needed, and that if there was a deficiency in the budget for this activity now, the issue may be resolved by additional co-funding in the future. He suggested that the gene pool research requirement be maintained in the text so that these activities could be undertaken at a later date should the funds become available. All acknowledged this.
- 4.20 The Chair enquired to Korea and China as to whether the nominated RWG members were fixed, or would change, during the project. There was some discussion about this and in the end both China and Korea confirmed that their members would be fixed, as much as possible.
- 4.21 Mr. Archer informed the group of what the expectations of the PMO were in this regard. He said that members are both representatives for their nation and area of expertise, and are expected to be stable at least up to the TDA finalization. If absences are to occur, then suitable substitutions should be provided so as to not jeopardize the project.
- 4.22 The group collectively agreed to this and TOR, Membership and Rules of Procedure were adopted. The agreed TOR for the RWG for the Biodiversity Component are attached in Annex IV.

## 5. OVERALL GOALS AND OBJECTIVES OF THE BIODIVERSITY COMPONENT

- 5.1 Mr. Archer introduced documents UNDP/GEF/YS/RWG-B.1/4 and UNDP/GEF/YS/RWG-B.1/5 describing respectively, the Expected Outcomes and Outputs of the Meeting and the Data and Information Required, and since some of the members were new and unfamiliar to the project, summarized the general requirements for preparing the Transboundary Diagnostic Analysis (TDA), Strategic Action Plan (SAP), and the general activities pertaining to the RWG-B as contained in the project brief. The 'Causal Chain Analysis' and 'Governance Analysis' procedure was outlined to the group, and examples of Causal Chain Analysis relevant to the Biodiversity Component of the TDA were provided.
- 5.2 Mr. Archer highlighted the important questions that answers were required for by the TDA and SAP process and asked the regional working group to consider them during this meeting.
- 5.3 Mr. Archer then listed the required Outcomes and Outputs of the First Regional Working Group meeting for the Biodiversity Component. These were:

### Outcomes:

- Discuss and agree on the TOR for the RWG-B.
- Agree on the types of data and information to collect to fulfil objectives.
- Agree on the costs, types and schedule of activities to implement.
- Determine cooperative measures with other RWG's for preparing cross-component analysis.

### Outputs

- A list of data and information requirements and their format.
  - An agreed method of equitably calculating the costs of activities.
  - A listed cost of actions.
  - A list of agreed responsibilities of relevant institutions and individuals in collecting required data and information, and carrying out relevant analysis.
  - A proposal submitted to the regional Science and Technical Panel on ways to coordinate with other RWG's in preparing the TDA; and
  - A workplan for the Biodiversity Component for 2005 and 2006.
- 5.4 After a short session to allow members to familiarize themselves with the document, the Chair invited comments from the group on the overall goals and objectives of the meeting.
- 5.5 The Chair enquired as what was the definition of the term 'stakeholders' and the phrase 'consultation with all stakeholders' and was it logistically feasible to do this in the eyes of the PMO. He suggested that this phrase be amended to define the parameters and magnitude of the stakeholdership.
- 5.6 Mr. Archer responded that the meaning of the phrase depended on how it was viewed. The term 'stakeholder' refers to the population that lives in close proximity to the Yellow Sea, but may also include all those who are affected

by the degradation of the Yellow Sea indirectly, and benefit from an improvement in its health. These people may live in neighbouring countries or even thousands of miles away. With increased co-operation with international NGOs, greater national and regional participation we can include a larger stakeholdership. The phrase 'all stakeholders' refers to the UNDP/GEF goals of protecting globally significant ecosystems and includes the Yellow Sea in the global scenario.

- 5.7 Mr. Pae enquired as to how data, produced by the project, will be handled in the in future, especially how it will be handled and stored, and its availability for use by members.
- 5.8 Mr. Archer responded that the PMO is planning to develop databases and data archiving mechanisms, considering the existing data and information exchange and sharing network in the region, to handle the large amount of data that will be produced. It is envisaged that this dataset will be accessible for members now and although the PMO may cease to exist at the cessation of the project in 5 years, the data will still be accessible in some form to all participants in the future.
- 5.9 The group requested more detailed information about the TDA/SAP process and recommended that the PMO to:
- Ask Dr. Kenneth Sherman from the National Oceanic and Atmospheric Administration (NOAA), who was not at this meeting, to recommend documents and reference materials pertaining to Large Marine Ecosystems (LMEs);
  - Provide details on where members can obtain more information on the TDA/SAP process;
  - And provide copies or summaries of other TDA reports such as the South China Sea Programme Report, WWF/WI/WBK<sup>1</sup>Yellow Sea Eco-Region publications for perusal by participants (available in English, Chinese and Korean), PDF-B National Reports published by China and Korea describing data availability and current problems in the YSLME and copies of the YSLME Preliminary TDA document.
- 5.10 Mr. Archer agreed to do what he could but noted that the RWG should not try to emulate what other TDAs have done as they were designed for regional applications, other cultures and political systems, and may be inappropriate for our use. They could be used as a guides, but there is a need build upon what they have and design our own process.

## **6. CO-OPERATION WITH OTHER PROJECT COMPONENTS AND RELEVANT ACTIVITIES IN THE REGION**

- 6.1 Mr. Archer introduced this agenda item by providing details of the current co-financing arrangement, which included participation by GEF, UNDP, Governments, NOAA and WWF.
- 6.2 Mr. Archer informed the meeting that a joint workshop with the WWF/KORDI/KEI Yellow Sea Eco-Region Planning Programme (YSEPP) was organised prior to the RWG-B meeting. The joint workshop discussed

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<sup>1</sup> WWF/WI/WBK Refers to Worldwide Fund for Nature, Wetlands International and Wetlands and Birds Korea.



critical species, habits and prepared a list of critical indicator species and a map of the Ecologically Important Areas (EIA) for the Yellow Sea the Bohai Sea and the East China Sea), which are valuable for the regional working group when discussing the requirements of data and information in preparation of the biodiversity component of the TDA and the implementation of activities in the SAP.

- 6.3 The Chair invited Mr. Tobai, Co-ordinator of the YSEPP to give a presentation on the project.
- 6.4 Mr. Tobai presented the data & information that has been collected so far, and the method GIS database storage of this data. He also presented the outcomes of WWF/KORDI/KEI YSEPP Biodiversity Vision workshop organised prior to this meeting and held from the 16<sup>th</sup> to the 18<sup>th</sup> April in Qingdao, China. The resulting EIA data and maps generated from this workshop will be edited by experts and will be available for review and use by the RWG members over the next few months.
- 6.5 The Chair invited participants to introduce national and regional activities that could co-operate with the Biodiversity component of the YSLME Project, in particular, sources of co-financing and methods of co-operation, and how the activities of the Biodiversity component can be co-ordinated with other components of the YSLME Project.
- 6.6 Participants agreed that the YSLME project should aim to co-operate with other programmes and project components, and national and regional projects such as the Yangtze River Forum, PICES, and the CBD in addition to the examples of potential partnership provided by the PMO. Members also agreed to seek out the details of other potential collaborators and to forward these to the PMO after the meeting.
- 6.7 Mr. Pae requested that the PMO provide details of the MOU between YSLME and YSEPP for the benefit of the members who were not involved in the initial agreement process.

## **7. REVIEW AND EVALUATION OF NATIONAL PRACTICES OF HABITAT AND VULNERABLE SPECIES CONSERVATION**

- 7.1 The Chair invited the Secretariat to introduce document UNDP/GEF/YS/RWG-B.1/5, which described the data and information requirements for this component of the project and provided a sample table of the data and information requirements for undertaking the TDA.
- 7.2 Mr. Archer described the requirements for the TDA and the biodiversity data needs and proposed ways for the group to provide data for input by providing them with a draft Problem/Data Requirement table summarizing the current perceived problems of the YLME and suggested data to analyse and assess these problems. He requested that the group study this table and make additions, deletion and modifications as they thought necessary.
- 7.3 Mr. Pae recommended to the Chair that before the group entered into this task, each member should take some time to review the document UNDP/GEF/YS/PSC.1/4, provided by the PMO, focusing on the section on the 'Activities of the Implementation Plan', which gave participants good

guidance on the direction for research activities before returning to the meeting to provide their input to the data requirement table.

- 7.4 After much extensive discussion, the group agreed on a set of shared indicators and data parameters for use in the preparation of the TDA, and identified gaps and the quality of existing data. The group then started development of a provisional Causal Chain Analysis matrix to identify the causes of problems, potential areas of intervention and governance issues. The PMO will integrate the national inputs to the Causal Chain Analysis Table and refine the text before providing the final draft copy to members for their review. The both tables are attached in Annex V and VI.
- 7.5 The group reached consensus on a number of items during the formulation of the table on habitat and vulnerable species protection, these were:
  - 7.5.1 That the impact of 'Habitat Fragmentation' be removed from the data requirement table in the meantime. However, the group agreed that more information was required to determine whether this parameter was important or not. All members agreed to perform their own investigation after the meeting.
  - 7.5.2 To keep the current geographical boundaries for the Yellow Sea Large Marine Ecosystem, which were set by the Project Document, and determine if the YSEPP Biodiversity Workshop data, which has bio-diversity information for the Yellow Sea but also includes integrated information on the Bohai and East China Sea, can be used in the YSLME project where required.
- 7.6 In addition to the agreements, the group made several recommendations, these being:
  - 7.6.1 That the PMO should consult with RWG for Fisheries Component with regard to the gathering of mariculture and saltpan information for analysis of land-use or land-conversion, to ensure that data for these impacts be collected, and not be left out.
  - 7.6.2 That the PMO should consult with RWG for Ecosystem and Pollution to see if the necessary physico-chemical, and habitat quality data is being considered for collection by these RWGs, that may be utilised by the RWG for Biodiversity in determining the decline in the quality of habitats.
  - 7.6.3 That the PMO should consult with the relevant RWG for the collection of coastal zoning information for use in determining habitat conversion, use and loss, with particular interest in the extent of 'sustainable use' areas.
- 7.7 The Chair then invited participants to provide regional overviews of current habitat data/information, and diagnoses of the vulnerable species in their region, report any lack of data and propose final data (requirements and formats) for causal chain analysis, governance analysis, and final input to the TDA, propose methods of filling data and information gaps and to introduce any additional documentation tabled at the meeting.

## **8. REVIEW AND EVALUATION OF INTRODUCED SPECIES OUTPUTS ACCORDING TO WORKPLAN**

- 8.1 The Chair invited participants to provide additional information for the data table on introduced species in their region, highlighting the problems that existed in the causal analysis table, describe the national and regional sources of data and information that are available to specifically indicate the levels and extent of these problems, discuss transboundary-related issues relevant to introduced species in the Yellow Sea region and identify the required data to analyse the transboundary nature of these problems, and to discuss, methods for acquiring regional and temporal information on current introduced species, and for the long-term monitoring for invasive species.
- 8.2 The group reached consensus on a number of discussion items during the additions of information to the data tables, these were:
- 8.2.1 That the term 'introduced species' should include the purposeful introduction of organisms by humans, in addition to invasive species moving into the YSLME naturally.
  - 8.2.2 To delete the portions of the data requirement table regarding the appearance, distribution and abundance of 'Adventive Species' (animals whose distribution is naturally spreading into the Yellow Sea), due to a perceived lack in data on this subject. All participants would check their national datasets to confirm whether this data existed or not.
  - 8.2.3 That a full inventory of data was lacking on the number of species occurring in each region and whether they are endemic, new or introduced, and that scientists are currently still finding new species all the time. Each region needs to undertake consultation of national data resources to determine data what is available and that can be used to determine this. Members agreed to do this after the meeting upon return to their regions.
  - 8.2.4 That the IUCN Red List for Threatened Species be used to provide data on assessing the number and types of vulnerable species in the Yellow Sea, with the understanding that the IUCN database has variable data quantities for different species, with good data on species such as marine mammals and birds for example, and poor data for fishes, with most information limited to sharks and sturgeons. That members should review the YSEPP biodiversity data-set on vulnerable species first to determine gaps and then try to fill those gaps in the IUCN and YSEPP data-set using national and regional information, even though that data also is variable in nature.
- 8.3 In addition to these agreements, the group made an additional recommendation, this being:
- 8.3.1 That the PMO obtain a more detailed definition of 'endemic' species and circulate to members later, and that the current understanding of the term 'endemism' for the purposes of this discussion is: a 'species found only in a selected eco-area', in

this case, the Yellow Sea Large Marine Ecosystem, not including the Bohai and East China Sea.

## **9. DISCUSSION AND ADOPTION OF ACTIVITIES COSTINGS AND WORKPLAN**

- 9.1 The Chair invited participants to review the attached document UNDP/GEF/YS/RWG-B.1/6 detailing a proposed regional criterion for calculating the costs of activities.
- 9.2 Mr. Jiang gave a brief history of the nature of this document and the rationale for its inclusion in the meeting. He noted the urgency to address this issue but remarked however, that the issue was beyond the scope and expertise of this group and recommended that this issue should be referred to the higher government organisations involved in this project for their deliberation.
- 9.3 The group made supporting comments to Mr. Jiang's recommendation and further recommended to the Chair that the issue be referred to the RSTP for discussion and resolution at their next meeting.
- 9.4 The Chair enquired to the PMO when the first contracts were expected to be initiated.
- 9.5 Mr. Jiang said that he would be meeting with the National Project Coordinators (NPCs) and the relevant government agencies responsible for the project, to discuss the calculation-of-costs issue. As soon as this issue is resolved then the process of developing contracts for the numerous project activities can begin. If the initial meeting is not able to resolve the issue, then the PMO will call a special meeting to try and address it.
- 9.6 Mr. Archer briefly outlined the required actions by the RWG-B that were needed to meet the requirements for the preparation of the TDA which is planned for finalization by September, 2006. These were; to agree on list of costed activities to be supported within the framework of the project; and formulate a workplan for the next two years of the project, with an indication of the tasks, responsibilities and deadlines for completion of the tasks. He provided the group with a suggested workplan for 2005/2006 for the consideration of the group.
- 9.7 The group then revised the list of activities and actions required for the Biodiversity Component of the Implementation Plan and developed, and agreed upon a new work-plan for the 2005 and 2006 years.
- 9.8 The revised agreed list of activities is attached to this report as Annex VII and Work-plan Annex VIII.

## **10. OTHER BUSINESS**

- 10.1 The Chair invited members to present or raise any other issues that need to be considered by this meeting.
- 10.2 Mr. Pae noted his appreciation to the Chair for the completion of all the critical issues in such a timely manner. He enquired to the PMO whether there were any possible benefits for RWG members in the project process, as reward for their contribution to the project. Given that member's input is effectively a 'part-time' job, and that many members were new to the international Global

Environment Facility (GEF) process, were there any possibilities of benefits such as capacity building and/or training opportunities for RWG members. These may include such things as language development and/or specific scientific training to develop the capacity of the WG members and their institutions.

- 10.3 Mr. Jiang replied that one of the major objectives of project is to develop capacity at the individual and institutional level and this is particularly important as more GEF projects are expected to come. He remarked that he is currently discussing the organisation of a GEF TDA and SAP Process training course in the region to build-up capacity of participants within the region.
- 10.4 Mr. Pae also added that he would like to recommend that WG members be considered as potential advisors and/or technical consultants to the process of the project so as to create another avenue for the development of capacity and exposure to international and more diverse scientific activities. He asked the PMO when the proposed internship training would begin.
- 10.5 Mr. Jiang replied that an invitation to submit candidates for the internship program have already been sent to NPCs, and that the deadline for response to the invitation is at the end of May.
- 10.6 The Chair reiterated the call for suitable and accessible archives for the data, references and information acquired during the project. He also requested that the PMO consider the standardisation of data in terms of language and format. Mr. Archer referred the group to comments he made earlier in the meeting to this regard (Paragraph 5.8) and reiterated that it was the goal of the PMO, and the aim of the project, to develop a standardized data set that all parties could access and utilise now and in the future, and which could contribute information to the global database for Large Marine Ecosystems (LMEs). Data archiving will be handled by the PMO in the short-term before being turned over to whatever suitable agency for maintenance at the end of the project.

## **11. VENUE FOR NEXT REGIONAL WORKING GROUP MEETING**

- 11.1 The Chair invited members to consider and agree on the venue for the 2<sup>nd</sup> Regional Working Group – Biodiversity Component meeting.
- 11.2 The Secretariat noted that the next meeting date was tentatively set for the 7<sup>th</sup> of November, 2005 and the finalized meeting date would be announced two months prior to the meeting. There was an open invitation for any member to host the meeting.

## **12. ADOPTION OF THE MEETING REPORT**

- 12.1 The Chair invited Mr. Archer to present the draft meeting report prepared by the secretariat.
- 12.2 The report was considered paragraph by paragraph and adopted as contained in this document.

- 12.3 The Chair moved the formal motion for the adoption of the report of the First Meeting of the Regional Working Group for the Biodiversity Component of the YSLME which was passed by acclamation.

**13. CLOSURE OF THE MEETING**

- 13.1 The Chair thanked the members of the RWG for the Biodiversity Component, First Institute of Oceanography, representatives of YSEPP, the YSLME Project manager, PMO staff and participants for their hard and constructive work.
- 13.2 On behalf of all participants, Mr. Archer thanked the Chairperson for his hard work and guidance that ensured the success of the meeting.
- 13.3 The meeting was formally closed at 11:30 hrs, April 22<sup>nd</sup>, 2005.

## Annex I

### List of Participants

#### PARTICIPANTS OF THE MEETING

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## Annex II

### List of Acronyms/Abbreviations used by the PMO in Documentation and Presentations

DPRK	Democratic People's Republic of Korea
EcoQO	Ecosystem Quality Objectives
FAO	Food and Agriculture Organization
GEF	Global Environment Facility
GIS	Geographic Information System
GLOBEC	Global Ocean Ecosystem Dynamics
HAB	Harmful Algal Bloom
IMCF	Inter-ministerial Coordinating function
LME	Large Marine Ecosystem
MOA	Memorandum of Agreement
NFP	National Focal point
NGOs	Non-Governmental Organizations
NOAA	US National Oceanic and Atmospheric Administration
NOWPAP	Northwest Pacific Action Plan
NPC	National Project Coordinator
NYAP	National Yellow Sea Action Plan
PDF	Project Development Facility
PMO	Project Management Office (also known as PCU-Project Coordinating Unit)
PRC	People's Republic of China
PSC	Project Steering Committee
PTDA	Preliminary Transboundary Diagnostic Analysis
ROK	Republic of Korea
RSTP	Regional Scientific and Technical Panel
RWG	Regional Working Groups
RWG-F	Regional Working Groups for Fisheries Component
SAP	Strategic Action Program
TDA	Transboundary Diagnostic Analysis
TOR	Terms of Reference
UNEP	United Nations Environment Programme
UNDP	United Nations Development Programme
UNOPS	United Nations Office for Project Services
YSLME	Yellow Sea Large Marine Ecosystem
WG	Working Group

## **Annex III**

### **Agenda**

#### **1. OPENING OF THE MEETING**

- 1.1. Welcome addresses
- 1.2. Introduction of the members

#### **2. ORGANISATION OF THE MEETING**

- 2.1. Election of Officers
- 2.2. Documentation Available to the Meeting
- 2.3. Organisation of Work

#### **3. ADOPTION OF THE MEETING AGENDA**

#### **4. TERMS OF REFERENCE, MEMBERSHIP AND RULES OF PROCEDURE FOR THE REGIONAL WORKING GROUP FOR BIODIVERSITY (RWG-B)**

- 4.1. Terms of Reference (TOR) for the Regional Thematic Working Groups.
- 4.2. Membership of the Regional Working Group.
- 4.3. The Rules of Procedure

#### **5. OVERALL GOALS AND OBJECTIVES OF THE BIODIVERSITY COMPONENT**

- 5.1. Summary of general activities and the major outcomes and outputs required from this meeting.
- 5.2. Other relevant activities in the region

#### **6. COOPERATION WITH OTHER PROJECT COMPONENTS AND RELEVANT ACTIVITIES IN THE REGION**

#### **7. REVIEW AND EVALUATION OF NATIONAL PRACTICES OF HABITAT AND VULNERABLE SPECIES CONSERVATION**

#### **8. REVIEW AND EVALUATION OF NATIONAL PRACTICES OF INTRODUCED SPECIES OUTPUTS ACCORDING TO WORKPLAN**

#### **9. DISCUSSION AND ADOPTION OF ACTIVITIES COSTINGS AND WORKPLAN**

#### **10. OTHER BUSINESS**

#### **11. VENUE FOR NEXT REGIONAL WORKING GROUP MEETING**

#### **12. ADOPTION OF THE MEETING REPORT**

#### **13. CLOSURE OF THE MEETING**

**Annex IV**  
**Terms of Reference**  
**For the UNDP/GEF Yellow Sea Project**  
**Regional Thematic Working Group on Biodiversity**

**Background:**

To facilitate the achievement of the regional goals and objectives, Regional Thematic Working Groups (RWG) for each component (Ecosystem, Fisheries, Biodiversity, Pollution, and Investment) shall be established with overall responsibility for ensuring effective implementation of project activities and to provide a mechanism for exchange of information and experience of management experiences in each country.

**Membership:**

Each of the five RWGs will include:

- Two scientists (social and natural) from each country;
- One additional expert drawn from the legal, regulatory, investment, and/or environmental management fields, from each country;
- The Chair of each RWG ; and
- The Working Group Chairs will be members of the Regional Science and Technical Panel.

**Working modalities:**

The RWGs are not an institution in themselves. In essence, each WG is headquartered where the Chair is located. Each RWG will represent the regional perspective and not just national perspective. Working “without walls,” the RWGs will communicate primarily through email, with one or two working meetings annually. Working group members are part-time, and are compensated based on specific scientific tasks undertaken in support of the working group. The Chair is also part-time, but will be provided partial support for his/her coordination activities. Each RWG will operate on the basis of working parties involving participation of experts from all coastal countries together with external experts where this is considered necessary. The RWGs report to the PMO, although they may also have national reporting requirements from NPCs.

**Meetings:**

The Project Management Office (PMO), in consultation with the Chair, shall convene meetings of the RWGs according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Project.

The PMO shall act as Secretariat to the RWGs, and shall ensure that reports of the meetings are circulated to the RWGs, and are copied to the members of the RSTP.

**Tasks:**

- Provide technical inputs/comments for the project workplans in their respective areas of competency;
- Develop annual and quarterly work plans and implement activities in respective thematic area, based on and fully integrated in the project workplan, and make annual and quarterly progress reports;

- Be responsible for regional coordination within area of competency;
- Facilitate creation of effective national thematic network;
- Organise and conduct working parties and training within area of competency;
- Develop relevant regional recommendations, guidance and strategy within area of competency;
- Contribute scientific knowledge in the area of expertise to the development of the TDA;
- Assist in development and implementation of the National Yellow Sea Action Plans and Regional Strategic Action Programme;
- Contribute to the development of the Priority Investment Portfolio;
- Assist, through the Chair, in effective Project Management by assisting with scheduling, scoping, and budgeting for various interlinked activities;
- Contribute scientific and technical advice to the formulation of proposals for national and regional actions and donor funding;
- Network with national and international institutions and specialists in respective focal area;
- Prepare and implement regional pilot projects;
- Liaise closely with PMO, through RWG Chairs;
- Contribute scientific and technical expertise to YSLME information system development, public awareness activities and stakeholder participation;
- Cooperate with other RWGs; and
- Develop and maintain a database within area of competence.

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## **MAJOR RESPONSIBILITY OF REGIONAL THEMATIC WORKING GROUP ON BIODIVERSITY**

Location of Chair: Republic of Korea

Tasks:

- Develop and implement Regional Strategy for Conservation Areas, including identification of priority locations for the creation of new protected areas. Facilitate conservation of habitats of global significance. Establish regional network of protected areas as a part of global scenario.
- Facilitate implementation of regionally coordinated strategies for protection of vulnerable species. Develop approaches for conservation of species of global significance.
- Facilitate implementation of recommendations for conservation of specific gene pool.
- Facilitate implementation of identified actions to mitigate threats from possible introduction of exotic species to the YSLME transboundary biodiversity.
- Develop and implement regionally coordinated strategies for biodiversity protection. Assistance for provision of regional agreements.
- Coordinate preparation and implementation of Regional Biodiversity Action Plan, including investment strategy.

## Annex V

### Data Requirements Table

Problem	Indicators/Information needed to detect problem:	Type:	Unit:	Temporal Requirements:	Spatial Requirements:	Available:	Available:	Priority:	Transboundary?:
						ROK?	CHINA?		
<b>Habitat Loss</b>	Change in extent (Area and Length) of selected marine and coastal habitats	Reclamation Data (includes developing and approved)	Area, %	20 - 30 Years	Coastal Areas of Yellow Sea	For last 30 years	For last 20 years	H	Y
		Artificial vs. Natural Coastline (define artificial)	Length, %	20 - 30 Years	Coastal Areas of Yellow Sea	Yes	Yes		
		Habitat Type (e.g using RAMSAR Classification System for Wetland types)	Area, %	20 - 30 Years	Coastal Areas of Yellow Sea	Yes, less than 20 years	Yes		
	Percentage change in marine and coastal habitats under protection	International Registered, National (all relevant departments), Provincial, County (local), by protection type.	Number, Total Area and map and GIS info where possible	30 Years	Coastal Areas of Yellow Sea	National, Provincial, County (local), 20 years	National, Provincial, County (local), more than 10 years	H	Y
	Percentage change in marine and coastal habitats utilised for sustainable use (e.g. to encourage Ecotourism)*	Zoning Plans, National (all relevant departments), Provincial, County (local).	Number, Total Area	NA	Coastal Areas of Yellow Sea	National, Provincial, County (local), 10 years	National, Provincial, County (local), 10 years	H	
<b>Habitat Conversion</b>	Change in extent (Area) of selected marine and coastal habitats. e.g mariculture, salt pans	Habitat Type before and after, by utilisation (salt pan, mariculture, estuary barrages, etc) and by non-utilisation	Number, Area, number of barrages and size	20-30 Years	Coastal Areas of Yellow Sea	Y	Y	H	Y

<b>Introduced Species (includes natural and human-related)</b>	List of all species introduced for culture	Species, Origin and date of introduction	Number of species	30 Years		Y	Y	H	Y
	All species introduced to the wild through culture	Species, location, date of introduction	Number of species, date.	20 Years for some	Yellow Sea	Info for some species, but cannot determine date	Info for some species	H	Y
	Abundance of introduced species	Species, abundance and distribution	No. Species, abundance and distribution	20 Years for some	Yellow Sea	Need consultation	Info for some species	H	Y
<b>Loss of Species</b>	Endemic Species	Species	Number	50 Years	Yellow Sea	Need Consultation	Need Consultation	H	Y
	Vulnerable Species	IUCN Threat Categories, National Vulnerable Species Listings	Number species in each threat category	20 Years	Yellow Sea	Y	Y	H	Y
<b>Degradation of Bio-Diversity</b>	Changes in genetic diversity of important bio-resources	Gene Pool Analysis	Genes per selected species	Undefined at present	Undefined at present	Y	Y	M	Y
	* Recommend to refer this issue to relevant RWG								

## Annex VI

### Causal Chain Analysis Table\*

\*Separate national entries to be edited and converged by the PMO into one table.

Problem	Impact	Immediate cause	Underlying cause	Root cause	Governance analysis	Priority rank
<b>Habitat Loss</b>	Reduction in habitat area, quality and community	Reclamation, erosion, sand extraction, ocean dumping	increased demand for coastal land resources, building materials, waste disposal field	Requirement for more land for rapidly growing population	Inadequate planning, management practices, and coastal development systems, lack of knowledge and or infrastructure base.	
	Change in extent (Area and Length) of selected marine and coastal habitats	extensive reclamation, development of Mariculture, construction of estuary barrage	increased demand for coastal land resources between 1970's and early 1990's	requirement for more land for rapidly growing population	Development-oriented policies in coastal and marine areas, Inadequate planning, management practices, and coastal development systems, lack of knowledge and or infrastructure base.	
	Change in marine and coastal habitats under protection	Designation of protected areas, Development of habitat management plan	Decreased coastal and marine development pressure since late 1990's	Extended knowledge for the importance of coastal and marine habitats	Establishment of MOMAF for integrated coastal and marine management, International agreement, treaties and convention for environment	
	Change in marine and coastal habitats utilised for sustainable use (e.g. to encourage Ecotourism)*	Demand for sustainable coastal development	New demand for multi-purpose use in coastal and marine areas	Improved standard of living		
<b>Habitat Conversion</b>	Change of habitat structure	Reclamation for culture and salt production	Increased demand for food and salt	Requirement for more food and salt for rapidly growing population		



<p><b>Introduced Species (includes natural and human-related)</b></p>	<p>Impact on native species</p>	<p>Increased demand for culture, and from ballast water</p>	<p>Demand for food, increased shipping transportation</p>	<p>Requirement for more food and salt for rapidly growing population, inadequate knowledge</p>
<p><b>Loss of Species</b></p>	<p>Reduction in Species Diversity</p>	<p>Improper use of bio-resources, Over-exploitation, habitat degradation and loss of spawning and nursery grounds</p>	<p>Improperly utilisation, pollution, dumping</p> <p>Improperly managed and controlled fisheries systems, lack of knowledge of intentionally introduced spp. (physiology, ecology etc), poor education of importance of spp. diversity</p>	<p>Inadequate knowledge</p> <p>Lack of basic knowledge of function and mechanism for ecosystem</p> <p>Inadequate planning, management practices, and coastal development systems, lack of knowledge and or infrastructure base. Lack of integrated inter-ministerial approaches</p>
<p><b>Degradation of Bio-Diversity</b></p>	<p>Changes in genetic diversity of important bio-resources</p>	<p>Release of cultured species to the natural environment</p>		<p>Inadequate knowledge</p>

## Annex VII

### ACTIVITIES OF THE IMPLEMENTATION PLAN

<b>Objective II. Biodiversity Protection</b>	
<b>Activities Agreed</b>	<b>Actions to be taken</b>
<b>IIA. Habitat Conservation &amp; Vulnerable Species</b>	
Activity 1. Review existing national practices of coastal habitat use, conservation, restoration, status of vulnerable species, and trophic linkages (including keystone species), and analyse and prioritise gaps of regional importance; Identify capacity gaps, and prioritise training needs  (IIA. Habitat Conservation) Activity 1. Review existing national practices of coastal habitat use, conservation, and restoration (IIB. Vulnerable Species) Activity 1. Conduct national review of status of vulnerable species and vulnerable trophic linkages	Contract to relevant national institution(s) [Invite relevant government agencies and local govt to provide inputs] [Communicate with DIM management consultant]
	Present outcomes of national assessment in WG meeting 1
	Consider joint meetings with Pollution and Ecosystem WGs to discuss trophic linkage outcomes relevant to the other WGs
	Prepare a regional synthesis (consultant)
	Finalise national outputs and synthesis (WG meeting 2)
	Publish the outcomes (printing)
	Inputs to final TDA
Activity 2. Develop regionally coordinated strategies of conservation and restoration of habitats and for protection of vulnerable species  (IIA. Habitat Conservation) Activity 2. Develop regionally coordinated strategies of conservation and restoration of habitats (IIB. Vulnerable Species) Activity 2. Develop regionally-coordinated strategies for protection of vulnerable species	Prepare draft regional strategy (consultant)
	Discuss & modify the draft (WG meeting High) (including approaches to improve management for protected areas, developing a regional network of well managed protected areas, developing a regional monitoring system for biodiversity, include selected vulnerable species action plans)
	Revise the draft accordingly
	Finalise strategy (WG meeting 3)
	Inputs to Regional SAP
Activity 3. Implement Regional Strategy for Conservation Areas and for protection of vulnerable species	
	Prepare draft implementation plan (consultant)
Activity 4. Implement Regional Strategy for Conservation Areas	Adopt implementation plan (WG meeting 4)
Activity 5. Implementation of regionally coordinated strategies for protection of vulnerable species	Implement the strategy (Contract to Nat'l focal points)
<b>IIB. Genetic Diversity</b>	
Activity 1. Determine situations of genetic degradation of important bio-resources	Prepare draft of current status of genetic degradation of important bio-resources, including a list of species, and current activities which address 'genetic degradation', and identify and prioritise gaps [Communicate with DIM management consultant]
	Discuss & finalise the current status (WG meeting High) Deliver data to DIM consultants
	Inputs to TDA

Activity 2. Develop regional consensus on the requirements for conservation of genetic diversity?	Prepare a draft list on conservation of genetic diversity (Consultant)
	Training Course on genetic techniques
	Agree on the list of genes (WG meeting 2)
	Prepare a plan for the conservation (consultant)
	Finalise the plan (WG meeting 3)
Input to SAP	
Activity 3. Prepare recommendations for conservation measures	The activities will be incorporated into Activity 2
<b>IIC. Introduced Species</b>	
Activity 1. Document introduced exotic species and their pathways, assess impacts and risks	Contract to relevant national institution(s) [Communicate with DIM management consultant]
	Discuss & modify the draft (WG meeting 1)
	Revise the draft accordingly
	Finalise strategy (WG meeting 2)
	Inputs to Regional SAP
Activity 2. Develop proposals for regulation and control of exotic species	Prepare draft regulation to control exotic species (consultant)
	Discuss the draft (WG meeting 3)
	Training course on implementation of the regulation
	Revise the draft accordingly
	Finalise strategy (WG meeting 4)
	Submit for approval of governments
	Inputs to Regional SAP
Activity 3. Implement strategies for regulation and control of introduction of exotic species, including necessary legal, policy, and institutional reforms at national and regional levels	Upon approval, prepare an implementation plan (consultant)
	Implement the regulation
	Inputs to Regional SAP
<b>IID. Synthesis of reviews and development of coordinated strategies</b>	
Activity 1. Synthesise reviews from IIA, B, and C	Consultant to synthesise output from activity High of IIA, IIB, and IIC [Ensure the consultant works with the WG for synergies and compatibility]
	Inputs to final TDA
Activity 2. Develop a coordinated strategy for biodiversity protection	Synthesise 3 regional strategies and 3 implementation plans to prepare a coordinated regional SAP (consultant)
	Discuss and prioritise actions in regional SAP (WG meeting 4)
	Revise the draft accordingly
	Finalise strategy (WG meeting 5)
	Inputs to Regional SAP
	Accept the Regional SAP
Submit for approval of governments	







