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First Meeting of the Project Steering Committee  
For the UNEP/GEF Project "Reversing Environmental  
Degradation Trends in the South China Sea and  
Gulf of Thailand"

Bangkok, Thailand, 22-23 October 2001

## **Report of the Meeting**

### **1. Opening of the meeting**

#### **1.1 Welcome address**

1.1.1 The UNEP/GEF representative, Mr. John Pernetta, opened the meeting on behalf of the Executive Director of UNEP, Mr. Klaus Töpfer, the Executive Co-ordinator of UNEP's Global Environment Facility (GEF) Co-ordination Office, Mr. Ahmed Djoghlaif and the Director of the Division of Environmental Conventions, Mr. Jorge Illueca. He noted the importance, which UNEP attached to this project as a stepping stone, in enhancing regional co-operation in the management of the shared marine environment of this region. He noted further that not only does UNEP consider this project to be significant for the region, but also that, the Global Environment Facility considers it a model of regional co-operation in the GEF Focal area of International Waters. He further noted the importance of completing the UNEP project document in order to secure release of the GEF funds and initiate activities and expressed the wish that the meeting successfully complete this process.

#### **1.2 Introduction of members**

1.2.1 Participants were invited to briefly introduce themselves to the meeting and there followed a *tour de table*. The list of participants is attached as Annex I to this report.

#### **1.3 Opening statements**

1.3.1 Representatives of participating countries made opening statements on behalf of their governments, expressing appreciation for the work that UNEP had undertaken in preparing for the meeting, and the importance which their governments gave to the goals and purpose of the project. A number of representatives noted the importance of regional co-operation in addressing the environmental problems of the region and the importance of this project in this regard. Highlights from these statements are presented below.

1.3.2 The delegate from Cambodia expressed his pleasure in participating in the First Project Steering Committee meeting (PSC) on Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand. On behalf of the Cambodia Government, the Ministry of Environment, he thanked Dr. John Pernetta GEF Co-ordination Office and his colleagues for their efforts in organising this first PSC meeting, and Thailand for hosting the meeting. He noted that the Government of Cambodia fully supports the implementation of the project upon Memoranda of Understanding (MOU) signature, as soon as possible through financial support from the GEF and the government contributions in kind. He further noted the importance of implementing this project since Cambodia has not established a Wetland National action plan, nor a policy framework for management of the marine environment and freshwater areas. This project will surely assist Cambodia to conserve and protect marine environmental resources in Cambodia as well as in the region. Finally, he expressed the wish that the First PSC meeting fruitfully achieve the agenda proposed. The delegate wished all participants happiness and good health, and stated that the Government of Cambodia looked forward to implementing the project in the near future in a spirit of good regional co-operation.

1.3.3 The delegate from China expressed the pleasure of the delegation in coming to Bangkok to attend the First meeting of the Project Steering Committee (PSC) for South China Sea Project. We very much appreciate the effort made by EAS/RCU to convene this meeting and very much appreciate the support from the Thai government to this meeting. The Chinese Government decided to become involved in this project based on the principle of support to UNEP's activities and to promote regional development. The delegate expressed the hope that the project could move forward by consensus of all participating countries in this region, and noted that the results of the first PSC meeting will directly influence the quality and effectiveness of execution of the project. The Chinese delegation will actively join discussion and exchange ideas and experience with other countries, in order to contribute to environmental protection of the seas of the region. Finally the delegate wished the meeting a great success.

1.3.4 The delegate from Indonesia expressed their pleasure to be here and expressed his sincere thanks and gratitude to the host, Thailand, and to the UNEP EAS/RCU for making this meeting possible. He noted the importance of the project following a long but worth while process during the appraisal period. This project is particularly noteworthy as a possible way for Indonesia to implement the Jakarta Mandate of the United Nations Convention on Biological Diversity discussion during COP 2 in 1993. Being an archipelagic country with 2/3 of its area consisting of seas and with more than 80,000 km. of coast line this project will contribute immensely to the national agenda. Indonesia wishes the best for the deliberation of all participants in the meeting.

1.3.5 The delegate from Malaysia reported that Malaysia was glad to be one of the participating countries in the project. Relevant departments/agencies have expressed their keen interest in the project and are looking forward to its implementation. Malaysia also expressed its appreciation to Thailand for hosting the first meeting of the Project Steering Committee (PSC).

1.3.6 The delegate from the Philippines expressed their gratitude to the Secretariat for convening this First Meeting of the Project Steering Committee, as this is one program that will bring together countries in the region in addressing the environmental issues in the South China Sea and Gulf of Thailand. The delegate expressed appreciation to the Government of Thailand for hosting this important meeting.

1.3.7 The delegate from Thailand stated that: On behalf of the Royal Thai Government, let me extend a warm welcome to all distinguished delegates attending the meeting and express our appreciation to the United Nations Environment Programme for hosting this event and to the Global Environment Facility for supporting the UNEP GEF project on "Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand". Like other coastal states, Thailand has been facing not only degradation of coastal and marine ecosystems and loss of habitats, but also declining coastal water quality and rising trends in marine pollution. The coastal zones are subjected to increasing population and economic pressures manifested by a variety of coastal activities, notably over-fishing, tourism, coastal aquaculture, port development, industrialization and urbanization. It was stated in Thailand's Policy and Prospective Plan for Enhancement and Conservation of National Environmental Quality (1977-2016) that urgent measures are needed to minimize environmental impacts of coastal development. The goals were set to preserve mangrove forest to at least 0.16 million hectares, as well as to conserve and rehabilitate all types of coastal resources for protection of the balance of coastal ecosystems, including coral reefs, mangroves, seagrass beds and coastal wetlands.

1.3.8 Thailand is also committed to implementing the ASEAN Strategic Plan of Action on the Environment (SPAEE), which has been developed under the Hanoi Plan of Action. With respect to coastal and marine environments, the SPAEE gives an emphasis to developing a framework for regional co-ordination and co-operation for integrated management of coastal zones and the protection of marine environment from land and sea-based activities. Already, Thailand has put in place some of the national activities and initiatives to promote inter-agencies linkages and integrated management of coastal zones, as well as the management plans and action plans in some concerned issues, such as: Conservation and Management Plan for Marine Resources and Environmental Conservation and Rehabilitation; Master Plan for Coral Reef Management; National Mangrove Management Plan; Policies, Measures and Action Plans for Wetland Management; and Environmental Management Plan and Action Plan for Coastal Aquaculture. Several national committees were established to provide national level co-ordination between involved government agencies, academia, NGOs and private sectors. These committees also provide an inter-disciplinary platform and concerted efforts for professionals and practitioners in solving particular issues of concern.

1.3.9 Thailand recognizes the importance of a regional co-operation programme in line with integrated coastal zone management. The UNEP GEF South China Sea Project, which focuses on the transboundary nature of the problems, is the East Asian Seas' initiative to rehabilitate degraded coastal ecosystems and protect marine environment suffering from transboundary phenomena. Thailand has participated in the development of the project since the beginning. We are aware of how significant this project is for the coastal states along the South China Sea and Gulf of Thailand, and thus we strongly support this initiative and implementation of the project. We are glad that the First Meeting of the Project Steering Committee was held in Bangkok, Thailand, and are looking forward to fruitful discussion and deliberation on the project administration and implementation over the next two days. Finally, we do hope that you will have a pleasant stay and enjoy your leisure time here in Bangkok.

1.3.10 The delegate from Viet Nam noted that "Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand" is a project we are very interested in and therefore together with the other countries Viet Nam has actively participated in the preparation process until now. As you know Viet Nam is a country of more than 3,200 km coast-line and the marine area is more than three times the terrestrial area. Viet Nam is therefore permanently interested in solving marine problems, which are reflected in the 6 components of the project, and is very glad to be involved in this first meeting of the Steering Committee. We think there are not many problems regarding organization and implementation aspects, which need to be solved and we are ready to participate in finding solutions to these problems at this meeting. We are sure that this meeting will be successful. Finally we should like to express our thanks to UNEP for organising this very much-needed project and to Thailand for hosting the meeting.

## **2. Organisation of the meeting**

### **2.1 Designation of officers**

2.1.1 The Secretariat informed participants that until such time as the Committee adopted its own rules of procedure, those of the UNEP Governing Council would be deemed to apply to the conduct of the meeting. In accordance with the rules of procedure for the UNEP Governing Council participants were invited to elect a Chairperson, Vice-Chairperson and Rapporteur. The representative for Thailand proposed that, Deputy Minister, Dr. Daniel Murdiyarto, National Focal Point for Indonesia and Madame Liu Xiuru, Councillor and National Focal Point for China be elected as Chairperson and Vice-Chairperson respectively for the meeting. These nominations were seconded by the representatives of the Philippines, and Dr. Murdiyarto and Madame Liu were duly elected. Dr. Robert Jara, was proposed as rapporteur by the National Technical Focal Point for the Philippines. The nomination was seconded by the representative of Thailand, and Dr. Jara was duly elected rapporteur for the meeting.

### **2.2 Organisation of work**

2.2.1 The Secretariat briefed participants on the proposed organisation of work, and administrative arrangements for the conduct of the meeting. The list of documents available to the meeting is attached as Annex II to this report.

## **3. Adoption of the meeting agenda**

3.1 The Chairperson invited participants to consider the draft agenda prepared by the Secretariat as document UNEP(GEF)/SCS/PSC.1/1, propose any amendments or additional items for consideration, and adopt the agenda. The agenda as adopted by the meeting is attached as Annex III to this report.

## **4. Consideration of the Terms of Reference and Rules of Procedure for the Project Steering Committee**

### **4.1 Terms of Reference for the Committee**

4.1.1 The Chairperson invited the Secretariat to introduce document UNEP(DEC)/EAS SCS/APR/2 Ver.3 (previously circulated, March 2001): containing draft Terms of Reference for the Project Steering Committee for the UNEP/GEF Project entitled "*Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand*" previously circulated.

4.1.2 During discussion it was noted that, the PSC would convene its meetings in a location to be decided by the Committee itself but that, it was intended these meetings would precede those of the Co-ordinating Body for the Seas of East Asia (COBSEA), in order to ensure reports from the Project Steering Committee could be conveyed to appropriate meetings of COBSEA.

4.1.3 It was further noted that the Chairperson and Vice-Chairperson of the PSC meetings would serve as Chairperson and Vice-Chairperson for any ad hoc meetings convened during the inter-sessional period. Clarification was provided by the Secretariat regarding the role of the PSC in raising co-financing, that the committee, individually and collectively would assist the Project Co-ordinating Unit (PCU) in identifying and securing co-financing required to execute project activities, in particular in support of the demonstration activities.

4.1.4 The meeting discussed the Terms of Reference for the Committee and following proposals for a number of amendments, including the change from "simple majority" to "by consensus" in item 1.4, adopted the Terms of Reference as contained in Annex IV to this report.

## 4.2 Rules of Procedure

4.2.1 The Committee considered the Rules of Procedure of the Governing Council of UNEP and noted that these were not entirely appropriate for adoption as Rules of Procedure of the Project Steering Committee. The meeting requested the Secretariat to draft appropriate rules of procedure based on those of the UNEP Governing Council for subsequent consideration by the Project Steering Committee.

4.2.2 Draft Rules of Procedure were prepared by the Secretariat and presented to the meeting, Further discussion was carried out under Agenda item 10.

## 5. **Report on the further development of the UNEP/GEF Project “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”**

5.1 Mr. Yihang Jiang of the EAS/RCU presented a report [UNEP(GEF)/SCS/PSC.1/4] on progress to date in securing final approval of the UNEP/GEF internal operational project document subsequent to the approval of the GEF Project Brief by the Fifteenth meeting of COBSEA and the Sixteenth meeting of the GEF Council, in November 2000. The approved project brief can be located on the World-Wide Web at: <http://www.unep.org/easrcu>, and <http://www.gefweb.org>.

5.2 It was noted by the meeting that in order to commence project execution and transfer funds to the participating governments and Specialised Executing Agencies, the final UNEP internal project document needed to be circulated to the GEF Council and cleared by the Chief Executive Officer (CEO) of the GEF.

5.3 It was further noted during discussion that the original agreement had been that the appraisal phase would be of nine months duration and that this had already been exceeded. Whilst a number of significant achievements were noted during the last twelve months one area of concern was the difficulty in ensuring that all countries proceeded at the same pace in executing agreed actions. Progress in implementing the project would be determined by the speed with which the slowest country was able to complete agreed actions. There was a need therefore, for all members to be realistic when agreeing to timetables and workplans, and to make clear to the committee any difficulties they might foresee in meeting agreed deadlines.

5.4 National representatives noted with appreciation the work of UNEP to date in preparing and presenting to the participating governments the necessary documents that would serve as the legal instruments for the transfer of funds to the Specialised Executing Agencies, and adopted the report with minor amendments. This report on progress to date is attached as Annex V, and it was noted that during the discussion of agenda item 8 it would be necessary to agree upon a timetable for finalisation of the necessary agreements to enable the project to commence.

## 6. **Discussion of the agreed national management frameworks and their relationships to the regional bodies, for the execution of the UNEP/GEF project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”**

6.1 The Chairperson invited the Secretariat to introduce the proposed arrangements for execution of the project including the national management frameworks for the execution of the project covered in the various Memoranda of Understanding initially presented to the participating governments in March 2001 and currently being finalised.

6.2 There followed a discussion of the management arrangements proposed at the national level and whilst a number of representatives noted that they had minor difficulties with some aspects of these arrangements they were in general acceptable to all parties. These arrangements are outlined in Annex VI to this report.

6.3 Document UNEP(GEF)/SCS/PSC.1/5 containing the draft Terms of Reference for the National Inter-Ministry Committees, the National Technical Working Groups and the National Committees for each project component previously circulated was then introduced by the Chairperson.

6.4 Following extensive consideration of these Terms of Reference and proposals for minor amendments they were adopted by the meeting and are attached as Annex VII to this report.

6.5 During the discussion it was noted that whilst the proposed MOUs were legal instruments permitting UNEP to transfer funds to participating countries and institutions the liability on the part of the signatories was limited to funds transferred to the Institution concerned. No penalty applied in the event of a failure on the part of the organisation concerned to meet the workplan and timetable covered by these documents. It was also noted that the term "all stakeholders" was perhaps too broad and that where appropriate the word "all" should be replaced by "key".

7. **Discussion and adoption of the proposed regional management framework for the execution of the UNEP/GEF project entitled: "Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand"**

7.1 The Secretariat was invited by the Chairperson to introduce the regional management framework and to explain the relationships between the Project Co-ordination Unit and the EAS/RCU and between the Project Steering Committee and COBSEA.

7.2 The Secretariat presented an overview UNEP(GEF)/SCS/PSC.1/INF.12 of the regional management framework which was considered by the meeting to be a logical and appropriate mechanism for ensuring regional co-ordination of project activities.

7.3 The Secretariat explained that it had been agreed during the adoption of the project brief by COBSEA that the Project Steering Committee, as the supreme decision making body for the project would be comprised only of representatives of the participating Governments. This Committee would provide reports to COBSEA on the progress in project implementation.

7.4 It was further noted that the Project Co-ordinating Unit would serve as the Secretariat to the Project Steering Committee and as a source of technical assistance to the participating institutions and governments. Whilst the PCU would be autonomous with respect to the execution of the project it would be co-located with the EAS/RCU in order to ensure synergy with the work of the RCU in the execution of the East Asian Seas Action Plan.

7.5 The Agreements regarding the regional management framework for the execution of the project covered in the various draft Memoranda of Understanding, and considered by participating Governments and by the National Institutions designated by the National Focal Points as Specialised Executing Agencies, are outlined in the draft Memoranda of Understanding previously circulated, and were generally acceptable to the participating governments and Specialised Executing Agencies.

7.6 During the discussion of the Terms of Reference clarification was sought regarding the manner in which additional experts would be identified to serve as members of the Regional Scientific and Technical Committee (RSTC) and the Regional Working Groups (RWGs). The Secretariat noted that the intention was to identify fields of expertise or particular specialisations that, were not represented amongst the members of the committee, and then to seek nominations from the National Focal Points and National Technical Focal Points of suitable experts from the region who could be appointed to the committee, and working groups.

7.7 The meeting then considered the draft Terms of Reference for the Regional Scientific & Technical Committee and the Regional Working Groups contained in document

UNEP(GEF)/SCS/PSC.1/6. Following discussion these were adopted as contained in Annex VIII to this report.

**8. Discussion and adoption of the workplan for 2002 for the project "Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand"**

8.1 Mr. Yihang Jiang presented the draft, proposed workplan for 2002 and the framework workplan for the five years of the project, contained in document UNEP(GEF)/SCS/PSC.1/7.

8.2 Questions were raised on the commencement date and the Secretariat noted that the entire work programme depended upon the start date, which in turn depended on UNEP receiving final clearance from the GEF. If there is a delay in finalisation of MOUs and GEF approval then this will impact the start date for the work programme.

8.3 The Chairperson invited country representatives to provide an indication of the likely date of final signature of the documents. The following indications were received from each country:

- Viet Nam – earliest end of November;
- Thailand – the MOUs could be signed by mid November.
- Philippines – all signed by November
- Malaysia – signatory available by end of November
- Indonesia – MOUs with SEAs will be signed mid November. IMC MOU is already signed.
- China – We hope we can agree some changes with RCU this week and bring back MOUs. Confirmed by authorities. All MOUs will be signed by end of November, but hopefully they will be signed by mid November.
- Cambodia – Signatures of MOUs should be possible beginning or mid November.

8.4 The Secretariat indicated that, if all MOUs were received by the end of November 2001, clearance could be anticipated from the GEF by mid January 2002 and funds could be transferred by UNEP around the middle of February, hence a start date would be around the beginning of March 2002.

8.5 Questions were raised regarding the possible transfer of funds from UNEP to the country offices of the United Nations Development Programme (UNDP) rather than to institutional bank accounts. In response the Secretariat noted that this was possible but that UNDP charged a 13% overhead for managing such funds.

8.6 The Chairperson urged members to speed the process of finalisation of the MOUs in order not to delay further the commencement of project activities. It was noted that the workplan would need to be amended in order to reflect a later start date than January <sup>1<sup>st</sup></sup> and that all activities would be moved accordingly.

8.7 The Secretariat sought the guidance of the Committee regarding possible submission with not all MOUs signed. This would permit those countries that had signed to commence work more rapidly. There was a general consensus that all countries should commence simultaneously but that whilst a short delay was acceptable a long one was not. The Chairperson urged members to use their best efforts to ensure that the MOUs were signed as promptly as possible.

8.8 The workplan was approved, subject to the amendments outlined above and is included as Annex IX to this report.

**9. Financial arrangements**

## **9.1 Financial report for the PDF-B phase of the project “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”**

9.1.1 The Secretariat of the EAS/RCU, as executing agency for the Project preparatory phase (GEF, PDF-B grant) presented the financial report of expenditures to date UNEP(GEF)/SCS/PSC.1/INF.13. The Committee noted the outstanding balance of US\$ 67,425 and recommended that this be transferred to the operational budget for the implementation phase of the project. The financial report is attached as Annex X.

## **9.2 Budgetary allocations by project component 2002-2006**

9.2.1 The Secretariat presented the proposed budgetary allocations contained in the project brief and summarised by project component and activities in document UNEP(GEF)/SCS/PSC.1/8. It was noted that this budget reflected the individual country budgets and the budgets for the Specialised Executing Agencies. The budget was presented in UNEP format by object of expenditure. Following the presentation, the Chairperson invited general discussion and comments.

9.2.2 During discussion it was noted that funds had been assigned under budget line 2246 for future MOUs with the SEAs during the final three years of project execution but that these could not be individually assigned until such time as the demonstration sites had been selected.

9.2.3 Questions were raised as to the procedure to be used in funding trainees under the relevant budget lines, of budget component 3000. It was suggested by the Secretariat that at the appropriate time the PCU would contact focal points in the countries, inviting suitable nominations and that, on the basis of agreed criteria the most suitable applicants would be supported. The Committee accepted that this procedure would be used.

9.2.4 The Committee agreed to adopt the framework budget contained in Annex XI of this report and approved the proposed expenditures for the calendar year 2002.

## **9.3 Proposed in-kind co-financing by participating governments for 2002, and 2003**

9.3.1 The Secretariat presented the draft proposed in-kind co-financing by activity for 2002, and 2003 contained in document UNEP(GEF)/SCS/PSC.1/9. It was noted that, a cost coefficient had been developed to allow inter-country and cross regional comparison. This cost coefficient was based on the costs of a middle level UN programme officer and this coefficient had been applied in Table 1 to the calculated time contribution from nationals in the participating countries to the planned activities. Table 2 contained a summary calculation for the first two years of the project based on all components and all countries.

9.3.2 The Committee considered and approved the use of the cost coefficient in the calculation of estimates of in-kind co-financing. They noted however that these were minimal estimates that would need to be reviewed at the end of each year in order to assess the real level of in-kind contributions from the participating governments. The co-financing estimate is attached as Annex XII.

## **10. Any other business**

### **10.1 Sustainability of project outcomes and benefits**

10.1.1 The representative from the Philippines noted the need to consider throughout the life of the project, mechanisms that could be used to ensure sustainability of the benefits following completion of the project. There was general agreement that this was an extremely important

matter, which should be considered by the Committee at each of its meetings. It was agreed that the issue of sustainability should be a standing agenda item for all committees established under the project. This issue should also be considered both at the national level and during the work of the regional bodies established under the project. The EAS Action Plan strongly supported the issue of sustainability.

10.1.2 It was noted that funds had been allocated to convene two partnership conferences during the course of project execution.

## **10.2 Consideration of the draft “Rules of procedure for the Project Steering Committee”**

10.2.1 The draft rules of procedure for the Project Steering Committee prepared by the Secretariat at the request of the Committee were presented by the Secretariat. It was noted that these were drawn from the Rules of Procedure for the UNEP Governing Council together with the Terms of Reference approved during the preceding session of the Committee.

10.2.2 The Committee noted with appreciation the work of the Secretariat in preparing and presenting this document so promptly. Following extensive discussion and amendment of rules 5 & 6; and agreement to replace the term “resolution” with “decisions” the rules were adopted as amended and are attached as Annex XIII to this report.

## **10.3 Presentation of the report of the Project Steering Committee to the XVI of COBSEA**

10.3.1 The Committee noted with regret that the Chairperson would be unavailable to present the report of the meeting in person to COBSEA. It was proposed and agreed that the Secretariat be asked to present the report on behalf of the Committee.

## **10.4 Election of inter-sessional officers**

10.4.1 The Committee noted that since the election of the Chairperson, Vice-Chairperson and Rapporteur had occurred prior to the adoption of the Terms of Reference and Rules of Procedure for the Committee, the meeting should elect Officers for the inter-sessional period

10.4.2 Thailand proposed and Malaysia seconded, that the Honourable Deputy Minister, Dr. Daniel Murdiyarto, National Focal Point for Indonesia be elected as Chairperson, Madam Liu Xiuru, National Focal Point for China be elected as Vice-Chairperson and Dr. Robert Jara designated member from the Philippines be elected as Rapporteur for the inter-sessional period. Madam Liu declined the nomination since it was felt more appropriate that a representative from a country involved in all six components of the project serve in this capacity. China proposed therefore that Dr. Wanee Samphantharak, National Technical Focal Point for Thailand be asked to serve as Vice-Chairperson for the inter-sessional period. The Philippines seconded the nomination.

10.4.3 Dr. Murdiyarto, Dr. Samphantharak and Dr. Jara were duly elected as Chairperson, Vice-Chairperson and Rapporteur respectively for the inter-sessional period.

## **11. Date and Place of the next meeting of the Project Steering Committee**

11.1 The Chairperson invited members to consider and agree upon the dates and location of the next meeting of the Project Steering Committee.

11.2 Following discussion it was agreed to convene the next meeting of the project Steering Committee in early December 2002 following the end of Ramadan.

11.3 An extensive discussion of a possible location followed, and the meeting proposed Viet Nam to be a suitable venue. The representative from Viet Nam indicated a willingness to consider hosting the next meeting of the PSC, but it is to be confirmed later. It was agreed that the Secretariat would liaise with the representatives from Viet Nam for confirmation as soon as possible.

**12. Adoption of the Report of the meeting**

12.1 The Rapporteur presented the draft report of the meeting prepared by the Secretariat. Following discussion and amendment the report was adopted as contained in this document.

**13. Closure of the Meeting**

13.1 The Chairperson thanked the Secretariat and the participants for their hard work and the strong spirit of co-operation that had prevailed. The Secretariat expressed appreciation for the volume of work that had been accomplished successfully in such a short meeting and the delegation from China thanked the Chairperson on behalf of the participants for his able leadership of the meeting.

13.2 The Chairperson closed the meeting at 1900 hours.



**ANNEX I  
LIST OF PARTICIPANTS**

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## ANNEX II LIST OF DOCUMENTS

### Working documents

UNEP(GEF)/SCS/PSC.1/1	Provisional agenda
UNEP(GEF)/SCS/PSC.1/2	Annotated provisional agenda
UNEP(GEF)/SCS/PSC.1/3	Draft report of the meeting (prepared during the meeting)
UNEP(DEC)/EAS/SCS/APR/2 ver.3	Terms of reference for the Project Steering Committee
UNEP(GEF)/SCS/PSC.1/4	Progress report on the appraisal phase of the UNEP/GEF Project entitled: <i>“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”</i>
UNEP(GEF)/SCS/PSC.1/5	Draft Terms of Reference for the National Inter-Ministry Committees, National Technical Working Groups, and National Committees for the components and activities of the UNEP/GEF Project entitled: <i>“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”</i>
UNEP(GEF)/SCS/PSC.1/6	Draft Terms of Reference for the Regional Scientific & technical Committee and for the Regional Working groups for the components and activities of the UNEP/GEF Project entitled: <i>“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”</i>
UNEP(GEF)/SCS/PSC.1/7	Proposed workplan for calendar year 2002
UNEP(GEF)/SCS/PSC.1/8	Framework budget for the five years of project execution as approved by the GEF Council
UNEP(GEF)/SCS/PSC.1/9	Proposed in-kind co-financing by participating governments for 2002, and 2003
UNEP(GEF)/SCS/PSC.1/10	Rules of Procedure for the Project Steering Committee for the UNEP/GEF Project <i>“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”</i>

### Information documents

UNEP(GEF)/SCS/PSC.1/INF.1	Provisional list of documents (this document)
UNEP(GEF)/SCS/PSC.1/INF.2	Provisional list of participants
UNEP(GEF)/SCS/PSC.1/INF.3	Rules of Procedures of the UNEP Governing Council
UNEP(GEF)/SCS/PSC.1/INF.4	Approved GEF Project brief entitled: <i>“Cambodia, China, Indonesia, Malaysia, Philippines, Thailand, Viet Nam: Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”</i>
UNEP(GEF)/SCS/PSC.1/INF.5	Memoranda of Understanding agreed between UNEP & the Government of Cambodia
UNEP(GEF)/SCS/PSC.1/INF.6	Memoranda of Understanding agreed between UNEP & the Government of China
UNEP(GEF)/SCS/PSC.1/INF.7	Memoranda of Understanding agreed between UNEP & the Government of Indonesia
UNEP(GEF)/SCS/PSC.1/INF.8	Memoranda of Understanding agreed between UNEP & the Government of Malaysia
UNEP(GEF)/SCS/PSC.1/INF.9	Memoranda of Understanding agreed between UNEP & the Government of Philippines
UNEP(GEF)/SCS/PSC.1/INF.10	Memoranda of Understanding agreed between UNEP & the Government of Thailand
UNEP(GEF)/SCS/PSC.1/INF.11	Memoranda of Understanding agreed between UNEP & the Government of Viet Nam
UNEP(GEF)/SCS/PSC.1/INF.12	Regional Structures and Management Framework for the UNEP/GEF Project entitled: <i>“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”</i>
UNEP(GEF)/SCS/PSC.1/INF.13	Financial report on the Project preparatory phase of the UNEP/GEF Project entitled: <i>“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”</i>

## ANNEX III

### AGENDA

1. Opening of the meeting
  - 1.1 Welcome address
  - 1.2 Introduction of members
  - 1.3 Opening statements
2. Organisation of the meeting
  - 2.1 Designation of officers
  - 2.2 Organisation of work
3. Adoption of the meeting agenda
4. Consideration of the Terms of reference and Rules of Procedure for the Project Steering Committee
  - 4.1 Terms of Reference for the Committee
  - 4.2 Rules of Procedure
5. Report on the further development of the UNEP/GEF Project *“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”*
6. Discussion of the agreed national management frameworks and their relationships to the regional bodies, for the execution of the UNEP/GEF project entitled: *“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”*
7. Discussion and adoption of the proposed regional management framework for the execution of the UNEP/GEF project entitled: *“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”*
8. Discussion and adoption of the workplan for 2002 for the project *“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”*
9. Financial arrangements
  - 9.1 Financial report for the PDF-B phase of the project *“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”*
  - 9.2 Budgetary allocations by project component 2002-2006
  - 9.3 Proposed in-kind co-financing by participating governments for 2002, and 2003

**10. Any other business**

**10.1 Sustainability of project outcomes and benefits.**

**10.2 Consideration of the draft “Rules of procedure for the Project Steering Committee”**

**10.3 Presentation of the report of the Project Steering Committee to the XVI of COBSEA**

**10.4 Election of inter-sessional officers**

**11. Date and Place of the next meeting of the Project Steering Committee**

**12. Adoption of the Report of the meeting**

**13. Closure of the Meeting**

## ANNEX IV

### **Terms of Reference for the Project Steering Committee for the UNEP/GEF Project entitled: “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”**

The Project Steering Committee (PSC) for the UNEP/GEF Project entitled: “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) is established under the Project Brief as approved by the Fifteenth meeting of COBSEA and the Sixteenth meeting of the GEF Council as follows:

*“The Project Steering Committee, as the supreme decision-making body of the project, will be composed solely of representatives of the participating countries of the project. The Committee shall be responsible for reviewing and approving, on an annual basis, project activities, including the location of demonstration sites to be funded by the GEF project. UNEP will act as Secretariat of the Committee. During the execution of the project, decisions of the Project Steering Committee will be made through consultation and on the basis of consensus by all participating countries of the project.” [Project Brief Paragraph 30].*

The responsibilities of the Project Steering Committee are further amplified in Paragraph 40 of the Project Brief which states:

*“As noted above, oversight on behalf of the Governments will be the responsibility of the Project Steering Committee, which will convene meetings in conjunction with those of COBSEA. The Project Steering Committee’s primary responsibility will be to ensure synergy and integration in the planning and execution of the project sub-components. At the national level the national co-ordinators will be responsible for convening regular meetings of the national inter-ministry committees which should include within their membership, the chairs of the various national technical and expert committees created in support of each component and/or sub-component. Regional technical expert groups will be convened to prepare reviews and recommendations and their membership will be drawn from the national committees and working groups and other regional experts. In the case of Component 1, the number of regional expert groups (4) will necessitate the creation of a regional “aquatic biodiversity advisory group” comprised of senior experts from the region to advise the Project Steering Committee on matters relating to the execution of the mangroves, non-oceanic coral reefs, seagrass and wetlands components.*

In the light of the above, the following membership and draft Terms of Reference are prepared for consideration and adoption by the first meeting of the project Steering Committee.

#### **1. MEMBERSHIP OF THE COMMITTEE**

1.1 Full members of the PSC shall consist solely of representatives of all participating countries in the project. Each country shall designate two members.

- One member shall represent the government with authorisation to make decisions on project matters;
- One member should be a regionally recognised, national expert with good knowledge and experience of the marine environment and shall provide guidance on the scientific and technical aspects of the project.

1.2 The PSC shall elect a Chairperson and a Vice-Chairperson from amongst its full members with responsibility for chairing each formal meeting of the Committee and for acting as Chairperson and Vice-Chairperson of any meetings convened during the subsequent inter-sessional period;

1.3 The Chairperson and Vice-Chairperson of the Regional Scientific and Technical Committee shall participate as observers in the meetings of the Committee to present the reports, advice and recommendations of the RSTC to the Project Steering Committee.

1.4 The PSC may agree, by consensus at the commencement of each meeting to co-opt additional experts as observers or advisors to any meeting or meetings of the Committee or part thereof, as the committee shall deem appropriate.

## **2. SECRETARIAT OF THE COMMITTEE**

2.1 UNEP shall designate for the first PSC meeting, one individual each from the EAS/RCU and the UNEP/GEF Co-ordination Office to act as Secretariat to the work of the Committee.

2.2 The Project Co-ordinator shall act as Secretary to the meetings of the Committee

## **3. MEETINGS OF THE COMMITTEE**

3.1 The Project Co-ordinating Unit (PCU) shall convene regular annual meetings of the Project Steering Committee immediately in advance of COBSEA meetings when the latter are convened at an appropriate time.

3.2 *Ad hoc* meetings may be convened by the Chairperson:

- when a majority of the Committee members make a request for such a meeting to the Project Co-ordinating Unit.
- at the request of the Project Co-ordinating Unit when circumstances demand;

## **4. TERMS OF REFERENCE**

The Project Steering Committee shall operate on the basis of consensus to:

- (i) Provide direction, and strategic guidance to the Project Coordinating Unit and to the national Inter-ministry Committees regarding project implementation and execution of agreed activities over the entire period of the project;
- (ii) Review and approve the annual work programme and budget for project execution;
- (iii) Facilitate co-operation and co-ordination among the participating countries, particularly in transboundary environmental issues and inter-country technical co-operation;
- (iv) Review and evaluate progress in project implementation and execution, and provide guidance to the PCU regarding areas for improvement;
- (v) Assist UNEP and the PCU in raising such additional co-financing as may be required from time to time;
- (vi) Approve annual progress reports for transmission of the Co-ordinating Body on the Seas of East Asia (COBSEA); and
- (vii) Consider and approve such recommendations as shall be presented to the Committee by the Project Co-ordinating Unit and the Regional Scientific and Technical Committee.

- (viii) Agree at their first meeting:
- a) the membership, meeting arrangements and terms of reference of the committee as prepared in draft in this document;
  - b) such standing orders and manner of conducting business as may be considered necessary by the committee.

## **5. CONDUCT OF COMMITTEE BUSINESS**

The Committee shall operate and take decisions on the basis of consensus, regarding any matter relating to project execution that has regional or transboundary significance.

Where full consensus cannot be achieved in reaching agreement during a full meeting of the Committee, on any matter relating to project execution that has regional or transboundary significance, the Secretariat shall, in consultation with the Chairperson, facilitate negotiations during the subsequent inter-sessional period with a view to seeking resolution, and will report the results of these negotiations to the Committee members.

## **6. OTHER MATTERS**

Notwithstanding the membership and terms of reference contained in this document the Project Steering Committee shall have the power to amend, from time to time, the membership and terms of reference of the Committee.



## ANNEX V

### PROGRESS REPORT ON THE APPRAISAL PHASE OF THE UNEP/GEF PROJECT “REVERSING ENVIRONMENTAL DEGRADATION TRENDS IN THE SOUTH CHINA SEA AND GULF OF THAILAND”

#### 1. Background

This project was initiated by the Co-ordinating Body for the Seas of East Asia (COBSEA) at its 12<sup>th</sup> meeting in Manila, in December 1996. The preparatory phase supported by a GEF grant of US\$ 350,000 involved the preparation of national reports by the 7 participating countries, completion of a Transboundary Diagnostic Analysis and approval by the 13<sup>th</sup> meeting of COBSEA in Bangkok, November 1998, of a Framework Strategic Action Programme<sup>1</sup> which sets targets and timelines for achieving actions to protect the marine environment of the South China Sea.

The project brief for the UNEP GEF Project entitled “*Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand*” was completed and submitted in May 1999 to the GEF Council but withdrawn at the request of the People’s Republic of China. Subsequently technical level negotiations led by John Pernetta (UNEP/GEF) and Yihang Jiang (EAS/RCU) resulted in acceptable modifications to the brief, which was re-submitted to, and approved by the GEF Council in December 2000, following its approval by COBSEA<sup>2</sup>.

Participating countries in both the project preparation and full project implementation are: Cambodia, China, Indonesia, Malaysia, Philippines, Thailand and Vietnam. The total value of the full project is 32 million dollars of which 16.4 million US dollars are in the form of a GEF grant.

In order to proceed with the implementation of the project and allow the GEF Secretariat to release the funding a fully operational project document must be produced and cleared by the GEF CEO on behalf of the GEF Council. A UNEP internal Project Document is therefore required to serve as the legal instrument for the transfer of funds to the participating countries and institutions. Such an operational project document will include the Project Brief, the management framework, a Workplan and Budget, endorsement letters signed by the participating countries and Memoranda of Understanding signed by the host institutions of the Inter-Ministry Committees established in each participating country, and by the Specialised Executing Agencies (SEA) for the project activities. In addition the Terms of Reference for the various committees around which the Management Framework is constructed will also be contained within the Project Document.

#### 2. Preparation of the Necessary Documents

Following agreement reached at the Fifteenth Meeting of COBSEA (Pattaya, Thailand, September 2000, the UNEP EAS/RCU and UNEP GEF Co-ordination Office commenced preparation of the required elements of the project document.

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<sup>1</sup> UNEP EAS/RCU 1999. *Strategic Action Programme for the South China Sea. Draft Ver.3 69 pp.* [www.roap.unep.org/easrcu/index.htm](http://www.roap.unep.org/easrcu/index.htm)

<sup>2</sup> UNEP 2000. *Report of the fifteenth meeting of the Co-ordinating Body for the Seas of East Asia (COBSEA) on the East Asian Seas Action Plan (Special Session for the UNEP GEF Project in the South China Sea) and Report of the Meeting of National Experts for the UNEP GEF Project in the South China Sea.*

The documents which have been prepared include:

- Terms of Reference for the Project Steering Committee (document UNEP(DEC)/EAS SCS/APR/2 ver.3)
- Terms of Reference for the Inter-Ministry Committees (document UNEP/GEF/SCS/PSC.1/5)
- Terms of Reference for the Regional Scientific and Technical Committee (document UNEP/GEF/SCS/PSC.1/6)
- Terms of Reference for the Regional Working Groups for each project component and sub-component (document UNEP/GEF/SCS/PSC.1/6)
- Terms of Reference for the National Technical Working Groups (document UNEP/GEF/SCS/PSC.1/5)
- Terms of Reference for the National Committees of the project components and sub-components (document UNEP/GEF/SCS/PSC.1/5)
- MOUs for the Inter-Ministry Committees in the 7 participating countries (document UNEP/GEF/SCS/PSC.1/inf.5 – inf. 11)
- MOUs for the Specialised Executing Agencies in the 7 participating countries with respect to the project components and sub-components (document UNEP/GEF/SCS/PSC.1/inf.5 – inf. 11)

Initial drafts of these documents were circulated to the countries in March 2000 in advance of visits to the countries by UNEP staff members.

To assist in drafting these documents and in presenting them to the institutions and organisations in the participating countries, UNEP engaged the services of a senior marine scientist from the region, Prof. Ong Jin Eong of the Universiti Sains Malaysia.

### **3. Presentation of the MOUs to the Participating Countries**

In order to finalise the MOUs with the national focal points for the project and the identified Specialised Executing Agencies, UNEP staff from EAS/RCU and UNEP GEF Co-ordination Office visited all the participating countries.

**Cambodia.** In conjunction with the GEF Country Dialogue Workshop in Cambodia, Dr. John Pernetta, Dr. Hugh Kirkman and Mr. Yihang Jiang visited Cambodia, and had discussion with the Ministry of the Environment and Department Fisheries, Ministry of Agriculture, on 19-20 March 2001. General agreement was reached with regard to the MOUs for the IMC and for the SEAs. Due to a lack of experienced experts and institutions in the country, it was agreed that, at the national level a single Specialised Executing Agency would be appointed to execute the mangrove and wetland sub-components. Similarly it was agreed that a single executing agency would be appointed to execute the coral reef and seagrass sub-components.

**Viet Nam.** Dr. Hugh Kirkman and Mr. Yihang Jiang visited Viet Nam immediately following their visit to Cambodia. A presentation was made in the National Environment Agency with participation of relevant staff from the Agency and institutions which would be potentially involved in the execution of project activities. Discussions were held with appropriate staff, however, no detailed discussions of the text of the MOUs were held at this time.

To secure agreement of the texts, Dr. John Pernetta, and Mr. Yihang Jiang visited Viet Nam from 10-13 October 2001. Discussions were held with the National Environment Agency as the national focal point for the project, and with representatives of the potential SEAs for all components and sub-components. These discussions focused on the text of each of the MOUs and general agreement was reached concerning the documents. Some difficulties were encountered regarding the text of the MOU for the IMC, and it was agreed that the representatives would try and secure agreement after reporting to the Minister of Science, Technology and Environment.

**Indonesia.** Professor Ong Jin Eong, UNEP Consultant for the project, visited Indonesia and held discussions with the Ministry of the Environment and with representatives from the SEAs on 19-20 March 2001. General agreement was reached with the Ministry and relevant SEAs regarding the MOUs. There were some helpful suggestions for modification to the documents, which were incorporated into the subsequent revisions.

Mr. Yihang Jiang visited the Ministry of Environment on 28 March 2001 on the occasion of a workshop organised by the Informal Working Group for the South China Sea. Meetings were organised with Prof. Murdiyarto, Deputy Minister, staff of the Ministry, and representatives from the SEAs. Discussion focused on the technical details of the project, which greatly assisted design of the project activities. The Ministry of Environment expressed its concern on the low level funding for national co-ordination and it was agreed to take this into consideration in the next revision of the draft budget.

**Malaysia.** Dr. Ong Jin Eong visited the Ministry of Science, Technology and Environment on 21 March 2001 and made a brief presentation, but there was no substantive discussion of the detail at this time.

Dr. Ong Jin Eong and Mr. Yihang Jiang, visited Malaysia again on 18 May 2001. Presentations were made to the relevant national institutions, and questions regarding the project were discussed. During these discussions it became apparent that many of the participants were unfamiliar with the detail of the activities proposed within the approved GEF project brief. It was not possible to discuss the detail of the MOUs at that time.

Dr. Hugh Kirkman visited Malaysia on 8 October 2001. Detailed discussions on project matters and the MOUs resulted in general agreement regarding their content.

**Philippines.** Dr. Hugh Kirkman visited Manila for discussions with the Department of Environment and Natural Resources on 30 March and 5 April 2001. Some institutions, identified as potential SEAs, participated in these discussions and the MOUs were discussed in detail. No substantial difficulties were encountered during these discussions.

**China.** Dr. Ong Jin Eong and Mr. Yihang Jiang visit China 10-15 April 2001. The discussions focused on some aspects of the MOUs, in particular the MOU regarding the IMC, and there was substantial discussion on the national budget for the first 2 years. General agreement on the content of the MOUs was reached and it should be noted that since China will not participate fully in the Coral Reef and Fisheries activities of the project MOUs for these were not discussed.

**Thailand.** Dr. Hugh Kirkman conducted discussions with relevant institutions in Thailand on 18 May 2001. The project design and the Management Framework were well received and the framework agreed to. The focal points for each SEA were at the meeting as was the National Technical Focal Point and the content of the MOUs was agreed.

It became apparent during discussions between the Secretariat and the representatives of the participating governments that there were some misunderstandings regarding the manner in which the budgets had been calculated, in particular understanding regarding the application of the incremental cost concept and the determination of the government in-kind co-financing. These matters were clarified during the discussions.

#### **4. Administrative matters**

Initial discussions in March 2001 were held between the EAS/RCU and UNEP GEF Co-ordination Office regarding the reporting structures and relationships between the staff to be appointed to the Project Co-ordinating Unit and the EAS Regional Co-ordination Unit. On the basis of these agreements approval for the establishment of the posts in the PCU was secured from UNEP Senior management in May 2001. Draft job descriptions for all posts were prepared, by UNEP GEF Co-ordination Office in consultation with the EAS/RCU, together with listings of

required competencies, responsibilities and authority, and the posts subject to classification review in August 2001.

Vacancy announcements and Advertisements were prepared, cleared and issued by the Human Resources Management Service of UNON, Nairobi, in September with closing dates in October (Project Director and Senior Expert Marine Pollution) and mid-November (Expert community based management, and expert fisheries). It is anticipated therefore that subject to final clearance of the operational Project Document by the GEF authorities the Unit will become fully functional during the first quarter of 2002.

During August and September 2001 the UNEP GEF Co-ordination Office held briefings with relevant departments of UNON, Nairobi, regarding the structure and contents of the draft MOUs and Terms of Reference. Clearance was sought and obtained from the Bureau of Fund Management Services of UNON for the issuance of a waiver to enable the MOUs to be issued for amounts exceeding the present ceiling for fund transfers under such instruments. Following agreement of the Chief BFMS and the Head of the Project Co-ordination and Management Unit of the Office of the Executive Director, the Deputy Executive Director agreed to issue such waivers in respect of all MOUs issued under the project.

## **5. Project advocacy**

A number of UNEP staff has provided briefings on the South China Sea project and the outcomes of the preparatory phase to various meetings and conferences including amongst others: International Workshop on Coastal Cities: Challenges of Growing Urbanisation of the World's Coastal Areas, Hangzhou, China, 23-30 September 1999; 4th Session of the NEAR-GOOS Coordinating Committee, Tokyo, Japan, 28 September - 1 October 1999; International Workshop on Remote Sensing of Marine Environment in the Northwest Pacific Region, Toyama, Japan, 31 March - 1 April 2000; International Forum on Marine Science and Technology, Qingdao, China, 30-31 July 2000; Discussion with Hong Kong University of Science and Technology, 29-31 January 2001; and an ICRAN Regional Seas workshop, 3-6 September 2001.

## **6. Achievements and Difficulties**

### *(i) Project Design, Structure and Documents*

The project development phase commenced in December 1996 and during this phase the main achievements were:

- identification of the nature and scale of regional environmental problems;
- identification of the relative priority of the problems and their causes;
- identification of actions and approaches to address the problems; and
- estimation of the costs of activities and incremental cost of the project activities.

During this phase, National Transboundary Analyses, a regional Transboundary Diagnostic Analysis, a Strategic Action Programme and the Project Brief were prepared, approved and published. The structure of the project and justification for proposed activities result from these analyses and preparatory activities.

The Transboundary Diagnostic Analysis<sup>3</sup> for this project was recognised in a recent GEF independent evaluation as one of the best produced through any GEF project, a reflection of the strong involvement and commitment of the national focal points and technical experts during the preparatory phase. The four project sub-components address the four key marine and coastal habitats of mangroves, coral reefs, seagrasses and wetlands, whilst two components address the issues of fisheries over-exploitation and land-based pollution.

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<sup>3</sup> Talaue-McManus, L., 2000. *Transboundary Diagnostic Analysis for the South China Sea*. EAS/RCU Technical Report Series No. 14. UNEP Bangkok Thailand 106 pp. [www.roap.unep.org/easrcu/index.htm](http://www.roap.unep.org/easrcu/index.htm)

The quality of the project brief, was commended by the GEF Secretariat, at the time of its submission as it was held to be the best International Waters Project submitted to the GEF. This project is the second largest project in the area of International Waters in the history of the GEF.

*(II) Co-operation amongst the Participating Countries*

As the South China Sea is a sensitive area, the development of the project encountered various difficulties from its inception and during the process of project development. It should be noted however that, all the participating countries worked closely together in finding solutions to overcoming these difficulties. During the last five years, the participating countries have demonstrated a strong spirit of co-operation, patience and considerable political and technical skills in arriving at solutions which are acceptable to all participating countries.

This is a very important achievement, not only for the next phase of implementation but also for future regional co-operation. This project represents the first occasion on which the countries of the region have agreed to co-operate in a multi-country framework to address the environmental problems of the South China Sea. The agreement that only UNEP should be involved in the implementation of this project represents a significant gesture of trust on the part of the participating governments.

*(III) Better Understanding of Environment Problems in the South China Sea Area*

Through the national and regional efforts in identifying the marine environmental problems in the region, the scientific understanding of those problems has been enhanced throughout the region. For example, the results of the TDA have been presented by UNEP staff in various scientific conferences, and have generated considerable interest from the audiences concerned. The results and data generated by the activities have been referred to in a number of publications. Moreover, the negotiations on the co-operative actions have received close attention from interested organisations and/or universities.

This clearly indicates that with the implementation of project activities, necessary knowledge and experience on reversing environmental degradation trends will be further enhanced in the region.

*(IV) Enhancement of management capacity at national and regional levels*

During the execution of the PDF-B and Appraisal Phases, the management framework of the project has been developed and elaborated. At the national level, the Inter-Ministry Committees (IMC) have been established with participation of relevant ministries, departments, universities and research institutes. Some of these have already convened meetings to discuss national co-ordination in addressing the environmental problems, with focus on the South China Sea.

At the regional level, general agreement has been reached concerning project management and execution arrangements, despite the existing political differences. Confidence in multi-lateral co-operation in addressing management of environmental issues and problems has been strengthened among participating countries and linkages established between individuals and institutions in the participating countries.

*(V) Operational and procedural improvements*

Some of the mechanisms used by UNEP in implementing activities have been modified to take into consideration the specific requirements of the project. For example, as a result of the efforts of relevant staff, the financial ceiling for MOUs has been waived for this project; the MOUs drafted are now used as models for future UNEP MOUs; and UNON management is currently reviewing the financial ceiling for MOUs with a view to increasing it from 50,000 US\$ to 150,000 US\$.

Whilst activities to date have resulted in a number of significant achievements some difficulties need to be overcome if future success of the project is to be ensured.

*(VI) Final Signature of the Agreed MOUs*

As indicated earlier, the finalisation of the implementation and execution mechanisms is a fundamental pre-condition for the GEF Secretariat to release the approved funding. It is crucial for the project that the signatures on the final MOUs be obtained by UNEP as soon as possible. Following signature the entire project document can be assembled and dispatched to the GEF Secretariat for final clearance which takes one month from the date of submission by UNEP. Delays on the part of one country will therefore delay actions on the part of all other participating countries.

*(VII) Wider Co-ordination at National Level*

Although the national co-ordination has been strengthened through the initial phases of the project, there are still some problems in some countries with respect to the necessary co-ordination. It is very critical that all participants in the project fully understand and appreciate that the most important condition for overall success is that actions at the national and regional levels are well co-ordinated and that all stakeholders are fully involved in the design and execution of activities.

*(VIII) Prompt Actions in the Implementation of Agreed Activities*

The project has suffered delays over the last five years in meeting timetables and deadlines established through agreed workplans and timetables. Some of the reasons for these delays were unavoidable, but this has not always been the case. All participants should realise that joint efforts to ensure prompt action in the implementation of the agreed activities will ensure the timely delivery of the project outputs and achievements. Timely delivery will be one of important elements used in the monitoring and evaluation activities on which the success of the project will be judged by the GEF and other potential co-financiers.

## ANNEX VI

### **MANAGEMENT FRAMEWORK FOR THE UNEP/GEF PROJECT ENTITLED: “Reversing Environmental Degradation Trends in the South China Sea, and Gulf of Thailand”**

#### **Background**

The Project Steering Committee (PSC) for the UNEP/GEF Project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” is established under the Project Brief as approved by the Fifteenth meeting of COBSEA and the Sixteenth meeting of the GEF Council as *“the supreme decision-making body of the project,”* and is responsible for *“reviewing and approving, on an annual basis, project activities, including the location of demonstration sites to be funded by the GEF project”.* (Project Brief Paragraph 30).

The responsibilities of the Project Steering Committee are further amplified in Paragraph 40 of the Project Brief which states: *“The Project Steering Committee’s primary responsibility will be to ensure synergy and integration in the planning and execution of the project sub-components.”*

The wide ranging and comprehensive nature of the proposed activities necessitate the creation of regional and national management structures that support the Project Steering Committee in the achievement of this overall responsibility. Such structures must also ensure that decisions of the Project Steering Committee are based on country requirements and priorities and reflect the requirements of the GEF that activities achieve regional and global environmental benefits. The overall framework is illustrated in Figure 1 which outlines the national and regional level structures and their relationships to one another.

#### **Regional Level Co-ordination**

At the regional level, the proposed structure includes 6 regional working groups that reflect the primary components and sub-components of the project, namely mangroves, coral reefs, seagrasses, wetlands, land-based pollution and fisheries. Each working group will be responsible for developing criteria during the first phase of the project that will be used in the selection of the various demonstration projects to be executed during years 3 – 5 of the project.

In addition the working groups will assemble information and data, and will conduct the analyses required to demonstrate the regional and global importance of the sites proposed to the Project Steering Committee for execution of demonstration activities.

To ensure that the results of each working group are mutually supportive and do not result in overlap or conflict between the recommendations and activities, a Regional Scientific and Technical Committee will be formed. The membership will consist of the Chairpersons of the six regional working groups, the chairpersons of the seven National Technical Working Groups and up to six additional senior marine and social scientists of recognised international standing drawn from the participating countries. The primary function of this committee will be to provide sound scientific and technical advice to the Project Steering Committee.

As noted at the time of approval of the project brief by the XV<sup>th</sup> COBSEA meeting, in September 2000, the requirement of the participating countries that no international organisations, other than UNEP, be involved in project implementation has meant that the Project Co-ordination Unit (PCU) is somewhat larger than would normally be approved by the GEF. This follows from the requirement to service the six regional working groups, the Regional Scientific and Technical Committee, the Project Steering Committee and to provide technical assistance and advice to the participating countries. The co-location of the Project Co-ordination Unit with the East Asian Seas Regional Co-ordinating Unit will ensure synergy and complementarity between the activities undertaken in the context of this UNEP/GEF project and those envisaged under the East Asian Seas Action Plan.

## National Level co-ordination

At the national level, the national co-ordinators will be responsible for convening regular meetings of the national inter-ministry committees that should include within their membership the chairs of the various national technical and expert committees created in support of each component and/or sub-component. The primary role of the inter-ministry committees in each country is to function as the national equivalent to the Project Steering Committee and to ensure co-ordination among the national level activities undertaken in executing the project, and further enhance the national capacity to protect and manage the marine environment in a sustainable manner. The Chairperson of the Inter-ministry Committee serves as a member of the regional level Project Steering Committee, thus ensuring that decisions taken by all participating countries accord with the priorities and requirements at the national level.

Each National Technical Working Group<sup>4</sup>, comprising representatives of the six National Committees chaired by the Specialised Executing Agencies in each country, provides sound scientific and technical advice to the Inter-Ministry Committee regarding national priorities and actions as the basis for national level decisions regarding project activities. The National Technical Focal Point serves as the Chairperson of the Working Group. A primary function of this group will be to ensure synergy and complementarity among the actions proposed at the national level within each component and sub-component of the overall project. This relationship is illustrated in Figure 2, which further shows the relationships between the national level committees for each component and the respective regional working groups. Each regional working group comprises the chairpersons of the national committees. A primary role for the regional working groups will be to ensure that the national priorities determined by the National Committees for each component and sub-component are adequately taken into consideration in determining regional priorities for action.

## Relationships between National and Regional Structures

The relationships among the national and regional management structures are illustrated in Figure 3 where it can be seen that the specialised executing agencies in each country assemble national data and information in the light of national priorities and plans. National priorities are integrated into a regional approach through the work of the six regional working groups addressing each of the major components and sub-components of the project.

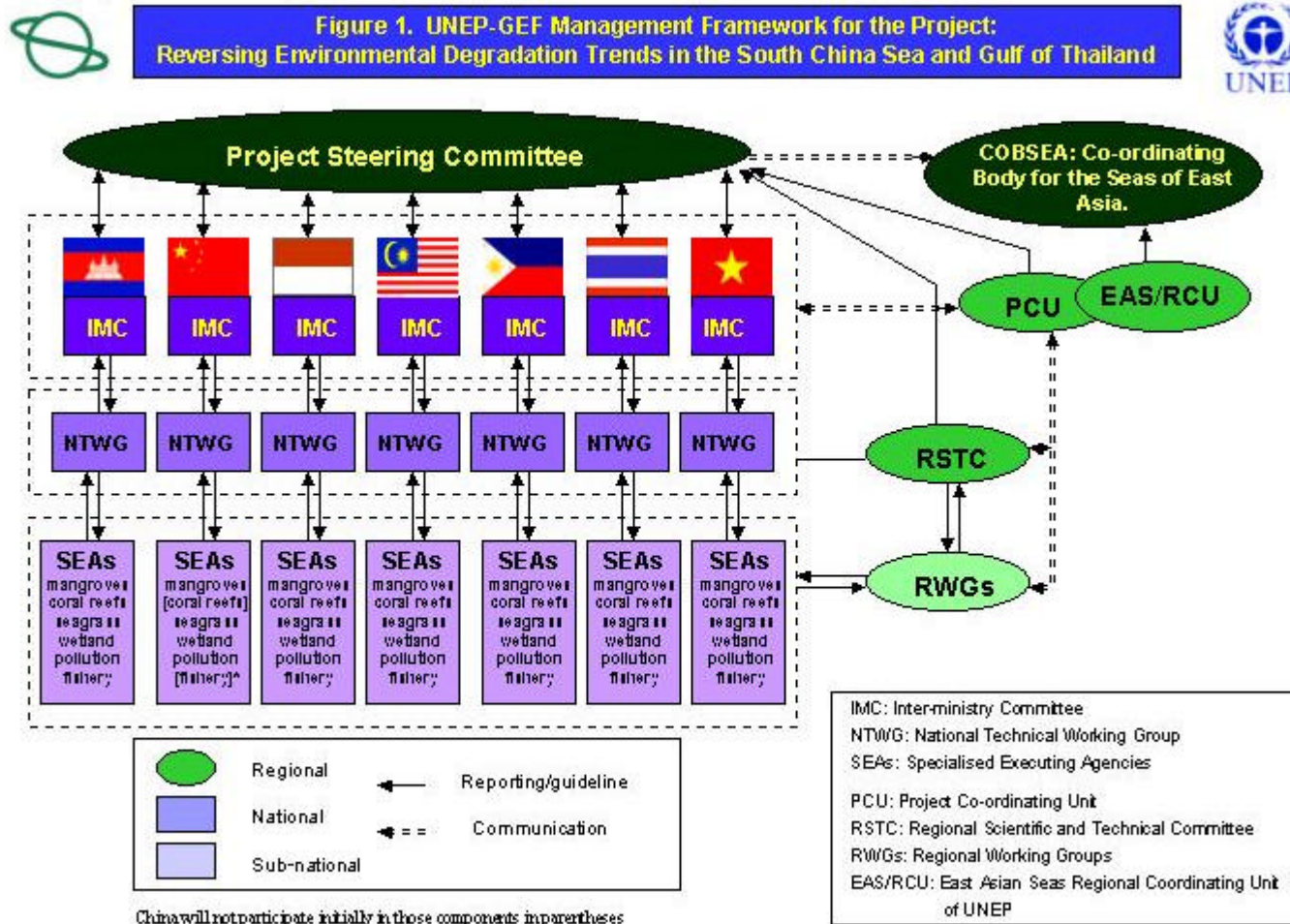
The specialised executing agencies in each country interact via the National Technical Working Groups that, in turn, feed national information to the Regional Scientific and Technical Committee that reconciles national priorities of each participating country with the overall regional and global priorities for action.

Overall decision making at the national level is taken via the inter-ministry committees that, in turn, provide national inputs to regional level decision making by the Project Steering Committee.

The Project Co-ordination Unit, in addition to servicing the regional level structures established under the project, is the main conduit for reporting on project implementation to the GEF Council via the UNEP Global Environment Facility Co-ordination Division. Through its interactions with the East Asian Seas Regional Co-ordination Unit, synergy and complementarity is ensured with the work of the UNEP Division of Environmental Conventions, in accordance with the decisions of the UNEP Governing Council.

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<sup>4</sup> In view of the fact that China will not participate in the initial phases of the coral reef and fisheries components national committees will not be formed in China for these components. In contrast only four sub-groups of the National Technical Working group covering the remaining components will be formed.

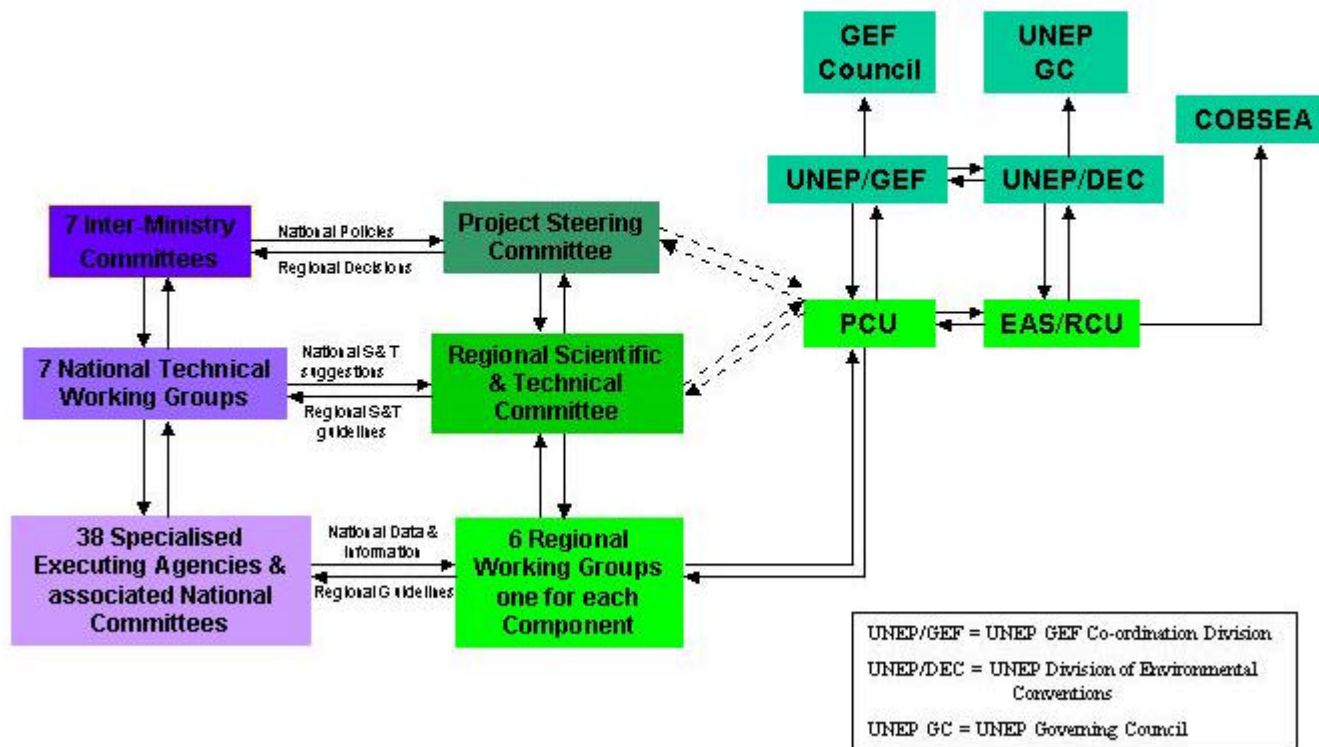




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**Figure 3. Management framework for reporting and information flows within the UNEP GEF SCS Project**





## ANNEX VII

### **Terms of Reference for the Inter-Ministry Committees; National Technical Working Groups; and National Committees for the components and activities of the UNEP/GEF Project entitled:**

### ***“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”***

#### **Terms of Reference for the Inter-ministry Committees**

##### **Background and Context**

The overall goals of the project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) are: to create an environment at the regional level, in which collaboration and partnership in addressing environmental problems of the South China Sea, between all stakeholders, and at all levels is fostered and encouraged; and to enhance the capacity of the participating governments to integrate environmental considerations into national development planning.

The medium term objective of the project is to elaborate and agree at an intergovernmental level, the Strategic Action Programme encompassing specific targeted and costed actions for the longer-term, to address the priority issues and concerns.

##### **Rationale and Purpose**

To facilitate the achievement of the regional goals and objectives, each participating country shall, in accordance with paragraph 37 of the Project Brief<sup>5</sup>, establish an Inter-ministry Committee with overall responsibility for co-ordinating the work of national agencies and institutions engaged in project activities; for ensuring timely provision of national inputs to the regional working groups and other entities established under the project; and for ensuring national level acceptance of, and agreement with, the actions proposed under the Strategic Action Programme.

##### **Membership**

The Inter-ministry Committees (IMC) for the South China Sea Project shall consist of high level representatives of major ministries and departments which have responsibilities for the protection and management of the marine environment. Members should include representatives, *inter alia*, from the ministries of: Environment, Fisheries (Agriculture), Forestry, Economic Planning and Development and Finance.

The membership of the committee shall be formally established at the first meeting of the Committee, which shall elect a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson.

The Chairperson of the IMC will be one of the two representatives of the Government in the Project Steering Committee (PSC) and will attend the annual meetings of that Committee.

##### **Secretariat**

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<sup>5</sup> Paragraph 37 states: *The primary stakeholders in this project are the Ministries of Environment, of Fisheries (Agriculture) and Forestry of the participating countries. Through establishment of inter-ministry dialogue it is anticipated that wide involvement of other ministries and government departments will be assured, resulting in high level government acceptance of the outcomes of the preparatory activities and hence approval of the Strategic Action Programme.*

The National Technical Focal Point shall act as Secretary to the IMC, and shall ensure that reports of the meetings are circulated to all members of the committee, and are copied to the PCU.

The National Technical Working Group shall serve as the principal source of scientific and technical advice to the Committee.

### **Role and Function of the Inter-Ministry Committee**

The IMC shall ensure effective co-ordination and co-operation among all participating institutions within the countries concerned in order to secure the maximum benefits of the project.

### **Meetings of the Committee**

The Chairperson shall convene regular, quarterly meetings of the Committee.

The Chairperson shall convene one meeting immediately prior to the annual meetings of the Project Steering Committee in order to seek the advice of the committee, regarding the position to be taken by him/her, on decisions before the PSC.

Additional *Ad hoc* meetings may be convened by the Chairperson at the request of Committee members, or if required.

### **Terms of Reference**

#### **The IMC shall:**

- (i) Provide direction, and strategic guidance at the national level to the National Technical Working Group, and the Specialised Executing Agencies regarding programme design and implementation;
- (ii) Assume overall responsibility for the timely execution of project activities at the national level during the entire period of the project;
- (iii) Determine, on behalf of the government, the national position with respect to decisions of the Project Steering Committee, affecting project execution and implementation;
- (iv) Receive, review and approve reports from the National Technical Working Group regarding the outputs and outcomes of project activities;
- (v) Review and recommend for approval and implementation by the competent national authority, action plans and courses of action developed during the course of project execution;
- (vi) Review and recommend for adoption by the competent national authority the Regional Strategic Action Programme to be finalised during project execution;
- (vii) Ensure necessary co-ordination and co-operation, at the national level, amongst and between, the national institutions participating in project activities;
- (viii) Serve, through the Chairperson, as the National Focal Point for the project, and communicate with the PSC and the Project Co-ordinating Unit (PCU) on all matters relating to project design and implementation;
- (ix) Review and evaluate, at the national level, progress in implementation of the project, and provide guidance for improvement when necessary; and

- (x) Report progress in executing project components and activities, at the national level, to the annual meetings of the Project Steering Committee.
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## **Terms of Reference for the National Technical Working Groups**

### **Background and Context**

The overall goals of the UNEP/GEF project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) are: to create an environment at the regional level, in which collaboration and partnership in addressing environmental problems of the South China Sea, between all stakeholders, and at all levels is fostered and encouraged; and to enhance the capacity of the participating governments to integrate environmental considerations into national development planning.

The medium term objective of the project is to elaborate and agree at an intergovernmental level, the Strategic Action Programme encompassing specific targeted and costed actions for the longer-term, to address the priority issues and concerns.

### **Rationale and Purpose**

To facilitate the achievement of the regional goals and objectives, each participating country shall, in accordance with paragraph 37 of the Project Brief<sup>6</sup>, establish an Inter-ministry Committee with overall responsibility for co-ordinating the work of national agencies and institutions engaged in project activities; for ensuring timely provision of national inputs to the regional working groups and other entities established under the project; and for ensuring national level acceptance of, and agreement with, the actions proposed under the Strategic Action Programme.

To assist the Inter-Ministry Committee in achieving its overall goals and purpose a National Technical Working Group shall be established to co-ordinate the preparation of national scientific and technical reports and inputs required for the finalisation of the contents of the Regional Strategic Action Programme.

### **Membership**

The National Technical Working Group (NTWG) for the South China Sea Project shall consist of the designated chairperson within each Specialised Executing Agency (SEA) engaged in project activities. In addition, identified national experts on: environmental law; resource economics; development planning; civil and/or public administration; and cost-benefit and cost-effectiveness analysis; shall serve as full members of the working group, together with at least two representatives of national environmental NGOs and/or civil society groups having an interest, and demonstrated experience in, marine environmental matters.

The National Technical Focal Point, designated by the National Focal Point for the Project, shall act as Chairperson of the Working Group and shall represent the NTWG at meetings of the Regional Scientific and Technical Committee.

The membership of the NTWG shall be formally established at the first meeting of the working group, which shall elect a Vice-Chair and Secretary from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson. The Secretary shall be responsible for preparing and distributing reports of the meetings to all members.

### **Role and Function of the National Technical Working Group (NTWG)**

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<sup>6</sup> Paragraph 37 states: *The primary stakeholders in this project are the Ministries of Environment, of Fisheries (Agriculture) and Forestry of the participating countries. Through establishment of inter-ministry dialogue it is anticipated that wide involvement of other ministries and government departments will be assured, resulting in high level government acceptance of the outcomes of the preparatory activities and hence approval of the Strategic Action Programme.*

The National Technical Working Group shall serve as the principal source of scientific and technical advice to the Inter-Ministry Committee regarding execution of project activities at the national level.

The NTWG shall ensure effective co-ordination and co-operation among all Specialised Executing Agencies and other stakeholders within the countries concerned, in order to secure the maximum benefits of the project.

### **Meetings of the working group**

The Chairperson shall convene quarterly meetings of the working group.

The Chairperson shall convene one special meeting immediately prior to the annual meetings of the IMC that advise the Chairperson of the IMC regarding the national position with respect to the decisions before the Project Steering Committee.

Additional *Ad hoc* meetings may be convened by the Chairperson at the request of working group members, or if required.

### **Terms of Reference**

#### **The NTWG shall:**

- (i) Provide guidance to the Specialised Executing Agencies regarding design and execution of individual activities within each project component;
- (ii) Assume overall responsibility for the timely execution of project activities by the Specialised Executing Agencies;
- (iii) Advise the IMC on the scientific and technical merits of alternative courses of action proposed by the Project Steering Committee, regarding project execution and implementation;
- (iv) Receive, review and approve the scientific and technical content of reports from the Specialised Executing Agencies regarding the outputs and outcomes of project activities;
- (v) Ensure compatibility between the recommendations for action in each project area or component, for example that recommendations regarding national actions to conserve and sustainably manage mangrove resources do not conflict with those for the sustainable management of other coastal resources or ecosystems;
- (vi) Develop, for review by the IMC, national action plans and courses of action developed during the course of project execution;
- (vii) Review and recommend for adoption by the IMC and the competent national authority, national actions to be executed in support of the Regional Strategic Action Programme to be finalised during project execution;
- (viii) Review National Development Plans to ensure their compatibility with national actions designed to sustainably manage coastal and marine resources;
- (ix) Ensure necessary co-ordination and co-operation, at the national level, amongst and between, the SEAs and other stakeholders having responsibility for execution of project activities;

- (x) Review and evaluate, at the national level, progress in implementation of project activities, and provide guidance to the Specialised Executing Agencies for improvement when necessary;
  - (xi) Consider the outcome of stakeholder workshops and/or public hearings convened by the SEAs to consider and review national action plans prior to their finalisation for consideration by the IMC; and
  - (xii) Provide quarterly reports on progress in executing project activities in each project component, to the meetings of the Inter-Ministry Committee.
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## **Terms of Reference for the National Mangrove Committees**

### **Background**

One major objective of the project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) is to assist the participating countries to reverse the trends in environmental degradation in the major marine habitats in the South China Sea<sup>7</sup>. The project calls for the establishment of national committees for the priority marine habitats characterising the South China Sea and Gulf of Thailand, one of which is the National Mangrove Committee (NMC).

### **Rationale and Purpose**

Whilst the overall goals of the project are of a regional nature, sustainable management decisions can only be made on the basis of sound scientific information and advice. Such information and advice can best be provided at the national level and their development should include participation by key stakeholders.

The role of the NMC is to provide syntheses of scientific, legal, policy, socio-economic and management data and information on the national mangroves to the Regional Working Group for Mangroves, and the National Technical Working Group. The NMC will develop a national action plan for the sustainable management of mangroves. This is a working committee and its role is mainly of a technical and scientific nature. The NMC will report to the NTWG, allowing co-ordination at the national level of activities across each component of the project. Through participation of the Chairperson in the meetings of the RWG-M, experience will be shared with other participating countries, and co-ordination of project activities at the regional level assured.

### **Membership**

The NMC will be composed of individuals from various government and non-government organisations and institutions.

Members will provide a wide spectrum of expertise and interests in mangroves that include, but are not limited to: forestry, environmental economics, ecology, environmental law, fisheries, resource valuation, environmental management, planning and development, education and public awareness.

The Chairperson of the NMC will be the focal point designated by the Specialised Executing Agency (SEA), and will propose the list of members to the National Technical Focal Point.

### **Meetings**

The NMC will meet every month or more often, as and when needed.

The first meeting of the NMC will be convened within thirty days of the signature of this agreement to discuss and agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

### **Terms of Reference**

#### **The NMC shall:**

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<sup>7</sup> Project Brief for the Project: Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand.

- (i) Provide in a format to be agreed by the RSTC, such data and information as may be required from time to time by the Regional Working Group on Mangroves and/or the RSTC.
- (ii) Assist, through the Regional Working Group on Mangroves, in the preparation of a regional synthesis of data, information and research results regarding the past and present distribution, extent and state of mangrove ecosystems bordering the South China Sea; together with a review of threats to sustainable management of such systems, including planned development in the vicinity of mangrove areas;
- (iii) Assemble a national meta-database containing information on mangroves, including *inter alia* information regarding biodiversity in mangrove forests, areas of mangroves that currently enjoy varying levels of protection, and national level activities designed to restore or replant damaged or degraded mangrove systems;
- (iv) Provide a summary of all existing national legislation pertaining to the management, use and conservation of mangrove ecosystems. The structure of this report will be discussed and agreed at the regional level but will include identification of the inadequacies in current legislature and/or enforcement that serve as barriers to sustainable management, and suggestions for remedial actions.
- (v) Prepare objective criteria, including components of socio-economic valuation, based on national needs and policies, for future use in the selection of mangrove sites most suitable for conservation or for sustainable use.
- (vi) Develop a national mangrove action plan that meets the targets provisionally agreed in the regional SAP, and in the process, critically review from the national perspective, the targets and goals set by the draft SAP adopted in principle by the XIII<sup>th</sup> meeting of COBSEA (November 1998).
- (vii) Present the national mangrove action plan to workshops and public meetings as appropriate, for consideration and input from as wide as possible, a cross section of the involved stakeholders.
- (viii) Based on criteria developed by the RSTC for the selection of demonstration sites, prepare and submit proposal(s) for the mangrove demonstration site(s) to be adopted by the intergovernmental Project Steering Committee.

## **Terms of Reference for the National Coral Reef Committees**

### **Background**

One major objective of the project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) is to assist the participating countries to reverse the trends in environmental degradation in the major marine habitats in the South China Sea<sup>8</sup>. The project calls for the establishment of national committees for the priority marine habitats characterising the South China Sea and Gulf of Thailand, one of which is the National Coral Reef Committee (NCRC).

### **Rationale and Purpose**

Whilst the overall goals of the project are of a regional nature, sustainable management decisions can only be made on the basis of sound scientific information and advice. Such information and advice can best be provided at the national level and their development should include participation by key stakeholders.

The role of the NCRC is to provide syntheses of scientific, legal, policy, socio-economic and management data and information on the national coral reefs to the Regional Working Group for Coral Reefs, and the National Technical Working Group. The NCRC will develop a national action plan for the sustainable management of coral reefs. This is a working committee and its role is mainly of a technical and scientific nature. The NCRC will report to the NTWG, allowing co-ordination at the national level of activities across each component of the project. Through participation of the Chairperson in the meetings of the RWG-M, experience will be shared with other participating countries, and co-ordination of project activities at the regional level assured.

### **Membership**

The NCRC will be composed of individuals from various government and non-government organisations and institutions.

Members will provide a wide spectrum of expertise and interests in coral reefs that include, but are not limited to: tourism environmental economics, ecology, environmental law, fisheries, resource valuation, environmental management, planning and development, education and public awareness.

The Chairperson of the NCRC will be the focal point designated by the SEA, and will propose the list of members to the National Technical Focal Point.

### **Meetings**

The NCRC will meet every month or more often, as and when needed.

The first meeting of the NCRC will be convened within thirty days of the signature of this agreement to discuss and agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

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<sup>8</sup> Project Brief for the Project: Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand.

## Terms of Reference

### The NCRC shall:

- (i) Provide in a format to be agreed by the RSTC, such data and information as may be required from time to time by the Regional Working Group on Coral Reefs and/or the RSTC;
  - (ii) Assist, through the Regional Working Group on Coral Reefs, in the preparation of a regional synthesis of data, information and research results regarding the past and present distribution, extent and state of coral reef ecosystems bordering the South China Sea; together with a review of threats to sustainable management of such systems, including planned development in the vicinity of coral reefs;
  - (iii) Assemble a national meta-database containing information on coral reefs, including *inter alia* information regarding biodiversity in coral reefs, areas of coral reefs that currently enjoy varying levels of protection, and national level activities designed to restore or replant damaged or degraded coral reef systems;
  - (iv) Provide a summary of all existing national legislation pertaining to the management, use and conservation of coral reef ecosystems. The structure of this report will be discussed and agreed at the regional level but will include identification of the inadequacies in current legislature and/or enforcement that serve as barriers to sustainable management, and suggestions for remedial actions;
  - (v) Prepare objective criteria, including components of socio-economic valuation, based on national needs and policies, for future use in the selection of coral reefs most suitable for conservation or for sustainable use;
  - (vi) Develop a national coral reef action plan that meets the targets provisionally agreed in the regional SAP, and in the process, critically review from the national perspective, the targets and goals set by the draft SAP adopted in principle by the XIII<sup>th</sup> meeting of COBSEA (November 1998);
  - (vii) Present the national coral reef action plan to workshops and public meetings as appropriate, for consideration and input from as wide as possible, a cross section of the involved stakeholders; and
  - (viii) Based on criteria developed by the RSTC for the selection of demonstration sites, prepare and submit proposal(s) for the coral reef demonstration site(s) to be adopted by the intergovernmental Project Steering Committee.
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## **Terms of Reference for the National Seagrass Committees**

### **Background**

One major objective of the project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) is to assist the participating countries to reverse the trends in environmental degradation in the major marine habitats in the South China Sea<sup>9</sup>. The project calls for the establishment of national committees for the priority marine habitats characterising the South China Sea and Gulf of Thailand, one of which is the National Seagrass Committee (NSGC).

### **Rationale and Purpose**

Whilst the overall goals of the project are of a regional nature, sustainable management decisions can only be made on the basis of sound scientific information and advice. Such information and advice can best be provided at the national level and their development should include participation by key stakeholders.

The role of the NSGC is to provide syntheses of scientific, legal, policy, socio-economic and management data and information on the national seagrass beds to the Regional Working Group for Seagrasses, and the National Technical Working Group. The NSGC will develop a national action plan for the sustainable management of seagrass beds. This is a working committee and its role is mainly of a technical and scientific nature. The NSGC will report to the NTWG, allowing co-ordination at the national level of activities across each component of the project. Through participation of the Chairperson in the meetings of the seagrass RWG, experience will be shared with other participating countries, and co-ordination of project activities at the regional level assured.

### **Membership**

The NSGC will be composed of individuals from various government and non-government organisations and institutions.

Members will provide a wide spectrum of expertise and interests in seagrasses that include, but are not limited to: environmental economics, ecology, environmental law, fisheries, resource valuation, environmental management, planning and development, education and public awareness.

The Chairperson of the NSGC will be the focal point designated by the SEA, and will propose the list of members to the National Technical Focal Point.

### **Meetings**

The NSGC will meet every month or more often, as and when needed.

The first meeting of the NSGC will be convened within thirty days of the signature of this agreement to discuss and agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

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<sup>9</sup> *Project Brief for the Project: Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand.*

## Terms of Reference

### The NSGC shall:

- (i) Provide in a format to be agreed by the RSTC, such data and information as may be required from time to time by the Regional Working Group on Seagrasses and/or the RSTC;
  - (ii) Assist, through the Regional Working Group on Seagrasses, in the preparation of a regional synthesis of data, information and research results regarding the past and present distribution, extent and state of seagrass ecosystems bordering the South China Sea; together with a review of threats to sustainable management of such systems, including planned development in the vicinity of seagrass areas;
  - (iii) Assemble a national meta-database containing information on seagrasses, including *inter alia* information regarding biodiversity in seagrass beds, areas of seagrasses that currently enjoy varying levels of protection, and national level activities designed to restore or replant damaged or degraded seagrass systems;
  - (iv) Provide a summary of all existing national legislation pertaining to the management, use and conservation of seagrass ecosystems. The structure of this report will be discussed and agreed at the regional level but will include identification of the inadequacies in current legislature and/or enforcement that serve as barriers to sustainable management, and suggestions for remedial actions;
  - (v) Prepare objective criteria, including components of socio-economic valuation, based on national needs and policies, for future use in the selection of seagrass sites most suitable for conservation or for sustainable use;
  - (vi) Develop a national seagrass action plan that meets the targets provisionally agreed in the regional SAP, and in the process, critically review from the national perspective, the targets and goals set by the draft SAP adopted in principle by the XIII<sup>th</sup> meeting of COBSEA (November 1998);
  - (vii) Present the national seagrass action plan to workshops and public meetings as appropriate, for consideration and input from as wide as possible, a cross section of the involved stakeholders; and
  - (viii) Based on criteria developed by the RSTC for the selection of demonstration sites, prepare and submit proposal(s) for the seagrass demonstration site(s) to be adopted by the intergovernmental Project Steering Committee.
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## **Terms of Reference for the National Wetlands Committees**

### **Background**

One major objective of the project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) is to assist the participating countries to reverse the trends in environmental degradation in the major marine habitats in the South China Sea<sup>10</sup>. The project calls for the establishment of national committees for the priority marine habitats characterising the South China Sea and Gulf of Thailand, one of which is the National Wetlands Committee (NWC).

### **Rationale and Purpose**

Whilst the overall goals of the project are of a regional nature, sustainable management decisions can only be made on the basis of sound scientific information and advice. Such information and advice can best be provided at the national level and their development should include participation by key stakeholders.

The role of the NWC is to provide syntheses of scientific, legal, policy, socio-economic and management data and information on the national wetlands to the Regional Working Group for Wetlands, and the National Technical Working Group. The NWC will develop a national action plan for the sustainable management of wetlands. This is a working committee and its role is mainly of a technical and scientific nature. The NWC will report to the NTWG, allowing co-ordination at the national level of activities across each component of the project. Through participation of the Chairperson in the meetings of the RWG-M, experience will be shared with other participating countries, and co-ordination of project activities at the regional level assured.

### **Membership**

The NWC will be composed of individuals from various government and non-government organisations and institutions.

Members will provide a wide spectrum of expertise and interests in wetlands that include, but are not limited to: ornithology, environmental economics, ecology, environmental law, fisheries, resource valuation, environmental management, planning and development, education and public awareness.

The Chairperson of the NWC will be the focal point designated by the SEA, and will propose the list of members to the National Technical Focal Point.

### **Meetings**

The NWC will meet every month or more often, as and when needed.

The first meeting of the NWC will be convened within thirty days of the signature of this agreement to discuss and agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

### **Terms of Reference**

#### **The NWC shall:**

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<sup>10</sup> Project Brief for the Project: Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand.

- (i) Provide in a format to be agreed by the RSTC, such data and information as may be required from time to time by the Regional Working Group on Wetlands and/or the RSTC;
  - (ii) Assist, through the Regional Working Group on Wetlands, in the preparation of a regional synthesis of data, information and research results regarding the past and present distribution, extent and state of wetlands bordering the South China Sea; together with a review of threats to sustainable management of such systems, including planned development in the vicinity of wetlands;
  - (iii) Assemble a national meta-database containing information on wetlands, including *inter alia* information regarding biodiversity in wetlands, areas of wetlands that currently enjoy varying levels of protection e.g. Ramsar, and national level activities designed to restore damaged or degraded wetlands;
  - (iv) Provide a summary of all existing national legislation pertaining to the management, use and conservation of wetlands. The structure of this report will be discussed and agreed at the regional level but will include identification of the inadequacies in current legislature and/or enforcement that serve as barriers to sustainable management, and suggestions for remedial actions;
  - (v) Prepare objective criteria, including components of socio-economic valuation, based on national needs and policies, for future use in the selection of wetlands sites most suitable for conservation or for sustainable use;
  - (vi) Develop a national wetlands action plan that meets the targets provisionally agreed in the regional SAP, and in the process, critically review from the national perspective, the targets and goals set by the draft SAP adopted in principle by the XIII<sup>th</sup> meeting of COBSEA (November 1998); and
  - (vii) Present the national wetlands action plan to workshops and public meetings as appropriate, for consideration and input from as wide as possible, a cross section of the involved stakeholders.
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## **Terms of Reference for the National Fisheries Committees**

### **Background**

One major objective of the project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) is to assist the participating countries to reverse the trends in environmental degradation in the major marine habitats in the South China Sea<sup>11</sup>. The project calls for the establishment of national committees for components of the SCS Project, one of which is the National Fisheries Committee (NFC)<sup>12</sup>.

### **Rationale and Purpose**

Whilst the overall goals of the project are of a regional nature, sustainable management decisions can only be made on the basis of sound scientific information and advice. Such information and advice can best be provided at the national level and their development should include participation by key stakeholders.

The role of the NFC is to provide syntheses of scientific, legal, policy, socio-economic and management data and information on national fisheries to the Regional Working Group for Fisheries, and the National Technical Working Group. The NFC will develop a national action plan for the sustainable management of fisheries. This is a working committee and its role is mainly of a technical and scientific nature. The NFC will report to the NTWG, allowing co-ordination at the national level of activities across each component of the project. Through participation of the Chairperson in the meetings of the RWG-F, experience will be shared with other participating countries, and co-ordination of project activities at the regional level assured.

### **Membership**

The NFC will be composed of individuals from various government and non-government organisations and institutions.

Members will provide a wide spectrum of expertise and interests in fisheries that include, but are not limited to: environmental and fisheries economics, ecology, environmental and fisheries law, fisheries, resource valuation, environmental management, planning and development, education and public awareness.

The Chairperson of the NFC will be the focal point designated by the SEA, and will propose the list of members to the National Technical Focal Point.

### **Meetings**

The NFC will meet every month or more often, as and when needed.

The first meeting of the NFC will be convened within thirty days of the signature of this agreement to discuss and agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

### **Terms of Reference**

#### **The NFC shall:**

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<sup>11</sup> *Project Brief for the Project: Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand.*

<sup>12</sup> *This component focuses on transboundary fisheries issues in the Gulf of Thailand but does not exclude national level demonstration activities by the Philippines or Indonesia.*

- (i) Provide in a format to be agreed by the RSTC, such data and information as may be required from time to time by the Regional Working Group on Fisheries and/or the RSTC;
  - (ii) Assist, through the Regional Working Group on Fisheries, in the preparation of a regional synthesis of data, information and research results regarding the fish stocks to determine the level of environmental and economic optimal catch and effort to maintain sustainable stocks of fish in the Gulf of Thailand, together with a review of threats to sustainable management of fisheries;
  - (iii) Develop a national fisheries action plan that meets the targets provisionally agreed in the regional SAP and in the process, critically review from the national perspective, the targets and goals sent by the draft SAP adopted in principle by the XIII<sup>th</sup> COBSEA meeting (November, 1998);
  - (iv) Assemble a national meta-database containing information on fisheries, including *inter alia* information regarding, fishing grounds that currently enjoy varying levels of protection, and national level activities designed to conserve and sustain fisheries among small and artisanal fishing communities;
  - (v) Provide a summary of all existing national legislation pertaining to the management, use and conservation of fisheries, highlighting those that promote the FAO Code of Conduct for Responsible Fisheries. The structure of this report will be discussed and agreed at the regional level but will include identification of the inadequacies in current legislature and/or enforcement that serve as barriers to sustainable fisheries management, and suggestions for remedial actions;
  - (vi) Prepare objective criteria to protect endangered species;
  - (vii) Develop criteria to determine the national significance of spawning and nursery areas from which priorities for national management action will be given to the RWG-F;
  - (viii) Present the national fisheries action plan to workshops and public meetings as appropriate, for consideration and input from as wide as possible, a cross section of the involved stakeholders; and
  - (ix) Evaluate a prototype blast fishing detection system with criteria for selection of such a device as a demonstration for regional use.
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## **Terms of Reference for the National Land-based Pollution Committees**

### **Background**

One major objective of the project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) is to assist the participating countries to reverse the trends in environmental degradation in the major marine habitats in the South China Sea<sup>13</sup>. A major source of degradation of marine habitats is land-based pollution. The project calls for the establishment of national committees for components of in the South China Sea Project, one of which is the National Land-based Pollution Committee (NL-bPC).

### **Rationale and Purpose**

Whilst the overall goals of the project are of a regional nature, sustainable management decisions can only be made on the basis of sound scientific information and advice. Such information and advice can best be provided at the national level and their development should include participation by key stakeholders.

The role of the NL-bPC is to provide syntheses of scientific, legal, policy, socio-economic and management data and information on national land-based pollution to the Regional Working Group for Land-based Pollution, and the National Technical Working Group. The NL-bPC will develop a national action plan for the management of land-based pollution. This is a working committee and its role is mainly of a technical and scientific nature. The NL-bPC will report to the NTWG, allowing co-ordination at the national level of activities across each component of the project. Through participation of the Chairperson in the meetings of the RWG-L-bP, experience will be shared with other participating countries, and co-ordination of project activities at the regional level assured.

### **Membership**

The NL-bPC will be composed of individuals from various government and non-government organisations and institutions.

Members will provide a wide spectrum of expertise and interests in land-based pollution that include, but are not limited to: water quality, economics, ecology, environmental law, industry, resource valuation, environmental management, urban and industrial planning and development, education and public awareness and environmental impact assessment.

The Chairperson of the NL-bPC will be the focal point designated by the SEA, and will propose the list of members to the National Technical Focal Point.

### **Meetings**

The NL-bPC will meet every month or more often, as and when needed.

The first meeting of the NL-bPC will be convened within thirty days of the signature of this agreement to discuss and agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

### **Terms of Reference**

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<sup>13</sup> Project Brief for the Project: *Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand*.

**The NL-bPC shall:**

- (i) Provide, in a format to be agreed by the RSTC, such data and information as may be required from time to time by the Regional Working Group on Land-based Pollution and/or the RSTC;
  - (ii) Assist, through the Regional Working Group on Land-based Pollution, in the preparation of a regional synthesis of data, information and research results regarding the past and present extent and state of land-based pollution including planned development that affect the coastal waters bordering the South China Sea; together with a review of threats by land-based sources of pollution on coastal ecosystems;
  - (iii) Assemble a national meta-database containing information on land-based pollution, including *inter alia* information regarding water quality standards and controls and water quality monitoring results;
  - (iv) Provide water quality standards, controls on water standards and gaps in information that can be used by the RWG-L-bP to harmonise standards at a regional level;
  - (v) Provide a summary of all existing national legislation pertaining to water quality standards and enforcement. The structure of this report will be discussed and agreed at the regional level but will include identification of the inadequacies in current legislature and/or enforcement that serve as barriers to management of land-based pollution, and suggestions for remedial actions;
  - (vi) Prepare objective criteria for evaluation of the carrying capacity of sensitive ecosystems and nationally chosen "hot spots" that will be used by the RWG-L-bP to evaluate criteria for regional and transboundary choice of important pollution "hot spots";
  - (vii) Develop a national land-based pollution action plan that meets the targets provisionally agreed in the regional SAP, and in the process, critically review from the national perspective, the targets and goals set by the draft SAP adopted in principle by the XIII<sup>th</sup> meeting of COBSEA (November 1998);
  - (viii) Present the national land-based pollution action plan to workshops and public meetings as appropriate, for consideration and input from as wide as possible, a cross section of the involved stakeholders; and
  - (ix) Based on criteria developed by the RSTC for the selection of pilot sites, prepare and submit proposal(s) for the land-based pollution pilot site(s) addressing specific pollutants of global, regional and transboundary significance, to be adopted by the intergovernmental Project Steering Committee.
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## ANNEX VIII

### **Terms of Reference for the Regional Scientific and Technical Committee, and Regional Working Groups, for the components and activities of the UNEP/GEF Project entitled: “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”**

#### **Terms of Reference for the Regional Scientific and Technical Committee**

##### **Background and Context**

The overall goals of the UNEP/GEF Project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) are: to create an environment at the regional level, in which collaboration and partnership in addressing environmental problems of the South China Sea, between all stakeholders, and at all levels is fostered and encouraged; and to enhance the capacity of the participating governments to integrate environmental considerations into national development planning.

The medium term objective of the project is to elaborate and agree at an intergovernmental level, the Strategic Action Programme encompassing specific targeted and costed actions for the longer-term, to address the priority issues and concerns.

##### **Rationale and Purpose**

To facilitate the achievement of the regional goals and objectives, a Regional Scientific and Technical Committee (RSTC) for the South China Sea Project will be established with overall responsibility for: co-ordinating the work of the regional working groups; for ensuring effective implementation of activities undertaken during project execution; and to provide sound scientific and technical advice to the Project Steering Committee (PSC).

##### **Membership**

The Regional Scientific and Technical Committee (RSTC) of the South China Sea Project shall consist of:

- the Chairpersons of the National Technical Working Groups (NTWG);
- the Chairpersons of the Regional Working Groups for project components;
- selected regional experts; and,
- the Director of the Project Co-ordination Unit (PCU).

The PCU in consultation with the National Technical Focal Points for the project shall nominate no more than six such experts to ensure a balance of expertise and specialisation consistent with the mandate of the Committee.

The membership of the RSTC shall be formally established at the first meeting, at which they shall elect a Chairperson and a Vice-Chair from amongst the members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson.

The Chairperson and Vice-Chair shall participate as observers in the annual meetings of the Project Steering Committee at which they shall present the reports and recommendations of the RSTC.

##### **Secretariat**

The Project Co-ordinating Unit shall act as Secretariat to the RSTC and shall ensure that reports of the meetings are circulated to all members of the Project Steering Committee.

### **Role and Function**

As the over-riding scientific and technical body for the project the RSTC shall provide sound scientific and technical advice to the Project Steering Committee regarding matters requiring decision and shall provide direction, and strategic guidance to the National Technical, and Regional Working Groups for each component of the project.

### **Meetings of the Committee**

The PCU in consultation with the Chairperson shall convene meetings of the RSTC according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

The first meeting of the RSTC will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

### **Terms of Reference**

#### **The RSTC shall:**

- (i) Provide direction, and strategic guidance to the Regional Working Groups for each component of the project;
- (ii) Assume overall responsibility for co-ordinating the timely execution of project activities within the various components of the project;
- (iii) Receive, and review reports, data and information from the National Technical Working Groups (NTWGs) and from the Regional Working Groups and compile the regional syntheses regarding overall needs and priorities to achieve sustainable management;
- (iv) Receive and review reports, data and information from the RWG on ecosystem restoration and rehabilitation and compile regional syntheses on best practises for ecosystem restoration, for adoption by the PSC;
- (v) Receive and review guidelines for legislation and/or enforcement from regional ecosystem working group and provide the revised guidelines to the PSC for adoption;
- (vi) Assume overall responsibility for the development, in close collaboration with the PCU and the NTWGs, of regionally appropriate systems of ecosystem valuation that can be applied in the context of costing alternative interventions proposed for the implementation of the Strategic Action Programme;
- (vii) Review the criteria, developed by the Regional Working Groups (RWGs), for adoption by the Project Steering Committee, for the determination of the global, regional and transboundary significance of ecosystems within and bordering the South China Sea<sup>14</sup>;
- (vii) Advise the PCU and the NTWGs in each country, on the need for compatibility and linkage between existing meta-databases and those established under the project, and cost effective means of achieving such linkages;

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<sup>14</sup> In this context the role of the RSTC is critical in ensuring that the criteria developed for each system are compatible and mutually supportive.

- (viii) Advise the PCU and NTWGs on the need for public awareness and information materials concerning regionally and globally important ecosystems;
  - (ix) Consider the advice of the RWGs concerning the choice of priority areas for adoption as demonstration sites and recommend to the Project Steering Committee the choice of areas of regional and transboundary significance for adoption as regional demonstration sites;
  - (x) Develop, in close collaboration with the PCU, the NTWGs in each country and the RWGs, for subsequent review and adoption by the Project Steering Committee, the proposed targets and timelines for achieving sustainable management of coastal and marine ecosystems bordering the South China Sea and Gulf of Thailand, that will be included in the revised Strategic Action Programme;
  - (xi) Review and evaluate, from a scientific and technical perspective, progress in implementation of the various components of the project, and provide guidance for improvement when necessary; and
  - (xii) Develop annual workplans and provide periodic progress reports to the Project Steering Committee.
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## **Terms of Reference for the Regional Working Group on Mangroves**

### **Background and Context**

The overall goals of the Project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) are: to create an environment at the regional level, in which collaboration and partnership in addressing environmental problems of the South China Sea, between all stakeholders, and at all levels is fostered and encouraged; and to enhance the capacity of the participating governments to integrate environmental considerations into national development planning.

The medium term objective of the project is to elaborate and agree at an intergovernmental level, the Strategic Action Programme encompassing specific targeted and costed actions for the longer-term, to address the priority issues and concerns.

### **Rationale and Purpose**

To facilitate the achievement of the regional goals and objectives, a Regional Working Group for the Mangrove component (RWG-M) shall be established with overall responsibility for: co-ordinating the work of the National Mangrove Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the mangrove component of the project; and to provide a mechanism for exchange of information and experience of mangrove management activities in each country.

### **Membership**

The RWG-M of the South China Sea Project shall consist of the Chairpersons of the National Mangrove Committees together with one member of the Project Co-ordinating Unit (PCU) and selected regional experts. The PCU in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

The membership of the RWG-M shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson.

The Chairperson of the RWG-M will represent the RWG-M on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

### **Secretariat**

The Project Co-ordinating Unit (PCU) shall act as Secretariat to the RWG-M, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee.

The National Mangrove Committees shall serve as the principal source of national scientific and technical data and information to the RWG-M.

## **Role and Function**

The RWG-M shall ensure effective co-ordination of the work and co-operation among the National Mangrove Committees in the participating countries, to ensure effective execution of activities in the mangrove component of the project.

## **Meetings of the Committee**

The PCU in consultation with the Chairperson shall convene meetings of the RWG-M according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

The first meeting of the RWG-M will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

## **Terms of Reference**

### **The RWG-M shall:**

- (i) Provide direction, and strategic guidance to the National Mangrove Committees;
- (ii) Assume overall responsibility for the timely execution of project activities within the mangrove component of the project;
- (iii) Develop, in close collaboration with the National Mangrove Committees, criteria, for adoption by the Project Steering Committee, for the determination of the global, regional and transboundary significance of mangroves bordering the South China Sea;
- (iv) Develop, in close collaboration with the National Mangrove Committees, a regional mangrove meta-database including metadata on biodiversity and the results of mangrove research pertaining to this project. Other data and information products as may be deemed necessary from time to time should be included;
- (v) Develop, in close collaboration with the National Mangrove Committees, public awareness and information materials concerning the national and regional importance of such ecosystems;
- (vi) Develop in close collaboration with the National Mangrove Committees, systems for economic valuation of mangrove ecosystems with a view to incorporation of such valuations in national economic and development planning;
- (vii) Receive, and review reports, data and information from the National Mangrove Committees and compile the regional syntheses regarding mangrove management needs and priorities. This review should consider planned development reported on by the NCRC;
- (viii) Recommend, to the RSTC, the choice of priority mangroves of regional and transboundary significance for adoption as regional demonstration sites;
- (ix) Develop guidelines for national legislation pertaining to the management, use and conservation of mangrove ecosystems, keeping in mind the inadequacies of each national set of legislature provided by the National Mangrove Committees;
- (x) Develop guidelines regarding best practices for sustainable mangrove management for adoption and application at national level in participating countries;

- (xi) Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in the Strategic Action programme in order to achieve, sustainable management of mangroves bordering the South China Sea and Gulf of Thailand;
  - (xii) Prepare a regional review of national experiences in mangrove restoration with a view to developing widely applicable guidelines concerning best practices in mangrove restoration and rehabilitation;
  - (xiii) Review and evaluate, at the regional level, progress in implementation of the mangrove component of the project, and provide guidance for improvement when necessary; and
  - (xiv) Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.
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## **Terms of Reference for the Regional Working Group on Coral Reefs**

### **Background and Context**

The overall goals of the Project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) are: to create an environment at the regional level, in which collaboration and partnership in addressing environmental problems of the South China Sea, between all stakeholders, and at all levels is fostered and encouraged; and to enhance the capacity of the participating governments to integrate environmental considerations into national development planning.

The medium term objective of the project is to elaborate and agree at an intergovernmental level, the Strategic Action Programme encompassing specific targeted and costed actions for the longer-term, to address the priority issues and concerns.

### **Rationale and Purpose**

To facilitate the achievement of the regional goals and objectives, a Regional Working Group for the Coral Reef component (RWG-CR) shall be established with overall responsibility for: co-ordinating the work of the National Coral Reef Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the coral reef component of the project; and to provide a mechanism for exchange of information and experience of coral reef management activities in each country.

### **Membership**

The RWG-CR of the South China Sea Project shall consist of the Chairpersons of the National Coral Reef Committees together with one member of the Project Co-ordinating Unit (PCU) and selected regional experts. The PCU in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

The membership of the RWG-CR shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson.

The Chairperson of the RWG-CR will represent the RWG-CR on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

### **Secretariat**

The Project Co-ordinating Unit shall act as Secretariat to the RWG-CR, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the RSTC.

The National Coral Reef Committees (NCRC) shall serve as the principal source of national scientific and technical data and information to the RWG-CR.

## **Role and Function**

The RWG-CR shall ensure effective co-ordination of the work and co-operation among the National Coral Reef Committees in the participating countries, to ensure effective execution of activities in the coral reef component of the project.

## **Meetings of the Committee**

The PCU in consultation with the Chairperson shall convene meetings of the RWG-CR according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

The first meeting of the RWG-CR will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

## **Terms of Reference**

### **The RWG-CR shall:**

- (i) Provide direction, and strategic guidance to the National Coral Reef Committees;
- (ii) Assume overall responsibility for the timely execution of project activities within the coral reef component of the project;
- (iii) Develop, in close collaboration with the National Coral Reef Committees, criteria, for adoption by the Project Steering Committee, for the determination of the global, regional and transboundary significance of coral reefs bordering the South China Sea;
- (iv) Develop, in close collaboration with the National Coral Reef Committees, a regional coral reef meta-database including metadata on biodiversity and the results of coral reef research pertaining to this project. Other data and information products as may be deemed necessary from time to time should be included;
- (v) Develop in close collaboration with the National Coral Reef Committees, public awareness and information materials concerning the national and regional importance of such ecosystems;
- (vi) Develop in close collaboration with the National Coral Reef Committees, systems for economic valuation of coral reef ecosystems with a view to incorporation of such valuations in national economic and development planning;
- (vii) Receive, and review reports, data and information from the National Coral Reef Committees and compile the regional syntheses regarding coral reef management needs and priorities. This review should consider planned development reported on by the NCRC;
- (viii) Recommend, to the Regional Scientific and Technical Committee, the choice of priority coral reefs of regional and transboundary significance for adoption as regional demonstration sites;
- (ix) Develop guidelines for national legislation pertaining to the management, use and conservation of coral reef ecosystems, keeping in mind the inadequacies of each national set of legislature provided by the National Coral Reef Committees;

- (x) Develop guidelines regarding best practices for sustainable coral reef management for adoption and application at national level in participating countries;
  - (xi) Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in the Strategic Action programme in order to achieve, sustainable management of coral reefs bordering the South China Sea and Gulf of Thailand;
  - (xii) Prepare a regional review of national experiences in coral reef restoration with a view to developing widely applicable guidelines concerning best practices in coral reef restoration and rehabilitation;
  - (xiii) Review and evaluate, at the regional level, progress in implementation of the coral reef component of the project, and provide guidance for improvement when necessary; and
  - (xiv) Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.
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## **Terms of Reference for the Regional Working Group on Seagrass**

### **Background and Context**

The overall goals of the Project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) are: to create an environment at the regional level, in which collaboration and partnership in addressing environmental problems of the South China Sea, between all stakeholders, and at all levels is fostered and encouraged; and to enhance the capacity of the participating governments to integrate environmental considerations into national development planning.

The medium term objective of the project is to elaborate and agree at an intergovernmental level, the Strategic Action Programme encompassing specific targeted and costed actions for the longer-term, to address the priority issues and concerns.

### **Rationale and Purpose**

To facilitate the achievement of the regional goals and objectives, a Regional Working Group for seagrass component (RWG-SG) shall be established with overall responsibility for: co-ordinating the work of the National Seagrass Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the seagrass component of the project; and to provide a mechanism for exchange of information and experience of seagrass management activities in each country.

### **Membership**

The RWG-SG of the South China Sea Project shall consist of the Chairpersons of the National Seagrass Committees (NSGC) together with one member of the Project Co-ordinating Unit (PCU) and selected regional experts. The PCU in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

The membership of the RWG-SG shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson.

The Chairperson of the RWG-SG will represent the RWG-SG on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

### **Secretariat**

The Project Co-ordinating Unit shall act as Secretariat to the RWG-SG, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee.

The National Seagrass Committees shall serve as the principal source of national scientific and technical data and information to the RWG-SG.

## **Role and Function**

The RWG-SG shall ensure effective co-ordination of the work and co-operation among the National Seagrass Committees in the participating countries, to ensure effective execution of activities in the seagrass component of the project.

## **Meetings of the Committee**

The PCU in consultation with the Chairperson shall convene meetings of the RWG-SG according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

The first meeting of the RWG-SG will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

## **Terms of Reference**

### **The RWG-SG shall:**

- (i) Provide direction, and strategic guidance to the National Seagrass Committees;
- (ii) Assume overall responsibility for the timely execution of project activities within the seagrass component of the project;
- (iii) Develop, in close collaboration with the National Seagrass Committees, criteria, for adoption by the Project Steering Committee, for the determination of the global, regional and transboundary significance of seagrass areas bordering the South China Sea;
- (iv) Develop, in close collaboration with the National Seagrass Committees, a regional seagrass meta-database including metadata on biodiversity and the results of seagrass research pertaining to this project. Other data and information products as may be deemed necessary from time to time should be included;
- (v) Develop, in close collaboration with the National Seagrass Committees, public awareness and information materials concerning the national and regional importance of such ecosystems;
- (vi) Develop in close collaboration with the National Seagrass Committees, systems for economic valuation of seagrass ecosystems with a view to incorporation of such valuations in national economic and development planning;
- (vii) Receive, and review reports, data and information from the National Seagrass Committees and compile the regional syntheses regarding seagrass management needs and priorities. This review should consider planned development reported on by the NSGC;
- (viii) Recommend, to the Regional Scientific and Technical Committee, the choice of priority seagrass areas of regional and transboundary significance for adoption as regional demonstration sites;
- (ix) Develop guidelines for national legislation pertaining to the management, use and conservation of seagrass ecosystems, keeping in mind the inadequacies of each national set of legislature provided by the National Seagrass Committees;

- (x) Develop guidelines regarding best practices for sustainable seagrass management for adoption and application at national level in participating countries;
  - (xi) Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in the Strategic Action programme in order to achieve, sustainable management of seagrass systems bordering the South China Sea and the Gulf of Thailand;
  - (xii) Prepare a regional review of national experiences in seagrass restoration with a view to developing widely applicable guidelines concerning best practices in seagrass restoration and rehabilitation;
  - (xiii) Review and evaluate, at the regional level, progress in implementation of the seagrass component of the project, and provide guidance for improvement when necessary; and
  - (xiv) Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.
-

## **Terms of Reference for the Regional Working Group on Wetlands**

### **Background and Context**

The overall goals of the Project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) are: to create an environment at the regional level, in which collaboration and partnership in addressing environmental problems of the South China Sea, between all stakeholders, and at all levels is fostered and encouraged; and to enhance the capacity of the participating governments to integrate environmental considerations into national development planning.

The medium term objective of the project is to elaborate and agree at an intergovernmental level, the Strategic Action Programme encompassing specific targeted and costed actions for the longer-term, to address the priority issues and concerns.

### **Rationale and Purpose**

To facilitate the achievement of the regional goals and objectives, a Regional Working Group for the Wetland component (RWG-W) shall be established with overall responsibility for: co-ordinating the work of the National Wetlands Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the wetlands component of the project; and to provide a mechanism for exchange of information and experience of wetlands management activities in each country.

### **Membership**

The RWG-W of the South China Sea Project shall consist of the Chairpersons of the National Wetlands Committees (NWC) together with one member of the Project Co-ordinating Unit (PCU) and selected regional experts. The PCU in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

The membership of the RWG-W shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson.

The Chairperson of the RWG-W will represent the RWG-W on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

### **Secretariat**

The Project Co-ordinating Unit shall act as Secretariat to the RWG-W, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee. The National Wetlands Committees shall serve as the principal source of national scientific and technical data and information to the RWG-W.

## **Role and Function**

The RWG-W shall ensure effective co-ordination of the work and co-operation among the National Wetlands Committees in the participating countries, to ensure effective execution of activities in the wetlands component of the project.

## **Meetings of the Committee**

The PCU in consultation with the Chairperson shall convene meetings of the RWG-W according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

The first meeting of the RWG-W will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

## **Terms of Reference**

### **The RWG-W shall:**

- (i) Provide direction, and strategic guidance to the National Wetlands Committees;
- (ii) Assume overall responsibility for the timely execution of project activities within the wetlands component of the project;
- (iii) Develop, in close collaboration with the National Wetlands Committees, criteria, for adoption by the Project Steering Committee, for the determination of the global, regional and transboundary significance of wetlands bordering the South China Sea;
- (iv) Develop, in close collaboration with the National Wetlands Committees, a regional wetlands meta-database including metadata on biodiversity and the results of wetlands research pertaining to this project. Other data and information products as may be deemed necessary from time to time should be included;
- (v) Develop, in close collaboration with the National Wetlands Committees, public awareness and information materials concerning the national and regional importance of such ecosystems;
- (vi) Develop in close collaboration with the National Wetlands Committees, systems for economic valuation of wetlands with a view to incorporation of such valuations in national economic and development planning;
- (vii) Receive, and review reports, data and information from the National Wetlands Committees and compile the regional syntheses regarding wetlands management needs and priorities. This review should consider planned development reported on by the NWC;
- (viii) Recommend, to the Regional Scientific and Technical Committee, the choice of priority wetlands of regional and transboundary significance for adoption as regional demonstration sites;
- (ix) Develop guidelines for national legislation pertaining to the management, use and conservation of wetlands ecosystems, keeping in mind the inadequacies of each national set of legislature provided by the National Wetlands Committees;

- (x) Develop guidelines regarding best practices for sustainable wetlands management for adoption and application at national level in participating countries;
  - (xi) Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in the Strategic Action programme in order to achieve, sustainable management of wetlands bordering the South China Sea and Gulf of Thailand;
  - (xii) Prepare a regional review of national experiences in wetlands restoration with a view to developing widely applicable guidelines concerning best practices in wetlands restoration and rehabilitation;
  - (xiii) Review and evaluate, at the regional level, progress in implementation of the wetlands component of the project, and provide guidance for improvement when necessary; and
  - (xiv) Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.
-

## **Terms of Reference for the Regional Working Group on Fisheries**

### **Background and Context**

The overall goals of the Project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) are: to create an environment at the regional level, in which collaboration and partnership in addressing environmental problems of the South China Sea<sup>15</sup>, between all stakeholders, and at all levels is fostered and encouraged; and to enhance the capacity of the participating governments to integrate environmental considerations into national development planning.

The medium term objective of the project is to elaborate and agree at an intergovernmental level, the Strategic Action Programme encompassing specific targeted and costed actions for the longer-term, to address the priority issues and concerns.

### **Rationale and Purpose**

To facilitate the achievement of the regional goals and objectives, a Regional Working Group for the Fishery component (RWG-F) shall be established with overall responsibility co-ordinating the work of the National Fisheries Committees (NFC) established in the participating countries; for ensuring effective implementation of project activities undertaken in the context of the fisheries component of the project; and to provide a mechanism for exchange of information and experience of fisheries management activities in each country.

### **Membership**

The RWG-F of the South China Sea Project shall consist of the Chairpersons of the National Fisheries Committees together with one member of the Project Co-ordinating Unit (PCU) and selected regional experts. The PCU in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

The membership of the RWG-F shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson.

The Chairperson of the RWG-F will represent the RWG-F on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

### **Secretariat**

The Project Co-ordinating Unit shall act as Secretariat to the RWG-F, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee.

The National Fisheries Committees shall serve as the principal source of national scientific and technical data and information to the RWG-F.

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<sup>15</sup> This component focuses on transboundary fisheries issues in the Gulf of Thailand but does not exclude national level demonstration activities by the Philippines or Indonesia

## Role and Function

The RWG-F shall ensure effective co-ordination of the work and co-operation among the National Fisheries Committees in the participating countries, to ensure effective execution of activities in the fisheries component of the project.

## Meetings of the Committee

The PCU in consultation with the Chairperson shall convene meetings of the RWG-F according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

The first meeting of the RWG-F will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

## Terms of Reference

### The RWG-F shall:

- (i) Provide direction, and strategic guidance to the National Fisheries Committees;
- (ii) Assume overall responsibility for the timely execution of project activities within the fisheries component of the project;
- (iii) Develop in close collaboration with the National Fisheries Committees, criteria, for adoption by the Project Steering Committee, for the determination of the global, regional and transboundary significance of fishing grounds bordering the Gulf of Thailand and territorial water of the participating countries;
- (iv) Develop in close collaboration with the National Fisheries Committees, a regional fisheries meta-database including metadata on spawning, breeding and nursery areas, transboundary stocks, effort and catch and the results of fisheries research pertaining to this project. Other data and information products as may be deemed necessary from time to time should be included;
- (v) Develop in close collaboration with the National Fisheries Committees, public awareness and information materials concerning the national and regional importance of fisheries;
- (vi) Receive and review reports, data and information from the National Fisheries Committees and compile the regional syntheses regarding fisheries management needs and priorities. This review should consider information from community level on fish stock conservation and sustainable fishery practices among small and artisanal fishers, reported on by the NFC;
- (vii) Recommend to the Regional Scientific and Technical Committee, the choice of priority spawning and nursery areas of regional and transboundary significance for adoption as *refugia* to maintain important transboundary fish stocks in the Gulf of Thailand;
- (viii) Recommend to the Regional Scientific and Technical Committee, the choice of priority areas of regional and transboundary significance for adoption as regional demonstration sites of good management which can be tested to determine if they are leading to sustainable exploitation of fisheries, in the Gulf of Thailand;
- (ix) Promote the FAO Code of Conduct for Responsible Fisheries for sustainable fisheries management for adoption and application at national level in participating countries;

- (x) Develop review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in the Strategic Action programme in order to achieve, sustainable management of fisheries bordering the Gulf of Thailand;
  - (xi) Review and evaluate, at the regional level, progress in implementation of the fisheries component of the project, and provide guidance for improvement when necessary; and
  - (xii) Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.
-

## **Terms of Reference for the Regional Working Group on Land-based Pollution**

### **Background and Context**

The overall goals of the Project entitled “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” (hereafter called the South China Sea Project) are: to create an environment at the regional level, in which collaboration and partnership in addressing environmental problems of the South China Sea, between all stakeholders, and at all levels is fostered and encouraged; and to enhance the capacity of the participating governments to integrate environmental considerations into national development planning.

The medium term objective of the project is to elaborate and agree, at an intergovernmental level, the Strategic Action Programme encompassing specific targeted and costed actions for the longer-term, to address the priority issues and concerns.

### **Rationale and Purpose**

A major source of degradation of marine habitats is land-based pollution. The project calls for the establishment of a Regional Working Group for the Land-based Pollution component (RWG-L-bP), with overall responsibility for: co-ordinating the work of the National Land-based Pollution Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the land-based pollution component of the project; and to provide a mechanism for exchange of information and experience of land-based pollution management activities in each country.

### **Membership**

The RWG-L-bP of the South China Sea Project shall consist of the Chairpersons of the National Land-based Pollution Committees together with one member of the Project Co-ordinating Unit (PCU) and selected regional experts. The PCU in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

The membership of the RWG-L-bP shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson.

The Chairperson of the RWG-L-bP will represent the RWG-L-bP on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

### **Secretariat**

The Project Co-ordinating Unit shall act as Secretariat to the RWG-L-bP, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee.

The National Land-based Pollution Committees shall serve as the principal source of national scientific and technical data and information to the RWG-L-bP.

## **Role and Function**

The RWG-L-bP shall ensure effective co-ordination of the work and co-operation among the National Land-Based Pollution Committees (NL-bPC) in the participating countries, to ensure effective execution of activities in the land-based pollution component of the project.

## **Meetings of the Committee**

The PCU, in consultation with the Chairperson, shall convene meetings of the RWG-L-bP according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

The first meeting of the RWG-L-bP will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution.

## **Terms of Reference**

### **The RWG-L-bP shall:**

- (i) Provide direction, and strategic guidance to the National Land-based Pollution Committees;
- (ii) Assume overall responsibility for the timely execution of project activities within the land-based pollution component of the project;
- (iii) Develop, in close collaboration with the National Land-based Pollution Committees, criteria, for adoption by the Project Steering Committee, for the determination of the global, regional and transboundary significance of land-based pollution entering or dumped into the South China Sea;
- (iv) Develop, in close collaboration with the National Land-based Pollution Committees, a regional land-based pollution meta-database including metadata on water quality standards and controls, water quality monitoring results and the results of land-based pollution research pertaining to this project. Other metadata and information products as may be deemed necessary from time to time should be included;
- (v) Develop, in close collaboration with the National Land-based Pollution Committees, public awareness and information materials concerning the national and regional importance/significance of land-based pollution;
- (vi) Receive, and review reports, data and information from the National Land-based Pollution Committees and compile regional syntheses regarding land-based pollution management needs and priorities. This review should consider planned development reported on by the NL-bPC;
- (vii) Recommend, with assistance from a review of criteria presented by the NL-bPC, to the Regional Scientific and Technical Committee, the choice of priority land-based pollution "hot spots" of regional and transboundary significance for adoption as regional pilot sites;
- (viii) Develop guidelines for national legislation pertaining to the management of land-based pollution, keeping in mind the inadequacies of each national set of legislature provided by the National Land-based Pollution Committees.
- (ix) Develop guidelines regarding best practices for managing land-based pollution, for adoption and application at national level in participating countries;

- (x) Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in the Strategic Action Programme in order to achieve, sustainable management of land-based pollution bordering the South China Sea;
  - (xi) Review and evaluate, at the regional level, progress in implementation of the land-based pollution component of the project, and provide guidance for improvement when necessary; and
  - (xii) Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.
-



## ANNEX IX

### Approved Workplan for Calendar Year 2002

#### Background

The GEF project brief contains a preliminary workplan and timetable, which is dependent upon completion of the appraisal phase of the project. This phase can be completed only when the MOUs have been signed by the Ministry and institutions, which will serve as the Focal Points, and Specialised Executing Agencies. Following signature of the MOUs the internal UNEP project document will be finalised by the UNEP-GEF Co-ordination Office and formally submitted to the GEF Secretariat for clearance by the CEO on behalf of the GEF Council. Thirty working days are required, by the Secretariat and Council, for the issuance of such clearance.

#### Workplan and timetable 2002

Tables 1 and 2 present a detailed workplan for the first twelve months of project operation. Table 1 presents a proposed scheduling of the regional meetings. It should be noted that the frequency of meetings of national committees and working groups is referred to in the various MOUs, (e.g. monthly) but the actual timing will be dependent upon national needs and conditions including the availability of key individuals. The scheduling of the regional level meetings will however, influence the need for national level meetings to ensure that national inputs are prepared in time for submission to the regional level bodies.

Table 2 presents a listing of activities and outputs anticipated over the next twelve months. It should be noted that these items do not correspond exactly to lines in Table 3 the framework workplan and timetable for the full five years. In the case of entries in Table 2 more detail is included than in Table 3. For example, the entry in Table 3 entitled "*Review National data mangroves*" is represented in Table 2 by three separate rows, which itemise in more detail the required activities. The detail of the workplan and timetable will be further amplified by the individual regional working groups during their initial meetings in the first quarter of 2002.




































































































#### Overall workplan and timetable

As members of the PSC are aware the overall project duration is envisaged as five years with the first two years focussing upon the necessary actions to agree on the selection of the demonstration sites. It is not possible at this time to provide extensive detail regarding activities beyond 2003 since these will in part reflect the choice of the demonstration sites and activities.

Table 3 presents an overall framework workplan for the entire five-year period which corresponds to the budget presented in document UNEP/GEF/SCS/PSC.1/8 entitled "Framework budget for the five years of project execution as approved by the GEF Council".

Approved Workplan for years 2001 and 2002

Table 1 Schedule of Meetings:  National Level Meetings;  Regional meetings, workshops and training.

Month	2001		2002											
	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Project Steering Committee														
RSTC meeting														
RWG-M														
RWG-C														
RWG-S														
RWG-W														
RWG-F														
RWG-P														
IMC meetings														
NTWG meetings														
National Mangrove Committee														
National Coral Reef Committee														
National Seagrass Committee														
National Wetlands Committee														
National Fisheries Committee														
National Land Based Pollution Committee														
Regional workshops to: review national legislation														



**Table 3. Preliminary Workplan for the UNEP GEF Project on Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand**

	2001		2002				2003				2004				2005				2006		
	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
Project Steering Committee Meetings		■				■				■				■				■			■
Establish Inter-Ministry Committee and organise meetings	■																				
Regional Scientific and Technical Committee				■		■				■				■				■			■
Regional Working Group mangroves (RWG-M)			■			■			■					■				■			■
Regional Working Group Corals (RWG-C)				■		■			■					■				■			■
Regional Working Group Seagrass (RWG-S)				■		■			■					■				■			■
Regional Working Group Wetlands (RWG-W)			■			■			■					■				■			■
Regional Working Group Fisheries (RWG-F)			■			■			■					■				■			■
Regional Working Group Pollution (RWG-LbP)			■			■			■					■				■			■
Develop regional management plans for a regional system of refugia for transboundary fish stocks			■				■	■				■									
Agree on priority regional hot spots for inclusion in the SAP for the SCS																		■			
Consideration of regional priority actions, targets and approaches for inclusion in the SAP						■								■							
Convene two regional scientific meetings in conjunction with partnership conferences for presentation of the SAP and priority actions portfolios														■							■
6 workshops to: review national legislation; discuss modes of harmonisation; & current obligations of countries under Global Conventions.				■		■			■				■					■			■
Review possible approaches to meeting the common objectives of the countries in the SAP; prepare recommendations concerning the optimum mode of countries meeting their obligations under the global conventions.																		■			
Study tours to demonstration sites (mangr)	■																				
Study tours to demonstration sites (coral)	■																				
Study tours to demonstration sites (seagrass)	■																				









## ANNEX X

### Financial Report on the Project Preparatory Phase of the UNEP GEF Project entitled:

#### *“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”*

This project was initiated by the Co-ordinating Body for the Seas of East Asia (COBSEA) at its 12<sup>th</sup> meeting in Manila, in December 1996. The preparatory phase was supported by a GEF grant of US\$ 335,000, US\$ 6,586 from UNEP Environment Fund and US \$ 37,000 from the East Asian Seas Trust Fund. Grants were allocated to the National Focal Points for the preparation of national reports by the 7 participating countries. A regional Transboundary Diagnostic Analysis, a Framework Strategic Action Programme and the project brief were prepared with assistance of the National Focal Points and consultants from the region.

Considerable efforts were devoted to discussion and negotiation with the participating countries to reach agreement on the project design, management framework of the project and 45 Memoranda of Understanding. Substantial additional financial support, in support of these activities, was made available by the GEF Co-ordination Office of UNEP.,

This document presents the financial report for the entire PDF-B phase. The attached Table includes the actual expenditures for the years 1997, 1998, 1999 and 2000, together with expenditures for the year of 2001 as of June 30<sup>th</sup> 2001.



## **ANNEX XI**

### **Approved Framework budget for the five years of project execution**

The attached tables present a summary (Table 1) of the proposed GEF budget allocations, and a more detailed breakdown by object of expenditure (Table 2) for the five years of the project. The proposed allocations for years 2002-2003 are more closely defined than those proposed for later years. This reflects the fact that there is a need to retain some flexibility in financial planning for the later years to take into account operational issues, and contingencies which will depend upon the final selection of demonstration sites by the Project Steering Committee.

A second consideration is the need to ensure that the budget allocations between components and sub-components conforms to the proposals contained in the GEF project brief submitted to, and approved by, the GEF Council.

There exists a requirement for co-financing and the levels of co-financing, which it was anticipated will be secured are detailed in the project brief. All government co-financing for the first two years is envisaged as being "in-kind" and not in cash and the calculations on which these estimates are based are contained in document UNEP/GEF/SCS/PSC.1/9.



## ANNEX XII

### **Approved in-kind co-financing by participating governments for for Calendar years 2002 and 2003**

Table 1 provides details by component and activity of the estimated time contributed by individual experts and institutions in executing the activities laid out in the approved workplan and the GEF Project Brief. The time expended is used as the basis for the calculation of "government in-kind" co-financing regardless of whether the individual is employed directly by the government or by a national institution such as a University.

Estimation of the "cost" is based on a uniform coefficient for all individuals participating in project activities. The proposed cost coefficient is US\$ 70 per day, which is comprised of the salary and benefits, together with an estimation of the operating costs for the individuals in terms of office rental, supplies, communications and maintenance.

Individual country budgets attached to each MOU include in-kind co-financing figures based on these calculations. The sum total of in-kind co-financing from all countries for the first two years is presented in Table 2.



## ANNEX XIII

### **Rules of Procedure for the Project Steering Committee for the UNEP/GEF Project entitled: “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”**

#### **ESTABLISHMENT OF THE COMMITTEE**

The Project Steering Committee (PSC) is established under the project brief for the UNEP/GEF Project entitled: “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”, as approved by the fifteenth meeting of the Co-ordinating Body for the Seas of East Asia (COBSEA), and the sixteenth meeting of the Global Environment Facility (GEF) Council as follows:

*“The Project Steering Committee as the supreme decision-making body of the project, will be composed solely of representatives of the participating countries of the project. The Committee shall be responsible for reviewing and approving on an annual basis, project activities including the location of demonstration sites to be funded by the GEF project. UNEP will act as Secretariat of the Committee. During the execution of the project, decisions of the Project Steering Committee will be made through consultation and on the basis of consensus by all participating countries of the project”* (Project Brief Paragraph 30)

#### **Rules of Procedure**

#### **I - MEMBERSHIP**

##### **Rule 1**

##### **Full members**

Full members of the PSC shall consist solely of representatives of all participating countries in the Project. Each country shall designate two members:

1. One member shall represent the government with authorisation to participate in decisions of the committee on project matters.
2. One member should be a regionally recognised, national expert with good knowledge and experience in the marine environment and shall provide guidance on the scientific and technical aspects of the project.

##### **Rule 2**

##### **Designation of members**

Following the establishment of the Inter-Ministry Committees in each country, the Chairperson of the IMC shall notify the Project Co-ordinating Unit of their designated members, 8 weeks (40 working days) before the PSC meetings.

##### **Rule 3**

##### **Alternate members**

In the event that a full member is unable to participate in a meeting of the Committee an alternate representative may be designated to represent the member concerned. Alternate Members shall be designated through written notification by the Chairman of the IMC, to the Project Co-ordinating Unit (PCU) 6 weeks (30 working days) before the PSC meeting, which the alternate member will attend. Alternate members shall have the same powers and duties as a full member of the Committee.

#### **Rule 4**

##### **Amendment of the membership**

Notwithstanding the rules contained in this document the Project Steering Committee shall have the power to amend, from time to time, the membership of the Committee.

#### **Rule 5**

##### **Observers**

The Chairperson and Vice Chairperson of the Regional Scientific and Technical Committee (RSTC) shall participate as observers in meetings of the Committee to present the reports, advice and recommendations of the RSTC to the PSC.

#### **Rule 6**

##### **Co-opted members**

The PSC may agree, by consensus at the commencement of each meeting to co-opt to any meeting or meetings of the Committee or parts thereof, as the Committee shall deem appropriate:

1. additional experts as observers or advisers; and
2. alternate representatives who have not been designated under rule 3 as full members.

### **II - SESSIONS**

#### **Rule 7**

##### **Regular sessions**

The Project Co-ordinating Unit shall convene regular annual meetings of the Project Steering Committee. Each regular session of the Project Steering Committee shall be held at a date and location, fixed by the Committee at its previous session, and immediately prior to meetings of the Co-ordinating Body for the Seas of East Asia (COBSEA) when such meetings are scheduled at an appropriate time.

#### **Rule 8**

##### **Ad hoc meetings**

*Ad hoc meetings may be convened by the Chairman:*

1. When the majority of members make a request for such a meeting to the Project Co-ordinating Unit.
2. At the request of the Project Co-ordinating Unit when circumstances demand

### **III - ROLE AND FUNCTIONS OF THE COMMITTEE**

#### **Rule 9**

##### **Powers of the Committee**

The Project Steering Committee shall operate on the basis of consensus to:

1. Provide direction, and strategic guidance to the Project Co-ordinating Unit and to the national Inter-ministry Committees regarding project implementation and execution of agreed activities over the entire period of the project;
2. Review and approve the annual work programme and budget for project execution;
3. Facilitate co-operation and co-ordination among the participating countries, particularly in transboundary environmental issues and inter-country technical co-operation;
4. Review and evaluate progress in project implementation and execution, and provide guidance to the PCU regarding areas for improvement;

5. Assist UNEP and the PCU in raising such additional co-financing as may be required from time to time;
6. Approve annual progress reports for transmission to the Co-ordinating Body on the Seas of East Asia (COBSEA) and to the GEF Secretariat;
7. Consider and approve such recommendations as shall be presented to the Committee by the Project Co-ordinating Unit and the Regional Scientific and Technical Committee; and
8. Agree at their first meeting: the membership, meeting arrangements, terms of reference of the committee and the rules of procedure as contained in draft in this document.

#### **IV - AGENDA**

##### **Rule 10**

###### **Drawing up of the provisional agenda**

The Project Director shall submit to the Project Steering Committee the provisional agenda. The provisional agenda shall include all items proposed by members of the Project Steering Committee and by the Project Co-ordinating Unit. Items proposed by members shall be accompanied by an explanatory memorandum and, if possible, by background documentation which shall be submitted to the PCU at least 8 weeks (40 working days) prior to the meeting. A provisional annotated agenda will be prepared from the provisional agenda and shall make reference to all relevant discussion and information documents.

##### **Rule 11**

###### **Distribution of the agenda**

The Project Co-ordinating Unit shall communicate the provisional agenda and provisional annotated agenda of each Project Steering Committee meeting together with all background documentation, to the members at least 6 weeks (30 working days) in advance.

##### **Rule 12**

###### **Adoption of the Agenda**

At the commencement of each PSC meeting, subject to Rule 13, and following the election of officers as required under Rule 15, the PSC shall adopt the agenda for the meeting on the basis of the provisional agenda.

##### **Rule 13**

###### **Agendas for special *Ad hoc* meetings**

The provisional agenda for a special meeting of the PSC shall consist only of those items proposed for consideration in the request for the holding of the meeting. The provisional agenda shall be transmitted to PSC members 6 weeks (30 working days) in advance.

##### **Rule 14**

###### **Revision of the agenda**

During a meeting, the PSC may revise the agenda for the session by adding, deleting, deferring or amending items. Notwithstanding Rule 11 the PSC may at its absolute discretion agree to amend the agenda in order to enable the Committee to discuss urgent and important matters for which documentation was not distributed in advance.

## **V - OFFICERS**

### **Rule 15**

#### **Elections of Officers**

At the commencement of each PSC meeting the Committee shall elect a Chairperson, Vice-Chairperson and a Rapporteur from among its members.

### **Rule 16**

#### **Terms of office**

The Chairperson, Vice-Chairperson and Rapporteur shall hold office until the subsequent meeting of the Project Steering Committee. They shall be eligible for re-election no more than once. None of them may hold office once their membership of the Committee is terminated by the country of which they are representative.

### **Rule 17**

#### **Acting Chairperson**

If the Chairperson cannot preside at a meeting or any part thereof, the Vice-Chairperson shall act as Chairperson.

### **Rule 18**

#### **Powers of the Acting Chairperson**

The Vice-Chairperson, acting as Chairperson shall have the same powers and duties as the Chairperson.

## **VI - SECRETARIAT**

### **Rule 19**

#### **Secretariat**

The Project Co-ordinating Unit, under the direction of the Project Director, shall act as Secretariat to the Committee. The secretariat shall:

1. receive and circulate the documents of the PSC;
2. publish and circulate the decisions, reports and relevant documentation of the PSC;
3. have the custody of the documents in the archives of the PCU and generally perform all other work that the PSC may require; and,
4. prepare reports on project progress and future workplans for consideration by the PSC

### **Rule 20**

#### **Role of the Project Director in the convening and conduct of meetings**

The Project Director shall:

1. act as Secretary to all meetings of the PSC and shall be assisted during meetings by a UNEP designated staff member of the EAS/RCU;
2. designate when appropriate any officer of the Project Co-ordinating Unit to act as his/her representative;
3. make oral and written statements to the PSC concerning any question under consideration;
4. be responsible for the necessary arrangements being made for meetings including the preparation and distribution of working documents in accordance with these rules; and,
5. Prepare and deliver reports on project progress and plans to appropriate international meetings of other bodies.

## VII - CONDUCT OF BUSINESS

### Rule 21

#### **Quorum**

A simple majority of the members of the Committee shall constitute a quorum.

### Rule 22

#### **Powers of the Chairperson**

In addition to exercising the powers conferred upon them elsewhere by these rules, the Chairperson shall declare the opening and closing of each meeting of the PSC, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, and announce decisions. The Chairperson may also call a speaker to order if their remarks are not relevant to the subject under discussion.

### Rule 23

#### **Conduct of committee business**

The Committee shall operate and take decisions on the basis of consensus, regarding any matter relating to project execution that has regional or transboundary significance. Where full consensus cannot be achieved in reaching agreement during a full meeting of the Committee, on any matter relating to project execution that has regional or transboundary significance, the Secretariat shall, in consultation with the Chairperson, facilitate negotiations during the subsequent inter-sessional period with a view to seeking resolution. The Secretariat will report the results of these negotiations to the Committee members.

### Rule 24

#### **Adjournment of debate**

During the discussion of any matter on which a clear consensus fails to emerge, a representative may move the adjournment of the debate and its referral to a working group of the committee. The working group shall be charged with resolving the matter and shall be required to report the outcome to the full committee at the time of resumption of the debate. Any such motion shall have priority. In addition to the proposer of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion.

### Rule 25

#### **Points of order**

During the discussion of any matter, a member may raise a point of order. In this case, the Chairperson shall immediately state his/her ruling. If the ruling is challenged, the Chairperson shall forthwith submit their ruling to the Secretariat for decision, and it shall stand unless overruled.

### Rule 26

#### **Closure of debate**

A representative may at any time move the closure of the debate whether or not any other representative has signified a wish to speak. Not more than two Members may be granted permission to speak against the closure. The Chairperson shall take the sense of the Secretariat on a motion for closure. If the Secretariat is in favour of the closure, the Chairperson shall declare the debate closed.

#### **Rule 27**

##### **Decisions and amendments**

Draft decisions, and substantial amendments or motions, shall be introduced in writing and handed to the Secretary of the Committee, who shall circulate copies to the Members before they are discussed and decided upon, unless the Committee decides otherwise. Upon the request of any member, any motion and amendment thereto made by any speaker shall be given to the Chairperson in writing and shall be read by them before any further speaker is called upon. The Chairperson may direct that any motion or amendment be circulated to the members present. This rule shall not apply to formal motions such as one for closure or adjournment.

#### **Rule 28**

##### **Language of meetings**

English shall be the working language of the PSC.

#### **Rule 29**

##### **Records of the meeting**

Records of the meetings of the PSC shall be kept by the secretariat. They shall be prepared in the form of a draft report by the Secretary to the Committee working with the Rapporteur and presented in draft to the members of the PSC before the closure of the meeting. Members shall inform the Rapporteur of any changes they wish to have made. Any disagreement concerning such changes shall be referred to the Chairperson, whose decision shall be final. These amended records will be the official minutes of the meeting.

#### **Rule 30**

##### **Distribution of meeting reports**

The corrected version of the records of PSC meetings shall be distributed as soon as possible following closure of the meeting in accordance with the usual practice of the United Nations. This shall include distribution to the GEF Secretariat, the EAS/RCU and COBSEA Focal Points in participating countries and to other organisations as considered appropriate by the PCU or as directed by the PSC.