



Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project)

First Meeting of the SCS SAP Steering Committee

Teleconference, 29-30 June 2021

PROVISIONAL ANNOTATED AGENDA



INTRODUCTION

The objective of the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project) is:

“To assist countries in meeting the targets of the approved Strategic Action Programme (SAP) for the marine and coastal environment of the South China Sea (SCS) through implementation of the National Action Plans in support of the SAP, and strengthening regional co-ordination for SCS SAP implementation.”

Participating Countries:	Cambodia, China, Indonesia, Philippines, Thailand and Viet Nam
Implementation Agency:	United Nations Environment Programme (UNEP)
Executing Agencies:	United Nations Office for Project Services (UNOPS) and the Southeast Asian Fisheries Development Center (SEAFDEC)
Funding Agency:	Global Environment Facility (GEF)
Funding:	15 million USD (with approximately 83 million USD in co-financing)
Web-links:	https://scssap.org

The Objective of the SCS SAP Inception Phase was further elaborate on the detailed regional and national level activities, workplan and budget of the SCS SAP, as well as approaches to be undertaken regarding execution and coordination, stakeholder involvements, partnerships, communication and reporting. It also allows for some review of the project outputs, in order to ensure they are fully in line with the current status of SAP implementation and in line with national and regional strategic priorities and also ensure links to new approaches, tools and best practices within and beyond the region. During this Inception Phase of the project three regional inception phase meetings have been held and more than 30 bilateral and national meetings and consultations.

The Inception Phase will be concluded with the adoption of the Inception Phase reports including detailed workplan and budget by the 1st Steering Committee meeting (29-30 June 2021) and the launching of the project with key partners at the Inception Workshop (1 July 2021).

The objectives of this Steering Committee meeting include:

1. To present and discuss the Inception Phase Regional Report, and structure of the SCS SAP project;
2. Discuss current status of planned national level activities;
3. Discuss the Terms of Reference (TORs) including the TORs and Rules of Procedure for the Steering Committee; and
4. Discuss and adopt budget and workplan.

The Steering Committee is composed of UNEP and two representatives from each participating country, the chairs of the Interministerial Committee (IMC) and National Technical Working Group (NTWG). The SCS SAP Project Coordination Unit (PCU), SEAFDEC and UNOPs will support the meeting. Key national team members will be invited to support the IMC and NTWG chairs. The meeting will be conducted using Zoom.

PROVISIONAL ANNOTATED AGENDA

Tuesday 29 June, 09.00 – 13.00 Indochina time (ICT)

1. Opening of the Meeting

09.00 – 09.20 **1.1. Welcome address**

The UNEP representative as implementing agency will open the meeting and deliver the welcome address on behalf of the Executive Director of UNEP. The UNOPS and SEAFDEC representatives as executing agencies will be invited by the Secretariat to give a short opening statement.

09.20– 09.30 **1.2. Introduction of members**

The Secretariat will be invited to introduce the members of the Project Steering Committee and other participants

09.30– 10.00 **1.3 Opening statements by Interministerial Committee Chairs (IMC)**

Representatives of participating countries through the IMC Chairpersons will be invited to make opening statements on behalf of their governments.

2. Organisation of the Meeting

10.00– 10.15 **2.1. Designation of officers**

In accordance with the draft rules of procedure for the Project Steering Committee Meeting, participants will be invited by the Secretariat to elect a Chairperson, Vice-Chairperson and Rapporteur

10.15– 10.30 **2.2. Organisation of work**

The Secretariat will brief participants on the proposed organisation of work, the list of documents available to the meeting and administrative arrangements for the conduct of the meeting. The meeting will be conducted online in plenary. The meeting will be conducted in English.

10.30-10.50 **3. Adoption of the Meeting Agenda**

The Chairperson will invite participants to consider the draft agenda prepared by the Secretariat as document SCSSAP PSC.1/1, propose any amendments or additional items for consideration, and adopt the agenda

10.50-11.00 ***Short Break and video***

11.00-11.40 **4. Draft Inception Phase Regional Report**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/3: Draft Inception Phase Regional Report of the UNEP/GEF SCS SAP Project, previously circulated. The Inception Phase Regional Report provides further elaboration of the definition and structure, executing arrangements, deliverables, monitoring and evaluation, stakeholder involvement and knowledge management of the SCS SAP Project. Once presented, the Steering Committee is invited to consider, and provide suggestions to the regional report and its sections, which will be subsequently finalized following the meeting.

11.40-13.00 **5. Update on National Activities to Implement the Strategic Action Programme (SAP) by National Technical Working Group (NTWG) Chairs**

The Chairperson will invite representatives of participating countries through the NTWG chairpersons to present their national activities to implement the Strategic Action Programme (SAP), following a template prepared and circulated previously by the Secretariat. The Committee is invited to review, provide comments and consider the proposed national activities.

Wednesday 30 June, 09.00 – 13.00 Indochina time (ICT)

6. Consideration of the Terms of Reference and Rules of Procedure for the Project Steering Committee

09.00-09.40 **6.1. Terms of Reference for the Committee**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/4: Draft Terms of Reference for the Project Steering Committee of the UNEP/GEF SCS SAP Project, previously circulated. The Committee is invited to consider, amend and adopt the Terms of Reference as outlined in this document.

09.40-10.20 **6.2. Rules of Procedure**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/5: Draft Rules of Procedure for the Project Steering Committee of the UNEP/GEF SCS SAP Project. The Committee is invited to consider adopting the Rules of Procedure as outlined in this document.

10.20-11.00 **7. Discussion of the Agreed Draft Terms of Reference for the Regional and National Committees and Working Groups**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/6: Draft Terms of Reference for the Regional and National Committees and Working Groups of the UNEP/GEF SCS SAP Project, previously circulated. The Committee is invited to consider, amend and adopt the Terms of Reference as outlined in this document.

11.00-11.10 ***Short Break***

11.10-11.40 **8. Discussion and Adoption of the Workplan for 2021**

The Chairperson will invite the Secretariat to present the draft proposed workplan for 2021 presented in document SCSSAP PSC.1/7. The Chairperson will invite members to discuss, amend and approve the proposed workplan for 2021.

11.40-12.20 **9. Discussion and Adoption of the Budget**

The Chairperson will invite the Secretariat to present the draft proposed budget revision presented in document SCSSAP PSC.1/8. The Chairperson will invite members to consider and approve the proposed budget revision.

12.20-12.40 **10. Any Other Business**

The Chairperson will invite members to consider and discuss any items of business introduced under agenda item 3.

12.40-13.00 **11. Closure of the Meeting**

The Chairperson will call for a formal motion to close the meeting