



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

UNDP/GEF/YS/PSC.2/2
Date: 28 October 2005
English only

**Second Project Steering Committee Meeting
for the UNDP/GEF Yellow Sea Project**
Kunming, China, 19-20 December 2005

Annotated Provisional Agenda

1. OPENING OF THE MEETING

The representative from the UNDP will open the meeting, and welcome participants. (S)he will briefly review the progresses of the project since the First Project Steering Committee Meeting that was organised in Seoul, Korea, 7-8 March 2005 and outline the major tasks of this meeting.

1.1 Welcome addresses

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

Representatives from UNDP, as the Implementing Agency, and UNOPS, as the Executing Agency will also be invited to make statements to the meeting.

1.2 Introduction of the members

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

2. ORGANISATION OF THE MEETING

2.1 Election of Officers

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

2.2 Documentation Available to the Meeting

The Chairperson will invite the Secretariat to introduce the documents prepared for the meeting, referring to Document UNDP/GEF/YS/PSC.2/inf.1.

2.3 Organisation of Work

The Secretariat will be invited to introduce this agenda item, referring to Document UNDP/GEF/YS/PSC.2/inf.3.

3. ADOPTION OF THE MEETING AGENDA

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

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

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

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

4.1 Implementation of the Project Activities

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

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

4.2 Financial Report

The Project Manager will:

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

4.3 Report on the Project Management Office (PMO)

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

- (i) The PMO has been established and is fully operational with the assistance from the Korea Ocean Research and Development Institute (KORDI).

- (ii) In accordance with the UN Staffing rules, and with assistance of the UNDP Korea Office, staff recruitment has successfully been completed. Nine staff members from five countries form the project team, and have serviced the project effectively.
- (iii) The Project website and E-discussion group have been set up to provide project information to all interested in the project activities and to facilitate problem-solving of cross-component issues. Quarterly newsletters were prepared, and widely distributed to all organisations, projects and individuals.
- (iv) In accordance with the UNOPS's rules, an IMPREST account was established for the operation of the PMO. The smooth operation and quality results indicate the strong technical ability of the PMO financial team.

4.4 Co-operation with other Organisations and Projects

The Project Manager will report to the meeting the co-operation with other relevant organisations and projects in the region, including signing MOUs, establishing partnership with relevant organisation, and other co-operation. It will be noted by the Project Manager that these co-operation including a wide range of institutions, including UN agencies, NGOs, and the private sector.

4.5 Public Awareness and Participation

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

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

5. REPORT FROM THE CHAIRPERSON OF THE RSTP ON THE OUTCOMES OF THE 1ST AND 2ND MEETING OF THE REGIONAL SCIENTIFIC AND TECHNICAL PANEL (RSTP)

The Chairperson(s) of the Regional Scientific and Technical Panel (RSTP) Meetings will be invited to present reports and recommendations of the First (Document UNDP/GEF/YS/RSP.1/3) and Second (Document UNDP/GEF/YS/RSP.2/3) Meeting of the RSTP.

The meeting will be invited to consider the reports and recommendations of the RSTP meetings, amend them if necessary and appropriate, and adopt the reports and approve the recommendations.

6. PROPOSED BUDGET AND WORKPLAN FOR 2006

The Chairperson will invite the Project Manager to present the proposed project budget for 2006 and onwards (Document UNDP/GEF/YS/RSP.2/13) and the proposed workplan for 2006 (Document UNDP/GEF/YS/RSP.2/14).

Based on the discussion of the report of Chairperson(s) of RSTP, and relevant discussion on the 2nd meeting of RSTP in this issue, the meeting will be invited to consider and approve the proposed activities, budget and workplan for 2006 and onwards.

7. NGO AND PRIVATE SECTOR'S MEMBERSHIP IN PSC

The Chairperson will invite the Project Manager to report on this issue. With reference to the discussions and agreements of the First Regional Technical Meeting, the Project Manager will present Document UNDP/GEF/YS/PSC.2/5, which describes the recommendations for the involvement of NGOs and the private-sectors in the PSC.

The meeting will be invited to consider the recommendations prepared by the PMO and to agree on the representatives of the NGOs and private sector as members of the PSC.

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

Based on the discussions and agreements of the RSTP on this agenda item, the Chairperson will invite the Project Manager to give a presentation describing the TORs for RWGs (Document UNDP/GEF/YS/RSP.2/15), NPCs (Document UNDP/GEF/YS/RSP.2/16) and IMCC (Document UNDP/GEF/YS/RSP.2/17).

The meeting is invited to consider, amend and agree on these Terms of References.

9. ANY OTHER BUSINESS

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

10. VENUE FOR NEXT PROJECT STEERING COMMITTEE MEETING

Members will consider and agree on the venue for the next Project Steering Committee Meeting. There will be an open invitation for any member to offer to host the next meeting.

11. ADOPTION OF THE MEETING REPORT

The Chairperson and Rapportuer will present the draft meeting report prepared by the Secretariat (Document UNDP/GEF/YS/PSC.2/3).

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

12. CLOSURE OF THE MEETING

The Chairperson will call a motion to close this meeting.