



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

UNDP/GEF/YS/PSC.4/2
Date: 25 October 2007
English only

**Fourth Meeting of the Project Steering Committee
for the UNDP/GEF Yellow Sea Project**
Guangzhou, China, 29-30 November 2007

Provisional Annotated 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 Third Project Steering Committee Meeting 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.

Observers will also be invited to address the meeting.

1.2 Introduction of the members

Participants will be invited to give a self-introduction to the meeting. The provisional list of participants is provided in Document UNDP/GEF/YS/PSC.4/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 and a Vice Chairperson 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.4/inf.1.

2.3 Organisation of Work

The Chairperson will invite the Secretariat to introduce this agenda item, referring to Document UNDP/GEF/YS/PSC.4/inf.3.

The meeting will be conducted in English.

3. ADOPTION OF THE MEETING AGENDA

The Chairperson will introduce the Provisional Agenda (Document UNDP/GEF/YS/PSC.4/1) and Provisional Annotated Agenda (Document UNDP/GEF/YS/PSC.4/2), prepared by the Secretariat.

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

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

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

4.1 Implementation of Project Activities

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

- Major achievements of the Project since the last meeting
- Activities of the Regional Working Groups
- Public awareness activities
- Results of Small Grants Programme and its Future
- SAP preparation
- Planning for the Co-operative Study Cruises
- Cross-component issues
- Challenges to project implementation

4.2 Co-operation with other Organisations and Projects

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

4.3 Report on the Project Management Office (PMO)

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

- (i) An update on the PMO staffing situation; and

(ii) Information Dissemination - The project website, e-newsletters, paper newsletter, and partnership website have been developed to provide project information to all interested parties. Quarterly newsletters were prepared, and widely distributed to all organisations, projects and individuals. Meeting reports and documents were also distributed online.

(iii) Noteworthy accomplishments of the PMO.

4.4 Mid-term Evaluation

The Project manager will report on the mid-term evaluation of the project's performance carried out the two consultants Dr Ong Jin-Eong and Dr Alan Fox.

4.5 Financial Report

The Project Manager will present a financial report for the project, covering the 2007 fiscal year. Reference will also be made to the expenditures of 2006.

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

5. REPORT FROM THE CHAIRPERSON OF THE RSTP ON THE OUTCOMES OF THE 4TH MEETING OF THE REGIONAL SCIENTIFIC AND TECHNICAL PANEL (RSTP)

The Chairperson of the Regional Scientific and Technical Panel (RSTP) Meeting will be invited to report the outcomes of the Fourth Meeting of the RSTP (Document UNDP/GEF/YS/RSP.4/3), including:

- 5.1 Summary of national and regional project implementation
- 5.2 Regional governance analysis report
- 5.3 Regional GIS and meta databases
- 5.4 Preparation of the Strategic Action Programme
- 5.5 Co-operative cruise (winter cruise)
- 5.6 Recommendations from the 4th RSTP Meeting that require PSC approval

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

6. INVOLVEMENT OF DPR KOREA IN THE PROJECT

The Chairman will invite the Project Manager to report on the progress to involve DPR Korea in the Project, referring to Document UNDP/GEF/YS/RSP.4/10.

The meeting will be invited to consider this critical issue, and make a decision on this matter.

7. PROPOSED WORKPLAN AND BUDGET FOR 2008 AND ONWARDS

The Chairperson will invite the Project Manager to present the proposed project budget for 2008 and onwards (Document UNDP/GEF/YS/RSP.4/11) and the proposed workplan for 2008 (Document UNDP/GEF/YS/RSP.4/12), both of which were reviewed and recommended by the 4th RSTP.

The meeting will be invited to consider the budget for 2008 (and onwards) and the workplan for 2008, amend these documents as necessary, and agree on the proposals.

8. OTHER BUSINESS

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

9. DATE AND VENUE OF NEXT PSC MEETING

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

Members will consider and agree on the venue for the next meeting.

10. ADOPTION OF THE MEETING REPORT

The Chairperson will lead the adoption of the draft meeting report prepared by the Secretariat (Document UNDP/GEF/YS/PSC.4/3).

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

11. CLOSURE OF THE MEETING

The Chairperson will call a motion to close the meeting.