



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

UNDP/GEF/YS/RSP-SPSC.3/3
Date: 9 May 2013
English only

**Special Meeting of the Project Steering Committee
For the UNDP/GEF Yellow Sea Project**
Jeju, RO Korea, 8-9 April 2013

MEETING REPORT

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1. OPENING OF THE MEETING

1.1 Welcome addresses

1. The representative from the UNDP, Mr. Jose Padilla opened the meeting and welcomed all the participants. Mr. Padilla provided a brief overview on the project's progress since the last Project Steering Committee (PSC) meeting, with special reference to the preparation of the Project Document. He briefly informed the meeting of the development and approval of the Programme Framework Document (PFD) and the Project Information Form (PIF). Mr. Padilla expressed his gratitude to the Government of RO Korea for the financial support provided to the project to ensure the smooth transition of the project from the current phase to the next. He noted that there is a critical issue need to be discussed and agree on, i.e. the location of the Programme Management Office (PMO). He is confident that with constructive negotiation, this issue can be resolved during the course of this meeting. He hoped all the partners of the project should continuously work together to ensure the early start of the 2nd phase of the YSLME project as the first phase was one of the most successful projects not only for UNDP but for GEF as a whole.
2. On behalf of the Chinese delegation, Mr. Fengkui Liang expressed his gratitude to the government of RO Korea for hosting this meeting in a wonderful venue. He informed the meeting that the government of China is fully satisfied with the excellent results of the YSLME project with the efforts of all the partners of the project. He wished the 2nd phase of the project could start soon.
3. On behalf of the delegation of RO Korea, Mr. Hyunsoo Yun welcomed all the participants coming to Korea to attend the Special Meeting of the PSC. He appreciated all the efforts of UNDP and other partners for the preparation of the 2nd phase of the project. He indicated that the first phase of the project paved the solid base and provided good model for future regional co-operation in solving marine environment problems in the Yellow Sea. Mr. Yun underlined effective implementation of the 2nd phase of the project that needs more concrete actions to address the management targets and indicators identified in SAP.
4. Mr. Song-Hack Lim from the Ministry of Oceans and Fisheries, RO Korea welcomed all the participants from China and other partners of the project to visit Korea. He confirmed that with newly re-established Ministry, they will take more active steps to ensure protection of marine environment and sustainable uses of marine and coastal resources.
5. Mr. Stephen Adrian Ross, from PEMSEA, thanked the invitation from the YSLME project extended to PEMSEA to attend this meeting. He indicated that the YSLME is a significant project as the first one to implement the SAP. The well-defined targets set by the YSLME project provided good opportunities for the regional co-operation in solving the marine environmental problems in the Yellow Sea, and in the meantime provided new challenges in the sub-regional co-operation. Mr. Ross confirmed that PEMSEA is willing to work together with YSLME to replicate the experiences and knowledge to other regional projects.
6. On behalf of WWF Japan, Mr. Shigeki Yasumura informed the meeting that the good co-operation with YSLME on the biodiversity conservation in the Yellow Sea, in particular the joint implemented demonstration projects in Muan, RO Korea and Yalujiang estuarine in China. He informed the meeting that with financial support from Panasonic and good co-operation with YSLME project, the biodiversity

conservation project has produced substantial outcomes and it would continue for additional two years at least in China.

7. Mr. Sangjin Lee, from the NOWPAP Regional Co-ordinating Unit, informed that YSLME and NOWPAP has good co-operation since 2007 on the issues of mutual interests, in particular, the assessment of marine environment quality, biodiversity conservation and MPA. Mr. Lee anticipated that good co-operation will be continued between NOWPAP and YSLME during the 2nd phase of the project.
8. The meeting was informed by Mr. Yihang Jiang that UNOPS will not attend this meeting due to other commitment. However, Ms. Katrin Lichtenberg has agreed to standby and willing to provide, through video conference, any necessary information required by the meeting.

1.2 Introduction of the members

9. Participants were invited to give self-introduction to the meeting. The list of participants is attached as Annex I to this report.

2. ORGANISATION OF THE MEETING

2.1 Election of officers

10. In accordance with UN rules and procedures, members of the meeting were invited to elect a Chairperson and a Vice Chairperson for the meeting.
11. Ms. Kyong Ju Cho from RO Korea nominated Mr. Fengkui Liang from China as the Chairperson of the meeting. The nomination was accepted by the meeting, and Mr. Liang was elected as Chairperson.
12. Mr Yafeng Yang from China nominated Mr. Hyunsoo Yun from RO Korea as the Vice-Chairperson of the meeting. The nomination was accepted by the meeting, and Mr. Yun was elected as Vice-Chairperson.
13. The Project Management Office (PMO) served as the secretariat of the meeting.

2.2 Meeting documents

14. The Chairperson invited the secretariat to introduce the documents prepared for the meeting. Referring to Document UNDP/GEF/YS/RSP-SPSC.3/inf.1, Mr. Won-Tae Shin introduced the working and information documents of the meeting.
15. List of documents is attached as Annex II to this report.

2.3 Organisation of work

16. The Chairperson invited Mr. Shin to introduce the work programme of the meeting. Referring to Document UNDP/GEF/YS/RSP-SPSC.3/inf.3, Mr. Shin provided information on the proposed arrangements for the meeting. The meeting noted the arrangements.
17. The meeting was conducted in English

3. ADOPTION OF THE MEETING AGENDA

18. The Chairperson introduced the Provisional Agenda (Document UNDP/GEF/YS/RSP-SPSC.3/1) and Provisional Annotated Agenda (Document UNDP/GEF/YS/RSP-SPSC.3/2) prepared by the Secretariat.
19. The meeting considered the agenda items of the meeting. The agenda was adopted with no change. The Agenda of the meeting is attached as Annex III to this report.

4. REPORT ON PREPARATION OF THE PROJECT DOCUMENT

20. The Chairperson invited the secretariat to give a presentation under this agenda item. Mr. Yihang Jiang gave a presentation covered following agenda items:
 - 4.1 Preparation and Approval of the Programmatic Approach in the East Asian Seas Region
 - 4.2 Preparation and Technical Clearance of the PIF
 - 4.3 Preparation of the Revised Project Document
 - 4.4 Consultation on the Revised Project Document
21. Mr. Jiang informed the meeting that due to the delay in approving the Project Identification Form (PIF) of YSLME for about two years, UNDP/GEF decided to take a programmatic approach in the East Asian Seas region, to maintain the momentum generated by the project during its first phase, and to maximize the benefits of the relevant GEF projects in the region. The three projects include PEMSEA, YSLME and West Pacific East Asia Oceanic Fisheries Management (WPEA OFM). A Programme Framework Document (PFD) entitled: "*Reducing Pollution and Rebuilding Degraded Marine Resources in the East Asian Seas through Implementation of Intergovernmental Agreement and Catalyzed Investments*" was prepared, and approved by the GEF Council in November 2012.
22. With the approval of the GEF Council of PFD, the YSLME PIF was revised and submitted to the eligible country for endorsement. With the new endorsement from China, the PIF was submitted to GEF through UNDP/GEF in January 2013. The technical clearance was obtained from GEF secretariat and the GEF Scientific and Technical Advisory Panel (STAP).
23. To avoid further delay in starting the project's 2nd phase, the PSC at its 8th meeting in Beijing on September 2012 decided to revise the existing Project Document instead of using the Project Preparation Grant (PPG). The revised Project Document was prepared and reviewed by the two member governments.
24. Mr. Jiang informed the meeting that there will be needs to continue necessary efforts to involve all the coastal countries in the 2nd phase of the project.
25. Mr. Padilla informed the meeting of the requirements of co-operation and co-ordination among the three projects during their implementation.
26. With questions and clarification provided on legal status of the Project Document, the meeting decided to establish a sessional working group to work on the issue of the co-ordination and co-operation among the three projects involved in the PFD.

27. With appreciation to Mr. Jiang for his brief and clear presentation on the progress made in preparing the project's 2nd phase, together with a historical review, the meeting endorsed the report.

5. CONSIDERATIONS AND APPROVAL OF THE PROJECT DOCUMENT

5.1 Considerations of the Project Document

28. The Chairperson invited the secretariat to give a presentation on the preparation and major contents of the Project Document.
29. Mr. Jiang provided a presentation on the Project Document. He reported to the meeting the followings:
- (i) As required by the GEF, the application of the project's 2nd phase should start with the preparation of the Project Identification Form (PIF). With approval of PIF, the Project Document should be prepared and submit to the GEF CEO for endorsement. Considered the PIF should be an abstract of the Project Document, the YSLME project started preparation of the Project Document and PIF at the same time, in close consultation with all the project partners, and governments of the countries bordering the Yellow Sea;
 - (ii) The PIF and the Project Document of YSLME were submitted to the 6th Project Steering Committee (PSC) meeting, Xi'An, China, 17-19 November 2009, and the 7th PSC meeting, Beijing, China 23-25 February 2011 for considerations. The final agreements on the two documents were reached;
 - (iii) Following the standard procedure of GEF, the PIF was submitted to GEF Secretariat for review in March 2011. After two rounds of reviews and modifications, the YSLME PIF was not approved to be included into the work programme of the GEF Council meeting with unknown reason;
 - (iv) Successful preparation and approval of the PFD in the East Asian Seas region provided new opportunity for YSLME to be engaged in the implementation of the YSLME SAP;
 - (v) As presented in the previous agenda item, the PIF and the Project Document were reviewed and revised accordingly.
30. He further presented to the meeting that the major modifications of the Project Document include:
- Removed all the reference of the participation of DPR Korea as a full member of the project, as originally planned. However, following the PSC's decision the observer status of DPR Korea has been kept;
 - Necessary project information and situations were updated following the development of the project; and
 - Necessary format changes were made to meet the new requirements of GEF and UNDP.
31. Mr. Jiang informed the meeting that the National Workshops in discussing the Project Document were organised in China (Beijing, 26 March 2013) and RO Korea (Seoul, 29 March 2013). The major comments and suggestions from the workshops were incorporated into the Project Document.

32. Regarding the location of the Project Management Office (PMO), Mr. Hyunsoo Yun from RO Korea presented a concrete proposal to host the PMO in Korea. He provided following statements to the meeting:

The 8th Meeting of the Project Steering Committee (PSC) held in Beijing last year invited the government of the ROK to prepare a concrete action proposal to solve the legal status of the Project Management Office (PMO) for the seamless transition of the 1st phase project to the 2nd one and the efficient execution of the 2nd phase of the YSLME project as well.

The government of the ROK, taking this opportunity, would like to reiterate its keen interest to contribute to substantially reducing environmental stresses in the Yellow Sea Large Marine Ecosystem on a mutually beneficial manner through a continuous hosting of the PMO in Korea, among others.

In this regard, the Government is pleased to provide to the Project Steering Committee the following actions for securing a well-functioning PMO in Korea which will play a crucial role in implementing the 2nd phase of the project under the Strategic Action Programme (SAP) for the YSLME:

The PMO of the YSLME would be attached to the UNDP Seoul Policy Center which was established in 2010 according to the ROK-UNDP Agreement. The Agreement is providing a legal basis for the establishment of the Seoul Policy Center as well as all the necessary privileges and immunities to perform its functions.

To this effect, the government of the ROK and UNDP entered into consultations, with several options, to provide a legal basis for the PMO and the execution of the 2nd phase of the YSLME project.

33. Mr. Yafeng Yang from China reiterated that the government of China is willing to host the PMO with the following justifications:

(i) The YSLME PMO has been in Korea for the last 8 years (since September 2004). While the host country contributed to the operation of the office, the benefits and credits of hosting the office should be shared by all the participating countries. The benefits include, but not limit to,

- getting more political support and credit from the successful implementation of the project activities;*
- exercising the opportunities in providing guidance in the project implementation*
- obtaining the chances more frequently from the project staff to use their expertise in the implementation of the national activities whenever and wherever such requests needed; and*
- providing more job opportunities for the local staff recruited by the project office.*

(ii) Considering the decisions of PSC in previous meetings regarding the involvement of DPR Korea in the project, and the

willingness expressed by the DPRK delegation to the 4th PSC meeting, the Project Office should be located in a mutually convenient place. Even DPRK is not a full member of the project yet, but due arrangements of DPR Korea's participation as an observer of the 2nd phase of the project and as a member to the Commission should be taken into consideration as early as possible.

(iii) The location of the PMO was also an important issue during the discussion for the Project's first phase during 2001-2002. In order to ensure the earlier implementation of the project, China compromised its position and agreed to establish the project office in Korea. This action made the project implementation possible. We would like to see RO Korea takes the same level of compromise this time.

34. With clarifications of the various elements regarding this issue, the meeting decided to establish a sessional working group, participated only by the member countries in the project to discuss and agree on certain arrangement for the hosting PMO.
35. Following the sessional working group consultation between China and RO Korea, Mr. Hyunsoo Yun reported the meeting on the decision of the working group:

The Project Management Office (PMO) headed by the Project Manager for the 2nd phase of the YSLME project shall be located in the Republic of Korea. A branch PMO shall be established in China. Considering the importance of the efficient implementation of the project, issues related to the function or activities of each office will be decided at the later stage but before the implementation of the project.

36. The meeting agreed the suggested text in this summary report. The meeting also agreed that in the Project Document, the following sentence should be added to the document:

The Project Management Office (PMO) for the 2nd phase of the YSLME project shall be located in the Republic of Korea. A branch PMO shall be established in China.

37. Extensive discussions were focus on the Annex 3 of the draft Project Document regarding the TOR for the YSLME Commission and the Interim Commission Council. With all the relevant options provided by the meeting participants in improving the annex, a lunch meeting was proposed to seek the agreement on this issue.
38. Following the discussion, Mr. Hyunsoo Yun presented the outcomes and agreements reached during the lunch meeting. It was agreed that the Annex 3 should be divided into (i) Annex 3 that deals with the Preliminary Elements for the Structure of the Terms of References for the future YSLME Commission, and (ii) Annex 4, Preliminary Terms of References for the Interim Commission Council and its subsidiary bodies.
39. The new annexes were prepared, presented, modified and agreed by the meeting, and attached as ANNEX III and IV to this report. With understanding that following the GEF CEO's endorsement on the Project Document, all the TORs and the Rules of Procedure in the Annex 4 of the Project Document standing as preliminary documents with indicative elements will be reviewed again and finalized before the implementation of the 2nd phase of the project.

40. The meeting considered the issue of co-ordination and co-operation between the YSLME project and other project involved in the PFD, it was agreed to add following paragraph into the Project Document as an output:

Reviewing the existing partnerships and MOU between the first project of YSLME and PEMSEA to develop and facilitate the necessary co-operation and co-ordination between the two projects in the context of the EAS PFD

41. In order to meet requirements of GEF on the detailed actions in addressing major outcomes and outputs of the project, the meeting noted the needs to provide detailed actions in the text of the Project Document. The meeting entrusted the Project Coordinating Consultant to add necessary information in the relevant parts of the Project Document, based on the detailed activities listed in the project budget and the regional SAP.

5.2 Other Required Documents

42. Considering the requirements for the GEF CEO's endorsement, the Chairperson invited the representative of UNDP/GEF to provide relevant information on the other documents needed for the endorsement, and relevant procedures and timeframe. Mr. Padilla informed the meeting that the document is based on the UNDP document format, and information contained in this document were taken from PIF and the Project Document.
43. Mr. Padilla further noted that the Co-financing Commitment Letters (CCT) from all the providers of co-finance is needed to be attached as a part of the endorsement document. He informed the meeting that the CCTs have been received from China and WWF-Japan. It was expected the Letters would be received from RO Korea and UNDP soon.
44. With brief introductions from Mr. Padilla on the next steps and timeframe for submitting and endorsement of the Project Document, the meeting noted all the necessary requirements, and instructed all partners of the project to take prompt actions to ensure earlier commencement of the 2nd phase of the project.

5.3 Agreement in Submitting the Project Document for GEF CEO's Endorsement

45. Mr. Chairperson invited Mr. Jiang to introduce this agenda item. Mr. Jiang informed the meeting that following the agreement reached on the Project Document, the document will be finalised considering all the comments and suggestion from the participating countries, the GEF Council members, UNDP and UNOPS will be incorporated into the document.
46. The finalised Project Document, together with the document on Request for GEF CEO's Endorsement, and the Co-financing Commitment Letters, will be submitted to UNDP HQ for clearance. With the clearance, the document will be submitted to the GEF Secretariat for endorsement.
47. UNDP agreed to reflect the decision of the RO Korea and China regarding the location of the PMO into the Project Document. UNDP informed that in the event that this is approved by the UNDP HQ and GEF, the legal issue pertaining to the UNDP Seoul Policy Center still remains and need to be addressed prior to the start of the recruitment of the international staff.

48. The meeting noted the procedure, and requested all the partners of the project to take prompt actions to ensure submission of the document as promptly as possible. This is important to keep the momentum generated by the current phase of the project.

6. CONSIDERATIONS OF THE ARRANGEMENTS FOR SMOOTH TRANSITION TO THE PROJECT'S NEXT PHASE

49. The Chairperson invited the secretariat to provide necessary information on this agenda item.
50. Mr. Jiang informed the meeting that with generous financial support from the government of RO Korea, the current operation of the Project Management Office (PMO) provided useful support to the preparation of the project's 2nd phase. He further informed the meeting that:
- (i) The current fund would be enough for the operation of PMO until the end of September 2013. Therefore it is anticipated that the 2nd phase of the project would start its implementation as soon as possible, preferably starting before October 2013. It is essential that all the partners could reach agreement soon for submitting the Project Document, together with other necessary documents, to the GEF, to facilitate timely endorsement from the GEF CEO;
 - (ii) With the GEF CEO's endorsement on the Project Document, the implementation of the 2nd phase can be started. The first step would be the recruitment of the necessary project staff. Considering this process would take some time, it is critically important for UNDP and UNOPS to expedite the recruitment process in order to maintain the continuity between the 1st and 2nd phases of the project.
 - (iii) According to the rules of UNOPS, the current project should be closed. Mr. Jiang suggested the Chairperson to invite Mr. Sungjun Park to give presentation of the project closure referring the to document UNDP/GEF/YS/RSP-SPSC.3/7
51. Mr. Park introduced the document. He informed the meeting in the management system of UNOPS, the 2nd phase of the project is regarded as a new project. Therefore there is a need to close the current project. Mr. Park provided meeting with information on the procedures of the project closure and proposed actions on disposal of the project assets.
52. With clarifications provided, the meeting agreed the proposed actions, and the Chairperson will sign the assets table on behalf of the Project Steering Committee.

7. CO-OPERATION WITH OTHER ORGANISATIONS

53. The Chairperson invited representatives from other organisations and projects to provide information on the co-operation and co-ordination of relevant activities with the project, in particular the project's next phase.
54. Mr. Stephen Adrian Ross, PEMSEA, briefly introduced the focus and scope of the GEF/UNDP/PEMSEA project on Scaling Up the Implementation of the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA). He explained a number of potential areas for collaboration between the YSLME SAP and SDS-SEA

implementation project including: scaling up ICM application, preparation/ dissemination of information documents, capacity development, and knowledge management. He invited the YSLME to the EAS Partnership Council, scheduled for 9-12 July 2013 in Manila.

55. Mr. Sangjin Lee, NOWPAP, reaffirms NOWPAP's commitment for continuing and further enhancing partnership with YSLME in the future in line with NOWPAP Medium-term Strategy 2012-2017 and YSLME SAP. He suggested few areas of collaboration between the two organizations including: remote sensing data analyses; harmful algal blooms; assessment of marine environment quality; biodiversity conservation and MPAs; and marine environment pollution including marine litter.
56. Mr. Shigeki Yasumura, WWF Japan, informed the meeting that the Yellow Sea Ecoregion Support Project (YSESP) has been implemented since 2007 in collaboration with WWF Japan, WWF China and the Korean Institute of Ocean Science and Technology (KIOST) with the financial support from Panasonic Corporation. He further informed that, taking into account that YSESP will be closed on September 2014, WWF Japan and WWF China start to re-develop the Yellow Sea Ecoregion Action Programme (YSEAP) and expected more projects will be implemented at least in China in the future. He invited the meeting to the side event of WWF Japan at the IUCN 1st Asia Park Congress in November 2013 in Sendai, Japan.

8. OTHER BUSINESS

57. Members were invited to raise any other issues to be considered by this meeting. No additional major issues about the next phase of the project were raised.

9. ADOPTION OF THE MEETING REPORT

58. The Chairperson led the adoption of the draft meeting report prepared by the Secretariat (Document UNDP/GEF/YS/PSC.8/3).
59. The draft report was discussed, amended, and adopted by the meeting.

10. CLOSURE OF THE MEETING

60. The Chairperson and the Head of the Chinese Delegation, Mr. Fengkui Liang expressed his satisfaction for the constructive agreement and successful conclusion of the meeting. He thanked the delegation of RO Korea for hosting the meeting and the secretariat for wonderful organisation of this important event. He thanked all the participants of the meeting for their constructive and fruitful discussions.
61. The Vice-Chairperson and the Head of the Korean Delegation Mr. Hyunsoo Yun expressed his pleasure for participating his first meeting of YSLME project. He wished a successful inception of the 2nd phase through clearing all the remaining tasks in due time. He expressed his trust that the collaboration between all the stakeholders for the sustainable management of the Yellow Sea will be enhanced.
62. Mr. Song-Hack Lim, from the Ministry of Oceans and Fisheries, RO Korea, expressed his thanks to the Chinese government for positive collaboration in resolving the issue of PMO location. He thanked UNDP and the Secretariat for successfully conducting the meeting. He wished more concrete collaborations will be happening in the future.

63. Mr. Padilla reassured UNDP's support in the 2nd phase of the project. He hoped that he would see the inception of the 2nd phase as early as possible by meeting all the requirements for the submission of the Project Document. He wished all the participants to see each other soon for the implementation of the YSLME 2nd phase project.
64. The Chairperson called a motion to close the meeting. The meeting was closed at 5:00pm.

ANNEX I

List of Participants

(Participants listed alphabetically by last name)

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ANNEX II

List of Documents

Working Documents

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| UNDP/GEF/YS/ SPSC.3/1 | Provisional Agenda |
| UNDP/GEF/YS/ SPSC.3/2 | Provisional Annotated Agenda |
| UNDP/GEF/YS/ SPSC.3/3 | Report of the Meeting (<i>to be prepared at the meeting</i>) |
| UNDP/GEF/YS/ SPSC.3/4 | Report of Major Progress in Preparing for the Project's Next Phase |
| UNDP/GEF/YS/ SPSC.3/5 | Draft Project Document Entitled: <i>"Implementing the Strategic Action Programme for the Yellow Sea Large Marine Ecosystem: Restoring Ecosystem Goods and Services and Consolidation of a Long-term Regional Environmental Governance Framework"</i> |
| UNDP/GEF/YS/ SPSC.3/6 | Document on the Request for GEF CEO Endorsement |
| UNDP/GEF/YS/ SPSC.3/7 | Proposed Actions on the Project Closure |

Information Documents

| | |
|---------------------------|---|
| UNDP/GEF/YS/ SPSC.3/inf.1 | Provisional List of Documents |
| UNDP/GEF/YS/ SPSC.3/inf.2 | Provisional List of Participants |
| UNDP/GEF/YS/ SPSC.3/inf.3 | Provisional Working Programme for the Meeting |

ANNEX III

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- 1. OPENING OF THE MEETING**
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 - 4.4 Consultation on the Revised Project Document
- 5. CONSIDERATIONS AND APPROVAL OF THE PROJECT DOCUMENT**
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- 6. CONSIDERATIONS OF THE ARRANGEMENTS FOR SMOOTH TRANSITION TO THE PROJECT'S NEXT PHASE**
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ANNEX IV

Annex 3 of the Project Document

Preliminary Elements for the Terms of Reference for the Future YSLME Commission

Background

The Yellow Sea SAP aims to facilitate the protection of marine environment and sustainable use of the marine and coastal resources in the Yellow Sea. To achieve this objective, the SAP contains regional environmental targets and the management actions that are required to meet those targets by 2020.

One of the actions envisaged in the SAP is the establishment of the YSLME Commission as a permanent institutional framework to continue and expand current efforts made under the first phase of the UNDP/GEF YSLME Project. The Commission is envisaged as a soft, non-legally binding, and co-operation based institution that will co-ordinate and enhance regional and national efforts to apply ecosystem based management. With the participation of the Yellow Sea countries, it is proposed that the Commission consist of the following bodies:

- Management, Science and Technical Panel (MSTP);
- Regional Working Groups (RWGs);
- Inter-Ministry Co-ordinating Committee (IMCC);
- National Co-ordinator (NC);
- National Working Groups (NWGs); and
- Secretariat.

The UNDP/GEF SAP implementation project is envisaged as the mechanism through which the Commission is established, with negotiation mechanism, conflicts resolution procedure and its sustainable financing mechanism and agreement. During the period of SAP implementation it is envisaged that an Interim Commission will be established to serve as the mechanism for discussing and agreeing the final structure and details of the Permanent Commission and as the Project Board *sensu* UNDP.

Commission Bodies

The YSLME Commission, a body that serves as the supreme decision-making authority with respect to the implementation of SAP related activities. The Commission membership shall consist of: participating countries represented by GEF National Operational Focal Points (NFPs) with assistance from the government officials of GEF National Implementing Agencies and the IMCC chairpersons; representatives of UNDP/GEF, UNOPS, and other donor organisations; MSTP chairpersons; and representatives from the private sector and NGOs that are actively contributing to the implementation of the SAP. Regular meetings of the Commission shall take place once a year. Special meetings may be convened as required. The Commission provides overall strategic policy and management direction, and considers and approves regional activities and budgets suggested by the MSTP, and secures technical and financial resources necessary for implementing SAP management actions.

Management, Science and Technical Panel (MSTP), a permanent body, provides the RWGs with managerial, scientific, and technical guidance and the Interim Commission Council with managerial, scientific, and technical advice. The Panel shall consist of NCs, RWG chairpersons, selected regional experts, and representatives of the private sector and NGOs actively engaged in SAP implementation, together with the Project Manager. Regular meetings are organised once a year, preferably back-to-back with the Council meetings. The Panel co-ordinates regional activities across the RWGs; provides them with suggestions to improve the activities; considers budget allocations for each activity; and makes recommendations to the Council for their approval of budgets, work plans and the execution of activities.

Regional Working Groups (RWGs), The MSTP shall establish such regional working groups as are deemed necessary to effectively plan, co-ordinate and manage the various activities approved by the Interim Commission Council. Initially six such working groups will be established with responsibility for co-ordinating actions at the regional level focusing on: fish stocks (RWG-F); sustainable mariculture (RWG-M); habitat conservation (RWG-H); pollution reduction (RWG-P); monitoring/assessment (RWG-A), and sustainability (socioeconomics and governance (RWG-G). Each Working Group shall consist of experts nominated by the IMCC from each participating country¹, and representatives from the private sector and NGOs. Each RWG shall organise regular annual meetings to prepare work plans for consideration of the MSTP and approval by the Council. Following Council approval, the RWGs shall monitor and supervise activities, in accordance with the guidance provided by the MSTP. In addition, the RWGs shall provide technical guidance to relevant NWGs and shall provide advice within its sphere of competence to the MSTP through the RWG chairperson.

Inter-Ministry Co-ordinating Committee (IMCC) co-ordinates national activities among relevant national ministries and institutions to ensure smooth implementation of national efforts in line with regional directions and objectives. The IMCC membership shall include the NFP and representatives from relevant ministries in the country. The National Co-ordinator (NC) shall serve as the secretary to the IMCC, and regular meetings shall be convened at least once a year. If more than one meeting is convened in any one year then one of these shall be organised before the annual meeting of the Interim Commission Council. The IMCC reviews the work plans that the NWGs prepare and provides them with guidance for improvement when necessary. The IMCC chairperson serves as a member of the Council and the IMCC reports to the MSTP through the NC.

National Co-ordinator (NC), a full-time position appointed by the IMCC, the NC serves as the primary national contact for the RWGs and the Secretariat. The NC co-ordinates national activities among the NWGs under the direction of the IMCC; and serves as secretary to the IMCC. The NC assists the NFP in organising IMCC meetings and serves as a member of, and reports on national activities to the MSTP on behalf of the IMCC.

National Working Groups (NWGs), are established at the discretion of the IMCC, and are responsible for the design and implementation of management actions at the national level. Membership shall include environmental managers, scientists, and technical experts in the appropriate field of expertise. In close co-ordination with the respective RWG and the NWGs in other participating countries, each NWG shall prepare national work plans for the

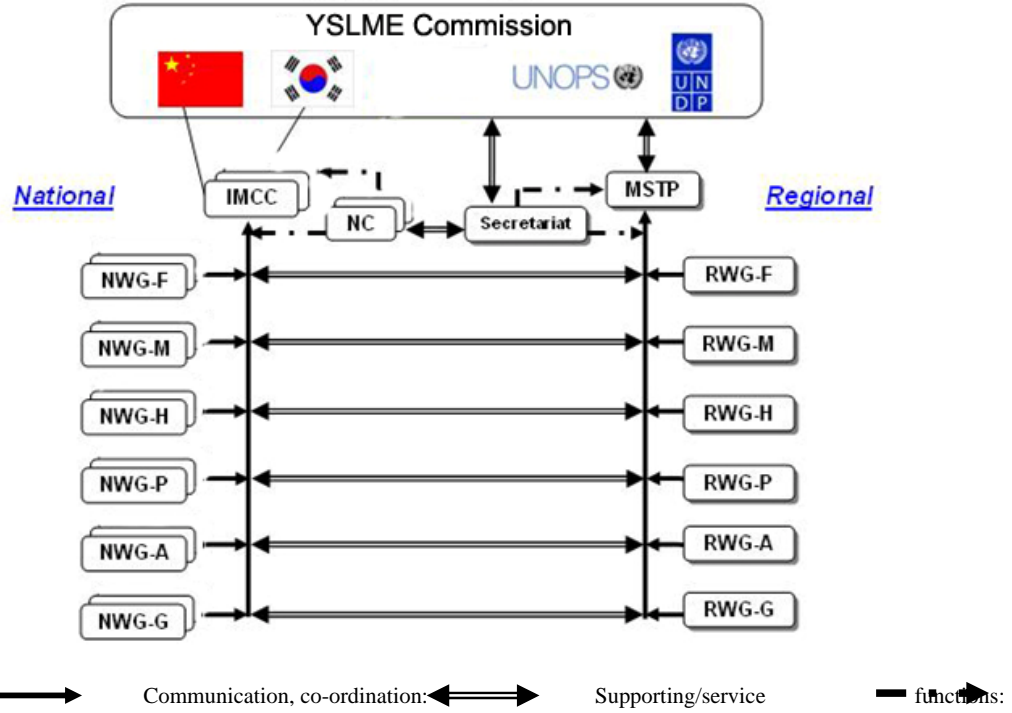
¹ Normally such individuals would be the Chairs of the appropriate National Working Group.

IMCC to consider and approve. The chairperson of each NWG reports on its activities to the IMCC.

Commission Secretariat, a permanent body, the Secretariat provides administrative support and regional co-ordination among bodies of the YSLME Commission such as the Council, the MSTP, the RWGs, and the NCs.

The YSLME Commission Secretariat shall create a “Management Advisory Roster” being an open ended database of regional environmental managers, scientists, and technical experts, nominated by the IMCCs in the respective countries. Individuals from this pool may be called upon from time to time to assist the Commission in the execution of activities to implement the SAP, including for example, serving as expert members on the various bodies of the Commission, or as consultants and advisors to the Secretariat for specific short term tasks. Considering the requirements of each regional working group, the Secretariat in close consultation with the NCs shall appoint appropriate persons from the roster, as expert members of each RWG. Considering the requirements of each national working group, NCs shall appoint appropriate persons as expert members of each NWG, and report such appointments to the appropriate regional bodies of the Commission.

Organisational Framework of the Yellow Sea Large Marine Ecosystem (YSLME) Commission Bodies



NWG = National Working Groups; RWG = Regional Working Groups; IMCC = Inter-Ministry Co-ordination Committee; NC = National Co-ordinator; MSTP = Management Science and Technology Panel. National and Regional Working Groups include Fisheries = F; Mariculture = M; Habitats = H; Pollution = P; Assessment = A; and Governance = G.

ANNEX V

Annex 4 of the Project Document

Preliminary Terms of Reference² for the 2nd Phase of the YSLME Project The YSLME Interim Commission Council

The Interim Commission Council is a body that serves as the supreme decision-making authority with respect to the implementation of SAP related activities. During the implementation of the UNDP/GEF SAP Implementation Project (the second phase of the YSLME Project), an Interim Commission Council will be established to serve as the Project Board. The following sections describe the membership, meetings, and functions of this body.

Membership

The Interim Commission Council shall consist of:

- Participating countries represented by GEF National Operational Focal Points with assistance from GEF National Implementing Agencies and IMCC chairpersons of each participating country;
- Chairperson of the Management, Science and Technical Panel (MSTP);
- A representative of the UNDP/GEF;
- A representative of UNOPS;
- Representatives from private sector bodies actively engaged in SAP implementation
- Representatives from accredited NGOs actively engaged in SAP implementation³.

Additional members including representatives from other relevant government agencies in the participating countries may be added at the discretion of the Council. During the second phase of the YSLME Project, the Project Management Office shall serve as the Secretariat of the Council.

Meetings

Regular meetings of the Council shall be convened once a year. A chairperson and a vice-chairperson who shall be responsible for chairing the meetings shall be selected by the members from amongst the members, and shall serve until the commencement of the next regular meeting.

Special meetings may be convened by the chairperson: (i) when a majority of the Council members make a request for such a meeting to the Secretariat; and (ii) at the request of the Secretariat when circumstances demand.

The Council can invite other organisations and projects to attend the meetings as observers.

² All Terms of Reference under this Annex and Rules of Procedure should be considered indicative. Therefore, they will be discussed and finalized before the implementation of the 2nd phase of the YSLME project, preferably at the first meeting of the Interim YSLME Council.

³ *The membership of the private sector and NGOs needs further consideration as concerns expressed on this issue.*

Tasks

- (1) Provide overall strategic policy and management direction in implementing the SAP and executing the UNDP/GEF SAP implementation Project;
- (2) Review, amend, and approve regional activities, work plans, and budgets for SAP implementation, that are suggested by the MSTP;
- (3) Co-ordinate the work of the participating countries to ensure that the activities meet regional and national environmental concerns and priorities;
- (4) Secure technical and financial resources necessary to implement the activities;
- (5) Review the progress of the activities and provide guidance to the MSTP and the Secretariat for better management and co-ordination;
- (6) Facilitate necessary actions for policy reform to harmonise national legislation;
- (7) Promote co-operation with relevant international, regional, and national organisations and projects;
- (8) Facilitate the participation of the private sector and NGOs in SAP implementation;
- (9) Disseminate the findings and results of SAP implementation to broad audiences, within and outside the region;
- (10) The Interim Commission Council established at the commencement of the UNDP/GEF SAP Implementation Project shall finalise and arrange for national approval of all the Terms of Reference for the bodies deemed necessary for the Project including overall organizational structure of the bodies; and,
- (11) Finalise and arrange for national approval of the membership and Terms of Reference for the permanent Commission Council to be established during the execution of the UNDP/GEF SAP Implementation Project

Other matters

Notwithstanding the membership and terms of reference specified in this document, the Interim Commission Council shall have the power to amend, from time to time, the membership and terms of reference of the Council.

Preliminary Terms of Reference for the 2nd Phase of the YSLME Project Management, Science and Technical Panel

The Management, Science and Technical Panel (MSTP) provides the Regional Working Groups (RWGs) with managerial, scientific, and technical guidance and the Interim Commission Council with managerial, scientific, and technical advice. The following sections describe the membership, meetings, and functions of this body.

Membership

The Panel shall consist of:

- The National Co-ordinators (NCs) from each participating country;
- The chairpersons of each Regional Working Group;
- Leading regional experts, taken from the Management Advisory Roster, identified by the Secretariat;
- Representatives from private sector organisations actively engaged in SAP implementation;
- Representatives of NGOs actively engaged in SAP implementation; and
- The Project Manager.

During the second phase of the YSLME Project, the Project Management Office shall serve as the Secretariat of the Panel.

Meetings

Regular meetings shall be convened once a year preferably before the Interim Commission Council meetings. A chairperson and a vice-chairperson who are responsible for chairing the MSTP meetings shall be elected from amongst the members. The chairperson attends the Council meetings to present the recommendations and reports prepared by the Panel.

Tasks

- (1) Review and co-ordinate regional activities for SAP implementation, proposed by each RWG;
- (2) Provide the RWGs with technical guidance and suggestions to improve the activities where necessary;
- (3) Consider the recommendations of each RWG concerning proposed budget allocations for each activity;
- (4) Provide the Interim Commission Council with recommendations on proposed regional activities, work plans, and budgets;
- (5) Facilitate co-operation with relevant international, regional, and national organisations and projects to enhance the effectiveness and efficiency of SAP implementation;
- (6) Monitor the progress of the regional activities and ensure the quality of outputs; and,
- (7) Report to the Council through the MSTP chairperson on the progress of activities and SAP implementation.

Other matters

Notwithstanding the membership and terms of reference specified in this document, the MSTP may make recommendations to the Interim Commission Council, to amend, from time to time, the membership and terms of reference of the Panel.

Preliminary Terms of Reference for the 2nd Phase of YSLME Project Regional Working Groups

The Management, Science and Technical Panel (MSTP) shall establish such Regional Working Groups (RWGs) as are deemed necessary to effectively manage and execute the various activities approved by the Interim Commission Council. Initially six working groups will be established with responsibility for co-ordinating actions at the regional level focusing on: fish stocks (RWG-F); sustainable mariculture (RWG-M); habitat conservation (RWG-H); pollution reduction (RWG-P); monitoring/assessment (RWG-A), and sustainability (socioeconomics and governance (RWG-G)). The following sections describe the membership, meetings, and functions of each regional group.

Membership

Each RWG shall consist of:

- Representatives from each participating country, nominated by the IMCCs, normally such individuals shall be the chairpersons of the equivalent National Working Groups.
- Leading regional experts in an appropriate discipline of natural and/or social science selected from the Management Advisory Roster and appointed by the Secretariat; and
- Representatives from the private sector; and,
- NGO representative.

During the second phase of the YSLME Project, the Project Management Office shall serve as the Secretariat of the RWGs. Each Working Group shall elect its own Chairperson and other officers from amongst the members.

Meetings

Each RWG shall organise its regular meetings once a year. The chairperson attends the MSTP meetings to present recommendations and activity reports prepared by the RWG.

Tasks

- (1) Prepare regional activities with work plans to implement the SAP for consideration by the MSTP and approval by the Interim Commission Council;
- (2) Monitor, supervise, and amend approved regional activities for better implementation, as necessary, following the guidance and suggestions provided by the Council and the Panel;
- (3) Co-ordinate the work of the NWGs and provide them with guidance for national activities to meet national and regional environmental concerns and priorities as described in the SAP;
- (4) Report to the Panel through the RWG chairperson on the progress of the regional activities.

Major responsibilities of individual RWGs

RWG-F Fish stocks: Provide guidance and co-ordination for regional activities to improve Ecosystem Carrying Capacity (ECC) with respect to provisioning services by recovering and enhancing depleted fisheries stocks.

RWG-M Sustainable mariculture: Provide guidance and co-ordination for regional activities to improve the ECC with respect to provisioning services by enhancing mariculture production and quality and by reducing and controlling pollutant discharge from mariculture.

RWG-H Habitat conservation: Provide guidance and co-ordination for regional activities to improve the ECC with respect to supporting services by conserving biological diversity and maintaining current areas of habitats.

RWG-P Pollution reduction: Provide guidance and co-ordination for regional activities to improve the ECC with respect to regulating and cultural services by reducing pollutant levels and strengthening legal and regulatory processes.

RWG-A Monitoring and assessment: Provide guidance and co-ordination for regional activities to improve the ECC with respect to supporting services by mainstreaming adaptive management to meet potential challenges, including the climate change impacts on ecosystem processes.

RWG-G Sustainability (socioeconomics and governance): Provide guidance and co-ordination for regional activities to improve regional environmental governance by strengthening institutional, legislative, and financial capacities of the region and the countries.

Other matters

Notwithstanding the membership and terms of reference contained in this document, the RWG may recommend to the MSTP for decision, amendments to the membership and terms of reference of the RWG.

Preliminary Terms of Reference for the 2nd Phase of YSLME Project Inter-Ministry Co-ordinating Committee

The Inter-Ministry Co-ordinating Committee (IMCC) co-ordinates national activities among relevant national ministries and institutions to ensure smooth implementation of national efforts in line with regional directions and objectives. The following sections describe the membership, meetings, and functions of this body.

Membership

The IMCC shall consist of:

- Government executive officials at the GEF National Focal Agency (i.e., GEF National Operational Focal Point [NFP]), the GEF National Implementing Agency, and all the other relevant ministries that have responsibilities in marine and coastal issues in the Yellow Sea;
- National Working Group (NWG) chairpersons; and
- Representatives from private sector organisations actively engaged in NSAP implementation; and,
- Representatives of NGOs actively engaged in NSAP implementation.

The National Co-ordinator (NC) serves as a secretary to the IMCC.

Meetings

Regular meetings shall be convened at least once a year. If more than one meeting is convened in any one year then one of these shall be organised before the annual meeting of the Interim Commission Council. A chairperson and a vice-chairperson responsible for chairing the IMCC meetings are elected from amongst the members. The IMCC chairperson serves as a member of the Council. The IMCC reports to the Management, Science and Technical Panel (MSTP) through the NC.

Tasks

- (1) Prepare, on behalf of the government, the national positions on policy issues for the Interim Commission Council to consider and present the positions to the Council through the IMCC chairperson;
- (2) Nominate regional environmental managers and science and technical experts for inclusion in the Management Advisory Roster;
- (3) Establish the NWGs with leading experts in the country in line with the requirements, focal areas, and activities of the RWGs;
- (4) Appoint the NC and the NWG chairpersons based on nominations by the GEF National Focal Agency (i.e., NFP) and the GEF National Implementing Agency;
- (5) Review and co-ordinate national activities under the NSAP implementation, that the NWGs propose;
- (6) Provide the NWGs with guidance and suggestions to improve the national activities to meet national and regional environmental concerns and priorities;
- (7) Secure technical and financial resources necessary to implement the national and regional activities;

- (8) Monitor the progress of the national activities and ensure the quality of outputs;
- (9) Facilitate co-operation with relevant national organisations and projects to enhance the effectiveness and efficiency of the national activities;
- (10) Report to the MSTP through the NC on the progress of the national activities;
- (11) Facilitate the participation of the private sector and NGOs in SAP/NSAP implementation; and
- (12) Disseminate the findings and results of NSAP implementation to broad audiences, nationally, regionally, and internationally.

Other matters

Notwithstanding the membership and terms of reference contained in this document, the IMCC shall have the power to amend, from time to time, the membership and terms of reference. Such amendments shall be reported to the next meeting of the YSLME Interim Commission Council.

Preliminary Terms of Reference for the 2nd Phase of YSLME Project National Co-ordinator

The National Co-ordinator (NC), a full-time position appointed by the Inter-Ministry Co-ordinating Committee (IMCC), shall serve as the primary national contact for the RWGs and the Secretariat. The following section describes the functions of this individual.

Tasks

- (1) Serve as a secretary to the IMCC, assisting the National Operational Focal Point in organising IMCC meetings;
- (2) Assist the IMCC to review and co-ordinate national activities under the NSAP implementation, secure technical and financial resources necessary to implement the national activities, and monitor the progress of the activities to ensure the quality of outputs;
- (3) Compile a register of national management, scientific and technical experts in maritime affairs for consideration by the IMCC as nominated members of the Management Advisory Roster;
- (4) Recommend appropriate national experts from the Management Advisory Roster as NWG members to the IMCC;
- (5) Co-ordinate the national activities among the NWGs under the direction of the IMCC;
- (6) Report to the Management, Science and Technical Panel (MSTP) on behalf of the IMCC on the progress of national activities;
- (7) Serve as a member of the MSTP, contributing to the regional co-ordination, the provision of guidance to the RWGs, and the preparation of regional work plans and budgets;
- (8) Liaise closely with the Secretariat, supporting it on matters regarding SAP/NSAP implementation;
- (9) Assist the IMCC to facilitate the participation of the private sector and NGOs in SAP/NSAP implementation and to disseminate the findings and results of the implementation to broad audiences; and
- (10) Such other tasks as the IMCC shall from time to time decide.

Preliminary Terms of Reference for the 2nd Phase of YSLME Project National Working Groups

National Working Groups (NWGs) shall be established at the discretion of the Inter-Ministry Co-ordinating Committee (IMCC), and are responsible for the design and implementation of management actions at the national level. The NWGs are organised in line with the requirements, focal areas, and activities of the RWGs. The following sections describe the membership, meetings, and functions of such bodies.

Membership

Each NWG shall consist of:

- A chairperson nominated by the GEF National Focal Agency (i.e., National Operational Focal Point [NFP]) and the GEF National Implementing Agency and appointed by the IMCC;
- Leading experts in the relevant fields of natural and social science nominated by the IMCC and appointed by the National Co-ordinator (NC); and
- Representatives from the private sector and NGOs.

The NC shall serve as the Secretariat of the NWG.

Meetings

Each NWG shall organise its regular meetings as necessary, but at least once a year. The meeting shall preferably be held in advance of the RWG meetings. The chairperson of the NWG attends the IMCC meetings and the RWG meetings, to present recommendations and activity reports prepared by the NWG.

Tasks

- (1) Prepare, in close co-ordination with the respective NWGs in other participating countries, national activities with work plans to implement the NSAP for the respective RWG to consider and agree upon;
- (2) Monitor and evaluate the progress of national activities and amend them, as necessary, in consultation with the RWG;
- (3) Report to the IMCC through the NWG chairperson on the progress of the national activities;
- (4) Report to the RWG through the NWG chairperson on the execution of national activities; and,
- (5) Facilitate the execution at national level of activities identified by the RWG as appropriate to implement the regional SAP, in addition to those activities relevant to the implementation of the NSAP.

Other matters

Notwithstanding the membership and terms of reference contained in this document, the IMCC, has the power to amend, from time to time, the membership and terms of reference of the NWG, and shall report such amendments to the MSTP.

Preliminary Terms of Reference for the 2nd Phase of YSLME Project Secretariat

YSLME Interim Commission Council Secretariat that provides administrative support and regional co-ordination among: the Interim Commission Council; the Management, Science and Technical Panel (MSTP); the Regional Working Groups (RWGs); and the National Co-ordinators (NCs). During the second phase of the YSLME Project, the Project Management Office (PMO) headed by the Project Manager shall serve as the Secretariat, facilitating regional and national efforts relevant to SAP/NSAP implementation. The following section describes the functions of this body.

Tasks

- (1) The Secretariat assists in organising all the regional meetings of the YSLME Interim Commission Council and other subsidiary bodies as well as other activities relevant to the implementation of the SAP management actions.
- (2) The Secretariat reports to the Council and the MSTP through the Project Manager.
- (3) Serve as a secretary to the meetings of the Council, the MSTP, and RWGs, liaise with, and provide administrative support to these bodies in the execution of their responsibilities;
- (4) Draft policy, managerial, and technical papers on SAP implementation in co-operation with the RWGs and NCs as part of the preparation for the Council and MSTP meetings;
- (5) Prepare and present activity implementation reports to the Council and the MSTP through the Project Manager;
- (6) Appoint regional experts as RWG members from the Management Advisory Roster;
- (7) Assist in organising all the regional meetings, including the ones mentioned above in Terms of References for Council, MSTP, and RWGs, as well as other regional co-ordination activities relevant to the implementation of the SAP;
- (8) Administer contracts for consulting services under SAP implementation, following U.N. rules;
- (9) Monitor the progress of all regional activities of the YSLME Interim Commission Council and other subsidiary bodies to ensure that activities are implemented in line with the strategic policy and management direction provided by the Council, and that high quality outputs are secured on time and within budget;
- (10) Liaise closely with the NCs to ensure smooth implementation of national efforts in line with regional efforts and objectives;
- (11) Assist the Council and the MSTP in promoting the co-operation with relevant organisations, including the private sector and NGOs; and
- (12) Assist in disseminating the findings and results of SAP/NSAP implementation to broad audiences nationally, regionally and internationally.

The Project Management Office (PMO) headed by the Project Manager for the 2nd phase of the YSLME project shall be located in the Republic of Korea. A branch PMO shall be established in China. Considering the importance of the efficient implementation of the project, issues related to the function or activities of each office will be decided at the later stage but before the implementation of the project.

Other matters

Notwithstanding the terms of reference contained in this document, the Interim Commission Council has the power to amend, from time to time, the terms of reference of the Secretariat.

Preliminary Elements of Rules of Procedure for the Interim YSLME Commission Council⁴

Rule 1: Membership

1. The Interim Commission Council shall consist of: representatives from the countries participating in the UNDP/GEF Yellow Sea Project (hereinafter called the “Yellow Sea countries”), the chairperson of the Management, Science and Technical Panel (MSTP), one representative each from UNDP/GEF and UNOPS, and representatives of the private sector and NGOs actively engaged in SAP implementation⁵.
2. Each Yellow Sea country shall be represented by: the GEF National Operational Focal Point (NFP) assisted by the Chairperson of the Inter-ministry Co-ordinating Committee (IMCC) and a Government Official(s) from National Implementing Agency designated by the NFP.
3. The Interim Council may decide by consensus that other organisations become Council Members.
4. Notwithstanding the Rules contained in this document, the Council has the power to amend, from time to time, the membership of the Council.

Rule 2: Meetings

1. The Interim Commission Council shall hold regular meetings once a year, upon convocation by the Council Chairperson. At each regular meeting, the Council shall decide on the dates and venue of the next meeting. For the role of the Chairperson, see Rule 4 in this document.
2. Special meetings may be convened by the Chairperson: (i) when a majority of the Council members make a request for such a meeting to the Secretariat; and (ii) at the request of the Secretariat when circumstances demand. The Secretariat shall circulate the request for holding a special meeting to all Members and each country’s National Co-ordinator (NC) with a deadline for response. The Secretariat shall inform the Members of the consensus response.
3. The Chairperson shall decide on the dates and venue of a special meeting in consultation with the NCs and the Secretariat.

Rule 3: Agenda

1. The Secretariat shall prepare the agenda for each meeting in consultation with the Chairperson.
2. The agenda for a regular meeting shall include *inter alia*, the following items:
 - a. Adoption of the agenda;
 - b. Activity report of current year (progress report);
 - c. Proposed work plan and budget for the subsequent year and onwards;
 - d. Any other items the inclusion of which has been decided at a previous meeting;
 - e. Items proposed by any Member;

⁴

⁵ The membership of the private sector and NGOs needs further consideration as concerns expressed on this issue.

- f. Outstanding and arising issues and
 - g. Adoption of the report of the meeting.
3. The agenda for a special meeting shall consist only of those items that are proposed for consideration in the request to convene the meeting.
4. The Secretariat shall circulate a provisional agenda with supporting documents to the Members at least two weeks before the opening of the meeting.

Rule 4: Chairperson

1. The Chairperson of the Interim Commission Council shall be selected from each Yellow Sea country in rotation, in alphabetical order.
2. A Chairperson and a Vice-chairperson who shall be responsible for chairing the meetings shall be selected by the members from amongst the members, and shall serve until the commencement of the next regular meeting. If the Chairperson cannot preside at a meeting or any part thereof, the Vice-Chairperson shall act as the Chairperson with the same powers and duties.
3. The Chairperson shall serve for a period of one year.
4. In addition to exercising the powers and duties conferred upon him/her elsewhere in the Rules, the powers and duties of the Chairperson shall be to:
 - a. Ensure that all the tasks of the Council, as described in the Terms of Reference, are fully carried out;
 - b. Convene regular and any special meetings;
 - c. Declare the opening and closing of each meeting;
 - d. Preside at all meetings: direct discussion, accord the right to speak, and announce decisions;
 - e. Call a speaker to order if their remarks are not relevant to the subject under discussion;
 - f. Ensure observance of the Rules described in this document; and
 - g. Make such decisions and give such directions to the Secretariat, that ensure the business of the Council is carried out efficiently and in accordance with its wishes.

Rule 5: Secretariat

1. The Project Management Office serves as the Secretariat during the bridging period and second phase of the YSLME Project.
2. In addition to exercising the powers and duties conferred upon it elsewhere by the Rules, the Secretariat shall:
 - a. Issue the invitations to the meetings;
 - b. Prepare the provisional agenda for the meetings in accordance with Rule 3;
 - c. Make all necessary arrangements, including secretarial assistance, for the meetings of the Council and its regional subsidiary bodies;
 - d. Prepare the progress report, work plan, and budget;
 - e. Prepare meeting reports; and
 - f. Perform other functions and tasks, as described in the Terms of Reference, or entrusted to the Secretariat by the Council.

Rule 6: Conduct of business

1. A majority of the Members shall constitute a quorum.
2. Proposals from any members shall be introduced in writing and submitted prior to the meeting for the Secretariat to circulate to the Members.
3. The decisions of the meetings shall be made by consensus.
4. Where consensus cannot be achieved during a meeting, the Secretariat in consultation with the Chairperson shall facilitate negotiations to seek resolution during the subsequent inter-sessional period. The Secretariat shall report the results of the negotiations to the Members.
5. The Interim Commission Council may adjourn the discussion of any issue on which a consensus cannot be reached and refer it to a working group of the Council. The working group shall be charged with resolving the issue and be required to report the outcome of their work to the Council when the discussion resumes.
6. The record of the meeting, including all the decisions made, shall be kept by the Secretariat which shall circulate the record to the Members in the form of a draft report before the closure of the meeting. Any Member who disagrees with any part of the report may propose an amendment for consideration by all members during the adoption of the report.
7. The Secretariat shall distribute the final version of the report to the Members within two weeks following the closure of the meeting.
8. Between meetings, any proposal for a decision falling within the competence of the Interim Commission Council shall be circulated in writing by the Secretariat to the Members with a specified deadline for reply. On the basis of the responses the Secretariat will inform members in writing of the views expressed and the consensus position.

Rule 7: Subsidiary bodies

1. The subsidiary bodies of the Interim Commission Council shall consist of the regional bodies (MSTP and Regional Working Groups), the national bodies (IMCC and National Working Groups), and the Secretariat.
2. The membership, meetings, and tasks of each subsidiary body shall be defined in their Terms of Reference.
3. The Rules of Procedure of each subsidiary body shall follow those of the Council.

Rule 8: Language

The working language of the Interim Commission Council shall be English.

Rule 9: Participation of observers

1. The Interim Commission Council may invite observers to participate in its meetings.
2. Upon the invitation of the Chairperson, observers may participate in the discussion of issues within their competence or scope of activities, without the right to participate in decision-making.
3. Observers may, upon invitation of the Chairperson, submit written statements that shall be circulated by the Secretariat to the members of the Council or to the concerned subsidiary bodies.

Rule 10: Amendments and suspension

Any Rules contained in this document may be amended or suspended by the Interim Commission Council.

ANNEX VI

Proposed Action on the Project Closure



UNDP/GEF PROJECT ENTITLED "REDUCING ENVIRONMENTAL STRESS IN THE
YELLOW SEA LARGE MARINE ECOSYSTEM"

UNDP/GEF/YS/RSP-SPSC.3/7 Rev.1
Date: 25 April 2013
English only

Special Meeting of the Project Steering Committee
For the UNDP/GEF Yellow Sea Project
Jeju, RO Korea, 8-9 May 2013

Proposed Actions on the Project Closure

1. General Requirements

According to the UNOPS operational rules, when the project activities completed, the project needs to be closed in the Atlas system. Even the YSLME project would have its 2nd phase, the current project needs to be closed and to launch 2nd phase as a new project.

The project closure process should be initiated by the Project Manager (PM) or Engagement Closure Manager (ECM) and there are 5 components that need to be processed:

- Operational Closure
 - Operational closure checklist
 - Initiate financial closure
- Financial Closure
 - Financial closure checklist
 - Review balance sheet accounts
 - Prepare financial statement
 - Submit financial statement
- Certify Final Financial Statement
 - Certify financial statement
- Refund / write-off / collection, and
 - Request refund / write-off / collection
 - Approve refund / write-off
 - Process refund / write-off
- Final Closure
 - Request financial closure

梁月良
May 9, 2013

One of major parts of operational closure will be the Discard of project assets. Asset Discard is a key element for closing down of the project. Since the asset Discard was not identified in the legal agreement (Project Document) with the client as part of the close down planning, it

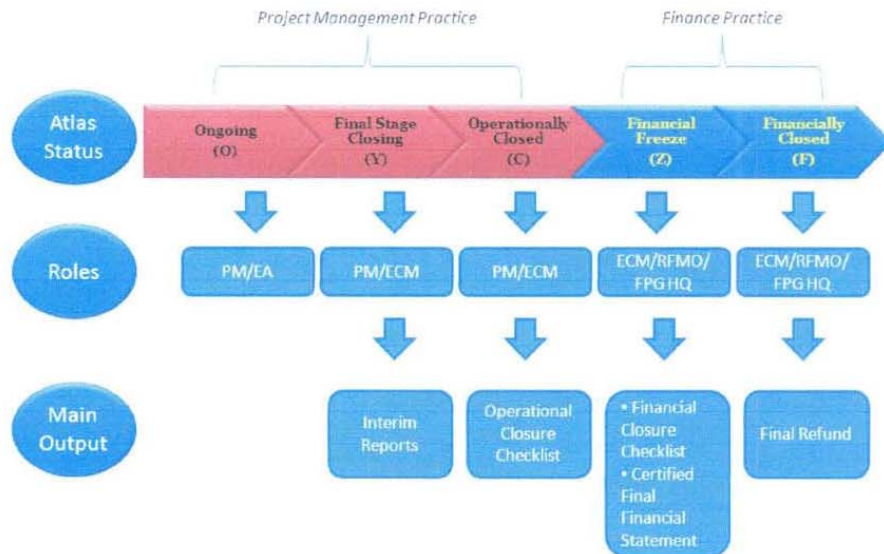
is normally required to follow the PSC decision on how these assets should be treated and to whom (if any) it should be transferred.

Once the PSC has reached a decision on how to treat the assets, UNOPS will perform an internal clearance based on the depreciated values of the assets before they can be transferred or disposed of according to the decision made by the PSC.

The timing and Discard of assets are the responsibility of the PM / ECM. Discard of assets purchased with project funds are carried out under UNOPS Asset Management Administrative Instructions.

2. Major Procedures

Project Closure Process Flow



PM: Project Manager
ECM: Engagement Closure Manager
RFMO: Regional Financial Management Officer
FPG: Finance Practice Group

Handwritten signature
May 9, 2013

3. Proposed Actions

3.1 PM / ECM's roles are:

- Ensuring completion of all project activities and initiating Project Closure
- Completing/submitting the operational closure checklist including asset Discard plan
- Initiating financial closure

- Submitting Final Financial Statement (FFS) to client or Final Budget Revision (FBR) to funding agency
- PM/ECM gets clients confirmation, and arranges refund documents, if any

3.2 Assets Discard approval request

Based on the procedures and current project situation, an asset table of the project is presented to the PSC as shown hereafter, with detailed information on the names of the assets, dates of purchase, value of the assets, current conditions and proposed actions.

The meeting will be invited to consider the information provided, and reach a decision on how to deal with the assets purchased by the project fund.

梁月全
May 9th, 2013

UNDP/GEF/YS/RSP-SPSC.3/7 Rev.1
Page 4

| Date of purchase | ACCOUNT DESCRIPTION | | Amount US\$ equi | Condition | Suggestion |
|------------------|---------------------|---------------------|---------------------|--------------------|----------------------------|
| | ACCOUNT | ACCOUNT DESCRIPTION | | | |
| Dec. 2004 | 72800 | Office Equipment | 3,381.82 | Good | Transfer (YS/LIME Phase 2) |
| Dec. 2004 | 72800 | Office Equipment | 96.87 | Obsolete equipment | Discard |
| Dec. 2004 | 72800 | IT Equipment | 1,861.35 | Faulty | Discard |
| Dec. 2004 | 72800 | IT Equipment | 1,861.35 | Faulty | Discard |
| Dec. 2004 | 72200 | Furniture | 336.56 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 736.47 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 252.61 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 34.00 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 14.43 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 47.29 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 1,001.90 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 339.22 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 20.32 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 18.99 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 46.06 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 98.01 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 11.77 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 27.15 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 23.23 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 18.35 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 407.41 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 106.84 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 123.65 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 90.59 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 479.77 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 87.53 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 226.50 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 209.70 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 574.93 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 110.92 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Furniture | 105.41 | Obsolete equipment | Discard |

Handwritten signature and date: May 2005

| Date of purchase | ACCOUNT | | ACCOUNT DESCRIPTION | | Amount US\$ equi | Condition | Suggestion |
|------------------|---------|------------------|-------------------------|---|---------------------|--------------------|--------------------------|
| | 72200 | Furniture | F-04-0011 | SC982C 800 | | | |
| Dec. 2004 | 72200 | Furniture | Cabinet | SC982C 800 | 349.10 | Obsolete equipment | Discard |
| Dec. 2004 | 72200 | Vehicle | Motor Vehicle | Hyundai Trajet 2.0 A/T | 22,881.29 | Obsolete equipment | Sale |
| Jul. 2005 | 72800 | IT Equipment | Office Software | Windows XP Pro (Kor) | 354.65 | Obsolete equipment | Discard |
| Jul. 2005 | 72800 | IT Equipment | Office Software | MS windows XP Pro (Eng) | 1,153.85 | Obsolete equipment | Discard |
| Jul. 2005 | 72800 | IT Equipment | Office Software | MS windows XP Pro - OLP NL (Eng) | 3,386.61 | Obsolete equipment | Discard |
| Jul. 2005 | 72800 | IT Equipment | Office Software | H Office 2003 Pro - OLP NL (Kor) | 455.54 | Obsolete equipment | Discard |
| Jul. 2005 | 72800 | IT Equipment | Office Software | Acrobat 7.0 Sld (Eng) | 899.10 | Obsolete equipment | Discard |
| Nov. 2005 | 72800 | IT Equipment | Office Software | MS Project 2003 Sld - OLP NL (Eng) | 623.20 | Obsolete equipment | Discard |
| Nov. 2005 | 72800 | IT Equipment | Lap-top Computer | Fujitsu S6240-SDM16 | 1,629.91 | Faulty | Discard |
| Apr. 2005 | 72800 | IT Equipment | Portable Hard Disk | Fujitsu S7011SF16 | 77.91 | Faulty | Discard |
| May. 2005 | 72800 | IT Equipment | Lap-top Computer | Fujitsu S7011SF16 | 1,777.60 | Faulty | Discard |
| Jun. 2005 | 72800 | IT Equipment | DVD Read/Writer | | 198.98 | Faulty | Discard |
| Mar. 2005 | 72200 | Office Equipment | Copy machine | Canon IC-D380H | 550.00 | Faulty | Discard |
| Apr. 2005 | 72200 | Office Equipment | Digital Camera | Nikon Coolpix3700 | 281.36 | Faulty | Discard |
| Apr. 2005 | 72200 | Office Equipment | Type Writer | ET-3800 Kyunghang Co. | 201.69 | Obsolete equipment | Discard |
| May. 2005 | 72200 | Office Equipment | Safety Box | Bum II ESD-104A(Digital Double Locking) | 301.99 | Good | Transfer (YSLME Phase 2) |
| May. 2005 | 72200 | Office Equipment | Conference Call Machine | SoundPointPro225 | 372.38 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Task Chair | CH0011AF * 8 (616*530*785) | 863.72 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Familla Chair | CH2301 * 1 (620*595*870-970) | 123.20 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Desk | TD016 * 2 (1600*800*720) | 4320.00 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Extension desk | SD912F * 1 (600*1200*720) | 137.05 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Endless cabinet | SC982C * 2 (600*290*1920) | 201.20 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Square table | SR024S * 1 (2400*900*720) | 307.72 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Folding Table | CR9006 * 1 (590-610*480-520*720) | 155.45 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Partition | KF104W * 9 (1000*66*1370) | 1,505.45 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Partition Frame | KF0104 * 2 (1000*34*1370) | 94.68 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Partition Frame | KF0124 * 5 (1200*34*1370) | 261.37 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Partition ile | KF1106 * 4 (1000*4*600) | 102.55 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Partition ile | KF1126 * 10 (1200*14*600) | 295.89 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | L Shape connector | KF5114 L * 6 (H: 1370) | 94.68 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Endong | KF6014 * 10 (H: 1370) | 88.77 | Obsolete equipment | Discard |
| Jul. 2005 | 72200 | Furniture | Leg | KF8001 * 2 | 43.40 | Obsolete equipment | Discard |

| Date of purchase | ACCOUNT DESCRIPTION | | | | | | Amount US\$ equi | Condition | Suggestion |
|------------------|---------------------|------------------|-------------------|-------------------|----------|--|---------------------|--------------------|--------------------------|
| | ACCOUNT | Furniture | Shelf | SONY Camcorder | F-05-001 | KT3010 * 2 (1000*360*200) | | | |
| Jul. 2005 | 72200 | Furniture | Shelf | SONY Camcorder | F-05-001 | KT3010 * 2 (1000*360*200) | 94.68 | Obsolete equipment | Discard |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | System Case_Poriavrace DSR with Matte Box | 309.84 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | Headphone_Sennheiser HD202 Closed back monitor | 41.35 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | Video Camcorder | 3,505.55 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | Video Light HVL20DW2 | 83.07 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | Battery Pack - NPF970 | 357.21 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | AC-Adaptor and Power Charger ACVU1050D | 175.71 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | Wireless Lavaliere Mike Kit UWP/C1 | 506.73 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | Tripod/Stand | 112.15 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | DVCAM Tapes VF58CPKS | 176.48 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | IEEE DV Cable | 89.51 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | Headphone port adaptor | 7.41 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | Memory Stick | 58.64 | Good | Transfer (YSLME Phase 2) |
| Mar. 2006 | 72200 | Office Equipment | SONY Camcorder | SONY Camcorder | O-06-001 | Rain Cover + Shipping | 99.90 | Good | Transfer (YSLME Phase 2) |
| Feb. 2006 | 72800 | IT Equipment | Lap-top Computer | Office Server | I-06-001 | Toshiba M50-03601 S | 1,452.28 | Faulty | Discard |
| Jun. 2006 | 72800 | IT Equipment | Office Server | Office Software | I-06-002 | AS-PE1800 - Dell TM Power Edge TM 1800 Server | 4,252.95 | Obsolete equipment | Discard |
| Dec. 2006 | 72800 | IT Equipment | Office Software | Office Software | I-06-003 | Expert Choice Software | 4,190.98 | Obsolete equipment | Transfer (YSLME Phase 2) |
| Nov. 2006 | 72200 | Office Equipment | LCD Projector | LCD Projector | O-06-002 | Sony CX20 | 1,560.00 | Good | Transfer (YSLME Phase 2) |
| Nov. 2006 | 72200 | Office Equipment | Printer | Printer | O-06-003 | Canon I90 Printer | 550.00 | Obsolete equipment | Discard |
| Nov. 2006 | 72200 | Office Equipment | Scanner | Scanner | O-06-004 | Scanner HP Scanjet7650 | 688.00 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Shelves | Shelves | F-07-001 | Shelving units for container | 18,720 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Container | Container | F-07-002 | Container | 1,304.34 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Double drawer | Double drawer | F-07-003 | TP0312W (420*560*570) | 286.96 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Familiar Chair | Familiar Chair | F-07-004 | CH2301 (620*595*870-970) | 136.96 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Topline Desk | Topline Desk | F-07-005 | TD016 (1600*800*720) | 231.52 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | L-shape Connector | L-shape Connector | F-07-003 | KF5514 (H:1370) | 29.55 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Partition | Partition | F-07-003 | KF068W (600*66*1770) | 167.58 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Partition | Partition | F-07-003 | KF108W (1000*66*1770) | 239.13 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Partition | Partition | F-07-003 | KF128W (1200*66*1770) | 278.26 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | L-shape Connector | L-shape Connector | F-07-003 | KF5118 (H:1770) | 26.09 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Ending Connector | Ending Connector | F-07-003 | KF6018 (H:1770) | 26.09 | Obsolete equipment | Discard |
| Jun. 2007 | 72200 | Furniture | Folding Table | Folding Table | F-07-006 | CR9006 (630*525*720) | 282.61 | Obsolete equipment | Discard |

| Date of purchase | | | | | | Amount | Condition | Suggestion |
|------------------|---------|---------------------|------------------|----------|------------------------------------|-----------|--------------------|--------------------------|
| | ACCOUNT | ACCOUNT DESCRIPTION | | | | US\$ equi | | |
| Aug. 2008 | 72800 | IT Equipment | Lap-top Computer | I-08-001 | Lenovo Thinkpad | 1,150.00 | Obsolete equipment | Discard |
| Aug. 2008 | 72800 | IT Equipment | Lap-top Computer | I-08-002 | Lenovo Thinkpad | 1,150.00 | Obsolete equipment | Discard |
| Jul. 2009 | 72800 | IT Equipment | Lap-top Computer | I-09-001 | Toshiba Portege A600 PPA60K-G1C00R | 1,328.62 | Good | Transfer (YSLME Phase 2) |
| Jun. 2010 | 73400 | IT Equipment | Copy machine | I-10-001 | Copy Machine (SCX-5635FNK) | 603.29 | Good | Transfer (YSLME Phase 2) |

Remarks: Only 5 yellow rows in the sheet were treated as capital assets in UNOPS HQ since any biennial administrative asset with
a) Minimum life expectancy of three years or more
b) A value of USD 2500 or more per unit at time of acquisition
c) Fall under one of the following categories:
1) vehicles, 2) equipment, 3) heavy machinery, 4) furniture, 5) and property are under capital asset category.

Signed on behalf of the members of the Steering Committee:

Liang Fengkui 梁凤奎
Chairperson's Name, Organization, & Signature

Date: May 9th, 2013

ANNEX VII

Draft Project Document

***Implementing the Strategic Action Programme for the
Yellow Sea Large Marine Ecosystem:
Restoring Ecosystem Goods and Services and Consolidation of a
Long-term Regional Environmental Governance Framework***