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

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UNDP/GEF/YS/RSP.5/2  
Date: 1 October 2008  
English only

**Fifth Meeting of the Regional Scientific and Technical Panel  
for the UNDP/GEF Yellow Sea Project**  
*Shanghai, China, 25-26 November 2008*

**Provisional Annotated Agenda**

**1. OPENING OF THE MEETING**

A representative from the UNDP will open the meeting at 9:00 A.M. on 25<sup>th</sup> November 2008, and will welcome all participants to attend the meeting. (S)he will briefly review the progress of project implementation 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 be invited to give brief addresses.

**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/RSP.5/inf.2.

**2. ORGANISATION OF THE MEETING**

**2.1 Election of Officers**

Members will be invited to elect a Chairperson and Vice-Chairperson for the meeting. The Project Management Office (PMO) shall act as Secretariat.

**2.2 Meeting Documents**

The Chairperson will invite the Secretariat to introduce the meeting documents, referring to Document UNDP/GEF/YS/RSP.5/inf.1.

### **2.3 Organisation of Work**

The Chairperson will invite the Secretariat to introduce this agenda item, referring to Document UNDP/GEF/YS/RSP.5/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/RSP.5/1) and Provisional Annotated Agenda (Document UNDP/GEF/YS/RSP.5/2), prepared by the Secretariat.

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

## **4 PROJECT IMPLEMENTATION REPORT**

The Chairperson will invite the Secretariat to give a report on the implementation of project activities since the last RSTP Meeting in 2007. The report (Document UNDP/GEF/YS/RSP.5/4) will cover the following topics:

### **4.1 Implementation of Project Activities**

The report on the implementation of project activities will include the following elements:

- Major achievements of the Project since the last meeting, including the co-operative cruises
- Activities of the Regional Working Groups
- Public awareness activities
- Results of Small Grants Programme and its Future
- Project Phase 2 Preparations
- Challenges to project implementation

### **4.2 The SAP and SAP Demonstration Activities**

The Secretariat will inform the meeting on the finalisation of the Strategic Action Programme (SAP), and the SAP demonstration activities that have started.

### **4.3 Regional Co-operation**

The Secretariat 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.

### **4.4 Report on the Project Management Office (PMO)**

The Secretariat will report on the operation of the PMO. The following information will be provided to the meeting:

- (i) An update on the PMO staff situation;

- (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; and
- (iii) Noteworthy accomplishments of the PMO.

#### **4.5 Financial Report**

The Secretariat will present the project's financial report, covering the 2008 fiscal year. Reference will also be made to the expenditures of 2007.

The meeting will be invited to discuss the Project Implementation Report and adopt the report.

### **5 REPORTS OF THE NATIONAL PROJECT CO-ORDINATORS (NPC)**

The Chairperson will invite the NPCs to give reports (UNDP/GEF/YS/RSP.5/5a-b) on the implementation of project activities at national level, in particular regarding the subject of national co-ordination.

The meeting will be invited to take note of the reports, consider the issues of national co-ordination, and make suggestions for improving the co-ordinating mechanisms and actions for effective implementation of project activities in the future, particularly for finalising the "National Yellow Sea Action Plans."

### **6 REPORT FROM CHAIRPERSONS OF THE REGIONAL WORKING GROUPS, INCLUDING SAP DEMONSTRATION ACTIVITIES**

The Chairpersons of the Regional Working Groups (RWGs) will be invited to present their report on the implementation of project activities from their respective group.

- 6.1 Biodiversity**
- 6.2 Ecosystem**
- 6.3 Fisheries**
- 6.4 Investment**
- 6.5 Pollution**

The reports (Documents UNDP/GEF/YS/RSP.5/6a-e) shall cover the following elements:

- (i) Discussions and outcomes of the Fifth RWG Meetings;
- (ii) SAP demonstration activities;
- (iii) The finalisation of each component's activities for project next phase; and
- (iv) Project's future workplan.

The meeting will be invited to consider the reports presented by the Chairpersons of the RWGs, discuss the necessary technical issues raised in the reports, and agree on the actions for future project implementation.

## **7 PREPARATION OF DOCUMENTS FOR PROJECT PHASE 2**

### **7.1 Progress-to-date**

### **7.2 Actions to Finalise Documents**

The Chairperson will invite the Project Manager to report on the progress of preparation for the project's next phase (Document UNDP/GEF/YS/RSP.5/7). The Project Manager will update the meeting on the development of the "Project Identification Form" (PIF) (Document UNDP/GEF/YS/PIF P2) and the next steps to take, to develop other necessary documents for submission to GEF.

*The meeting will be invited to consider the progress and remaining work, and provide suggestions on additional actions to take.*

## **8 CO-OPERATION WITH OTHER ORGANISATIONS AND PROJECTS**

The Chairperson will invite the PMO to inform the meeting on the co-operation and co-ordination with other relevant organisations and projects.

Representatives from the relevant organisation and projects will be invited to make statements to the meeting.

*The meeting will be invited to consider the progress made so far, and provide guidelines on future co-operation and co-ordination with other programmes and projects, including the Yellow Sea Partnership.*

## **9 PROPOSED WORKPLAN AND BUDGET FOR 2009 AND ONWARDS**

### **9.1 Proposed Activities**

### **9.2 Proposed Project Budget for 2009 and Onwards**

### **9.3 Proposed Workplan for 2009**

The Chairperson will invite the Project Manager to present the proposed project activities and budget for 2009 and the remainder of the project. Referring to Documents UNDP/GEF/YS/RSP.5/8 and 5/9, the financial report given in Agenda 4.5, and the issues raised about project implementation for 2009, this agenda item will cover the following elements:

- Proposed activities from the RWG Chairperson's Reports (Documents UNDP/GEF/YS/RSP.5/6a-e)
- Remaining project budget (Document UNDP/GEF/YS/RSP.5/8)
- Proposed workplan for 2009 to June 2010 (Document UNDP/GEF/YS/RSP.5/9)

*The meeting will be invited to consider the proposed activities and budget for 2009 (and onwards), the workplan for the remainder of the project, amend these documents as necessary, and agree on the proposals.*

## **10 OTHER BUSINESS**

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

## **11 NEXT RSTP MEETING**

Members will be invited to examine whether the RSTP needs to be convened next year.

Members will agree on if and how the RSTP might meet next year.

## **12 ADOPTION OF THE MEETING REPORT**

The Chairperson will lead the adoption of the draft meeting report prepared by the Secretariat (Document UNDP/GEF/YS/RSP.5/3).

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

## **13 CLOSURE OF THE MEETING**

The Chairperson will call a motion to close the meeting.