



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

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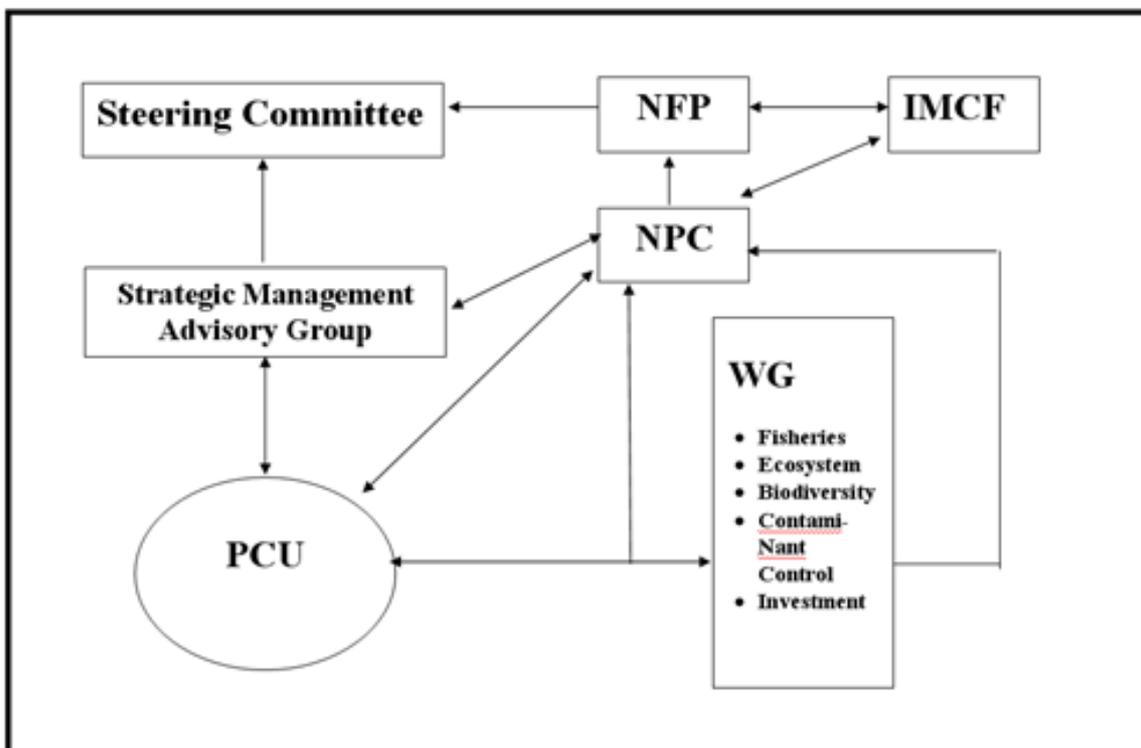
**Regional Technical Meeting on
Preparation of the Implementation Plan
for the UNDP/GEF Yellow Sea Project**
Beijing, China, 14-16 December 2004

PROPOSED MODIFICATION ON THE PROJECT STRUCTURE

1 BACKGROUND

Based on the project document approved by the GEF council, the project structure was prepared, as is shown in the Fig. 1. In order to better reflect the terms of references of the project bodies, and consider effective implementation of the project activities, some modifications are proposed for the consideration of the participating countries and other members of the Project Steering Committee.

Fig. 1 Original Project Structure



2 PROPOSED MODIFICATIONS

2.1 Project Steering Committee

Based on the Terms of Reference of the Project Steering Committee (PSC), the membership of the PSC will include:

- (i) *a leading scientist for the YSLME, National Focal Agencies, and National Implementing Agencies;*
- (ii) *OPS as the project executing agency;*
- (iii) *UNDP (country offices and GEF); and*
- (iv) *Reps from private sector and NGO community (at a later date)*

Proposed modification:

To include UNOPS and UNDP in the Project Steering Committee. Representatives from private sector and NGO community will be added at a later stage, as approved.

2.2 Inter-Ministry Co-ordinating Function, National Focal Point and Nation Project Co-ordinator

Considering that:

- (i) National Focal Point will be the Chairperson of the IMCF, and National Project Co-ordinator will be the secretary of IMCF, and
- (ii) One of major objectives is to enhance institutional capacity and co-ordination within the participating countries,

Proposed modification:

To include the NFP and NPC in the same structure of IMCF.

2.3 Strategic Management Advisory Group

Considering that:

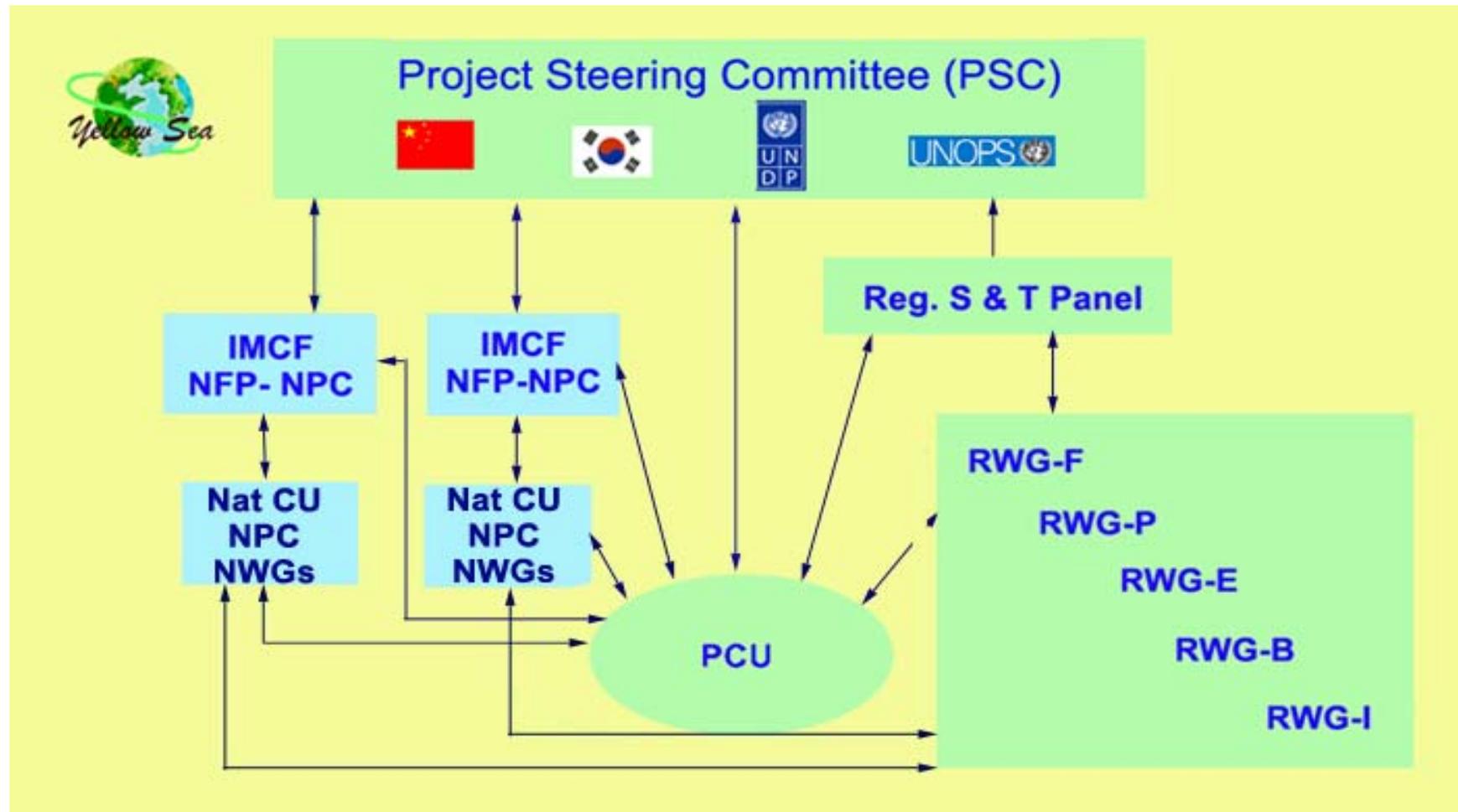
- (i) Major management decision should be made by the Project Steering Committee,
- (ii) National Co-ordination function will be carried out by the National Co-ordinating Unit, and
- (iii) Importance of scientific and technical inputs from the participating country to the success of the project,

Proposed modification:

To change SMAG to Scientific and Technical Panel.

The proposed modified project structure is presented as Fig. 2.

Fig. 2 Proposed Revised Project Structure



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TERMS OF REFERENCE FOR THE REGIONAL SCIENTIFIC & TECHNICAL PANEL

Background

The overall objective of the project is defined as: Ecosystem-base, environmentally –sustainable management and use of the YSLME and its watershed: reducing development stress and promoting sustainable development of the ecosystem from a densely populated, heavily urbanised, and industrialised semi-enclosed shelf sea.

In order to achieve this objective this project will prepare a Transboundary Diagnostic Analysis (TDA), National Yellow Sea Action Plans (NYSAPs), and a regional Strategic Action Programme (SAP). This project will also initiate and facilitate the implementation of the SAP. The SAP will consist of a series of legal, policy and institutional changes and investments to address the priority transboundary issues identified in the TDA/SAP formulation process.

Rationale

In order to facilitate the achievements of the overall objectives, and to prepare scientifically and environmentally sound TDA and SAP, a Regional Scientific and Technical Panel will be established with responsibility for ensuring effective implementation and management of the project activities as approved by the Project Steering Committee (PSC), and providing scientific and technical advice to the PSC, and the regional working Groups.

Membership

The Regional Scientific and Technical Panel (RSTP) shall consist of:

- the National Project Co-ordinator;
- the Chairpersons of the Regional Working Group for the project components;
- selected regional experts¹ to meet scientific and technical requirements; and
- Chief Technical Advisor (CTA) of the Project Management Office.

The RSTP shall elect a Chairperson, a Vice-Chairperson and a Rapporteur. The Chairperson will attend the meetings for the Project Steering Committee to present the reports and recommendations of the RSTP.

Secretariat

The Project Management Office shall act as secretariat to the RSTP.

Meetings of the Panel

The Project Management Office shall, in consultation with the Chairperson of the Panel, convene the RSTP meetings, preferably before the meetings of the Project Steering Committee.

Tasks of the Panel

The RSTP shall:

- (i) Based on the approved project programme and budget, provide scientific and technical guidance to the regional working groups establish for the project components;

¹ In consultation with the National Project Co-ordinators, four regional experts should be selected to ensure well representation of expertise in the Panel.

- (ii) Ensure effective implementation of the project activities, and the quality of outcomes and outputs of the project;
- (iii) Review the data and information generated from the project activities, and provide guidelines on the data quality control, in particular for the preparation of TDA and SAP;
- (iv) Prepare scientific and technical reports on the project progress, together with recommendations to be considered of and approved by the Project Steering Committee;
- (v) Ensure scientific and technical co-operation and co-ordination with other international and regional organisations and projects to maximise the benefits of the project outcomes to the participating countries;
- (vi) Under the directives of the Project Steering Committee, provide and review regularly the scientific and technical strategy to support management and sustainable use of coastal resources in the Yellow Sea areas.

**Terms of Reference
Yellow Sea LME
Steering Committee**

Background: The YSLME Steering Committee will direct the activities of the YSLME Project. The Steering Committee is the highest decision-making and policy body for the YSLME Project within UNDP and GEF rules and regulations. The Steering Committee will make decisions based on the consensus principle. The Steering Committee will meet as required, but at least once a year, to be coordinated with Project start-up and TPRs.

Membership: Initial Steering Committee membership will include:

- (i) a leading scientist for the YSLME, National Focal Agencies, and National Implementing Agencies;
- (ii) OPS as the project executing agency;
- (iii) UNDP (Country Offices and GEF); and
- (iv) reps from the Private Sector and NGO community (at a later date).

The Chief Technical Adviser (CTA) will act as Secretary for the Steering Committee. Additional members can be added at the discretion of the Steering Committee. The Steering Committee will consider adding representatives from the Private Sector and NGO community at a later date.

Tasks:

- Provide overall strategic policy and management direction to the Project;
- Facilitate Project coordination and ensure that Project activities meet national environmental concerns and priorities
- Annually review and approve the work plan and the budgets of the Project, and provide strategic direction on the work plan;
- Annually review and assess the progress of the Project;
- Facilitate and promote regional and national inter-project coordination
- Provide guidance to the SMA Group and the PCU in coordinating and managing the Project;
- Create mechanisms for interaction with the Private Sector (e.g., participation in Steering Committee, co-funding of projects and activities, solicitation of investment ideas and investment funding); and
- Share and disseminate Project-funded and Project-generated results and experiences, and seek additional funding to support the outputs and activities of the Project.

**Terms of Reference
Yellow Sea LME**

**NATIONAL FOCAL POINT
(NFP)**

Background: The National Focal Point is the high level government official from each country who bears responsibility for quality and timely implementation of the YSLME project in that country. This position should be held by senior official at a decision-making level. The individual must carry authority not only due to his/her high rank, but also because he/she represents the most relevant organization in that country concerned with the fisheries and ecosystem issues related to the project.

Tasks:

- Assures effective interministerial coordination;
- Assures the Government and Parliament (or equivalent) is continuously briefed on the YSLME, and is aware of the policy and legislative interventions that may be proposed by the project;
- Assures national ownership of the TDA/NYSAP/SAP process, by the Government, by communicating to the YSLME project the concerns and interests of the Government;
- Maintains regular oversight of the National Project Coordinator, remains current on the status of the YSLME project, and maintains regular communication with the CTA.
- Assists where necessary in solving of national and regional issues and constraints to project success;
- Serves as Steering Committee Member;
- Facilitate communication with his/her counterpart in the other country, and assists in harmonizing points of view of the region.

Terms of Reference
Yellow Sea LME
INTERMINISTERIAL COORDINATING FUNCTION
(IMCF)

Background: The Interministerial Coordinating Function (IMCF) will provide guidance and ensure coordination of a wide range of national institutions and organizations directly responsible for the implementation of the Project at the national level. The IMCF will be facilitated by the National Project Coordinator reporting to the National Focal Point. One IMCF will exist in each country. The IMCF is basically a national function, which will coordinate with the PCU through the NPC.

Membership: The IMCF is not a committee, per se, but rather a function that may be carried out within a committee framework. Some countries already have strong interministerial coordination, and thus the IMCF may already be taken care of there. Some countries may need to set up ad hoc committees to carry out this coordination. In this case, committees should be comprised of all Ministries having a major stake or interest in the Project, including resource ministries, foreign ministries, economic/ finance ministries, environmental ministries, transport ministries, industrial ministries, etc. As such, the IMCF will have the above key Ministries and a full time, small secretariat (national and donor-supported) headed by the National Project Coordinator reporting to the National Focal Point,

Tasks:

Ensure an integrated and coordinated approach to facilitating the sectoral changes needed for the long-term rehabilitation of the YSLME;

- Identify appropriate national modalities for the implementation of various components of Project, according to national capabilities, division of national responsibilities, and other national considerations;
- Coordinate country actions across ministries;
- Develop national positions on policy issues;
- Coordinate and assure timely delivery of national contributions to and national expert participation in the Project;
- (v) Assume responsibility for national contributions to Transboundary Diagnostic Analysis (TDA) and Strategic Action Programme (SAP), and preparation of National Yellow Sea Action Plan (NYSAP);
- (vi) Facilitate timely national and donor contributions to necessary 'baseline' activities needed to rehabilitate the YSLME; and
- (vii) Assist the PCU in monitoring the tracking and timeliness of work on contracts issued by the PCU, quality control of nationally-prepared materials for the Project, and intersectoral coordination progress.
- Liaise with NFP, SMA Group and PCU through the NPC
- Assist with the development of Priority Investment Portfolio (PIP), by assuring broad dissemination of PIP materials, and identifying possible projects for the PIP.

Terms of Reference
Yellow Sea LME
NATIONAL PROJECT COORDINATOR
(NPC)

Background: The National Project Coordinator will serve as secretary to the Interministerial Coordinating Function (IMCF), reporting to the National Focal Point. The NPC will serve as the primary national contact with the SMAG and PCU, and will be the lead national for operational purposes. The NPC will assure full participation of needed resources in each country, and control the timeliness and quality of the products provided during the project. Therefore, this individual must have the broad recognition as a high level expert in the Yellow Sea, and cognizance of the various Ministries. This is a full-time position.

Tasks:

1) In the IMCF:

- As the secretary to IMCF, works with national governments and agencies to bring necessary human and other resources to the Project;
- Assists the NFP by coordinating the IMCF meetings, and keeping detailed notes of their outcomes;
- Supervises the IMCF secretariat activities;

2) At the national level:

- Ensures national sub-contracts and other project funded activities are undertaken in a timely fashion and in accordance with the national quarterly work plans;
- Monitors the progress of national experts and helps assure timely completion of activities;
- Serves as lead national individual for coordinating inputs into the NYSAP and Regional SAP;
- Promotes wide stakeholder participation in the project;
- Generally assures full coordination of national inputs; and
- Liaises continuously with and supports the CTA on matters regarding the conduct of the project, including early warning of potential deviations from quarterly workplans and implementation difficulties.

3) In the SMAG:

- As a Strategic Management Advisory Group member, helps review/discuss quarterly workplans and budgets, and reviews progress reports.

Terms of Reference
Yellow Sea LME
REGIONAL THEMATIC WORKING GROUPS

Background: Each of the five Regional Thematic Working Groups (Ecosystem, Biodiversity, Fisheries, Contaminant Control, and Investment) will include two scientists (social and natural) and two additional experts drawn from the legal, regulatory, investment, and/or environmental management fields, from both countries. The Chairman of the Working Group will be nominated by the respective NFP, in collaboration with CTA, and will be reviewed and endorsed at the first Steering Committee meeting. The Working Group Chairs will be members of the SMA Group. Each Working Group will operate on the basis of working parties involving participation of experts from all coastal countries together with external experts where this is considered necessary. The Working Groups report to the PCU, though they may also have national reporting requirements from NPCs.

Working modalities: The Working Group is not an institution in itself. In essence, the WG is headquartered where the Chair is located. The Working Group will represent the regional perspective and not just national perspective. Working “without walls,” the Working Group will communicate primarily through email, with one or two working meetings annually. Working group members, except the Chair, are part-time, and are compensated based on specific scientific tasks undertaken in support of the working group. The Chair is also part-time, but will be provided partial support for his/her coordination activities.

Tasks:

- Provide technical inputs/comments for the project workplans in their respective areas of competency
- Develop annual and quarterly work plans and implement activities in respective thematic area, based on and fully integrated in the project workplan, and make annual and quarterly progress reports
- Be responsible for regional coordination within area of competency
- Facilitate creation of effective national thematic network
- Organize and conduct working parties and training within area of competency
- Develop relevant regional recommendations, guidance and strategy within area of competency
- Contribute scientific knowledge in the area of expertise to the development of the TDA
- Assist in development and implementation of the National Yellow Sea Action Plans (NYSAPs) and Regional Strategic Action Programme (RSAP)
- Contribute to the development of the Priority Investment Portfolio (PIP)
- Assist, through the Chair, in effective Project Management by assisting with scheduling, scoping, and budgeting for various interlinked activities
- Contribute scientific and technical advice to the formulation of proposals for national and regional actions and donor funding
- Network with national and international institutions and specialists in respective focal area
- Prepare and implement regional pilot projects
- Liaise closely with PCU, through WG Chairs
- Contribute scientific and technical expertise to YSLME information system development, public awareness activities and stakeholder participation
- Cooperate with other Thematic Working Groups
- Develop and maintain a Database within area of competence