



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

UNDP/GEF/YS/RSTP.2/2
Date: 3 January 2005
English only

**Second Regional Technical Meeting on
Preparation of the Implementation Plan
for the UNDP/GEF Yellow Sea Project**
Ansan, Korea, 3-5 March 2005

Annotated Provisional Agenda

1. OPENING OF THE MEETING

The Representative from UNDP will open the meeting, and will welcome all participants to attend the meeting. He or she will briefly review the outcomes of the First Regional Technical Meeting that was organised in Beijing, China, 14-16 December 2004. The UNDP representative will also outline the major tasks of this meeting referring to the forthcoming Project Steering Committee Meeting.

1.1 Welcome addresses

The Representative from the Government of Korea, as the host country of this meeting, will give a welcome address.

The Representative from the Government of China will be invited to give opening remarks on behalf of the government.

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

1.2 Introduction of the members

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

2. ORGANISATION OF THE MEETING

2.1 Election of Officers

The meeting will be informed that during the First Technical Meeting, the Project Manager was elected as the Chairperson. This resulted in some situations where the functions of the Chairperson and the Project Manager were in conflict.

Members of the meeting will be invited to elect a Chairperson, a Vice Chairperson and a Rapporteur from the participating countries for the meeting.

2.2 Documentation Available to the Meeting

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

2.3 Organisation of Work

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

3. ADOPTION OF THE MEETING AGENDA

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

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

4. CONSIDERATION & FINALISATION OF THE PROJECT IMPLEMENTATION PLAN

4.1 Review the Agreements From the First Technical Meeting

The Chairperson will invite the Project Manager to introduce this agenda item, referring to Document UNDP/GEF/YS/RSTP.1/3.

Members will be invited to take note of these agreements during consideration of the other agenda items.

4.2 Revised Project Activities & Priorities

The Chairperson will review the discussion and prioritisations of the project activities during the First Technical Meeting, as shown in Annex 4 of the summary report of the meeting (Document UNDP/GEF/YS/RSTP.1/3). It should be noted that,

The meeting agreed to give certain authorisation and flexibility to the Project Manager to consider the management requirements and the major project outcomes, and to prepare the next version of the major elements of the implementation plan.

The Project Manager will inform the meeting that in order to achieve the management nature of the project, the priority lists of some project components have been modified to not include the necessary research activities into the priority lists, but also consider the management needs of the project. The revised priority actions are included in Document UNDP/GEF/YS/RSTP.2/4.

The meeting will be informed of the pending issues from the First Technical Meeting, i.e. (i) the intern programme; (ii) preparation of a draft Transboundary Diagnostic Analysis (TDA); and (iii) national project co-ordinator. To facilitate

discussions on these issues, and for a better understanding by the participants of the meeting, two documents were prepared by the PMO entitled “*Brief Introduction on the TDA/SAP Processes and Their Requirements*” (Document UNDP/GEF/YS/RSTP.2/5); and “*Proposal for an Intern Programme*” (Document UNDP/GEF/YS/RSTP.2/6).

Based on the information provided, members will be invited to consider the revised activities and actions prepared by the Project Management Office, and reach agreements.

4.3 Consideration of the Project Budget

Based on the priority lists agreed by the First Technical Meeting, and discussions with relevant members of the meeting, the Project Manager will be invited to give a presentation on the revised budget table.

Members will be invited to consider the revised budget prepared by the Project Management Office, make necessary modifications based on the consent of the meeting, and prepare recommendations to the First Meeting of the Project Steering Committee.

4.4 Consideration of the National Co-financing Commitments

The Chairperson will invite the Project Manager to introduce the document, “*Consideration of Co-financing of the UNDP/GEF Yellow Sea Project*” (Document UNDP/GEF/YS/RSTP.2/7).

The Chairperson will invite the representatives from the participation countries to give presentations on the re-allocation of the national co-financing resources into the project activities, as discussed and agreed at the 1st regional technical meeting.

Members will be invited to consider the proposed re-allocations of co-financing resources, and agree on the calculation of co-financing mechanism from the participating countries, including in-cash and in-kind contributions.

4.5 Workplan and Timetable for Project Implementation

According to the agreement of the First Technical Meeting, the sequence of the project implementation will be: (i) preparation of the Transboundary Diagnostic Analysis (TDA), (ii) preparation of regional Strategic Action Programme (SAP), (iii) preparation of national SAP; and (iv) implementation of demonstration and/or pilot activities of SAP. The preliminary workplan for the five years implementation was prepared by the Project Management Office, as shown in Document UNDP/GEF/YS/RSTP.2/4.

Members will be invited to consider this agenda and make relevant recommendations to the Project Steering Committee on the workplan, timetable and milestones of the implementation.

4.6 National and Regional Co-ordination of Project Implementation

The Chairperson will invite the meeting to review the agreed project implementation structure, with particular emphasis on the national and regional co-ordination. The meeting should note that the Inter-ministerial Committees to

be established in the participating countries are very important mechanisms to ensure proper national co-ordination for the implementation of the project, and therefore, crucial to the success of project implementation.

5. RECOMMENDATIONS TO THE FIRST MEETING OF THE PROJECT STEERING COMMITTEE

Based on the discussions and agreements in Agenda Item 4, members will be invited to consider necessary recommendations to be submitted to the First Meeting of the Project Steering Committee (PSC).

6. OTHER BUSINESS

Members will be invited to raise any other issues needed to be considered by this meeting, under this agenda item.

7. ADOPTION OF THE MEETING REPORT

The Chairperson and Rapportuer will present the draft meeting report prepared by the Secretariat. The draft report will be discussed, amended and approved by the meeting.

8. CLOSURE OF THE MEETING

The Chairperson will call a motion to close this meeting.