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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/RWG-B.1/2  
Date: 23 March 2005  
English only

**First Regional Working Group Meeting  
For the Biodiversity Component of the UNDP/GEF Yellow Sea Project**  
*Qingdao, China, 19-22 April 2005*

### **Annotated Provisional Agenda**

#### **1. OPENING OF THE MEETING**

##### 1.1 Welcome addresses

On behalf of the UNDP/GEF Yellow Sea project, the Project Manager will open the meeting, and welcome all participants. He will briefly introduce the objectives of the meeting.

##### 1.2 Introduction of the members

Members will be invited to introduce themselves to the meeting. A provisional list of participants is contained in document UNDP/GEF/YS/RWG-B.1/inf.2.

#### **2. ORGANISATION OF THE MEETING**

##### 2.1 Election of Officers

Until the Terms of Reference for the Regional Working Group on Biodiversity (RWG-B) are finalised, the UN Secretariat Meetings rules will apply. *Participants will elect a Chairperson.* The PMO will serve as Secretariat to the Meeting.

##### 2.2 Documentation Available to the Meeting

The Chairperson will invite the Secretariat to introduce the documents prepared for the meeting, referring to Document UNDP/GEF/YS/RWG-B.1/inf.1.

##### 2.3 Organisation of Work

The Chairperson will invite Secretariat to introduce this agenda item, referring to Document UNDP/GEF/YS/RWG-B.1/inf.3.

#### **3. ADOPTION OF THE MEETING AGENDA**

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

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

#### **4. TERMS OF REFERENCE, MEMBERSHIP AND RULES OF PROCEDURE FOR THE REGIONAL WORKING GROUP FOR BIODIVERSITY (RWG-B)**

*Members will be invited to review the Terms of References prepared during the PDF-B phase, and propose any amendments if necessary.*

The Secretariat will describe the reporting relationships and responsibilities of the regional working group, its role in achieving objectives, the role of the RWG Chair and the financial rules and financial reporting responsibilities of the national Focal Points.

*Members will be invited to review the attached document UNDP/GEF/YS/RWG-B.1/inf.4 detailing the TOR for the RWG-B.*

#### **5. OVERALL GOALS AND OBJECTIVES OF THE BIODIVERSITY COMPONENT**

Considering the general requirements for preparing the transboundary diagnostic analysis (TDA), the Secretariat will summarise the general description of activities contained in the project brief and the major outcomes and outputs required from this meeting, these include:

- 5.1 A review of existing national practices of habitat and vulnerable species conservation, and a diagnosis of the status of introduced species.
- 5.2 Identification of additional data and information requirements, and an agreement on an acceptable format for data acquisition.
- 5.3 A regional criterion for calculation of costs for obtaining this data.
- 5.4 An action and activity list with costings and workplan.
- 5.5 Necessary data and information required for causal chain analysis and governance analysis.

*Members will be invited to review the attached document UNDP/GEF/YS/RWG-B.1/4 detailing the Expected Outcomes and Outputs of the Meeting.*

#### **6. CO-OPERATION WITH OTHER PROJECT COMPONENTS AND RELEVANT ACTIVITIES IN THE REGION**

Participants will be invited to introduce national and regional activities that could co-operate with the Biodiversity component of the YSLME Project. Sources of co-financing and methods of co-operation will be mentioned.

Representative from the WWF/KORDI/KEI Yellow Sea Eco-region Planning Project will be invited to give a presentation on the outcomes of the project, in particular the data & information collected and stored in a GIS database. The outcomes of the workshop organised prior to this meeting will also be introduced.

Participants will also be invited to consider how the activities of the Biodiversity component can be co-ordinated with other components of the YSLME Project.

Participants will be invited to make recommendations to the RSTP on how the YSLME should co-operate with other project components and national and regional projects.

## **7. REVIEW AND EVALUATION OF NATIONAL PRACTICES OF HABITAT AND VULNERABLE SPECIES CONSERVATION**

Members will be invited to:

- 7.1 Provide an overview of current habitat data/information, highlighting the problems that exist, and describing the national and regional sources of data and information that are available to specifically indicate the levels and extent of these problems.
- 7.2 Provide a brief diagnosis of vulnerable species, discuss transboundary-related issues in the Yellow Sea and identify the required data to analyse the transboundary nature of these problems (Document UNDP/GEF/YS/RWG-P.1/5).
- 7.3 Report any lack of data and propose final data (requirements and formats) for causal chain analysis, governance analysis, and final input to the TDA.
- 7.4 Propose methods of filling data and information gaps.

*Members will also be asked to discuss, modify and agree upon proposed methods for habitat and vulnerable species conservation, and to finalize guidelines for a regional survey and the inputs to TDA.*

## **8. REVIEW AND EVALUATION OF INTRODUCED SPECIES OUTPUTS ACCORDING TO WORKPLAN**

Members will be invited to:

- 8.1 Provide information on introduced and invasive species, highlighting the problems that exist, and describing the national and regional sources of data and information that are available to specifically indicate the levels and extent of these problems.
- 8.2 Discuss transboundary-related issues relevant to introduced species in the Yellow Sea region and identify the required data to analyse the transboundary nature of these problems (Document UNDP/GEF/YS/RWG-P.1/5).
- 8.3 Report any lack of data and propose final data (requirements and formats) for causal chain analysis, governance analysis, and final input to the TDA.
- 8.4 Propose methods of filling data and information gaps.

*Members will also be asked to discuss, modify and agree upon proposed methods for common introduced species assessment, and to finalize guidelines for a regional survey and the inputs to TDA.*

## **9. DISCUSSION AND ADOPTION OF ACTIVITIES COSTINGS AND WORKPLAN**

Based on the discussion and agreement in the agenda item, members will be invited to:

- 9.1 Discuss the required actions to meet the requirements for the preparation of the TDA, in particular for the data and information collection.
- 9.2 To agree on list of costed activities to be supported within the framework of the project.

- 9.3 Formulate a workplan for the first two years of the regional working group, with clear indication of the tasks, responsibilities and deadlines for completion of the tasks.

*The secretariat will be invited to give a presentation on the proposed regional criteria for calculation of costs to obtain the data/information. Members will be invited to review the attached document UNDP/GEF/YS/RWG-F.1/6 detailing a proposed regional criterion for calculating the costs of activities.*

**10. OTHER BUSINESS**

*Members will be invited to raise any other issues that need to be considered by this meeting.*

**11. VENUE FOR NEXT REGIONAL WORKING GROUP MEETING**

*Members will consider and agree on the venue for the next Project Steering Committee Meeting. There will be an open invitation for any member to offer to host the next meeting.*

**12. ADOPTION OF THE MEETING REPORT**

The Chairperson will present the draft meeting report prepared by the Secretariat.

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

**13. CLOSURE OF THE MEETING**

The Chairperson will call a motion to close this meeting.