



**UNDP/GEF Project entitled “Reducing Environmental Stress in the
Yellow Sea Large Marine Ecosystem”**

UNDP/GEF/YS/RWG-I.1/3
Date: 20 May 2005
English only

**First Meeting of the Regional Working Group
for the Investment Component**
Yantai, China, 17-20 May 2005

Meeting Report

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1 OPENING OF THE MEETING

1.1 Welcome addresses

1.1.1 On behalf of the United Nations Development Programme (UNDP) and United Nations Office for Project Services (UNOPS), Mr. Yihang Jiang, Project Manager, opened the meeting and welcomed the members of the Regional Working Group-Investment (RWG-I) to Yantai, China. He informed participants of the results of the previous four meetings of the Regional Working Groups (Pollution, Fisheries, Biodiversity, Ecosystem), and highlighted the objectives of this Meeting. He mentioned that this component's responsibilities were different from those of the natural science components, in that it covered a wider range of topics, particularly the socio-economic aspects.

1.2 Introduction of members

1.2.1 RWG-I members were invited to introduce themselves and give a brief introduction on their background and roles in the Project. The list of participants is attached to this report as [Annex I](#).

2 ORGANISATION OF THE MEETING

2.1 Designation of Officers

2.1.1 Mr. Hak-Bong Chang nominated Mr. Mingyuan Zhu as Chairperson. Members agreed and Mr. Zhu was duly elected as Chairperson. The PMO was responsible for secretariat functions of the Meeting.

2.2 Documentation Available to the Meeting

2.2.1 Mr. Mingyuan Zhu invited the Secretariat to introduce this agenda item. Mr. Jiang of the Project Management Office (PMO) introduced the Meeting's working and information documents.

2.3 Organisation of Work

2.3.1 The PMO presented the provisional working programme for the Meeting (Document UNDP/GEF/YS/RWG-I.1/inf.3), stating that this was a general guide for the Meeting. The PMO added that the working programme was flexible, and could be changed according to the Meeting's progress.

2.3.2 The Chairperson informed the Meeting of the organisation of work. It was agreed that, due to the nature of the agenda items to be discussed, the Meeting would be organised in plenary as far as possible. Sessional working groups would be formed if deemed necessary.

2.3.3 The meeting was conducted in English.

3 ADOPTION OF THE MEETING AGENDA

- 3.1 The Chairperson introduced the Provisional Agenda (Document UNDP/GEF/YS/RWG-I.1/1) and Annotated Provisional Agenda (Document UNDP/GEF/YS/RWG-I.1/2), prepared by the PMO.
- 3.2 Members did not suggest any changes, and adopted the agenda that is attached as [Annex II](#) to this report.

4 DRAFT TERMS OF REFERENCE FOR THE REGIONAL WORKING GROUP FOR INVESTMENT (RWG-I)

- 4.1 The Chairperson invited Mr. Jiang to introduce the Terms of Reference (TOR) for the RWG-I, as listed in the Project Document. Mr. Jiang explained that from the time of writing the TOR to the present, conditions of project implementation had changed. Members were asked to review the TOR, and make suggestions to revise the TOR to better reflect the current status of the RWG-I and Project objectives.
- 4.2 Members reviewed the TOR and agreed to make some changes. The revised TOR will be submitted to the Project Steering Committee (PSC) for approval. The revised TOR is attached to this report as [Annex III](#).

5 OVERALL PROJECT AND COMPONENT OBJECTIVES

5.1 General description of activities contained in the Project Implementation Plan

- 5.1.1 Due to the member's differences in familiarity of the Project, Mr. Jiang gave a presentation on the Project, including the goals of producing the Transboundary Diagnostic Analysis (TDA) and Strategic Action Programme (SAP), and highlighted the investment component's activities.
- 5.1.2 Mr. Sang-Go Lee commented that social economic analysis should be targeted differently to governments, the general public, and the market. He mentioned that the Project needed to prepare its activities as early as possible in order to properly target the different groups. He noted that it would be appropriate if the name of the Regional Working Group could be changed to "Governance" to better reflect the tasks charged to the group.
- 5.1.3 The members noted the information provided, in particular the relevant parts in preparing the TDA and SAP.

5.2 Reporting responsibilities of the RWG-I

- 5.2.1 The Chairperson invited the Secretariat to introduce Document UNDP/GEF/YS/RWG-I.1/inf.5. Mr. Jiang gave an overview on contracting procedures and reporting responsibilities of the contractors. Members noted that as the Project operates within the framework of United Nations, relevant UN rules and procedures should be followed.
- 5.2.2 Mr. Jiang emphasised the bidding process used by the United Nations in issuing contracts, and explained that this procedure is used to ensure a transparent contract-

issuing process, and to obtain the best value for money. He also explained that countries could recommend a waiver of bidding with ample justification.

- 5.2.3 Members took note of the reporting requirements that will be applied during implementation of project activities.

5.3 Required outputs and outcomes from the 1st RWG-I Meeting

- 5.3.1 The Chairperson invited Mr. Jiang to introduce this agenda item. Mr. Jiang explained the required outputs and outcomes of this Meeting, and how the outputs would contribute to the later stages of the Project, particularly the TDA/SAP development. Members were invited to consider whether these outputs and outcomes are realistic for the Meeting to achieve in four days.
- 5.3.2 Some members felt that the TOR for the National Project Co-ordinator (NPC) and Inter-ministerial Committee Function (IMCF) was not the responsibility of the RWG-I to decide on. However, after discussion and understanding on the national and co-ordinating responsibilities of this component, participants agreed to review and revise the TORs, during the next agenda item, for submission to the PSC for approval.

6 NATIONAL AND REGIONAL CO-ORDINATING MECHANISMS

6.1 National Co-ordinating Mechanisms

- 6.1.1 The Chairperson invited the PMO to present Documents UNDP/GEF/YS/RWG-I.1/inf. 6 and UNDP/GEF/YS/RWG-I.1/inf. 7. Members were invited to review and revise the TORs for the IMCF and NPC. Members agreed that the IMCF should be renamed IMCC (Inter-ministerial Co-ordinating Committee).
- 6.1.2 The revised TORs are attached to this report as [Annex IV](#) and [Annex V](#).
- 6.1.3 The Chairperson invited members to give country presentations on the progress of national project co-ordination. Mr. Wenxi Zhu gave an overview of China's national co-ordination, emphasising that institutional capacity building is a very important issue to be considered during project implementation. He summarised the situation on the national co-ordination in China as follows:
- The NPC has been appointed.
 - The IMCC will be established, after finalisation of IMCC TOR, and should consist of the various ministries: finance, agriculture, transportation, and environment. In the second part of this year, the IMCC will be established.
 - Involve provincial governments into the implementation of the project activities is under consideration as a very important issue.
 - National working groups have been set up.
- 6.1.4 Mr. Chang gave the presentation for Korea, and summarised:
- The national partners and possible partners that could join the Project;
 - The progress of national co-ordination, including the appointment of the NPC, and meetings between NPC and members of the national working groups;
 - Difficulties in national co-ordination: 1) the need for financial support to national working groups; 2) no information at national level about how the

PMO deals with contracts and consultancy; 3) delayed contracts; and 4) need for more information on the procedure of issuing contracts.

Mr. Chang suggested that early contracting and combining projects, where possible, would be one way to use the Project money wisely.

- 6.1.5 Mr. Jiang commented that the draft contracts for NPC and national co-ordination had been given to the NPCs and the respective governmental agencies, and the PMO was awaiting the budget breakdown from the NPCs for the use of funds in national co-ordination functions. He also explained the UN's procedure to issue contracts, where TORs will be circulated, through the NPCs, to obtain project proposals from potential contractors. The TORs will not include the budget, but instead, will ask proponents to suggest the budget breakdown.
- 6.1.6 Mr. Jiang agreed that combining projects is a good idea, but the PMO would need details from members on how to combine projects and activities.
- 6.1.7 Mr. Wenxi Zhu asked about the composition of the IMCC in Korea. Mr. Chang replied that it was not yet established, but should contain membership from the Ministries of Maritime Affairs and Fisheries, Foreign Affairs and Trade, Environment, and Finance.
- 6.1.8 Mr. Zhu also asked how local governments could get involved in the Project, especially during the implementation of the Strategic Action Programme (SAP). Mr. Lee mentioned fishing grounds in Korea are managed by fishing communities, and could be a framework for this Project.
- 6.1.9 Mr. Jiang gave an example of the South China Sea Project where local provincial government officers participate in the IMCC as full time members. He gave another example of local government efforts in coral reef protection in Viet Nam. Mr. Jiang concluded by stating that local government involvement is usually successful after building up trust and a sense of ownership on the part of the local government.
- 6.1.10 The Chairperson invited Mr. Wenxi Zhu to give an overview of local government participation in the Bohai Sea demonstration site through the PEMSEA Project, and the approval of a Bohai Declaration. The project was able to convince high level government agencies on the idea of effective management of marine environment and resources, and thus was successful in incorporating local government involvement. Mr. Zhu mentioned that training courses and study tours for the officers in the local authorities are some methods to enhance their understanding of the environmental problems and necessary management skills. Mr. Zhu commented that the IMCC should maintain its existence after the Project, in order to continue the long-term benefits of the Project.
- 6.1.11 Following the discussions, the Meeting noted the importance of local government's involvement in the Project and agreed that this should be included in Project implementation, and the detailed actions should be discussed in the agenda item 10.

6.2 Regional Co-operation and Co-ordination

- 6.2.1 The Chairperson invited Mr. Jiang to introduce this agenda item. Mr. Jiang described the tasks of the RWG-I, and invited the members to consider how the RWG-I should be involved in TDA/SAP preparation, how to co-ordinate with other RWGs, and

whether the Project needs a new data information system or use existing ones in the region.

- 6.2.2 In terms of co-ordination with other regional programmes, Mr. Jiang mentioned the Memorandum of Understanding (MOU) that was signed between the Project and World Wide Fund for Nature's (WWF) Yellow Sea Eco-region Planning Programme (YSEPP). Under the MOU, the two projects have agreed to share information, such as through the use of WWF's GIS database.
- 6.2.3 Mr. Jiang also mentioned the existing regional programmes with which the Project should consider co-operating – UN Environment Programme Northwest Pacific Action Plan, IOC/WESTPAC's harmful algal bloom and NEAR-GOOS activities.
- 6.2.4 Mr. Chang asked who will prepare the TDA. The Secretariat replied it would be a collective effort by all partners, but that a consultant would be hired to write the text for the TDA, with the information and inputs coming from the RWGs and contractors that would collect the data and information. Preliminary causal chain and governance analysis should be carried out for each component at national levels; Regional Working Groups will review data and information collected by the national institutions and suggest necessary improvement; the Regional Working Groups, Regional Scientific and Technical Panel (RSTP) and the Project Steering Committee will review the draft, amend and approve it.
- 6.2.5 There was discussion on the role of the RWG-I in TDA preparation. Mr. Lee suggested that the legal and economic valuation aspects of the other project components could be analysed all together, rather than separately by components.
- 6.2.6 Other suggestions included:
1. Each component should do its own entire causal chain and governance analysis.
 2. Other components should do only causal chain analysis and RWG-I will be responsible for governance analysis.
 3. RWG-I will review the socio-economic aspects of all the identified environmental problems in an integrated manner.
- 6.2.7 The pros and cons of the different options were extensively discussed. Members agreed on Option #3 from above. Mr. Lee and Ms. Jingmei Li were charged with the task of suggesting methods for socio-economic analysis. Ms. Li presented the qualitative and quantitative methods that could be used. Qualitative methods would be problem oriented to do root cause analysis, and include information on: 1) government behaviour; 2) economic behaviour; 3) human / social behaviour; and 4) cultural behaviour. The damages to environment may be seen from inappropriate behaviour or lack of appropriate policies.
- 6.2.8 Quantitative methods would be based on benefit-cost analysis. The estimation of benefits may use many methods. However it is difficult to decide at this point, which method to be used for the Project without defining the targets of the social economic analysis. It was recommended that the benefit-cost analysis will be needed for the preparation of the SAP and would likely be the best method to use.
- 6.2.9 After extensive discussion, members agreed to propose a plan for socio-economic analysis. The general procedure was to answer some basic questions, in order to formulate the plan, as listed below:

The following actions and steps need to be considered by the Regional Working Group-I:

1. Identify targets of economic analysis – wait for other RWGs results, but can start now for certain targets
2. decide methodology to meet targets – after get RWGs results, and collect additional data not included in RWGs results
3. produce data for economic analysis – use RWGs results and collected data from #2 to predict future value
4. breakdown of costs and benefits, calculate / estimate costs and benefits
5. comparison of cost/benefits
6. What data are needed? Some data can be known after #1 is completed.

Data known and can be collected at this point:

Household expenditure

Household income

GNP

Tourism income

Fisheries household income

Government expenditure for environmental protection

R & D expenditure for ocean issues

6.2.10 Members realised that this group should take a different approach from all other RWGs, as socio-economic and governance analysis have special requirements to define the targets and methods to be used. It was agreed that:

1. The integrated governance analysis should be carried out by the special institutions in the participating countries to cover the cross component issues and the entire Yellow Sea ecosystem.
2. Each Regional Working Group needs to carry out their own causal chain analysis, with assistance from the Investment group. Considering the fishery component would have comparatively sufficient data, the initial effort will focus on the fishery component to provide experiences to other components.
3. A TOR should be prepared based on the required actions described in this section, and relevant institutions will be invited, through a bidding system, to propose target, method, and data and information required, together with a proposed budget to carry out the activities. Contracts will be issued to the selected institutions to carry out the necessary work.
4. As some of the data and information listed above are needed for carrying out such an analysis they should be added to the data and information requirements of the Fishery component.
5. As the above proposed steps include other Project Components, the meeting agreed to submit the proposed plan to the RSTP for approval before proceeding with the actual analysis.

7 DATA AND INFORMATION MANAGEMENT FOR YLSME

7.1 The Chairperson invited Mr. Jiang to introduce this agenda item, presenting the major national and regional data centres and the data and information exchange

systems that are relevant to the project. Mr. Jiang concluded his presentation by presenting some data and information management (DIM) options and structures for the Project: 1) GIS database, using YSEPP's GIS database as an example; 2) negotiate with other databases for co-operation; and 3) develop a data information decision making system.

7.2 Mr. Jiang expressed his appreciation to WWF's YSEPP project in sharing their database with this Project.

7.3 Ms. Connie Chiang stated that the Project should also consider a meta database. Mr. Aiping Feng agreed, and added that members need to consider what happens to the database when the Project ends. He also mentioned that standardisation of contributed data is an important element to consider.

7.4 Mr. Mingyuan Zhu emphasised that sharing of data is a priority for the Project. Allowing public access to the Project's data will be one indicator of the Project's success. Members agreed on:

(i) Meta database and GIS database should be established within the framework of this project. "Data and information for decision-making" system could be established;

(ii) Close linkage with existing data centres and regional data and information exchange systems should be explored, to avoid duplication of efforts and best use the valuable data and information;

(iii) The meta database and GIS database could be hosted at the PMO or another institute. The First Institute of Oceanography, China, expressed their desire to host the databases. The meeting felt that the host place of the databases should consider long-term existence of the system and maximising benefits from the Project.

(iv) The guidelines on the operation and access to the project databases should be prepared, and presented to the 2nd meeting of RWG-I.

8 STAKEHOLDER INVOLVEMENT AND PUBLIC AWARENESS AND PARTICIPATION

8.1 The Chairperson invited Mr. Jiang to present Document UNDP/GEF/YS/RWG-I. 1/6, documenting a proposed strategy in implementing the stakeholder involvement and public awareness activities. Mr. Jiang stated that the objective of these activities is to educate the public and instil a sense of ownership of the Yellow Sea ecosystem to all stakeholders.

8.2 Members reviewed the strategy and agreed on the proposal without additional changes.

8.3 Members also recommended that public awareness activities should co-operate with those of relevant NGOs and the public media.

8.4 Members also prepared a list of stakeholders and how to involve them in the Project ([Annex VI](#)).

9 FINANCIAL INSTRUMENTS

- 9.1 The Chairperson invited Mr. Jiang to introduce this agenda item. Mr. Jiang explained that the purpose of this agenda item was to examine: 1) how to ensure sustainable benefits of the Project existed into the long-term; 2) ways to achieve regional mechanisms of sustainability; and 3) how to ensure better regional co-ordination after the end of the Project. He also explained that the benefits were not limited to the Project itself, but included the infrastructure put in place by the Project, and their long-term survival for the good of the region.
- 9.2 Mr. Jiang proposed some instruments for financial sustainability of the Project: 1) intergovernmental fora; 2) regional fora; or 3) other mechanisms.
- 9.3 The ensuing discussion revolved around incentives for stakeholders to invest in the Project, implementation of regional legal instruments, benefit-cost analysis, co-operative mechanisms, stakeholder involvement.
- 9.4 The Meeting recognised that the outcomes of the benefit-cost analysis will be helpful for the financial sustainability of the Project.
- 9.5 Members noted that financial sustainability is important to uphold the benefits the Project would contribute to the region. Members agreed that a regional strategy should be drafted at a later stage of the Project.
- 9.6 Members briefly discussed training needs in project proposal preparation and fund raising. Members felt that training activities should be discussed during the next agenda item.

10 REQUIRED ACTIONS AND WORKPLAN

10.1 Required actions to fulfil Project objectives

- 10.1.1 Mr. Jiang briefly introduced Document UNDP/GEF/YS/RWG-I.1/7 and mentioned the purpose of preparing a document on regional calculation of activity costs, namely, the 2nd Regional Technical Meeting charged the PMO with the task. Mr. Jiang also informed the Meeting that previous RWGs had felt that this task was beyond their responsibility, and the document was introduced here just for information purposes.
- 10.1.2 In the interest of time, each member was charged with reviewing and amending the actions under a sub-component of the list of activities resulting from the two Regional Technical Meetings. Upon return to the plenary, each member reported on the suggested revised list of actions.
- 10.1.3 The agreed activity list is attached to this report as [Annex VII](#).

10.2 Workplan for 2005 to 2006

- 10.2.1 Members discussed and agreed on the revised investment component's workplan for 2005 to 2006. The workplan is attached to this report as Annex VIII.

11 OTHER BUSINESS

- 11.1 The Chairperson invited participants to raise any other issues that needed to be considered by this meeting. There was no other business raised by the members.

12 DATE AND PLACE FOR NEXT RWG-I MEETING

- 12.1 The Chairperson invited members to consider the date and place for the 2nd RWG-I Meeting.
- 12.2 Members agreed to have the next RWG-I Meeting 14-17 November 2005 in Jeju, Korea. The PMO will contact all members, should there be any changes.

13 ADOPTION OF THE MEETING REPORT

- 13.1 The Chairperson led the discussion of the draft meeting report prepared by the Secretariat. The report was reviewed, amended, and adopted by the Meeting.

14 CLOSURE OF THE MEETING

- 14.1 The Chairperson thanked all participants from China and Korea and the PMO staff for their hard work.
- 14.2 Mr. Chang expressed his thanks to the PMO for organising the Meeting. He expressed his appreciation for the co-operative efforts by all participants, given the tough agenda, and felt that the implementation of the Project will be successful.
- 14.3 On behalf of all participants, Mr. Jiang thanked the Chairperson for his leadership. He also thanked all participants for their contributions to the discussions and agreements.
- 14.4 The Meeting closed at 11:05 hours on 20th May 2005.

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Annex II

Agenda

1. OPENING OF THE MEETING

- 1.1 Welcome addresses
- 1.2 Introduction of members

2. ORGANISATION OF THE MEETING

- 2.1 Designation of Officer
- 2.2 Documentation Available to the Meeting
- 2.3 Organisation of Work

3. ADOPTION OF THE MEETING AGENDA

4. DRAFT TERMS OF REFERENCE FOR THE REGIONAL WORKING GROUP FOR INVESTMENT (RWG-I)

5. OVERALL PROJECT AND COMPONENT OBJECTIVES

- 5.1 General description of activities contained in the Project Implementation Plan
- 5.2 Reporting responsibilities of the RWG-I
- 5.3 Required outputs and outcomes from the 1st RWG-I Meeting

6. NATIONAL AND REGIONAL CO-ORDINATION MECHANISMS

- 6.1 National co-ordinating Mechanisms
- 6.2 Regional co-operation and Co-ordination

7. DATA AND INFORMATION MANAGEMENT FOR YLSME

8. STAKEHOLDER INVOLVEMENT AND PUBLIC AWARENESS AND PARTICIPATION

9. FINANCIAL INSTRUMENTS

10. REQUIRED ACTIONS AND WORKPLAN

- 10.1 Required actions to fulfil Project objectives
- 10.2 Workplan for 2005 to 2006

11. OTHER BUSINESS

12. DATE AND PLACE FOR NEXT RWG-I MEETING

13. ADOPTION OF THE MEETING REPORT

14. CLOSURE OF THE MEETING

Annex III

Revised Terms of Reference for the UNDP/GEF Yellow Sea Project Regional Thematic Working Group - Investment

Background:

To facilitate the achievement of the goals and objectives of the YSLME Project, Regional Thematic Working Groups (RWG) for each component (Ecosystem, Biodiversity, Fisheries, Pollution, and Investment) shall be established with overall responsibility for ensuring effective management and implementation of project activities.

Membership:

Each of the five RWGs will include:

- four scientists (social and natural), two from each country;
- two additional experts drawn from the legal, regulatory, economic/financial and/or environmental management fields, one from each country;
- One additional expert will be elected and serve as the Chairperson, as agreed in the Project Document;
- The Working Group Chairpersons will be members of the Regional Science and Technical Panel.

Working modalities:

Each RWG will represent the regional perspective. Working “without walls,” the RWGs will communicate primarily through email, with one or two working meetings annually. Each RWG will operate on a consensus basis. The RWGs report to the Regional Scientific and Technical Panel through the Chairperson.

Meetings:

The Project Management Office, in consultation with the Chairpersons, shall convene meetings of the RWGs according to an agreed schedule. The RWG Meetings should be included as part of the agreed work plan and timetable of the Project.

The Project Management Office shall act as Secretariat to the RWGs, and shall ensure that reports of the meetings and other activities are circulated to all members of the working groups, and are copied to the members of the RSTP.

Tasks:

- Co-ordinate relevant activities and contribute scientific knowledge in the area of expertise to the development of the TDA
- Assist in development of the Regional Strategic Action Programme (SAP) and National Yellow Sea Action Plans (NYSAPs), and implementation of agreed demonstration/pilot activities
- Contribute to the development of the Priority Investment Portfolio (PIP)

- Provide technical inputs/comments for the project workplans in their respective areas of competency
- Develop annual and quarterly work plans and assist with implementing activities in respective thematic area, based on and fully integrated in the project workplan
- Monitor and evaluate the implementation through reviewing the annual and quarterly progress reports, and provide advice where necessary
- Be responsible for regional coordination within area of competency
- Facilitate creation of effective national thematic network
- Identify the needs for necessary capacity building and training for all stakeholders of the Project, and facilitate implementation of identified activities on capacity building and training
- 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 to continue implementation of approved SAP
- Liaise closely with PMO

MAJOR RESPONSIBILITIES OF REGIONAL THEMATIC WORKING GROUPS

5. Investment Working Group

Location of WG Chair: People's Republic of China

Tasks:

- Facilitate effective involvement of stakeholders in the Project
- Identify and assist in development of necessary regional and national co-operation and co-ordination mechanisms
- Identify needs for and assist in governance analysis and socio-economic analysis of Yellow Sea ecosystem
- Assist in and facilitate establishment of data information management, and provide guidance in potential linkages with other regional data and information management systems
- Promote public awareness and participation
- Facilitate the strengthening of national institution's capacities for environmental management and decision making
- Provide guidelines in preparing long term financial sustainability mechanisms for SAP / NYSAP implementation

Annex IV

Revised Terms of Reference for the UNDP/GEF Yellow Sea Project Inter-ministerial Coordinating Committee (IMCC)

Background: The Inter-ministerial Coordinating Committee (IMCC) 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. One IMCC will exist in each country. The IMCC is basically a national function, which will coordinate with the PMO through the NPC.

Membership: The IMCC 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 IMCC 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 necessary national co-ordination needed for the long-term health of the Yellow Sea ecosystem;
- Identify appropriate national modalities for the implementation of the Project, according to national capabilities, division of national responsibilities, and other national considerations;
- Coordinate national actions across ministries;
- Co-ordinate and prepare national positions on policy issues to be considered by the Project Steering Committee (PSC);
- Co-ordinate and facilitate national contributions to Transboundary Diagnostic Analysis (TDA) and Strategic Action Programme (SAP), and preparation of National Yellow Sea Action Plans (NYSAP);
- Facilitate timely national and donor contributions to necessary 'baseline' activities needed for the health of the Yellow Sea ecosystem; and
- Assist with the development of Priority Investment Portfolio (PIP), by assuring broad dissemination of PIP materials, and identifying possible projects for the PIP.

Annex V

Revised Terms of Reference for the UNDP/GEF Yellow Sea Project National Project Coordinator (NPC)

Background: The National Project Coordinator (NPC) will serve as secretary to the Inter-ministerial Coordinating Committee (IMCC), reporting to the National Focal Point. The NPC will serve as the primary national contact with the Regional Scientific and Technical Panel (RSTP) and PMO, and will be the lead expert for operational purposes. The NPC will assure full participation of needed resources in each country, and ensure the timeliness and quality of the products provided during the project, through regular communication with the contractors. The NPC is a member of the RSTP.

Tasks:

1) In the IMCC:

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

2) At the national level:

- Ensures contracts and other project funded activities are undertaken in a timely fashion and in accordance with the work plans;
- Monitors the progress of implementation of the project activities at national level ;
- Assist in promoting wide stakeholder participation in the project; and
- Liaises continuously with and supports the Project Manager on matters regarding the conduct of the project, including early warning of potential deviations from quarterly workplans and implementation difficulties.

ANNEX VI

Project Stakeholders

<u>Stakeholder</u>	<u>How to involve in Project</u>	<u>Stage of involvement*</u>
government at all levels	IMCC, training courses, study tours, SAP, NYSAP development, local inter-agency network	1-4
local residents	training, public media, hands-on activities	3-4
coastal industries	public media	2-4
fisheries co-operatives	training, public media, hands-on activities	2-4
tourism industry	public media, hands-on activities	2-4
NGOs	co-operate with their activities	2-4
scientists	RWG, NWG, RSTP, PSC, resource persons	1-4

Notes: * 1-project design; 2-TDA; 3-SAP; 4-SAP demonstration

Annex VII

Revised List of Activities for the Investment Component

OBJECTIVE V. Development of Regional Institutions and Capacities	
Activities Agreed	Actions to be taken
VA. Stakeholders	
Activity 1. Identify stakeholders and assess their capacities for contributing to environmental management and decision-making	Contract to institutions(experts)(Contract)
	Produce a regional list (PMO)
Activity 2. Strengthen stakeholder capacities	Prepare training materials for all stakeholders (contract)
	Training for decision makers (Training 1)
	Training for community trainers (Training 2)
	Training for local governmental officers (training 3)
	Intern programme "The Yellow Sea and Youth"
Activity 3. Encourage routine and effective involvement of stakeholders in environmental and resource management and decision-making	Publish newsletters of the project
	Printing newsletters
	Regular stakeholders conference (1/yr)
VB. Regional Coordination	
Activity 1. Create a functioning regional coordination mechanism to carry out the YSLME Project	Programme Coordinator
	Economist
	Scientific Officer
	Public Advisor
	Local Staff at PMO:
	Secretary
	Driver
	Administrative Assistant
	Administrative Officer
IT Supporting staff	
Activity 2. Prepare TDA	Review preliminary TDA, and suggest improvements (consultant)
	Discuss draft, and decide new format (WG meeting 2)
	Gathering data & info from national review report on the project components (PMO)
	Second draft of TDA (consultant)
	2nd discussion on the draft (correspondence, and WG meeting 3)
	Revise the TDA
	Finalise TDA (RSTP, PSC)
	Printing the final TDA
Activity 3. Prepare nat'l SAP	Assess all national information & prepare for a framework of NYSAP (contract)
	National meetings-1 on NYSAP
	Revise NYSAP
	Finalise NYSAP
	Print NYSAP

Activity 4. Prepare Regional SAP	
	Prepare a draft regional SAP (consultant)
	Discuss the draft at the WG meeting
	Revise the draft SAP & prepare version #2
	Discuss version #2, & finalise the regional SAP (RSTP, PSC)
	Revise the draft SAP, & prepare version #3
	Discuss version #2, & finalise the regional SAP (RSTP, PSC)
Printing regional SAP	
Activity 5. Partners of the Yellow Sea	Create partnerships with other organisations and projects
VC. National Institutions	
Activity 1. Review and assess national institutions to support YSLME	
	Contract to institutions (Contract)
	Finalise the review report (WG meeting)
Activity 2. Facilitate national institutions to be effective stewards of the YSLME	
	Enhance communications
	Provide technical trainings
	Seminars for research community
	Local project office, Provision of necessary equipment
Study tours for govt officials 1/yr (local govt)	
Activity 3. Establish National Coordination Unit within existing framework to assure intersectoral coordination in TDA/NYSAP/SAP process	
	Establish IMCC (meeting to decide)
	Appoint NPC
	Establish NCU (need equipment, staff)
Establish NWGs	
Activity 4. Develop proposals to strengthen national institutions to enhance their ability to contribute to environmental management and decision-making	
	Together with Activity 2 Strengthen national institutions to be part of TDA development
VD. Financial Instruments	
Activity 1. Review status and potential for financial sustainability of YSLME regional institutional framework	
	Contract to institution (contract) Discuss & finalise the review report (RSTP, PSC)
Activity 2. Provide training in environmental project identification and preparation	
	Identify the training needs (WG meeting2)
	Training #1 Project document preparation Training #2 Fund raising
Activity 3. Assist and encourage the continuation of project preparation and feasibility studies for long-term environmental investment to implement the SAP and NYSAPs	
	Prepare draft proposal (consultant) PSC to discuss
Activity 4. Provide matched fund for small grant project ¹	
	Identify the topics of small grant project (PMO) Provide matched funds for the approved projects (contracts)
	Matched grants
Activity 5. Provide funding for pre-feasibility studies of promising	
	Prepare pre-feasibility studies (consultant)

¹ The Meeting recognised the importance of this activity, and would implement it when funds are available.

technologies and industries to help achieve the goals of the YSLME, to create an investment portfolio (Priority Investment Portfolio)	Discuss & finalise pre-feasibility study(WG meeting, RSTP)
	Submit to PSC for approval
	Demonstration projects (contracts)
VE. Data and Information Management	
Activity 1. Determine regional data and information management capabilities	Review regional data & info systems, i.e. regional data centre, NEAR-GOOS, NOWPAP DINRAC, (consultant)
	Prepare a proposal for DIM (consultant)
Activity 2. Develop an effective regional DIM strategy to help achieve the goals of the YSLME	Decide where database should be hosted
	Discuss and approve DIM proposal, including guidelines (WG meeting 1, RSTP)
	Equipment (GIS software, hardware)
	Training on DIM
	Operation of DIM
Activity 3. Implement the regional DIM strategy, including equipment, facilities, and communications	To identify sustainable means for the DIM
VF. Public Awareness and Participation	
Activity 1. Develop a public awareness campaign	Prepare public awareness campaign (PMO)
	Agree on the campaign (WG meeting 1)
Activity 2. Demonstrate regional public awareness/participation campaign	Organise public awareness conferences (contracts)
	Prepare public awareness materials (Contracts)
	Produce multi-media, e.g. project pins, mouse pads, posters, etc.
	Public awareness training-twice
	Provide multi-language information through public media Public advertisement and programmes through radio and TV
Activity 3. Encourage ongoing public awareness and participation activities to help achieve the goals of the YSLME	

Annex VIII

Revised Workplan for Investment Component

		2005				2006				2007				2008				2009				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
	Prepare final TDA	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■					
	Regional SAP									■	■	■	■	■	■	■	■					
	Natl SAP									■	■	■	■	■	■	■	■	■	■	■	■	
	Demonst of reg. SAP																	■	■	■	■	
	Annual Project Steering Comm. Meetings	■			■				■				■				■					
	Regional STC	■		■				■				■				■						
Stakeholders	Act 1																					
		Contract to institutions (experts)		■	■																	
		Produce a regional list (PMO)				■	■															
	Activity 2	Prepare training materials for all stakeholders (contract)		■	■																	
		Training for decision makers (Training 1)						■														
		Training for community trainers (Training 2)						■	■													
		Intern programme	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
		Site visits by local governmental officials "The Yellow Sea and Youth"				■								■								■
	Act 3	publish newsletters of the project	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
		printing newsletters	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
regular stakeholders conference (1/yr)								■				■								■		

