



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

UNDP/GEF/YS/RSP.4/2 rev.1
Date: 23 October 2007
English only

**Fourth Meeting of the Regional Scientific and Technical Panel
for the UNDP/GEF Yellow Sea Project**
Guangzhou, China, 26-28 November 2007

Provisional Annotated Agenda

1. OPENING OF THE MEETING

A representative from the UNDP will open the meeting at 9:00 A.M. on 26th November 2007, 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.4/inf.2.

2. ORGANISATION OF THE MEETING

2.1 Election of Officers

RSTP 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.4/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.4/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.4/1) and Provisional Annotated Agenda (Document UNDP/GEF/YS/RSP.4/2), 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 MANAGER'S REPORT

The Chairperson will invite the Project Manager to give his report on the implementation of project activities since the last RSTP Meeting in 2006. The report (Document UNDP/GEF/YS/RSP.4/4) will cover the following:

4.1 Implementation of Project Activities

The Project Manager will report on the implementation of project activities including the following elements:

- Major achievements of the Project since the last meeting
- Activities of the Regional Working Groups
- Public awareness activities
- Results of Small Grants Programme and its Future
- SAP preparation
- Planning for the Co-operative Study Cruises
- Cross-component issues
- Challenges to project implementation

4.2 Co-operation with other Organisations and Projects

The Project Manager 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. The Project Manager will explain that co-operation includes a wide range of institutions, including UN agencies, NGOs, and the private sector.

4.3 Report on the Project Management Office (PMO)

The Project Manager will report on the operation of the Project Management Office (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.

4.4 Financial Report

The Project Manager will present the project's financial report, covering the 2007 fiscal year. Reference will also be made to the expenditures of 2006.

The meeting will be invited to discuss the Project Manager's report, make suggestions for improvement, and adopt the report.

5. REPORTS OF THE NATIONAL PROJECT CO-ORDINATORS

The Chairperson will invite the National Project Co-ordinators to give reports (UNDP/GEF/YS/RSP.4/5a-b) on the implementation of project activities at the 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 "National Yellow Sea Action Plan" development and SAP approval.

6. REPORT FROM CHAIRPERSONS OF THE REGIONAL WORKING GROUPS

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

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

The reports (Documents UNDP/GEF/YS/RSP.4/6a-e) shall cover the following elements:

- (i) Discussions and outcomes of the Fourth RWG Meetings;
- (ii) The finalisation of each component's management actions to be included in the SAP;
- (iii) Suggested actions to be demonstrated;
- (iv) Continuation of Small Grants Programme under the Investment Component;
- (v) Cross component issues on which the RSTP should make decisions; and
- (vi) 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.

The meeting shall also consider the cross component issues raised in the reports, and agree on the necessary actions to address these issues.

7. REGIONAL GOVERNANCE ANALYSIS

The Chairperson will invite the consultant hired to prepare the “Regional Governance Analysis” to present his draft final report (Document UNDP/GEF/YS/RGA Final Draft).

The meeting will be invited to consider the report, and provide any relevant comments to finalise the report.

8. REGIONAL GIS AND META DATABASES

The Chairperson will invite the Chairperson of the RWG-I to present the progress of the GIS and meta databases operation and maintenance (Document UNDP/GEF/YS/RSP.4/7).

The meeting will be invited to consider the results, and provide technical guidance on the operation and maintenance of the databases, in particular (i) how to co-operate and co-ordinate with other data centres and databases existing in the region; and (ii) how to establish the mirror sites as agreed earlier.

9. PREPARATION OF THE STRATEGIC ACTION PROGRAMME (SAP)

- 9.1 Preparatory Work and SAP Framework**
- 9.2 Progress-to-date**
- 9.3 Future Activities to Finalise SAP**

The Project Manager will be invited to brief the meeting on the progress of SAP preparation (Document UNDP/GEF/YS/RSP.4/8). The Project Manager will summarise the historical agreements on the mechanism to develop the Yellow Sea SAP. He will also inform the meeting on the progress-to-date, reiterate the proposed demonstration activities, and alert participants to future actions needed to finalise the SAP.

The meeting will be invited to consider the results-to-date of SAP preparation, and provide technical guidance on cross-component demonstration activities, as well as requirements to finalise the SAP.

10. CO-OPERATIVE CRUISE

The Chairperson will invite the Project Manager to report on the preparation of the co-operative cruise, including current status and any necessary arrangements to prepare this activity for implementation (Document UNDP/GEF/YS/RSP.4/9).

The meeting will be invited to consider the co-operative cruise, and provide guidance on the technical arrangement of the cruise.

11. PARTICIPATION OF DPR KOREA IN YSLME PROJECT

The Chairman will invite the Project Manager to report on the progress to involve DPR Korea in the Project, referring to Document UNDP/GEF/YS/RSP.4/10.

The meeting will be invited to consider this critical issue, and make a decision on this matter.

12. PROPOSED WORKPLAN AND BUDGET FOR 2008 AND ONWARDS

The Chairperson will invite the Project Manager to present the proposed project activities and budget for 2008 and onwards. Referring to Documents UNDP/GEF/YS/RSP.4/11 to 4/12, the financial report given in Agenda 4.4, and the issues raised about project implementation for 2008, this agenda item will cover the following elements:

12.1 Proposed Project Activities

- Project activities for each component (Documents: reports of the Fourth RWG Meetings)
- GIS and meta database future operation and maintenance (Document UNDP/GEF/YS/RSP.4/7)
- SAP finalisation and other activities for preparing national SAP (Document UNDP/GEF/YS/RSP.4/8)
- Co-operative Cruise (Document UNDP/GEF/YS/RSP.4/9)

12.2 Proposed Project Budget for 2008 and Onwards (Document UNDP/GEF/YS/RSP.4/11)

12.3 Proposed Workplan for 2008 (Document UNDP/GEF/YS/RSP.4/12)

The meeting will be invited to consider the proposed activities and budget for 2008 (and onwards), the workplan for 2008, amend these documents as necessary, and agree on the proposals.

13. OTHER BUSINESS

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

14. DATE AND VENUE OF NEXT RSTP MEETING

Members will be invited to offer to host the next RSTP Meeting.

Members will be invited to agree on the venue and dates for the next meeting.

15. 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.4/3).

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

16. CLOSURE OF THE MEETING

The Chairperson will call a motion to close the meeting.