



# **Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project)**

**First Meeting of the SCS SAP Steering Committee**

Teleconference, 29-30 June 2021

## **REPORT OF THE MEETING**



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### **Introduction and Attendance**

1. The First Steering Committee meeting of the UNEP GEF Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP) Project was held via videoconference (ZOOM) on the 29<sup>th</sup> and 30<sup>th</sup> June 2021 from 09.00-13.00 Indochina time. The meeting was organized with the support of the Southeast Asian Fisheries Development Center (SEAFDEC).

2. Steering Committee members include the Interministerial Committee (IMC) and National Technical Working Group (NTWG) chairpersons or designated alternatives from Cambodia, China, Indonesia, Philippines, Thailand and Viet Nam and the United Nations Environment Programme (UNEP) as implementing agency. The meeting was supported by the SCS SAP Project Coordination Unit, along with key project staff from the United Nations Office for Project Services (UNOPS) and the SEAFDEC as executing agencies. Key national team members also attended as observers. A total of fifty-one participants attended the meeting (see Annex 2 for full list of participants).

### **1. Opening of the Meeting**

#### **1.1. Welcome address**

3. Ms. Isabelle Vanderbeck, UNEP representative and Task Manager of the project welcomed and thanked the countries for their participation in the online meeting of the First Steering Committee of the project. She expressed her regret that the meeting was not in person and encouraged everyone to take this opportunity to formally kick start the project given the current COVID-19 situation. She introduced briefly the executing agencies, UNOPS and SEAFDEC who will be responsible for the execution of the project, the Project Coordination Unit (PCU) and participating countries. Ms. Vanderbeck provided briefly the history and status of the SAP following its approval in 2008, including several small sized projects in China, Indonesia and Vietnam to support the implementation of the habitat components of the SAP, followed by the GEF Fisheries Refugia project (2018-2022) executed by SEAFDEC. She stressed also that in 2016, the countries signed a Memorandum of Understanding to reaffirm its commitment to implement the SAP, and that the TDA and SAP, even though developed in 2008, are still valid and considered key to address the environmental trends in the South China Sea and Gulf of Thailand on coastal habitat restoration, pollution management, regional governance and fisheries management.

4. The time lapsed has allowed the project, through the inception phase, to refine and update the project content and execution arrangements at the national and regional level including the definition of detailed activities, monitoring and reporting and updating the status if SAP implementation as of 2021. The Inception Phase will be concluded with the formal adoption of the Inception Report, workplan and budget by the Steering Committee. The project will be presented and launched at the Inception Workshop on the 1<sup>st</sup> July 2021 with project beneficiaries and key stakeholders, following the Steering Committee meeting. Finally, she noted that whilst the project has been slow to start, the high level of preparation and readiness and the time invested will guarantee the smooth sailing of the project towards its execution.

5. Ms. Malinee Smithrithee, SEAFDEC Secretary-General welcomed the participants to the First Steering Committee meeting and expressed her pleasure to see the detailed preparation of documents, workplan and budget ready for discussion during the meeting. She informed the participants that SEAFDEC organized a meeting of national coordinators and focal points of participating member countries of SEAFDEC and the Fisheries Refugia project together with the SCS SAP project to present the background and progress of the project at regional and national level. Ms. Malinee stressed that SEAFDEC will facilitate regional activities and support all participating countries and cooperative

partners for the smooth operation of the project through regional contracts and services and organization of meetings, workshops and travels. She wished a fruitful first project Steering Committee meeting.

6. Ms. Katrin Lichtenberg, UNOPS Vienna Representative and Head of Programme thanked and welcomed the participants from Vienna. She called the meeting a historical moment given the challenges and the efforts made to make this Steering Committee meeting happen. She noted the large number of participants attending the meeting and the tireless efforts of the PCU through the numerous documents and communications prepared. She emphasized that UNOPS as co-executing agency is committed to the project and will apply its experience and capability on project management, integrating and taking into consideration the different aspects of project management in the implementation of the project. She stressed that the project needs to be managed within its timeframe and budget with flexibility for adjustments and the full participation of stakeholders, which is a key element of the project. She stressed the importance of risk management that needs to be fully integrated to be prepared in any developments and eventualities and to get the right management action. She emphasized that the implementing and executing agencies are committed and available to support the project and countries. She encouraged the participants to actively participate in the Steering Committee meeting and wished everyone an enjoyable meeting.

7. Ms. Vanderbeck introduced briefly the Project Coordination Unit led by Dr. Virginie Hart, Senior Project Manager and Mr. Reynaldo Molina, Project Management Support Specialist.

## **1.2. Introduction of members**

8. In the interest of time, the Secretariat introduced individually the members of the Project Steering Committee and other participants to the meeting. The list of participants is attached as Annex 2 to this report.

## **1.3 Opening statements by Interministerial Committee Chairs (IMC)**

9. The Interministerial Committee (IMC) Chairpersons and representatives of participating countries provided opening statements on behalf of their governments. The highlights are provided below.

10. Mr. Srey Sunleang, Deputy Director General of the Ministry of Environment of Cambodia and alternate Chair of the National Technical Working Group (NTWG) representing the Chair of IMC expressed his pleasure and honor to attend the first Steering Committee meeting. He noted the current situation and the advance technology which enabled participating countries to meet and make sure that the project will not be stopped by the pandemic. He stressed the role of Cambodia in regulating laws, policies, strategies and action plans on the development of coastal areas particularly the Ministry of Environment and the Ministry of Agriculture, Forestry and Fishery which plays an important role in managing, protecting and conserving the coastal ecosystems in Cambodia. He stated that the national committee for the management and development of coastal areas in Cambodia was established by a royal decree in February 2012. The committee's role is to integrate sectoral approach for the coordination, management and development of coastal areas to ensure the sustainable management and protection of biodiversity resources and improvement of local livelihood. Priority strategies and action plans are in place to protect, conserve and manage the ecological and socio-economic systems to ensure the long-term sustainability of coastal ecosystem of mangroves, seagrass beds, coral reefs and other coastal resources. The strategy provided a framework for action in all levels that will be undertaken to promote the conservation of biodiversity resources and sustainable utilization. Mr. Sunleang enumerated the current needs of Cambodia which include the development of national policy and institutional capacity to promote the management of coastal and marine environment, strengthen policy coordination and capacity development for an adaptive enabling environment, promoting coastal resilience through sustainable ecosystem management, strengthening adaptive capacity of fishing community to climate change, improving knowledge management and sharing mechanism, technical assistance to support capacity building of the local government to enhance education and awareness on

coastal and marine environment, and development of investment programs for coastal and marine environment, plastics, and marine spatial planning. He stressed that Cambodia is interested to cooperate with development partners for the management of its coastal and marine environment, and is fully committed to the project. He hoped that other participating countries and partners will cooperate and work together to ensure the completion of the project despite the delays due to COVID-19 pandemic, and with the first Steering Committee meeting, expressed confidence that the project will move forward.

11. Dr. Y Yu, Senior Engineer of the South China Institute of Environmental Sciences of the Ministry of Ecology and Environment and Chair of NTWG thanked the project for the invitation and opportunity to join the meeting and discuss the project's regional and national reports. He thanked the GEF, UNEP and UNOPS and SEAFDEC for the SCS SAP project, which is very vital and important for all participating countries in the protection of the South China Sea, and hoped that the project implementation will start soon. He noted that the SAP was developed in 2008 and since then a lot of changes happened at regional and national situations in all participating countries. He cited the ecological civilization in China which was added in the constitution and has long been practiced. He stressed the importance of discussing the regional and national reports carefully and prudently with the purpose of making the project feasible and implemented in a balance way. He inquired on the rules of the meeting particularly on the number of days required to share the documents before the meeting and stressed this importance for future meetings. He informed the meeting that they will put forward some suggestions during the meeting but the final and official opinion of China will be submitted to the Secretariat in written format after the meeting.

12. Mr. Dida Migfar Ridha, Director of the Directorate of Coastal and Marine Pollution and Degradation Control, Ministry of Environment and Forestry and Chair of NTWG representing the Acting Director General and IMC Chairperson, thanked the project for the opportunity to attend the meeting and share the project progress in Indonesia. He informed the meeting that Indonesia connects to other large marine ecosystems such as the Arafura LME, Sulawesi LME and Indonesian Sea LME aside from the South China Sea, which is very unique in terms of ecology, geography and socio-economic structure. He cited the progress made in Indonesia such as the extensive coordination and communication within and outside the ministry to prepare for the implementation of the project including the identification of implementation and management modality for mangrove, coral reef, seagrass and wetlands in order to meet the SAP targets. He noted some follow up actions needed in relation to project implementation such as aligning the regional objectives with national actions, setting up of national coordination mechanism to build up project coordination, and developing partnership in South China Sea area. He expressed interest to know the progress of other countries on NIR preparation.

13. Mr. Edilberto DC Leonardo, Undersecretary and OIC Director of the Biodiversity Management Bureau, Department of Environment and Natural Resources and Chair of NTWG representing the IMC Chairperson was pleased to participate in the first project Steering Committee which he considered as a monumental event given the approval of the project in 2016, and the start of the implementation phase of the project. He stressed that the project will enhance and strengthen the Philippines coastal and marine initiatives, improve quality of life of coastal population, and ensure food security and climate resiliency and disaster risk reduction. He noted that the successful delivery of project targets will enable the Philippines to achieve its national development goals and biodiversity strategy and action plan targets including international commitments such as the Convention on Biological Diversity (CBD) Aichi targets and the Sustainable Development Goals (SDGs). He cited the national actions made by the project team in the Philippines which include several consultations meetings with stakeholders including document review and site validation of activities to update the National Implementation Report (NIR) and project targets. Despite the COVID-19 pandemic, which restricted the movement and field travel of project staff and meetings with project partners and stakeholders, Mr. Leonardo stressed the Philippines' steadfast commitment to the project, which was clearly demonstrated with the approval and issuance of the Special Presidential Authority by the President to proceed with the full implementation of the project. He looked forward to strengthening partnerships with all the countries and wished everyone a fruitful meeting.

14. Mr. Ukkrit Satapoomin, Director of the Coastal Resources Conservation Division, Department of Marine and Coastal Resources, Ministry of Natural Resources and Environment and Chair of NTWG representing the IMC Chairperson thanked UNEP, UNOP and SEAFDEC for organizing the first Steering Committee meeting of the project. He stressed the importance of the meeting which will discuss the terms of reference and rules of procedures of the Steering Committee including the regional and national level activities, workplan and budget of the project. He informed the meeting that Thailand has already selected sites for the implementation of the project, and has conducted several activities pertaining to habitat conservation and management of the sites such as marine protected area, marine spatial planning and community engagement in management practices. He looked forward to having a constructive discussion and deliberation about the project with the participating countries.

15. Mr. Luu Anh Duc, Deputy Director of the Department of Science, Technology and International Cooperation, Viet Nam Administration of Seas and Islands, Ministry of Natural Resources and Environment and Chair of NTWG representing the IMC Chairperson expressed appreciation to join the meeting to discuss the project. He informed the meeting that Viet Nam is currently reviewing the project and activities including the updating of the NIR. He looked forward to having an active discussion and wished the meeting success.

## **2. Organisation of the Meeting**

### **2.1. Designation of officers**

16. In accordance with the draft rules of procedure for the Project Steering Committee Meeting, a Chairperson, Vice-Chairperson and Rapporteur of the meeting was proposed for election. Dr. Virginie Hart, Senior Project Manager and secretary of the meeting, proposed that representatives from Thailand and Cambodia as Chair and Vice-Chair of the meeting and requested a volunteer from other countries to act as Rapporteur, clarifying that the meeting report will be prepared after the meeting by the Secretariat.

17. The Steering Committee members elected the following:
- Chairperson: Thailand represented by Mr. Ukkrit Satapoomin
  - Vice-Chairperson: Cambodia represented by Mr. Srey Sunleang
  - Rapporteur: Philippine represented by Ms. Armida Andres

### **2.2. Organisation of work**

18. The Chairperson invited the Secretariat to brief participants on the proposed organisation of work, the list of documents available to the meeting and administrative arrangements for the conduct of the meeting. Before proceeding, Dr. Hart presented and described the documents available to the meeting including the administrative arrangements of the meeting. The list of documents is attached as Annex 3 to this report.

## **3. Adoption of the Meeting Agenda**

19. The Chairperson invited the Secretariat to present the draft provisional annotated agenda document SCSSAP PSC.1/2. Dr. Hart presented the meeting agenda and requested comments from the participants. China suggested to change/adjust the timing of the agenda to allow for the workplan and budget to be discussed following the draft inception phase regional report since these three agenda items are very much related. The Secretariat presented a corrigendum agenda which was adopted and attached as Annex 1 to this report.

## **4. Draft Inception Phase Regional Report**

20. The Chairperson invited the Secretariat to introduce document SCSSAP PSC.1/3: Draft Inception Phase Regional Report. Dr. Hart presented the rationale and overview of the Inception Phase Regional Report which is an elaboration of the project document endorsed by the GEF in 2016 in terms of the definition and structure, executing arrangements, deliverables, monitoring and evaluation, stakeholder involvement and knowledge management of the project.

She informed the meeting that the regional report includes adjustments to reflect the current situation at regional and national levels such as changes in terms of policy and institutional context including achievements made since the SAP adoption, the SDGs and CBD Post 2020 Framework, climate change along with current work on marine protected areas (MPAs), climate change and adaptation in the coast, blue economy initiatives, among others. She stressed that the aim of the first Steering Committee is to discuss the draft report and provide comments and suggestions as further revisions may be proposed subject to discussion by the regional scientific committee and working groups to be held in the second half of 2021.

21. Dr. Hart presented the linkages between outcomes and outputs of the project to be executed at local (site), national and regional levels. The site specific outputs for mangrove, coral reef, seagrass and wetland management and restoration are the focus of Component 1. Regarding reporting, monitoring and site data, a number of outputs will need to be closely coordinated along with remote sensing data analysis. This will be complimented by the implementation of a number of GEF Small Grants projects. At the national level, the outputs will include the review on SAP implementation from 2008-2021, support regarding a coordinated approach to monitoring, as well as the updating of the national reports and national action plans. A review of policies and legislations including recommended reforms will be coordinated along with the revitalization/establishment of national coordination bodies (IMC, NTWG and Committees). The outputs at the regional level will include the: Updated Transboundary Diagnostic Analysis (TDA) and SAP, the State of Coastal Habitats, the establishment and organization of regional committees and working groups (PSC, RSTC and habitat working groups) and meetings including the organization and conduct of Regional Scientific Conferences and Annual Mayors Roundtable discussions as part of strengthening regional cooperation. At the regional level, the private sector will be actively engaged and will explore partnership and financing opportunities. The outputs that cut across all levels include: several scientific assessments, pollution modelling, economic valuation and capacity building/training. Best practices will be documented and incentives and award program will be provided. All outputs will be supported with: project coordination, monitoring and reporting activities with web-site and database management, and publication of reports. Dr. Hart proceeded to present and describe in details the contents of the regional report. Comments and questions from the participants followed after the presentation.

22. Ms. Andres of the Philippines inquired whether countries have a flexibility to reduce the number of sites and target hectares and what the process of approval on proposed changes are. Dr. Yu of China expressed that in general they agreed in principle on the outcomes and outputs revisions but expressed concern on the feasibility of so many outputs. He requested clarification on some of the outputs such as 2.1.1 on algorithm validation and 2.1.2 on collection and exchange of information and data mechanism. He said that they need to review further the regional report, workplan and budget since they are related and will send formal feedback after the meeting. Mr. Dida of Indonesia also inquired on the flexibility to change targets given that Indonesia is currently developing new data for the conservation of habitats which will be available in July, and suggested to add additional information in the table to indicate the new targets.

23. Dr Hart informed the meeting that there are a number of sites identified in the SAP and included in the project document, and that the available resources are limited to cover the implementation of all activities in each sites. She reminded the participants that the GEF funds will cover the incremental cost and that the cofinancing committed by the countries, which are mostly in-kind and link to national projects and initiatives, should be taken into consideration. She recommended to prioritize the sites by reviewing first what has been achieved in each site in terms of the SAP targets as initial reports revealed that most of the SAP targets have been achieved through other initiatives and activities since 2008. This

provides the justification and allow countries to focus and propose priority sites for intervention. This process will also result in the reduction of sites. Dr. Hart pointed out that countries could focus on few main sites with management and restoration activities, while other sites can be supported with minor supporting activities like capacity building, monitoring and enforcement, and reporting. As to the outputs, Dr. Hart clarified that the outputs mentioned supports the site specific activities and that it involves developing standard procedure or methodology on data and information including remote sensing. She noted that the wordings will be rephrased to make it clear and understandable, and may require further elaboration to be discussed at regional scientific committee and working groups.

24. The Chairperson stressed that the regional report and its sections was developed based on the project document but with more details and elaborations which have been discussed and explained several times during the regional and bilateral meetings and should therefore pose no problem. He proposed to the Steering Committee to agree on the contents of the regional report and that any additional comments should be sent to the Secretariat for consideration in the final version of the report.

25. Ms. Vanderbeck clarified that there is flexibility in the implementation of the project as long as the countries meet the committed targets in the SAP as reaffirmed by the countries with the signing of the Memorandum of Understanding in 2016. As to the submission of comments by China, she inquired as to when the comments will be submitted and stressed the need to have a timeline as other countries would like to start implementing the project.

26. Dr. Hart informed the meeting that the project can already move ahead since there was already an overall agreement on the regional report except for the assessment activities that need to be clarified and worked out with support from the Regional Scientific and Technical Committee (RSTC) and Regional Working Groups (RWGs), which will have to be organized in the coming months. She reiterated and encouraged countries to nominate their national focal points since these focal points will sit as members of the regional project bodies.

27. Following discussions, the Steering Committee considered the draft Inception Phase Regional Report subject to some adjustments. For the regional report, see [\[LINK\]](#).

## **5. Discussion and Adoption of the Workplan for 2021**

28. The Chairperson invited the Secretariat to present the document SCSSAP PSC.1/7: Draft proposed workplan for 2021. Dr. Hart informed the meeting that a key point to consider with regard to the workplan, as discussed in the regional report and budget and in previous regional meetings, is the extension of the project, which will end in June 2023. She stressed the need for the Steering Committee to adopt the proposal of SEAFDEC, UNOPS and PCU to extend the project at no cost from June 2023 to June 2024.

29. Dr. Hart presented the key actions/activities for 2021 to include: the establishment of national committees and working groups; the establishment of Regional Scientific & Technical Committee (RSTC) and Regional Working Groups (RWGs) including organization of first meetings to discuss NIR's and methodologies for execution of activities with regards to assessments and updating of National Reports, National Action Plans, Transboundary Diagnostic Analysis and SAP; Hiring of administration and financial support staff, as well as additional consultants, scientific coordination, communication expert to support project execution; the finalization of arrangements with regard to web-site, communication, data management and joint actions with IW:LEARN; and initiation of the GEF Small Grants Program.

30. Dr. Hart stated that the RSTC and RWGs will meet to discuss the technical planning of the project such as the review of completed National Implementation Reports (NIRs) with detailed workplans and budgets (Component 1), and the future definition of technical activities including:

- Assessing current SAP implementation since 2008;

- Monitoring sites, and also steps to review common monitoring elements in the SCS and how to compile data/metadata and make available online (1.4.3, 2.1.5, 2.1.6, 2.3.3);
- Updating national reports and national action plans (2.6.1, 2.6.2, 2.6.4, 2.6.5), transboundary diagnostic analysis and SAP (2.6.1, 2.6.3); and
- State of Coastal Habitats (2.6.2). The committee and working groups will also discuss the proposal on how to execute assessments (2.1.4, 2.1.4, 2.1.3), model/effluent volumes (2.2.1, 2.2.3), and Economic valuation (2.4).

31. As COVID-19 is a major challenge, Dr. Hart suggested to have preparatory online working group meetings to discuss and exchange on the key actions with active support from key focal points and experts, prior to the holding of formal regional working group meetings. Comments and questions from the participants followed after the presentation.

32. Dr. Yu of China noted and requested clarification on the following outputs: Output 2.2.1 on updating nutrient carrying capacity model, Output 2.2.2 on regional assessments of contaminants impacts, Output 2.2.3 on contaminants loadings from coastal aquaculture, Output 2.3.3 on harmonization of national Standard Operating Procedures (SOPs) for land-based pollution control and management, Output 2.6.3 on the updating and adoption process of the SAP and Outputs 3.3.4 and 3.3.5 on national investment plans and financing mechanism. He inquired if there is already a carrying capacity model and at what level (regional or national) these activities will be executed, how pollution loadings will be assessed including the possible effect if outputs will not be implemented due to lack of data and information. He further inquired on the existence of an ASEAN regional standards on water quality and sediment and biota, the process of adoption of the SAP in 2008, the difficulty for ministries to decide on the scale of investment, and flexibility in the implementation in project sites especially if the targets have been achieved already.

33. Mr. Dida of Indonesia expressed support on the extension of the project until June 2024 as this will give them more time to discuss and prepare for the project given the current situation in Indonesia. Dr. Hart stressed the importance of having an agreement and conclusion on project extension until June 2024. She informed the meeting that all the documents prepared and presented in the meeting were based on the general consensus and assumption that the project ends in June 2024.

34. Ms. Andres of the Philippines observed that the workplan starts on the first quarter of 2021 and inquired on the possibility of adjusting the workplan at the country level to officially start on the third quarter of 2021, when project funds are released.

35. Dr. Hart clarified that the land-based pollution activities were based on the project document, and build upon the carrying capacity model developed in the previous project. The current activities will involve the development of methodology which will be coordinated and developed at the regional level but implemented at national or local level. Dr. Hart suggested that the finalization of the outputs and its implementation (whether at regional or national level) will be discussed with Regional Working Group on Land-based Pollution. As to the project start date, Dr. Hart clarified that the official start date of the project was in 2018. The overall workplan for the whole project, which should have started in 2018, was presented to start in 2021 since the execution of activities, excluding the inception phase which started in 2018 to 2020, will start from 2021 onwards.

36. Ms. Vanderbeck informed the meeting that there has been a number of global initiatives that defines rapid assessment methodologies for estimating nutrient loads and its potential impacts to the coastal zone. She shared the case of the GEF Global Nutrient Cycling (GNC) project that looks into nutrient loading from a global perspective where the project has developed tools and methodologies that can be utilized both at regional and local level. The project has been testing different approaches and models in Manila Bay and Laguna Lake in the Philippines using a rapid assessment methodology with impact models and a system of score cards to address the ecosystems health and nutrient loads. She stressed that this model, which was proven useful in the Philippines, could be used in the project.

As to the adoption of the SAP, Ms. Vanderbeck clarified that the SAP was endorsed in the last project Steering Committee meeting of the previous project who had the credentials from their governments to endorse the SAP. The SAP also has a Memorandum of Understanding which was not signed in the last Steering Committee meeting but was made as a condition by GEF to access the grant and endorsed the project. She stressed that the plan is to have an updated TDA and SAP based on the current level of information in the region that will continue to inform planning at the national and regional level.

37. Dr. Hart suggested to change the ministerial level of adoption to the level of the project Steering Committee. In terms of the investment plans, she stressed that in the global review of SAP implementation, it is important and essential to have an investment and financial mechanism component integrated in the SAP implementation plan, and that the countries will have the support of the IMC including the private sector to be actively engaged in the discussion. Ms. Vanderbeck confirmed and stressed the need to have a chapter on investment and financing strategies in the updated SAP to ensure sustainability as many projects are looking now at conservation finance. She cited as example the valuing coastal ecosystems and carbon sequestered in coastal ecosystems as possible financing instruments including water funds, which offers a lot of opportunities. The idea is to ensure financial sustainability because the GEF may not be providing the next round of funds for this basin.

38. The Chairperson clarified that the country workplan is different and should not be the same as the overall project workplan, and that there is no need to adjust the overall project workplan. He noted that not all activities have to be implemented as it depends on the needs and priorities of the sites selected and participating countries. There are activities that will be implemented either at regional or national or at all level. Dr. Hart reminded the meeting of her earlier presentation under Agenda 4 on the interconnections of outputs at local (site), national and regional level with cross-cutting activities. She cited as example the land-based pollution where at the national level there is a plan to update national report and national action plan but the assessment activities will be coordinated at regional level and executed at national level or some at local level, depending on the countries workplan. She reminded the countries that the workplan is an overall general workplan and that each country will be developing a more detailed and strategic national workplan and budget as part of the NIR.

39. Ms. Vanderbeck clarified that what matters most for the GEF is the outcome level. Participating countries have the obligation to meet the outcome level as countries committed to achieve these outcomes irrespective of the changes, and the way to achieve these outcomes are flexible. She stressed that even if we combine outputs, we have to make sure that the deliverables are sufficient to meet the outcome level. She said that the countries may not be able to deliver equally the outputs at regional and national level but the combination of these outputs should be sufficiently robust to meet the outcome level.

40. In terms of flexibility in the NIR, Dr. Hart stressed that there is flexibility in the sites and targets as long as the NIR clearly provides the update on what has been done and achieved in the sites in terms of the SAP implementation since 2008. This is very important as this will provide justification to maintain or propose new sites including the use of project resources. She noted the progress made by China in achieving the SAP targets and encouraged China to share their best practices to other participating countries. She strongly suggested that the countries take the NIR preparation on a step-by-step process and share the completed parts of the NIR to the PCU for review and guidance before proceeding further. This will also allow the project to look at the bigger picture in terms of the overall targets.

41. Dr. Hart stressed the importance of having an overall agreement on the workplan and budget and project extension to be able to move forward. She noted that the comments and suggestions were more on technical clarification rather than suggestions to change the documents, and suggested to adjust and edit the workplan in track changes for consideration and adoption of the Steering Committee.

42. Following discussions and the adjustments and minor edits made on the workplan, the Steering Committee adopted the workplan pending any additional comments to be submitted from China. The workplan is attached as Annex 4 to this report.

## **6. Discussion and Adoption of the Budget**

43. The Chairperson invited the Secretariat to present the document SCSSAP PSC.1/8: Draft proposed budget revision. Dr. Hart presented the rationale and overview of the draft proposed budget revision which is an elaboration of the original budget of the project document endorsed by GEF in 2016. She informed the meeting about the main objectives of the draft proposed revision as follows: 1) To provide more accurate and detailed information on the budget planning from 2021 to the project completion; 2) To use the current UNEP budget template and guidelines, so as to be fully compliant to reporting obligations to UNEP and UMOJA; and 3) To consider the proposal to extend the project duration to June 2024. She mentioned that the budget includes UNOPS and SEAFDEC executed activities wherein UNOP, with a budget of 9,295,000 USD, will be responsible for the Project Coordination Unit staff salaries and the agreements with national organizations for the execution of national activities to implement the SAP. On the other hand, SEAFDEC, with a budget of 5,705,000 USD, will be responsible for the project premises and running costs of the project such as equipment, web-site, contract services and regional contracts and the organization of all regional meetings, workshops and travels.

44. She noted the changes in the budget revision as follows: 1) The new UNEP budget format, which requires a breakdown, not only by project component and year, but also a breakdown of Project Management Costs (PMC) ; and a breakdown of costs for monitoring and evaluation (M&E); 2) The budget is based on the proposal for a no-cost extension of the project from June 2023 to June 2024; 3) Allocation to national organizations remains the same at 4,935,862 USD overall, which will be further elaborated once the NIR are finalized; 4) Allocation of 520,000 USD to GEF Small Grants Program, which will be executed through national contracts; and 5) Cost of travel for staff, consultants and meeting participants has been reduced (by over 500,00 USD) to adjust for the limited travel in 2020 and 2021, including printing cost of reports and documents, which will be published online.

45. Dr. Hart stressed that quarterly expenditure reports will be prepared and will provide the basis for the review of budget, and that in addition to the yearly budget revision for the PSC, when needed, ad-hoc budget revisions can be proposed to the PSC ad-hoc meetings. She cited as example the possible savings on meetings should travel restrictions persist and reallocating it to other budget line.

46. Comments and questions from the participants followed after the presentation. Dr. Yu of China noted that formal comments from China will be sent to the Secretariat as soon as possible. He informed the meeting that efficiency of funds should be considered in the reallocation of funds and that more funds should be allocated at national level. Dr. Hart clarified that the implementation of the SAP requires that the SAP will be predominantly funded through national budget with the GEF providing the incremental cost. She stated that funds were reallocated to the SGP to implement national level activities. The SGP is one key outcome that was not given allocation from the original budget. In terms of meeting credentials, Ms. Vanderbeck clarified that representatives from previous Steering Committee meetings were asked to present their credentials from their government which means that those attending the meeting have the authority to make decision. She stressed the need to be flexible being the first Steering Committee meeting and hoped that in future Steering Committee meetings, the representatives will come with full authority on behalf of the country.

47. The Chairperson clarified that the budget revision was taken from the original overall budget but broken down and elaborated into further details. It was agreed that the Steering Committee to adopt the budget revision subject to the comments from China. Any future revisions of the documents based on comments from China should be shared with the Steering Committee and this should be made clear in the conclusion of the meeting with an agreed timeframe to provide comments as the project needs to move forward. Mr. Sunleang of Cambodia noted that the situation from country to country varies and

suggested to give China an appropriate time to review and send their comments to the Secretariat. If there are substantial comments from China, the Secretariat have to share the revised version to the countries for consideration.

48. Ms. Lichtenberg of UNOPS stressed that the budget is a translation of the workplan into financial terms and that budgetary management is an essential aspect which is being looked into with a lot of diligence. She stated that it is one of the successes against which the project is measured to implement the output and remain in budgetary control. She assured the countries that appropriate budget is provided for the implementation of national activities and that the project will regularly look into the progress of implementation particularly strengthening national implementation and regional coordination. She stressed that the project's intention is to support national activities and at the same time integrate regional coordination, which is specific to transboundary project, and UNOPS being a neutral organization will help the project to integrate and report this to the Steering Committee. She noted the need to keep and follow the reporting line and requested China to immediately come up with a rapid conclusion on the budget revision due to time constraints.

49. Following discussions, the Steering Committee adopted the draft proposed budget revision pending comments received from China. The proposed budget revision is attached as Annex 5 to this report.

## **7. Consideration of the Terms of Reference and Rules of Procedure for the Project Steering Committee**

### **7.1. Terms of Reference for the Committee**

50. The Chairperson invited the Secretariat to introduce document SCSSAP PSC.1/4: Draft Terms of Reference for the Project Steering Committee. Dr. Hart presented briefly the contents of the terms of reference which is fully in line with the previous terms of reference of the first SCS project except for some minor changes/edits to reflect the language used in the current project. She noted that the delivery of documents is 4 weeks in advance of the meeting to be in line with the current terms of reference and rules of procedures used in all UN meetings.

51. Comments and questions from the participants followed after the presentation. Dr. Yu of China suggested to include in the terms of reference some rules on virtual meeting given the current situation. The Steering Committee considered the suggestion and requested the Secretariat to rephrase the paragraphs under Section 5.

52. Following discussions and adjustments, the Steering Committee considered the revised terms of reference for the Steering Committee. The revised terms of reference is attached as Annex 6 of this report.

### **7.2. Rules of Procedure**

53. The Chairperson invited the Secretariat to introduce document SCSSAP PSC.1/5: Draft Rules of Procedure for the Project Steering Committee. Dr. Hart presented briefly the contents of the rules of procedures which is fully in line with the previous rules of procedures of the first SCS project except for some minor changes/edits to reflect the language used in the current project.

54. Comments and questions from the participants followed after the presentation. Ms. Andres of the Philippines commented on Rule 3 on the designation of alternate member notification period and suggested to shorten the notification period of 4 weeks as long as there is a formal notice from the principal before the start of the meeting. Mr. Sunleang of Cambodia commented on Rule 2 on the designation of member notification period of 6 weeks before the meeting, and suggested to shorten the notification period, due to possibility of changes.

55. The Steering Committee considered the suggestion and requested the Secretariat to rephrase Rules 2 and 3 of the rules of procedures including Rule 7 to reflect discussions on the terms of reference for the Steering Committee.

56. Following discussions and adjustments, the Steering Committee considered the revised rules of procedure for the Steering Committee subject to adjustments. The revised rules of procedure is attached as Annex 7 of this report.

## **8. Discussion of the Agreed Draft Terms of Reference for the Regional and National Committees and Working Groups**

57. The Chairperson invited the Secretariat to introduce document SCSSAP PSC.1/6: Draft Terms of Reference for the Regional and National Committees and Working Groups. Dr. Hart presented briefly the contents of the terms of reference for the regional and national committees and working groups which is fully in line with the previous terms of reference of the first SCS project except for some minor changes to reflect the language used in the current project.

58. Comments and questions from the participants followed after the presentation. Mr. Dida of Indonesia inquired on the country representation to the regional committees and working groups. Dr. Hart clarified that the chairperson of national committees will be the representatives to the regional committees and working groups. She stressed that representation at the regional level is dependent on the representation at the national level. Dr. Hart noted the need to further review the terms of reference and suggested to the Steering Committee to provide their comments within 10 days after the meeting.

59. The Steering Committee considered the suggestion and agreed in principle on the terms of reference for the regional and national committees and working groups pending comments from the members of the Steering Committee. The terms of reference for regional and national committees and working groups is attached as Annex 8 of this report.

## **9. Update on National Activities to Implement the Strategic Action Programme (SAP) by National Technical Working Group (NTWG) Chairs**

60. The Chairperson invited representatives of participating countries through the Chairpersons of the National Technical Working Groups to present their national activities to implement the Strategic Action Programme.

61. Representing Cambodia, Mr. Than Monomoyith, Vice Chief of Office of the Department of Marine and Coastal Zone Conservation, Ministry of Environment, presented on behalf of NTWG Chairperson. He informed the meeting that the national coordination and oversight arrangements such as the IMC, NTWG and SEAs have been identified and currently undergoing consideration, with the Ministry of Environment taking the lead. The NIR is currently under development with the help of consultant. In terms of habitat sites and targets, Cambodia has identified three sites. These are Kampot, Kep, Sihanouk Ville and Koh Kong for mangrove, coral reefs and seagrass; and Preach Sihanouk, Kampot and Kep for wetlands. Some of data and information on habitats are out of date and need to be reviewed including gathering more recent data and information on sites and targets.

62. Major challenges and needs identified to address habitats management including execution of project and activities include: building knowledge base for coastal resources management; promoting environmentally sustainable livelihoods and financing mechanisms; marine and coastal protected areas management; building capacity of national and local authorities, NGOs and community groups; and collection of marine habitat data and information. Through the SAP, Cambodia needs to: Develop national policies and institutional capacity to promote the management of coastal and marine environment; Establish marine spatial planning (MSP) and guideline for sustainable management of marine and coastal resources; Strengthen the technical, and financial and institutional capacity to address the climate change issues; Provide technical assistance support and capacity building with

all partnership and stakeholders; Establish the IMC and NTWG; and Work with consultant to finalize NIR. For the Cambodia presentation, see [\[LINK\]](#).

63. Representing China, Dr. Y Yu, Senior Engineer of the South China Institute of Environmental Sciences, Ministry of Ecology and Environment and NTWG Chairperson informed the meeting that the national coordination and oversight arrangements such as the IMC, NTWG and SEAs have been identified and currently undergoing review and consideration, with the Ministry of Ecology and Environment taking the lead. The NIR is currently being prepared and reviewed particularly the habitat targets and sites as most have been achieved already. In terms of habitat sites and targets, China has identified the following: Mangrove - Futian, Shankou, Pearl Bay, Dongzhaigang, Qinglangang, Guangdong, Guangxi, Hainan and China; Seagrass – Hepu, Liusha, Xincun and Lian; and Wetlands - Pearl river-some part as national natural reserve, Beilun river-national natural reserve, Shantou, Hepu, Danzhou—Danzhou Bay, and Wenchang--Qinglangang.

64. Since the SAP adoption in 2008, China has supported its implementation through: the inclusion of ecological civilization in the constitution; various government reforms and restructuring in 2018; an amendment of law on environmental protection in 2014; adoption of an action plan to tackle water pollution (Water10) in 2013; and development of five-year planning (two cycles). China’s current main initiatives and priorities which will be aligned with the project include the: new five-year plan for marine environmental protection; the action plan for mangroves (2020-2025); and the action plan for coastal rehabilitation. Major challenges and needs to address habitats and pollution management including execution of project and activities include: renewing the habitat targets, coordination with different ministries, tackle diffuse pollution and improve environmental state of rural areas, integrated coastal and river basin management, and public participation. For the China presentation, see [\[LINK\]](#).

65. Representing Indonesia, Mr. Dida Migfar Ridha, Director of the Directorate of Coastal and Marine Pollution and Degradation Control, Ministry of Environment and Forestry and NTWG Chairperson informed the meeting that the national coordination and oversight arrangements such as the IMC, NTWG and SEAs have been identified and currently undergoing review and consideration, with the Ministry of Environment and Forestry taking the lead. The NIR is currently being prepared and reviewed to harmonize data and information on mangrove, coral reefs, seagrass and wetlands including stocktaking data and information on programmes, regulations and modalities in the each focus area, with regular conduct of focus group discussions with related ministries and agencies, universities and non-government organizations. In terms of project sites and targets, Indonesia has identified the following:

- Mangrove - Belitung, Bengkalis, Batu Ampar, Ngurah Rai and Angke Kapuk;
- Coral Reefs – Bangka, Belitung, District-based MPA Lingga, Bareleng dan Bintan, Natuna, Karimata and Anambas;
- Seagrass – Anambas, District-based MPA Lingga (Medang-Mesanak, Temiang, Senayang), East Bintan, Mapur and Bangka Belitung; and
- Wetlands – Sembilang National Park. The targets by site is still in progress to be harmonized with data from the National Mangrove Information System Map and finalization of the zoning area.

66. In terms of pollution management, Indonesia has established new regulation Government Regulation 22 Year 2021, Chapter on “Sea Quality Management and Protection”; and since 2019 established the Regional Capacity Center for Clean Seas (RC3S) in Bali, in line with Resolution UNEA-4 on Protection Marine Environment from Land-based Activities, which focus on land-based activities such as: (a) increased nutrient; (b) wastewater; (c) marine litter and microplastics; and (d) emerging pollutant. Indonesia’s current main initiatives and priorities include: improving the quality of damaged coastal ecosystems through ecosystem rehabilitation activities; improvement of management and sustainable use of marine conservation areas; rehabilitation of mangroves, coral reefs and seagrass; improved management of aquatic biodiversity; strengthening networks, partnerships/cooperation, and roles in marine biodiversity conservation conventions; handling marine pollution and plastic waste;

completion of marine spatial planning to include marine area and coastal zone zoning plans, small islands action plans; carry out research and development studies on coral reefs, mangroves and seagrass beds; develop guidelines for mapping the area and making thematic maps in order to improve management; collecting data on various types of biota that exist; and carry out an inventory and management of marine tourism activities carried out in the area. Major challenges and needs to address through the implementation of the project include: building mechanism, collaboration and partnership with all stakeholders in the South China Seas Area; improving the accuracy and transparency of data and information; harmonize data with the National Mangrove Information System Map including adjusting data with the finalized zoning area for the Riau Islands; aligning the regional objectives/goals/targets with the implementation of strategic documents through national and regional action; setting up a nationally coordinated mechanism, targeting the shared regional seas; and national and regional partnerships. For the Indonesia presentation, see [\[LINK\]](#).

67. Representing the Philippines, Ms Armida Andres, Chief of the Coastal and Marine Division of the Biodiversity Management Bureau, Department of Environment and Natural Resources presented on behalf of the NTWG Chairperson. She informed the meeting that the national coordination and oversight arrangements such as the IMC, NTWG and SEAs have been identified and provisionally agreed, with the Department of Environment and Natural Resources taking the lead. The Special Presidential Authority has been issued by the President and the Project Document has been signed by the Secretary of the DENR paving the way for the full implementation of the project in the Philippines. The NIR is currently being elaborated and finalized in coordination and consultation with the National Technical Advisor and concerned agencies (SEAs). Most sites were retained, some were dropped and several new sites were proposed. SEAs are completing the identification of activities and budgets for the final list of sites. In terms of project sites and targets, the Philippines has identified the following:

- Mangrove - Ulugan Bay, San Vicente, Quezon, Dumarán, Coron, Busuanga and Araceli, all in Palawan Province, and Subic and Masinloc-Oyon Bay in Zambales;
- Coral Reefs – Masinloc, Zambales, El Nido, Palawan, Balabac, Calamianes Group of Islands, Bolinao / Lingayen Gulf and Batangas Bay, Maricaban Strait;
- Seagrass – Cape Bolinao, Honda Bay, Ulugan, Looc-Lubang, Masinloc and El Nido; and
- Wetlands – Maragondon Estuary, Malampaya Sound Estuary, Manila Bay Tidal Flats (Bulacan, Bataan, Pampanga).

68. Three of the proposed sites (i.e., Bolinao, Masinloc, and Coron) have interconnected habitats (coral reefs, seagrass and mangroves) and are also demonstration sites of the Fish Refugia Project. The project will identify potential synergies and complementation of planned interventions on these sites.

69. Major challenges and needs to address habitats and pollution management including execution of project and activities include: development of National Research Framework and Program for the Monitoring and Assessment of Marine Litter; inventory and monitoring of water bodies draining into Batangas Bay and Lingayen Gulf Regions (hotspots); funding limitations may necessitate scaling down of planned activities and possible reduction in the number of sites; increasing number of projects and commitments of BMB may necessitate the creation and operationalization of a PMO; and current pandemic will continue to pose implementation challenges with continuing restrictions on movements and travel of personnel and staff and expected to cause delays in the delivery of targets and outputs. Overall, the SCS SAP Project is well aligned with the DENR-BMB's Coastal and Marine Ecosystems Management Program (CMEMP) which aims to achieve the effective management of the country's coastal and marine ecosystems to increase their ability to provide ecological goods and services for human wellbeing. The project and CMEMP contributes to the achievement of the PDP and PBSAP targets including international commitments such as the Aichi Targets and the UN Sustainable Development Goals (Goal 14 – Life below Water). For the Philippines presentation, see [\[LINK\]](#).

70. Representing Thailand, Mr. Ukkrit Satapoomin, Director of the Coastal Resources Conservation Division, Department of Marine and Coastal Resources, Ministry of Natural Resources and

Environment and NTWG Chairperson informed the meeting that the national coordination and oversight arrangements such as the IMC, NTWG and SEAs have been identified and provisionally agreed, with the Department of Marine and Coastal Resources taking the lead. The NIR is currently being prepared and elaborated with the assistance of a National Technical Advisor and undergoing further review in coordination and consultation with concerned agencies. In terms of project sites and targets, Thailand has identified the following:

- Mangrove - Pak Phanang Bay, Welu River Estuary and Bandon Bay;
- Coral Reefs - Sichang Island Group, Lan and Phai Islands Group, Koh Tao Island Group, Koh Kra Archipelago, Losin Island and Mak Island;
- Seagrass – Chaiya-Phunphin Districts; and
- Wetlands - Don Hoi Lot Mudflat.

71. Proposed activities for project execution covering all habitats include: 1) Law and Policy Enforcement - Strict law enforcement; Proclamation of Mangrove Conservation Areas and, Marine Protected Areas; Establish regulations and measures to minimize impact from marine tourism industry and coastal development; Establish measures to control activities that cause impact on seagrass including the utilization of marine and coastal resources ; 2) Conservation and Rehabilitation - Reforestation and restoration of marine life; Restoring coral reefs using both active and passive restorations; Establishing conservation and usage zones such as marine spatial planning, coastal use plan, zoning scheme; Conserving and storing seagrass ; Establishing zones for different utilization such as conservation zones and fishery zones, coastal use plan, zoning scheme and set up monitoring programme; 3) Education and Awareness Raising - Education and awareness raising activities for communities and local people and other resources users on the importance of marine and coastal conservation and sustainable use of resources; 4) Networking and Collaboration - Setting up networks of marine and coastal resources management groups at provincial levels; Promotion of ecotourism sustainable livelihoods; Building collaboration among all stakeholders and public participation; and 5) Research and Monitoring and Evaluation - Conducting research on habitat conservation and restoration including setting up Monitoring and (M&E) system. Major challenges identified include: COVID-19 pandemic situation; sustainability of institution and governance structures; complementary with global and regional development agenda (SDG; Blue Economy); National agenda: and BCG model (Bioeconomy, Circular Economy, Green economy). For the Thailand presentation, see [[LINK](#)].

72. Representing Viet Nam, Mr. Nguyen Cong Minh of the Agency of Seas and Islands Use and Management, Viet Nam Administration of Seas and Islands presented on behalf of the NTWG Chairperson. He informed the meeting that the national coordination and oversight arrangements such as the IMC, NTWG and SEAs have been established and are being consolidated, with the Ministry of Natural Resources and Environment taking the lead. The NIR is currently being prepared and updated which will consolidate activities and implementation organization structure in coordination and consultation with concerned agencies. In terms of project sites and targets, Viet Nam has identified the following:

- Mangrove – Tien Yen, Xuan Thuy, Can Gio and Ca Mau;
- Coral Reefs – Cu Lao Cham, Nha Trang bay, Con Dao, Phu Quoc, Ninh Hai, Ca Na bay, Ha Long - Cat Ba, Hai Van - Son Tra and Bach Long Vi;
- Seagrass – Phu Quoc archipelago, Con Dao Islands, Thuy Trieu and Tam Giang; and
- Wetlands – Tamgiang-Cauhai Lagoon, Thi Nai Lagoon, Balat Estuary, Tien River Estuary, Dong Nai River Estuary and Ca Mau Southwest Tidal Flat.

73. Major challenges and needs to address habitats and pollution management including execution of project and activities include: inconsistency and weak legal systems and powers of environmental protection organizations, especially the environmental police force are weak with limited legal and sanctioning grounds for the types of environmental pollution crimes; insufficient awareness and capacity of authorities at all levels including the people on environmental protection; legislation

limitation and inconsistency; insufficient investment for implementation; and weak monitoring. Viet Nam's current main initiatives and priorities include: completing the legal framework and marine management regime; ecosystem-based management; building models to forecast and identify the spread of oil pollution on the sea; controlling marine environmental pollution due to plastic waste; strengthening propaganda and education to protect the marine environment; marine plastic action plan; pollution control strategy; marine spatial planning; marine resources use strategy; establishment and enhancement of MPA and protected areas. The management of the marine and coastal environment is guided by Resolution 36-NQ/TW on marine sustainable development strategy for Viet Nam which take into consideration of the SDGs and CBD targets, blue and circular economy, and climate change issues. For the Viet Nam presentation, see [[LINK](#)].

74. For the country updates, Dr. Hart expressed appreciation to all the presentations and progress on further defining the sites, which is challenging under the present situation. She requested the countries to submit initial updates on the NIR particularly on what has been done in the original sites including recommendations for any changes which could be useful for the project to provide help and guidance. She noted the challenge of having too many sites in the SAP and project documents with limited resources and wished to do activities that have meaningful and sustainable impact in the region. She stressed that the information would be useful in updating the national reports and national action plans. Dr. Hart also mentions the work on best practices on habitat and pollution management based on previous project prepared by Dr. Vo Si Tuan, which will be shared with the countries. She encouraged countries to contribute and share their best practices including current needs in terms of regional training which could be integrated in the training programs of the project.

#### **10. Any Other Business**

75. The Chairperson invited members to consider and discuss any items of business they would like to introduce. There was no any other business discussed.

#### **11. Closure of the Meeting**

76. The Chairperson invited the Secretariat to summarize the conclusion of the meeting. Dr. Hart presented and read the draft conclusions and recommendation of the meeting. Following discussions and revisions made by the Secretariat, the Steering Committee adopted the conclusions and recommendations of the meeting pending further comments from China, and allowed a two-week interval should countries wish to submit any further edits. The draft conclusions and recommendations agreed are provided below:

#### **Conclusions and Recommendations**

77. The First Project Steering Committee of the UNEP GEF Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project) was held online on the 29-30 July 2021, with designated members from Cambodia, China, Indonesia, Philippines, Thailand, Vietnam and UNEP.

78. The Project Steering Committee agreed on the following conclusions and recommendations<sup>1</sup>:

- 1) *Welcomes* the efforts undertaken to prepare the Inception Phase reports including Inception Report, workplan and budget as an important step to ensure smooth implementation of the project given previous delays in the project implementation;
- 2) *Acknowledges* with appreciation the Regional Inception Report (SCSSAP PSC.1/3), and whilst in overall support of the report, requested an additional 2 weeks, until the 14<sup>th</sup> July to provide any further suggestions to allow the Project Coordination Unit to revise the draft report, taking

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<sup>1</sup> Pending further official comments to be submitted from China as soon as possible

into consideration that some future revisions may be required to updated targets in line with National Implementation Reports under preparation;

- 3) **Expressed concern** on the challenge to implement all national activities in the 111 sites identified in the Strategic Action Program (SAP), and propose that (1) based on a general update on the status of SAP implementation at the national level since 2008 and with clear justification, the focus of main actions be on a targeted number of sites for each habitat type, as appropriate and (2) to complement this with overall general exchange, capacity building and monitoring activities in all sites that will contribute to the revised national reports;
- 4) **Requests** to UNEP, that the project be extended for the period of 1 year until June 2024 at no additional cost on the GEF budget;
- 5) **Adopts** the Proposed Workplan for 2021 (SCSSAP PSC.1/7) with minor changes attached in Appendix 1 and **requests** that the Project Coordination Unit expedite execution of the activities planned for 2021, taking into account the following considerations:
  - Corresponding national work-plans will be prepared as part of the National Implementation Reports, which will further elaborate and focussed on those most relevant national activities to be executed;
  - Assessments proposed under Component 2 will be further discussed by meetings of the Regional Working Groups and Regional Scientific and Technical Committee (RSTC) in 2021 to ensure they are developed based on latest scientific knowledge and best-practices in and beyond the region and may recommend revisions to outputs accordingly if appropriate.
- 6) **Adopts** the Draft Budget (SCSSAP PSC.1/8), taking into consideration:
  - COVID-19 related travel restrictions, may influence the estimated meeting and travel costs of the project;
  - That future budget revisions should consider additional resources to support national implementation in line with the National Implementation Reports as appropriate;
- 7) **Adopts** the Draft Terms of Reference for the Project Steering Committee (SCSSAP PSC.1/4) with minor changes as attached in Appendix 2
- 8) **Adopts** the Draft Rules of Procedure for the Project Steering Committee (SCSSAP PSC.1/5) with minor changes as attached in Appendix 3
- 9) **Agrees in principle on** the Draft Terms of Reference for the Regional and National Committees and Working Groups (SCSSAP PSC.1/6), and requested two weeks (10 days) to provide any additional comments if required to the Project Coordination Unit
- 10) **Requests** the Project Coordinating Unit to send any amended documents reflecting comments from China for adoption and allow a further two weeks (10 days) for further review and adoption by email correspondence from the Steering Committee members (on an exceptional basis)

79. The Project Steering Committee expressed its commitment to support the execution of the Strategic Action Program (SAP) and to ensure the development of the National Implementation Reports in time for final discussion during an Ad-Hoc Steering Committee in 2021, whilst noting that the challenges of travel restrictions with national and local level stakeholders need to be taken into consideration.

80. In the closure of the meeting, the Chairperson thanked all the Steering Committee members for the active and constructive participation in the First Project Steering Committee meeting. He expressed

appreciation to UNOPS, SEAFDEC and the Project Coordination Unit particularly to Dr. Virginie Hart and Mr. Reynaldo Molina for the preparation and organization of the meeting. He also thanked SEAFDEC and its team for the technical and logistical support.

81. The Chairperson closed the meeting at 1310 hours Indochina Time.

## **ANNEXES**

Annex 1. Annotated Agenda

Annex 2. List of Participants

Annex 3. List of Documents

Annex 4 Workplan for 2021

Annex 5. Budget

Annex 6. Terms of Reference for the Project Steering Committee

Annex 7. Rules of Procedure for the Project Steering Committee

Annex 8. Terms of Reference for the Regional and National Committees and Working Groups

## **Annex 1. Annotated Agenda**

**Tuesday 29 June, 09.00 – 13.00 Indochina time (ICT)**

### **1. Opening of the Meeting**

09.00 – 09.20 **1.1. Welcome address**

The UNEP representative as implementing agency will open the meeting and deliver the welcome address on behalf of the Executive Director of UNEP. The UNOPS and SEAFDEC representatives as executing agencies will be invited by the Secretariat to give a short opening statement.

09.20– 09.30 **1.2. Introduction of members**

The Secretariat will be invited to introduce the members of the Project Steering Committee and other participants

09.30– 10.00 **1.3. Opening statements by Interministerial Committee Chairs (IMC)**

Representatives of participating countries through the IMC Chairpersons will be invited to make opening statements on behalf of their governments.

### **2. Organisation of the Meeting**

10.00– 10.15 **2.1. Designation of officers**

In accordance with the draft rules of procedure for the Project Steering Committee Meeting, participants will be invited by the Secretariat to elect a Chairperson, Vice-Chairperson and Rapporteur

10.15– 10.30 **2.2. Organisation of work**

The Secretariat will brief participants on the proposed organisation of work, the list of documents available to the meeting and administrative arrangements for the conduct of the meeting. The meeting will be conducted online in plenary. The meeting will be conducted in English.

10.30-10.50 **3. Adoption of the Meeting Agenda**

The Chairperson will invite participants to consider the draft agenda prepared by the Secretariat as document SCSSAP PSC.1/1, propose any amendments or additional items for consideration, and adopt the agenda

10.50-11.00 *Short Break and video*

11.00-11.40 **4. Draft Inception Phase Regional Report**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/3: Draft Inception Phase Regional Report of the UNEP/GEF SCS SAP Project, previously circulated. The Inception Phase Regional Report provides further elaboration of the definition and structure, executing arrangements, deliverables, monitoring and evaluation, stakeholder involvement and knowledge management of the SCS SAP Project. Once presented, the Steering Committee is invited to consider, and provide suggestions to the regional report and its sections, which will be subsequently finalized following the meeting.

11.40-12.20 **5. Discussion and Adoption of the Workplan for 2021**

The Chairperson will invite the Secretariat to present the draft proposed workplan for 2021 presented in document SCSSAP PSC.1/7. The Chairperson will invite members to discuss, amend and approve the proposed workplan for 2021.

12.20-13.00 **6. Discussion and Adoption of the Budget**

The Chairperson will invite the Secretariat to present the draft proposed budget revision presented in document SCSSAP PSC.1/8. The Chairperson will invite members to consider and approve the proposed budget revision.

**Wednesday 30 June, 09.00 – 13.00 Indochina time (ICT)**

**7. Consideration of the Terms of Reference and Rules of Procedure for the Project Steering Committee**

09.00-09.30 **7.1. Terms of Reference for the Committee**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/4: Draft Terms of Reference for the Project Steering Committee of the UNEP/GEF SCS SAP Project, previously circulated. The Committee is invited to consider, amend and adopt the Terms of Reference as outlined in this document.

09.30-10.00 **7.2. Rules of Procedure**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/5: Draft Rules of Procedure for the Project Steering Committee of the UNEP/GEF SCS SAP Project. The Committee is invited to consider adopting the Rules of Procedure as outlined in this document.

10.00-10.30 **8. Discussion of the Agreed Draft Terms of Reference for the Regional and National Committees and Working Groups**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/6: Draft Terms of Reference for the Regional and National Committees and Working Groups of the UNEP/GEF SCS SAP Project, previously circulated. The Committee is invited to consider, amend and adopt the Terms of Reference as outlined in this document.

10.30-10.40 *Short Break*

10.40-12.20 **9. Update on National Activities to Implement the Strategic Action Programme (SAP) by National Technical Working Group (NTWG) Chairs**

The Chairperson will invite representatives of participating countries through the NTWG chairpersons to present their national activities to implement the Strategic Action Programme (SAP), following a template prepared and circulated previously by the Secretariat. The Committee is invited to review, provide comments and consider the proposed national activities.

12.20-12.40 **10. Any Other Business**

The Chairperson will invite members to consider and discuss any items of business introduced under agenda item 3.

12.40-13.00 **11. Closure of the Meeting**

The Chairperson will call for a formal motion to close the meeting

## Annex 2. List of Participants

### CAMBODIA

#### Steering Committee Member(s)

Mr. Srey Sunleang  
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### CHINA

#### Steering Committee Member(s)

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**PHILIPPINES****Steering Committee Member(s)**

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## Annex 3. List of Documents

### Meeting documents

SCSSAP PSC.1/1	Provisional Agenda
SCSSAP PSC.1/2	Annotated Provisional Agenda
SCSSAP PSC.1/3	Draft Inception Phase Regional Report
SCSSAP PSC.1/4	Draft Terms of Reference for the Project Steering Committee
SCSSAP PSC.1/5	Draft Rules of Procedure for the Project Steering Committee
SCSSAP PSC.1/6	Draft Terms of Reference for the Regional and National Committees and Working Groups
SCSSAP PSC.1/7	Draft Proposed Workplan for 2021
SCSSAP PSC.1/8	Draft Budget
SCSSAP PSC.1/9	Report of the Meeting

### Information documents

SCSSAP PSC.1/Inf.1	Provisional list of documents
SCSSAP PSC.1/Inf.2	Draft List of Participants
SCSSAP PSC.1/Inf.5	Cambodia Summary Profile (draft)
SCSSAP PSC.1/Inf.6	China Summary Profile (draft)
SCSSAP PSC.1/Inf.7	Indonesia Summary Profile (draft)
SCSSAP PSC.1/Inf.8	Philippines Summary Profile (draft)
SCSSAP PSC.1/Inf.9	Thailand Summary Profile (draft)
SCSSAP PSC.1/Inf.10	Vietnam Summary Profile (draft)
SCSSAP PSC.1/Inf.11	UNEP GEF Project Implementation Report (PIR) Fiscal Year 2020

### Reference documents

	SCS SAP full project document (see <a href="http://www.scssap.org">www.scssap.org</a> )
	SCS Strategic Action Programme (see <a href="http://www.scssap.org">www.scssap.org</a> )
SCSSAP IP.1/4	1 <sup>st</sup> Regional Inception Phase Meeting Report [ <a href="#">LINK</a> ]
SCSSAP IP.2/5	2 <sup>nd</sup> Regional Inception Phase Meeting Report [ <a href="#">LINK</a> ]
SCSSAP IP.3/5	3 <sup>rd</sup> Regional Inception Phase Meeting Report – NIR Development and Completion [ <a href="#">LINK</a> ]

Original SCS reports	Available at the SCS repository [ <a href="#">LINK</a> ]:
	<ul style="list-style-type: none"> <li>• Technical Publications and Guideline [<a href="#">LINK</a>] (particularly Technical Publication 1-4) <ul style="list-style-type: none"> <li>- For more details on the site selection, see the 3rd Regional Working Group reports which includes a summary ranking</li> <li>- Mangrove [<a href="#">LINK</a>]</li> <li>- Coral reef sites [<a href="#">LINK</a>]</li> <li>- Seagrass [<a href="#">LINK</a>]</li> <li>- Wetlands [<a href="#">LINK</a>] <a href="http://www.unepscs.org/remository/startdown/370.html">http://www.unepscs.org/remository/startdown/370.html</a></li> </ul> </li> <li>• Reports of the Regional Scientific and Technical Committee [<a href="#">LINK</a>]</li> </ul>

## Annex 4 Workplan for 2021

Outputs	2021				2022				2023				2024		2021 Main deliverables
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
<b>Component 1. Reducing habitat degradation and loss via national and local reforms to achieve Strategic Action Programme targets for coastal habitat management in the South China Sea</b>															
Outcome 1.1 Appropriate forms of sustainable management established for 860,000 ha of mangrove															
1.1.1 Declaration of 57,400 ha of mangrove as National Parks and Protected Areas															1. National Implementation Reports finalized and all national activities fully elaborated, with sites assessed, national teams in place, stakeholders mapped and engaged. 2. National SAP Executing Agencies (SEA's) identified and Project Cooperation Agreements signed with each SEA and UNOPS 3. Mangrove Focal Point and National Committees established
1.1.2 Designation and plans for the management of 166,600 ha of mangrove as non-conversion, sustainable use areas															
1.1.3 Reform of laws and regulations for the sustainable use of 602,800 ha of mangrove forest															
1.1.4 Replanting of 21,000 ha of deforested mangrove land															
1.1.5 Biodiversity increased for 11,200 ha of mangrove forest via enrichment planting															
1.1.6 Established mechanism for monitoring management, ecological and socio-economic indicators at 26 sites [based on SAP results framework]															
Outcome 1.2 110,430 ha of coral reef at 46 priority sites managed sustainably															
1.2.1 Management capacity (number/levels human resources, facilities and equipment, and sustainable financing mechanisms) built for 46 coral reef sites															1. National Implementation Reports finalized and all national activities fully elaborated, with sites assessed, national teams in place, stakeholders mapped and engaged. 2. National SAP Executing Agencies (SEA's) identified and Project Cooperation Agreements signed with each SEA and UNOPS 3. Coral Reef Focal Point and National Committees established
1.2.2 Management approaches and policy, legal & institutional reforms (integrated, community-based, multiple use) improved at 46 coral reef sites															
1.2.3 Management tools (licensing and permit systems, seasonal closures, zoning) developed and utilized to address key threats at priority sites															

Outputs	2021				2022				2023				2024		2021 Main deliverables
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
1.2.4 Established mechanism for monitoring management, ecological and socio-economic indicators at 46 sites [based on SAP results framework]															4. Output 1.5.2 to coordinate at regional level. Agreed indicators to report SAP progress in each site 5. Identify data availability and gaps and summary report on status in each coral reef site
<b>Outcome 1.3 Conservation, management and sustainable use of 15,848 ha of known seagrass area in the South China Sea</b>															
1.3.1 Twenty-one seagrass areas totaling 15,848 ha under sustainable management with supporting laws and regulations															1. National Implementation Reports finalized and all national activities fully elaborated, with sites assessed, national teams in place, stakeholders mapped and engaged.
1.3.2 Amended management plans for 7 existing MPAs with significant seagrass areas, to include specific seagrass-related management actions and policy, legal & institutional reforms															2. National SAP Executing Agencies (SEA's) identified and Project Cooperation Agreements signed with each SEA and UNOPS 3. Seagrass Focal Point and National Committees established
1.3.3 Designation of 7 new Marine Protected Areas focusing on seagrass areas identified in the prioritized listings of the SCS Project															
1.3.4 Established mechanism for monitoring management, ecological and socio-economic indicators at 20 sites [based on SAP results framework]															4. Output 1.5.2 to coordinate at regional level. Agreed indicators to report SAP progress in each site 5. Identify data availability and gaps and summary report on status in each seagrass site
<b>Outcome 1.4 Integrated management of 783,900 ha of coastal wetland at 19 sites, including habitat restoration and protection strengthened at priority locations</b>															
1.4.1 Integrated management plans developed and under implementation for at least 3 lagoons 9 estuaries, 5 tidal flats, 1 peat swamp and 1 non-peat swamp and associated policy, legal & institutional reforms															1. National Implementation Reports finalized and all national activities fully elaborated, with sites assessed, national teams in place, stakeholders mapped and engaged. 2. National SAP Executing Agencies (SEA's) identified and Project Cooperation Agreements signed with each SEA and UNOPS 3. Wetland Focal Point and National Committees established
1.4.2 Declaration of at least 7 wetland areas with protection status (i.e. non-hunting area, nature reserves, protected areas, Ramsar Sites).															
1.4.3 Adoption of a regional estuary monitoring scheme and its national implementation [based on SAP results framework]															1. Output 1.5.2 to coordinate at regional level. Agreed indicators to report SAP progress in each site 2. Identify data availability and gaps and summary report on status in each wetland site
<b>Outcome 1.5 National and regional level cooperation in tracking results of SAP actions for coastal habitat management</b>															

Outputs	2021				2022				2023				2024		2021 Main deliverables
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
1.5.1 National committees and regional networks of habitat specialists established under the SCS project revitalized and functioning															Programme for National Committee meetings (every 6 months).
1.5.2 Mechanism to monitor and evaluate the impacts of SAP implementation and achievement of habitat targets operational [including agreement on standardized methods and guidelines for inventory and assessment]															1. Framework of indicators and programme drafted for the evaluation of SAP implementation
1.5.3 Community leaders and local government from priority habitat sites networked via national and regional round-table meetings to foster cooperation and knowledge sharing on achievements and best practices															2. Draft working report on best-practices disseminated and with additional inputs from countries 3. Each country to coordinate meeting on best-practices (back-to back with National Committees and NTWG meetings) 4. Short summary report on national best-practices 5. Schedule of regional roundtables agreed (online and face-to-face)
1.5.4 Progress and status report of regional and national SAP implementation															6. Report on the current progress in SAP implementation based on inputs from each country
<b>Component 2. Strengthening knowledge-based action planning for the management of coastal habitats and land-based pollution to reduce environmental degradation of the South China Sea</b>															
Outcome 2.1 Enhanced information-base for coastal habitat management, monitoring and action planning															
2.1.1. Validation of existing or improved algorithms with on-site data															1. Agreement on collection and compilation of GIS data, partnerships, approach, and database linked to global databases on habitats
2.1.2 Mechanism for collection and exchange of regional coastal habitat and pollution information and data established															2. Proposal to establish online database/GIS, for each site, with potential regional and global partnerships (COBSEA, PEMSEA, and others). Linked to update of National Reports (output 2.6.5)
2.1.3 Role of coastal habitats of the South China Sea in climate change adaptation and the sequestration and storage of carbon															3. Brief report on current status of information and data on climate change adaptation and sequestration

Outputs	2021				2022				2023				2024		2021 Main deliverables
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
2.1.4 Review of the potential impacts of sea level rise, climate change, ocean acidification and episodic events on coastal habitats of the South China Sea															and storage of carbon (in partnership with other institutions and projects) 4. Draft methodology to include climate change aspects into National Reports, TDA and SAP In partnership with key regional and global organizations, initiatives and projects (i.e. Global Blue Forests project, UNEP Blue Carbon Initiative)
2.1.5. Review of current status of habitat and pollution data available in the SCS, gaps and challenges and innovative technology and approaches to monitoring and assessments that can support SCS monitoring programme															4. Building upon existing work in the region, identify data available and main gaps and capacity needs in monitoring, in line with regional and national commitments, the SDG's and CBD Post 2020 Framework
2.1.6 A regional system for periodic monitoring of the state of coastal habitats of the South China Sea															
<b>Outcome 2.2 Effective integration of regional science in the management of land-based pollution</b>															
2.2.1 Nutrient assessment for key sites of the SCS marine basin and integration into SCS GIS															1. Define methodology, based on latest nutrient assessments and models in the region (with COBSEA) and best practices globally (i.e., UNEP GPA) 2. Launch contracts to execute
2.2.2. Regional level assessment of impacts of key contaminants (nutrients, heavy metals, oil, litter) and national or local assessments based on NAP and hotspots															3. Methodology/guidelines developed 4. National reports on LBS (output 2.6.5) to identify data and assessments available, and main gaps 5. Contracts developed to initiate
2.1.3. Quantification of effluent volumes and contaminant loadings from coastal aquaculture to the SCS marine basin															6. Contracts and methodology developed and activity initiated
<b>Outcome 2.3 Strengthened and harmonized national policies and laws, and supporting financial mechanism, for the management of habitats and land-based sources of pollution</b>															
2.3.1. National best practices in waste water management, law enforcement, and community and industry participation in managing land-based sources of pollution and habitat management documented and shared															In conjunction with output 1.5.3, 2.3.5, and 3.1.6 1. First draft on best-practices for further development from regional and national partners

Outputs	2021				2022				2023				2024		2021 Main deliverables
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
2.3.2 Review of legislative and institutional frameworks for land-based pollution and habitat management in participating countries															2. National reports (output 2.6.5) to provide initial inputs to review of legislative and institutional frameworks
2.3.3 Identify gaps and develop national Standard Operating Procedures for land-based pollution control and management [including agreed sediment, biota, & water quality criteria] if appropriate to support harmonized monitoring															3. Review current monitoring SOPs for pollution and global methodologies and identify any further development of SOPs in line with regional and global agreements
2.3.4. Revised national/provincial policies and supporting regulations for land-based pollution and habitats developed, enacted and implemented															
Outcome 2.4 Updated Total Economic Values of coastal habitats for use in development planning and decision-making and blue economy															
2.4.1 Expanded datasets and estimates of economic valuation information on the goods and services of SCS coastal habitats															1. Review of methodology and best practices by other regional and global economic evaluations (including TEEB and Blue Forests) 2. Initiation and contracts
2.4.2. Compilation of good examples, and identify recommendations to strengthen a blue economy (and circular economy) approach and innovative financing for pollution and habitat management															
Outcome 2.5 Regionally appropriate tools and mechanisms to guide the development of sustainable management systems for coastal habitats and land-based pollution															
2.5.1. Online catalogue of best practice management measures and technologies for sustainable use of SCS coastal habitats and land-based pollution management															Linked to outputs 1.5.3, 2.3.1, and 3.1.6 1. Development of a joint approach on publishing online best-practices with regional and global partners
2.5.2 Government officials, community leaders, and habitat and pollution managers exposed to on-going practices in rehabilitation, management, and pollution control and treatment via programme of training, study tours and exchange															1. Programme of study tours and exchanges developed closely in collaboration with PEMSEA's networks of local governments

Outputs	2021				2022				2023				2024		2021 Main deliverables
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
Outcome 2.6 Updated and Ministerially adopted Transboundary Diagnostic Analysis and Strategic Action Programme, including prioritization of national management actions to address climate variability and change															
2.6.1 National and regional level consensus on contemporary issues and problems and updated TDA															1. Detailed guidelines for the update of the TDA, SAP, National Reports and NAPs, based on new TDA/SAP methodology from IWLEARN, and will close links to other SAP implementation LME projects
2.6.2. SCS State of Coastal Habitats report in line with global commitments (SDGs, CBD)															Joint publication based on the revised National Reports, TDA and monitoring results 2. Initiation and planning of contracts
2.6.3 National and regional consultative process to develop updated Strategic Action Programme SAP for adoption at the Project Steering Committee, COBSEA IGM, and for consideration at the Ministerial level including agreed monitoring and reporting mechanisms															See 2.6.1 above
2.6.4 Prioritization of national management actions for incorporation into national policies and plans, in particular for climate variability and change and blue economy															
2.6.5 Updated and adopted National Action Plans for mangroves, coral reefs, seagrass and wetlands, and land-based pollution including enactment of supporting legislation where required															See 2.6.1 above
<b>Component 3. Facilitating regional and national level integration and cooperation for implementation of the South China Sea Strategic Action Programme</b>															
Outcome 3.1 Regional and sub-regional co-operation in the integration of scientific knowledge and research outputs with management and policy making															
3.1.1 Regional Scientific and Technical Committee of the SCS project functioning as a bridge between the scientific community and decision-makers [annual meetings]															1. First RSTC to be held by 3 <sup>rd</sup> quarter, and more regular meetings planned online

Outputs	2021				2022				2023				2024		2021 Main deliverables
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
3.1.2 Knowledge exchanges between government and scientific community through Regional Scientific Conferences															
3.1.3 Best practice exchanges between local government officials and coastal managers on science-based management via annual Mayor's Round-Table meetings															2. Annual Mayer's round tables planned in cooperation with regional organizations
3.1.4 Memoranda of Agreement for joint management of 2 priority transboundary water areas agreed & implemented															3. Initiate drafting of two transboundary water areas MOA's, detailed information on sites and activities
3.1.5 Cooperation with the GEF fisheries refugia project and other relevant regional initiatives established															4. Ongoing cooperation with FR and SEAFDEC focal points and national coordinators
3.1.6 Operational award program on best practices in coastal habitat and land-based pollution management for communities, local governments and industry [annual]															5. Awards program designed and initiated
Outcome 3.2 Capacity for civil society and community organization participation in SAP implementation strengthened via operational partnership with GEF SGP															
3.2.1 Cooperation with GEF SGP in the commissioning and implementation of an additional [#] of community-based projects for SAP implementation															1. SGP initiated and contract developed 2. SGP launched and number of community-based projects identified
3.2.2 CSO & CO inputs elicited for planning and M&E of the SCS-SGP partnership via annual NGO forums															
3.2.3 Training program on science and management of SCS coastal habitats and resources for SGP proponents															
3.2.4 SGP project concept notes developed and financial arrangements agreed for 20 community-based projects in support of implementing a revised SAP															
Outcome 3.3 Relationships between central and local governments and the private sector strengthened and formalized															

Outputs	2021				2022				2023				2024		2021 Main deliverables
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
3.3.1 Review of past and ongoing public-private partnerships for coastal management in SCS region and case studies for effective private sector engagement															1. In partnership with other regional organizations, initiate compilation of past and ongoing public-private partnerships for coastal management in SCS region In parallel to output 2.4.2 on blue/green economy
3.3.2 Identification of opportunities for private sector investment (e.g. oil and gas, fisheries, tourism) in implementation of the updated SAP															
3.3.3 Public-private partnerships and investment plan for the implementation of the updated SAP solidified through two partnership forums to facilitate															To be initiated once revised SAP is advanced
3.3.4. Updated and adopted National Investment Plans for land-based pollution and habitat management in the SCS [Yr 5]															To support financing implementation of National Action Plans (NAPs)
3.3.5. Regional financial mechanism for land-based pollution and habitat management															To support financing implementation of the Strategic Action Plans (NAPs)
<b>Outcome 3.4 Revitalization of regional mechanisms for communications, knowledge exchange, and information and data management and sharing</b>															
3.4.1 A variety of multi-media information and knowledge products based on SCS SAP implementation communications strategy															1. Recruit Communication lead, finalize Communication strategy and initiate activities
3.4.2 Regionally appropriate knowledge tools developed to support decision-making and planning.															2. Online repository of knowledge tools established 3. Identify key knowledge tools based on national needs and identify key partnerships to support development 4. Initiate contracts and activities
3.4.3 The SCS project web portal and clearing house mechanism and associated regional databases online, updated and linked to IW-Learn and other GEF Knowledge management systems															5. Web-site <a href="https://scssap.org/">https://scssap.org/</a> further updated and linked to IWLEARN. 6. Initiate other cooperation actions with IWLEARN such as towards the Data and Information Management (DIM) follow up, partnerships with

Outputs	2021				2022				2023				2024		2021 Main deliverables
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
3.4.4 Active engagement with GEF IW:LEARN [1% of project resources] including participation in IW conferences and 3 experience notes															other GEF LME projects related to monitoring, online assessments, updating the LME hub ( <a href="https://www.lmehub.net/">https://www.lmehub.net/</a> )
Outcome 3.5 Agreed arrangements for strengthened regional cooperation in the management of the marine and coastal environment of the South China Sea															
3.5.1 Biannual meetings of the Regional Task Force on Legal Matters.															1. Regional Task Force established and first meeting conducted
3.5.2 National Working Groups established and functional.															2. National working groups on legal matters established
3.5.3 Process for development of a proposed arrangement for regional cooperation defined and planned															
3.5.4 National stakeholder inputs to drafting of instrument for strengthened regional cooperation facilitated via national consultations															
3.5.5 Adopted instrument for strengthened regional cooperation															

## Annex 5. Budget

### SCSSAP Budget Revision: breakdown by Component

UNEP Budget Line		I	II	III	PMC	M&E	TOTAL
<b>010</b>	<b>Staff &amp; Personnel (Including Consultants)</b>						
1101	Senior Project Manager	53,970	53,970	53,970	323,822	53,970	539,703
1102	Project Management Support Specialist (Country Coordinator)	176,000	64,000	48,000	-	32,000	320,000
1103	Scientific Coordinator	160,000	140,000	100,000	-	-	400,000
1104	Communication/web-site management	48,000	48,000	160,000	64,000	-	320,000
1105	Project Support Officer	-	-	32,000	224,000	64,000	320,000
	<i>Sub-total UNOPS staff</i>	<b>437,970</b>	<b>305,970</b>	<b>393,970</b>	<b>611,822</b>	<b>149,970</b>	<b>1,899,703</b>
1201	Inception Phase Consultants	96,231	48,116	48,116	-	-	192,462
1202	NIR Consultants (Vietnam, Philippines and Regional)	96,000	12,000	12,000	-	-	120,000
1203	GIS/online platform development/database expert(s)	78,000	39,000	13,000	-	-	130,000
1204	TDA and SAP	40,000	100,000	60,000	-	-	200,000
1205	Regional coordination on monitoring, data management and indicators	72,000	48,000	0	-	-	120,000
1206	Thematic regional and national consultants	160,000	140,000	100,000	-	-	400,000
1207	Consultants Others (financial mechanisms, support to fund mobilization, gender, blue economy)	36,269	36,269	108,807	-	-	181,345
	<i>Sub-total UNOPS consultants</i>	<b>578,500</b>	<b>423,385</b>	<b>341,923</b>	<b>0</b>	<b>0</b>	<b>1,343,807</b>
1220	Evaluator (Mid-term)	-	-	-	-	30,000	30,000
1221	Evaluator (Terminal)	-	-	-	-	40,000	40,000
1301	SEAFDEC Finance, admin and support staff	12,420	12,420	37,260	62,100	-	124,200

UNEP Budget Line		I	II	III	PMC	M&E	TOTAL
	<i>Sub-total SEAFDEC staff and consultants</i>	<i>12,420</i>	<i>12,420</i>	<i>37,260</i>	<i>62,100</i>	<i>70,000</i>	<i>194,200</i>
1401	UNV/intern						-
	<i>Sub-total</i>	<i>1,028,890</i>	<i>741,775</i>	<i>773,153</i>	<i>673,922</i>	<i>219,970</i>	<i>3,437,710</i>
<b>120</b>	<b>Contract Services</b>						
2301	Inception Phase Regional contracts	182,002	159,252	113,752	-	-	455,006
2302	Meeting venues	0	0	110,000	-	-	110,000
2303	Translation services	12,000	4,000	4,000	-	-	20,000
2304	Printing, design and communication product services	47,850	47,850	49,300	-	-	145,000
2305	Audits	-	-	-	-	17,500	17,500
2306	Website, database, online reporting and GIS services	52,800	52,800	54,400	-	-	160,000
	<i>Sub-total</i>	<i>294,652</i>	<i>263,902</i>	<i>331,452</i>	<i>0</i>	<i>17,500</i>	<i>907,506</i>
<b>125</b>	<b>Operating and Other Costs</b>						
4301	Premise Rent				-	-	0
5101	UNOPS Operating costs (ex 1204 & 2204 BL)	446,251	390,470	278,907			1,115,628
5102	SEAFDEC Operating costs	44,480	200,159	200,159	-	-	444,798
5103	Equipment Rental and Maintenance	-	-	-	-	-	-
5301	Sundry (communications, postage, copies, freight, clearance charges, etc)	15,961	15,961	16,445	-	-	48,367
	<i>Sub-total</i>	<i>506,692</i>	<i>606,590</i>	<i>495,511</i>	<i>0</i>	<i>0</i>	<i>1,608,793</i>
<b>130</b>	<b>Supplies, Commodities and Materials</b>						
4101	Office Supplies	2,640	2,640	2,720	-	-	8,000
	<i>Sub-total</i>	<i>2,640</i>	<i>2,640</i>	<i>2,720</i>	<i>0</i>	<i>0</i>	<i>8,000</i>
<b>135</b>	<b>Equipment, Vehicles and Furniture</b>						

UNEP Budget Line		I	II	III	PMC	M&E	TOTAL
4201	SEAFDEC office equipment, furniture, computers and licences	33,638	33,638	34,657	-	-	101,933
	<b>Sub-total</b>	<b>33,638</b>	<b>33,638</b>	<b>34,657</b>	<b>0</b>	<b>0</b>	<b>101,933</b>
<b>140</b>	<b>Transfers &amp; Grants to Implementing Partners</b>						
2101	GEF Small Grants Project	0	0	520,000	-	-	520,000
2102	Regional contracts to support Component 1	80,000			-	-	80,000
2103	Regional Contracts to support Component 2		325,674		-	-	325,674
2104	Regional contracts to support Component 3			320,000	-	-	320,000
	<b>Sub-total SEAFDEC regional contracts</b>	<b>80,000</b>	<b>325,674</b>	<b>840,000</b>	<b>0</b>	<b>0</b>	<b>1,245,674</b>
2210	Cambodia national activities	641,662	156,302	24,679	-	-	822,644
2211	China national activities	641,662	156,302	24,679	-	-	822,644
2212	Indonesia national activities	641,662	156,302	24,679	-	-	822,644
2213	Philippines national activities	641,662	156,302	24,679	-	-	822,644
2214	Thailand national activities	641,662	156,302	24,679	-	-	822,644
2215	Viet Nam national activities	641,662	156,302	24,679	-	-	822,644
	<b>Sub-total UNOPS contracts</b>	<b>3,849,972</b>	<b>937,814</b>	<b>148,076</b>	<b>0</b>	<b>0</b>	<b>4,935,862</b>
	<b>Sub-total</b>	<b>3,929,972</b>	<b>1,263,488</b>	<b>988,076</b>	<b>0</b>	<b>0</b>	<b>6,181,536</b>
<b>160</b>	<b>Travel</b>						
1601	Inception Phase Travel of Staff and consultants	8,422	8,422	8,678		-	25,522
1602	Travel of staff	60,000	60,000	60,000	28,579	31,421	240,000
3201	Travel of experts	9,900	9,900	10,200		-	30,000
3202	Travel of Consultants	95,000	76,000	19,000		-	190,000
3203	Travel of Mid-Term Evaluator	-	-	-	-	15,000	15,000
3204	Travel of Final Evaluator	-	-	-	-	20,000	20,000
3205	Study Tours	250,000	-	-	-	-	250,000

<b>UNEP Budget Line</b>		<b>I</b>	<b>II</b>	<b>III</b>	<b>PMC</b>	<b>M&amp;E</b>	<b>TOTAL</b>
3206	Seminars	-	-	-	-	-	0
3207	Group Training	300,000	180,000	120,000	-	-	600,000
3301	Steering Committee and Regional Scientific Technical Committee meetings	-	-	280,000	-	-	280,000
3302	Regional Working Group Meetings	-	-	504,000	-	-	504,000
3303	TDA/SAP, Legislation, GIS and monitoring, economic valuation and ad-hoc meetings	-	-	600,000	-	-	600,000
	<b>Sub-total</b>	<b>723,322</b>	<b>334,322</b>	<b>1,601,878</b>	<b>28,579</b>	<b>66,421</b>	<b>2,754,522</b>
	<b>GRAND TOTAL</b>	<b>6,519,807</b>	<b>3,246,355</b>	<b>4,227,446</b>	<b>720,001</b>	<b>286,391</b>	<b>15,000,000</b>

	<b>TOTAL UNOPS</b>	5,312,694	2,057,638	1,162,876	611,822	149,970	<b>9,295,000</b>
	<b>SEAFDEC TOTAL</b>	1,207,114	1,188,717	3,064,570	108,179	136,421	<b>5,705,000</b>

## SCSSAP Budget Revision: breakdown by Year

UNEP Budget Line		2018	2019	2020	2021	2022	2023	2024	Total
<b>010</b>	<b>Staff &amp; Personnel (Including Consultants)</b>								
1101	Senior Project Manager	-	71,703	-	108,000	144,000	144,000	72,000	539,703
1102	Project Management Support Specialist (Country Coordinator)	-	-	-	80,000	96,000	96,000	48,000	320,000
1103	Scientific Coordinator	-	-	-	100,000	120,000	120,000	60,000	400,000
1104	Communication/web-site management	-	-	-	80,000	96,000	96,000	48,000	320,000
1105	Project Support Officer	-	-	-	80,000	96,000	96,000	48,000	320,000
	<b>Sub-total UNOPS staff</b>	<b>0</b>	<b>71,703</b>	<b>0</b>	<b>448,000</b>	<b>552,000</b>	<b>552,000</b>	<b>276,000</b>	<b>1,899,703</b>
1201	Inception Phase Consultants	-	-	132,462	60,000	-	-	-	192,462
1202	NIR Consultants (Vietnam, Philippines and Regional)	-	-	-	120,000	-	-	-	120,000
1203	GIS/online platform development/database expert(s)	-	-	-	30,000	30,000	30,000	40,000	130,000
1204	TDA and SAP	-	-	-	50,000	50,000	50,000	50,000	200,000
1205	Regional coordination on monitoring, data management and indicators	-	-	-	30,000	30,000	30,000	30,000	120,000
1206	Thematic regional and national consultants	-	-	-	100,000	100,000	100,000	100,000	400,000
1207	Consultants Others (financial mechanisms, support to fund mobilization, gender, blue economy)	-	-	-	50,000	50,000	50,000	31,345	181,345
	<b>Sub-total UNOPS consultants</b>	<b>0</b>	<b>0</b>	<b>132,462</b>	<b>440,000</b>	<b>260,000</b>	<b>260,000</b>	<b>251,345</b>	<b>1,343,807</b>

UNEP Budget Line		2018	2019	2020	2021	2022	2023	2024	Total
1220	Evaluator (Mid-term)	-	-	-	-	30,000	-	-	30,000
1221	Evaluator (Terminal)	-	-	-	-	-	-	40,000	40,000
1301	SEAFDEC Finance, admin and support staff	-	-	-	16,200	43,200	43,200	21,600	124,200
	<b>Sub-total SEAFDEC staff and consultants</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,200</b>	<b>73,200</b>	<b>43,200</b>	<b>61,600</b>	<b>194,200</b>
1401	UNV/intern								-
	<b>Sub-total</b>	<b>0</b>	<b>71,703</b>	<b>132,462</b>	<b>904,200</b>	<b>885,200</b>	<b>855,200</b>	<b>588,945</b>	<b>3,437,710</b>
<b>120</b>	<b>Contract Services</b>								-
2301	Inception Phase Regional contracts	258,614	196,392	-					455,006
2302	Meeting venues	-	-	-	20,000	30,000	30,000	30,000	110,000
2303	Translation services	-	-	-	5,000	10,000	5,000	-	20,000
2304	Printing, design and communication product services	-	-	-	25,000	30,000	40,000	50,000	145,000
2305	Audits	-	-	3,500	3,500	3,500	3,500	3,500	17,500
2306	Website, database, online reporting and GIS services	-	-	-	40,000	40,000	40,000	40,000	160,000
	<b>Sub-total</b>	<b>258,614</b>	<b>196,392</b>	<b>3,500</b>	<b>93,500</b>	<b>113,500</b>	<b>118,500</b>	<b>123,500</b>	<b>907,506</b>
<b>125</b>	<b>Operating and Other Costs</b>								-
4301	Premise Rent	-	-	-	-	-	-	-	-
5101	UNOPS Operating costs (ex 1204 & 2204 BL)		18,696	93,738	295,373	289,296	276,169	142,356	1,115,628
5102	SEAFDEC Operating costs	48,000	-	-	99,200	99,200	99,200	99,200	444,798

UNEP Budget Line		2018	2019	2020	2021	2022	2023	2024	Total
5103	Equipment Rental and Maintenance		-	-	-	-	-	-	-
5301	Sundry (communications, postage, copies, freight, clearance charges, etc)	4,038	4,330	-	10,000	10,000	10,000	10,000	48,367
	<b>Sub-total</b>	<b>52,038</b>	<b>23,026</b>	<b>93,738</b>	<b>404,572</b>	<b>398,496</b>	<b>385,368</b>	<b>251,555</b>	<b>1,608,793</b>
<b>130</b>	<b>Supplies, Commodities and Materials</b>								-
4101	Office Supplies	-	-	-	2,000	2,000	2,000	2,000	8,000
	<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>			<b>8,000</b>
<b>135</b>	<b>Equipment, Vehicles and Furniture</b>								-
4201	SEAFDEC office equipment, furniture, computers and licences	28,459	53,474	-	10,000	4,000	4,000	2,000	101,933
	<b>Sub-total</b>	<b>28,459</b>	<b>53,474</b>	<b>-</b>	<b>10,000</b>	<b>4,000</b>			<b>101,933</b>
<b>140</b>	<b>Transfers &amp; Grants to Implementing Partners</b>								-
2101	GEF Small Grants Project	-	-	-	100,000	420,000	-	-	520,000
2102	Regional contracts to support Component 1	-	-	-	20,000	20,000	20,000	20,000	80,000
2103	Regional Contracts to support Component 2	-	-	-	80,000	85,674	80,000	80,000	325,674
2104	Regional contracts to support Component 3	-	-	-	80,000	80,000	80,000	80,000	320,000
	<b>Sub-total SEAFDEC regional contracts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>280,000</b>	<b>605,674</b>	<b>180,000</b>	<b>180,000</b>	<b>1,245,674</b>
2210	Cambodia national activities	-	-	-	250,000	250,000	222,644	100,000	822,644
2211	China national activities	-	-	-	250,000	250,000	222,644	100,000	822,644

UNEP Budget Line		2018	2019	2020	2021	2022	2023	2024	Total
2212	Indonesia national activities	-	-	-	250,000	250,000	222,644	100,000	822,644
2213	Philippines national activities	-	-	-	250,000	250,000	222,644	100,000	822,644
2214	Thailand national activities	-	-	-	250,000	250,000	222,644	100,000	822,644
2215	Viet Nam national activities	-	-	-	250,000	250,000	222,644	100,000	822,644
	<b>Sub-total UNOPS contracts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,335,862</b>	<b>600,000</b>	<b>4,935,862</b>
	<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,780,000</b>	<b>2,105,674</b>	<b>1,515,862</b>	<b>780,000</b>	<b>6,181,536</b>
<b>160</b>	<b>Travel</b>								-
1601	Inception Phase Travel of Staff and consultants	8,770	16,752	-	-	-	-	-	25,522
1602	Travel of staff	-	-	-	50,000	70,000	70,000	50,000	240,000
3201	Travel of experts	-	-	-	-	10,000	10,000	10,000	30,000
3202	Travel of Consultants	-	-	-	30,000	70,000	60,000	30,000	190,000
3203	Travel of Mid-Term Evaluator	-	-	-	-	15,000	-	-	15,000
3204	Travel of Final Evaluator	-	-	-	-	-	-	20,000	20,000
3205	Study Tours	-	-	-	-	-	150,000	100,000	250,000
3206	Seminars	-	-	-	-	-	-	-	-
3207	Group Training	-	-	-	100,000	200,000	200,000	100,000	600,000
3301	Steering Committee and Regional Scientific Technical Committee meetings	-	-	-	70,000	70,000	70,000	70,000	280,000
3302	Regional Working Group Meetings	-	-	-	126,000	126,000	126,000	126,000	504,000

UNEP Budget Line		2018	2019	2020	2021	2022	2023	2024	Total
3303	TDA/SAP, Legislation, GIS and monitoring, economic valuation and ad-hoc meetings	-	-	-	150,000	150,000	150,000	150,000	600,000
	<i>Sub-total</i>	<b>8,770</b>	<b>16,752</b>	<b>-</b>	<b>526,000</b>	<b>711,000</b>	<b>836,000</b>	<b>656,000</b>	<b>2,754,522</b>
	<b>GRAND TOTAL</b>	<b>347,881</b>	<b>361,347</b>	<b>229,700</b>	<b>3,720,272</b>	<b>4,219,870</b>	<b>3,710,930</b>	<b>2,400,000</b>	<b>15,000,000</b>

	<b>TOTAL UNOPS</b>	0	90,399	226,200	2,683,373	2,601,296	2,424,031	1,269,526	<b>9,295,000</b>
	<b>SEAFDEC TOTAL</b>	347,881	270,948	3,500	1,036,900	1,618,574	1,286,900	1,130,300	<b>5,705,000</b>

## **Annex 6. Terms of Reference for the Project Steering Committee**

### **Terms of Reference for the Project Steering Committee**

#### **1. THE SCSSAP STEERING COMMITTEE: RATIONALE AND PURPOSE**

1.1 To facilitate the achievement of the goals and objectives of the UNEP/GEF project entitled “*Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand*”, a Project Steering Committee (PSC), will be established as the primary governance body for the project.

1.2 The SCS SAP Steering Committee’s role will be to provide managerial and governance advice to the project, and to guide the Project Coordinating Unit (PCU), in the implementation and monitoring of the overall regional project. The SCS SAP Steering Committee will also provide a regional forum for reviewing and resolving national concerns, reviewing and approving annual work plans and budgets, and provide a regional forum for stakeholder participation. One of the first activities during full project implementation will be to reconfirm and/or reconstitute the membership of the PSC, agree on meeting procedures, and finalise Terms of Reference for the Project Steering Committee.

#### **2. THE SCS SAP STEERING COMMITTEE SHALL:**

2.1 Provide strategic guidance to the Project Coordinating Unit (PCU) and to National Lead Agencies regarding project implementation and execution of agreed activities over the entire period of the project;

2.2 Meet at least on an annual basis or as required during the operational phase of the project to guide the timely execution of project activities;

2.3 Receive, review, and approve reports from the PCU regarding the outputs and outcomes of project activities;

2.4 Assist the PCU in ensuring co-ordination among national site-based activities and other national level activities to further enhance national capacity to achieve the targets of the Strategic Action Programme for the South China Sea;

2.5 Advise on stakeholder involvement in project activities and offer support where necessary to ensure appropriate levels of government, NGO, community, and private sector engagement;

2.6 Provide guidance to support compatibility between the activities of site and other national level activities;

2.7 Assist the PCU in leveraging required project co-financing and additional funds that may be required from time to time;

2.8 Work with the PCU and National Lead Agencies in mainstreaming best practices and the replication of project successes at the national level;

2.9 Agree at their first meeting: a) the membership, meeting arrangements, and terms of reference of the committee; and b) such standing orders and manner of conducting business as may be considered necessary by the committee.

### **3. PROPOSED MEMBERSHIP FOR THE SCS- SAP IMPLEMENTATION COMMITTEE**

3.1 Full members of the PSC shall consist of representatives of all participating countries in the project. Each country shall designate two members: one member shall be the Chairperson of the policy-level, Inter-Ministry Committee; the other shall be the Chairperson of the National Technical Working Group; SEAFEDEC and UNOPS are ex-officio members of the SC without voting rights.

3.2 The UNEP Task Manager will participate as a member in PSC meetings;

3.3 The PSC shall elect a Chairperson and a Vice-Chairperson from amongst its full members with responsibility for chairing each formal meeting of the Committee and for acting as Chairperson and Vice-Chairperson of any meetings convened during the subsequent inter-sessional period; and

3.4 The PSC may agree, by consensus at the commencement of each meeting to co-opt additional experts as observers or advisors to any meeting or meetings of the Committee or part thereof, as the committee shall deem appropriate.

### **4. SECRETARIAT OF THE SCS SAPSCS SAP STEERING COMMITTEE**

4.1 The Senior Project Manager of PCU shall act as Secretary to the meetings of the PSC.

4.2 Other staff of the PCU may provide Secretariat and technical support to the meetings of the PSC as required.

### **5. MEETINGS OF THE SCS SAPSCS SAP STEERING COMMITTEE**

5.1 The PSC shall convene regular annual meetings of the SCS SAP Steering Committee immediately following the Regional Scientific and Technical Committee meeting when the latter is convened at an appropriate time. These meetings shall be in person, and only online due to any event or force major that prohibits convening of the meeting.

5.2 *Ad hoc* meetings may be convened by the Chairperson: when a majority of the Committee members make a request for such a meeting to the PSC; and at the request of the PSC when circumstances demand. These meetings may be either in person or online.

### **6. CONDUCT OF SCS SAP STEERING COMMITTEE BUSINESS**

6.1 The Committee shall operate and take decisions on the basis of consensus, regarding any matter relating to project execution that has regional significance. Where full consensus cannot be achieved in reaching agreement during a full meeting of the Committee, on any matter relating to project execution that has regional significance, the Secretariat shall, in consultation with the Chairperson, facilitate negotiations during the subsequent inter sessional period with a view to seeking resolution, and will report the results of these negotiations to the Committee members.

## **Annex 7. Rules of Procedure for the Project Steering Committee**

### **Rules of Procedure for the Project Steering Committee for the UNEP/GEF Project entitled: “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand” (SCS SAP Project)**

#### **ESTABLISHMENT OF THE COMMITTEE**

The Project Steering Committee (PSC) is established under the project brief for the UNEP/GEF Project entitled: “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand” (SCS SAP Project), endorsed by the GEF CEO on the and the sixteenth meeting of the Global Environment Facility (GEF) CEO on the November 03, 2016, as follows:

*“The Project Steering Committee as the supreme decision-making body of the project, will be composed solely of representatives of the participating countries of the project and UNEP. The Committee shall be responsible for reviewing and approving on an annual basis, project activities including the location of demonstration sites to be funded by the GEF project. The Senior Project Manager will act as Secretariat of the Committee. UNOPS and SEAFDEC officials responsible for the execution of the project will support the Senior Project Manager and other PCU staff. During the execution of the project, decisions of the Project Steering Committee will be made through consultation and on the basis of consensus by all participating countries of the project”.*

#### **Rules of Procedure**

#### **I - MEMBERSHIP**

##### **Rule 1**

##### **Full members**

Full members of the PSC shall consist solely of representatives of all participating countries in the Project. Each country shall designate two members:

1. One member shall represent the government with authorisation to participate in decisions of the committee on project matters.
2. One member should be a regionally recognised, national expert with good knowledge and experience in the marine environment and shall provide guidance on the scientific and technical aspects of the project.

##### **Rule 2**

##### **Designation of members**

Following the establishment of the Inter-Ministry Committees in each country, the Chairperson of the IMC shall notify the Project Co-ordinating Unit of their designated members, 4 weeks (20 working days) before the PSC meetings. If the meeting is held online, notification may be received 2 weeks (10 working days) before the PSC.

##### **Rule 3**

##### **Alternate members**

In the event that a full member is unable to participate in a meeting of the Committee an alternate representative may be designated to represent the member concerned. Alternate Members shall be designated through written notification by the Chairman of the IMC, to the Project Coordinating Unit (PCU) 4 weeks (20 working days) before the PSC meeting, which the alternate member will attend. Alternate members shall have the same powers and duties as a full member of the Committee. If the meeting is held online, notification may be received 2 weeks (10 working days) before the PSC.

#### **Rule 4**

##### **Amendment of the membership**

Notwithstanding the rules contained in this document the Project Steering Committee shall have the power to amend, from time to time, the membership of the Committee.

#### **Rule 5**

##### **Observers**

The Chairperson and Vice Chairperson of the Regional Scientific and Technical Committee (RSTC) shall participate as observers in meetings of the Committee to present the reports, advice and recommendations of the RSTC to the PSC.

#### **Rule 6**

##### **Co-opted members**

The PSC may agree, by consensus at the commencement of each meeting to co-opt to any meeting or meetings of the Committee or parts thereof, as the Committee shall deem appropriate:

1. additional experts as observers or advisers; and
2. alternate representatives who have not been designated under rule 3 as full members.

## **II - SESSIONS**

#### **Rule 7**

##### **Regular sessions**

The Project Co-ordinating Unit shall convene regular annual meetings (in person or online if otherwise prohibited) of the Project Steering Committee. Each regular session of the Project Steering Committee shall be held at a date and location, fixed by the Committee at its previous session.

#### **Rule 8**

##### ***Ad hoc meetings***

*Ad hoc meetings may be convened by the Chairman:*

1. When the majority of members make a request for such a meeting to the Project Coordinating Unit.
2. At the request of the Project Co-ordinating Unit when circumstances demand

## **III - ROLE AND FUNCTIONS OF THE COMMITTEE**

#### **Rule 9**

##### **Powers of the Committee**

The Project Steering Committee shall operate on the basis of consensus to:

1. Provide direction, and strategic guidance to the Project Co-ordinating Unit and to the national Inter-ministry Committees regarding project implementation and execution of agreed activities over the entire period of the project;
2. Review and approve the annual work programme and budget for project execution;
3. Facilitate co-operation and co-ordination among the participating countries, particularly in transboundary environmental issues and inter-country technical co-operation;
4. Review and evaluate progress in project implementation and execution, and provide guidance to the PCU regarding areas for improvement;
5. Assist UNEP and the PCU in raising such additional co-financing as may be required from time to time;
6. Consider and approve such recommendations as shall be presented to the Committee by the Project Co-ordinating Unit and the Regional Scientific and Technical Committee; and
7. Agree at their first meeting: the membership, meeting arrangements, terms of reference of the committee and the rules of procedure as contained in draft in this document.

#### **IV - AGENDA**

##### **Rule 10**

##### **Drawing up of the provisional agenda**

The Senior Project Manager shall submit to the Project Steering Committee the provisional agenda. The provisional agenda shall include all items proposed by members of the Project Steering Committee and by the Project Co-ordinating Unit. Items proposed by members shall be accompanied by an explanatory memorandum and, if possible, by background documentation which shall be submitted to the PCU at least 4 weeks (20 working days) prior to the meeting. A provisional annotated agenda will be prepared from the provisional agenda and shall make reference to all relevant discussion and information documents.

##### **Rule 11**

##### **Distribution of the agenda**

The Project Co-ordinating Unit shall communicate the provisional agenda and provisional annotated agenda of each Project Steering Committee meeting together with working documents to the members at least 4 weeks (20 working days) in advance, whereas information documents will be sent at least 2 weeks (10 working days) in advance.

##### **Rule 12**

##### **Adoption of the Agenda**

At the commencement of each PSC meeting, subject to Rule 10 and following the election of officers as required under Rule 15, the PSC shall adopt the agenda for the meeting on the basis of the provisional agenda.

##### **Rule 13**

##### **Agendas for special *Ad hoc* meetings**

The provisional agenda for a special meeting of the PSC shall consist only of those items proposed for consideration in the request for the holding of the meeting. The provisional agenda shall be transmitted to PSC members 3 weeks (15 working days) in advance.

##### **Rule 14**

**Revision of the agenda**

During a meeting, the PSC may revise the agenda for the session by adding, deleting, deferring or amending items. Notwithstanding Rule 11 the PSC may at its absolute discretion agree to amend the agenda in order to enable the Committee to discuss urgent and important matters for which documentation was not distributed in advance.

**V – OFFICERS****Rule 15****Elections of Officers**

At the commencement of each PSC meeting the Committee shall elect a Chairperson, Vice-Chairperson and a Rapporteur from among its members.

**Rule 16****Terms of office**

The Chairperson, Vice–Chairperson and Rapporteur shall hold office until the subsequent meeting of the Project Steering Committee. They shall be eligible for re-election no more than once. None of them may hold office once their membership of the Committee is terminated by the country of which they are representative.

**Rule 17****Acting Chairperson**

If the Chairperson cannot preside at a meeting or any part thereof, the Vice-Chairperson shall act as Chairperson.

**Rule 18****Powers of the Acting Chairperson**

The Vice–Chairperson, acting as Chairperson shall have the same powers and duties as the Chairperson.

**VI - SECRETARIAT****Rule 19****Secretariat**

The Project Co-ordinating Unit, under the direction of the Senior Project Manager, shall act as Secretariat to the Committee. The secretariat shall:

1. receive and circulate the documents of the PSC;
2. publish and circulate the decisions, reports and relevant documentation of the PSC;
3. have the custody of the documents in the archives of the PCU and generally perform all other work that the PSC may require; and,
4. prepare reports on project progress and future workplans for consideration by the PSC

**Rule 20****Role of the Senior Project Manager in the convening and conduct of meetings**

The Senior Project Manager shall:

1. act as Secretary to all meetings of the PSC and shall be assisted during meetings by a PCU staff member;
2. designate when appropriate any officer of the Project Co-ordinating Unit to act as his/her representative;
3. make oral and written statements to the PSC concerning any question under consideration;
4. be responsible for the necessary arrangements being made for meetings including the preparation and distribution of working documents in accordance with these rules; and,
5. Prepare and deliver reports on project progress and plans to appropriate international meetings of other bodies.

## **VII - CONDUCT OF BUSINESS**

### **Rule 21**

#### **Quorum**

A simple majority of the members of the Committee shall constitute a quorum.

### **Rule 22**

#### **Powers of the Chairperson**

In addition to exercising the powers conferred upon them elsewhere by these rules, the Chairperson shall declare the opening and closing of each meeting of the PSC, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, and announce decisions. The Chairperson may also call a speaker to order if their remarks are not relevant to the subject under discussion.

### **Rule 23**

#### **Conduct of committee business**

The Committee shall operate and take decisions on the basis of consensus, regarding any matter relating to project execution that has regional or transboundary significance. Where full consensus cannot be achieved in reaching agreement during a full meeting of the Committee, on any matter relating to project execution that has regional or transboundary significance, the Secretariat shall, in consultation with the Chairperson, facilitate negotiations during the subsequent inter-sessional period with a view to seeking resolution. The Secretariat will report the results of these negotiations to the Committee members.

### **Rule 24**

#### **Adjournment of debate**

During the discussion of any matter on which a clear consensus fails to emerge, a representative may move the adjournment of the debate and its referral to a working group of the committee. The working group shall be charged with resolving the matter and shall be required to report the outcome to the full committee at the time of resumption of the debate. Any such motion shall have priority. In addition to the proposer of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion.

### **Rule 25**

#### **Points of order**

During the discussion of any matter, a member may raise a point of order. In this case, the Chairperson shall immediately state his/her ruling. If the ruling is challenged, the Chairperson shall forthwith submit their ruling to the Secretariat for decision, and it shall stand unless overruled.

### **Rule 26**

#### **Closure of debate**

A representative may at any time move the closure of the debate whether or not any other representative has signified a wish to speak. Not more than two Members may be granted permission to speak against the closure. The Chairperson shall take the sense of the Secretariat on a motion for closure. If the Secretariat is in favour of the closure, the Chairperson shall declare the debate closed.

### **Rule 27**

#### **Decisions and amendments**

Draft decisions, and substantial amendments or motions, shall be introduced in writing and handed to the Secretary of the Committee, who shall circulate copies to the Members before they are discussed and decided upon, unless the Committee decides otherwise. Upon the request of any member, any motion and amendment thereto made by any speaker shall be given to the Chairperson in writing and shall be read by them before any further speaker is called upon. The Chairperson may direct that any motion or amendment be circulated to the members present. This rule shall not apply to formal motions such as one for closure or adjournment.

### **Rule 28**

#### **Language of meetings**

English shall be the working language of the PSC.

### **Rule 29**

#### **Records of the meeting**

Records of the meetings of the PSC may be kept by the secretariat. They shall be prepared in the form of a draft report by the Secretary to the Committee working with the Rapporteur following the meeting. Members shall inform the Rapporteur of any changes they wish to have made. Any disagreement concerning such changes shall be referred to the Chairperson, whose decision shall be final. These amended records will be the official minutes of the meeting.

### **Rule 30**

#### **Distribution of meeting reports**

The corrected version of the records of PSC meetings shall be distributed as soon as possible following closure of the meeting in accordance with the usual practice of the United Nations. All reports will be available on the web-site ([www.scssap.org](http://www.scssap.org)).

## Annex 8. Terms of Reference for the Regional and National Committees and Working Groups

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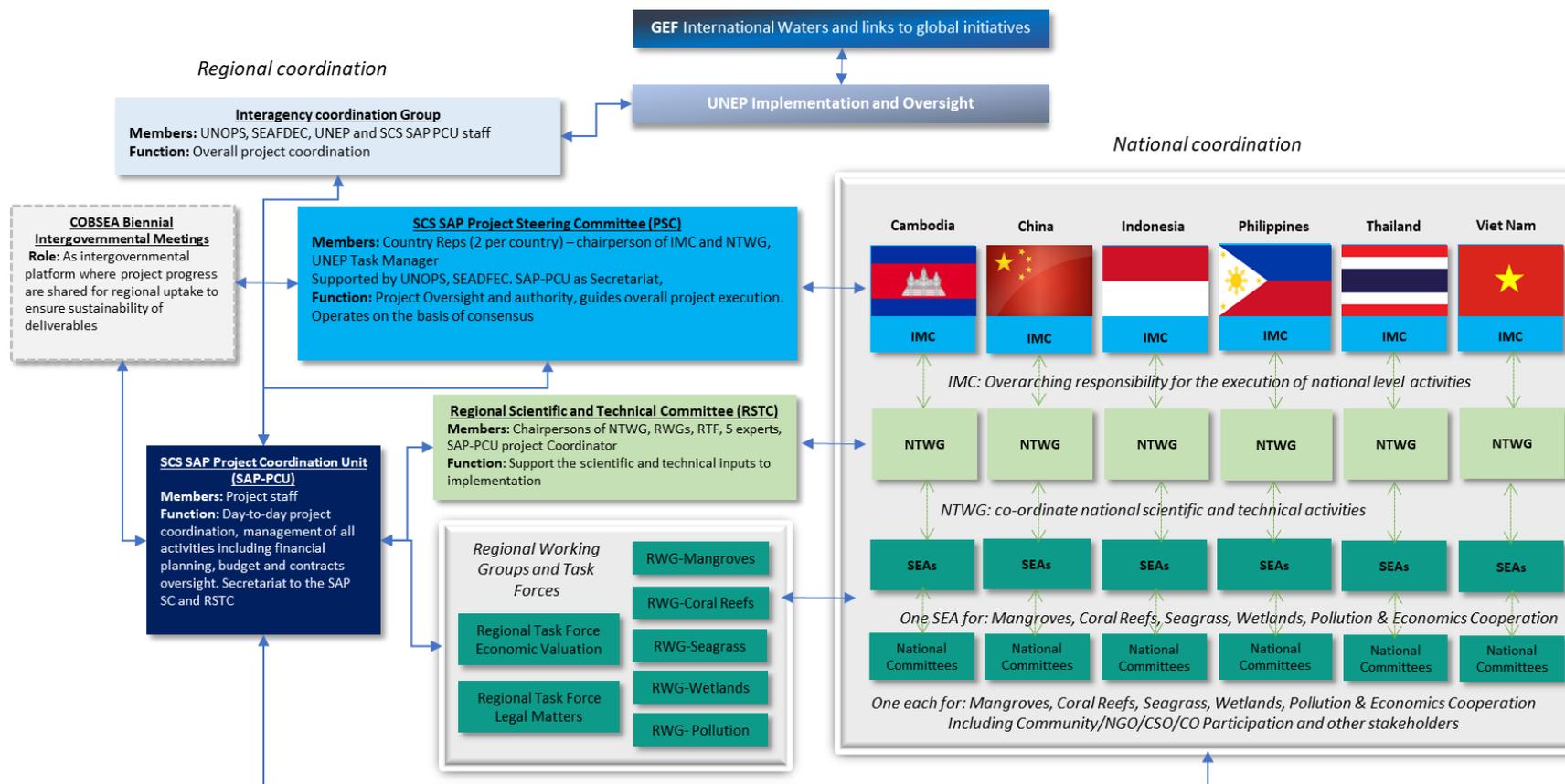
## INTRODUCTION

The UNEP GEF “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP) Project, build upon the work undertaken in the UNEP GEF project “[Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand](#)” which was implemented from 2003-2008. In order to ensure full involvement of relevant ministries, technical and scientific institutions at the regional and national level, as well as other key stakeholders in the implementation of the project, a number of regional and national level committees and working groups were established that ensured full engagement throughout the project and was commended by the terminal evaluation of the project in 2009.

Following in the footsteps of this project, and in order to ensure full engagement in the SCS SAP project, a similar approach was presented in the project document endorsed by UNEP and the GEF in 2016 as summarized in Figure 1.

Therefore, one of the objectives of this Steering Committee meeting is to discuss and adopt the Terms of Reference (TORs) for the regional and national committees and working groups that will provide and serve as the project’s management framework and implementation arrangements at regional and national levels.

Figure 1 Organogram of the SCS SAP project.



IMC = Inter-Ministry Committee; NTWG = National Technical Working Group; National Committee = Specialized Executing Agency; RWG= Regional Working Group

## 1) REGIONAL COMMITTEES AND WORKING GROUPS

### Provisional Terms of Reference for the Regional Scientific and Technical Committee

#### 1. RATIONALE AND PURPOSE OF A REGIONAL SCIENTIFIC AND TECHNICAL COMMITTEE

1.1 To facilitate the achievement of the goals and objectives of the UNEP/GEF project entitled “*Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand*”, a Regional Scientific and Technical Committee (RSTC) will be established with responsibility for: overseeing the scientific and technical elements of the project; ensuring effective implementation of activities undertaken during project execution; and providing sound scientific and technical advice to the SCS SAP Project Steering Committee.

1.2 The RSTC will also be responsible for ensuring that scientific and technical aspects of SCS SAP Project meet international standards. Specifically, it will review the substantive activities of the project to: (1) reduce habitat degradation and loss via national and local reforms to achieve Strategic Action Programme targets for coastal habitat management in the South China Sea; (2) strengthen knowledge-based planning for the management of coastal habitats and land-based pollution to reduce environmental degradation of the South China Sea; and (3) facilitate regional and national level integration and cooperation for implementation of the South China Sea Strategic Action Programme.

#### 2. ROLE AND FUNCTION

2.1 As the over-riding scientific and technical body for the project, the RSTC shall provide sound scientific and technical advice to the SCS SAP Project Steering Committee regarding matters requiring decision and shall provide direction and strategic guidance to the national level activities aimed at the achieved of Strategic Action Programme targets as required.

#### 3. THE REGIONAL SCIENTIFIC AND TECHNICAL COMMITTEE SHALL:

##### 3.1 Regional Activities

3.1.1 Review and co-ordinate regional scientific and technical activities of the SCS SAP Project;

3.1.2 Review and evaluate, from a scientific and technical perspective, progress in achievement of Strategic Action Programme targets, and provide guidance for improvement when necessary;

3.1.3 Receive, and review reports, data and information from Regional Working Groups and Task Forces established under the project;

3.1.4 Provide the SCS SAP Project Steering Committee with recommendations on proposed regional activities, work plans, and budgets;

3.1.5 Provide the SCS SAP Project Steering Committee with technical guidance and suggestions to improve project activities where necessary, including reforms of national and regional policy and planning frameworks, including the update of the Transboundary Diagnostic Analysis and Strategic Action Programme for the South China Sea;

3.1.6 Facilitate co-operation with relevant international, regional, and national organisations and projects to enhance the effectiveness and efficiency of the SCS SAP implementation initiative; &

3.1.7 Monitor the progress of the project's regional activities and ensure the quality of outputs.

### **3.2 National Activities**

3.2.1 Review and evaluate, from a scientific and technical perspective, progress in implementation of the national activities of the SCS SAP Project, and provide guidance for improvement when necessary;

3.2.2 Receive, and review reports, data and information from national level activities of the project and oversee the regional syntheses of this information to identify overall needs and priorities for strengthening scientific and technical support to Strategic Action Programme implementation;

3.2.3 Receive, review, and comment on drafts of national policies and/or action frameworks; and

3.2.3 Advise the regional SCS SAP Project Coordination Unit and National Focal Points of the need for public awareness and information materials concerning efforts to reverse environmental degradation trends in the South China Sea.

## **4. PROPOSED MEMBERSHIP FOR THE REGIONAL SCIENTIFIC AND TECHNICAL COMMITTEE**

4.1 The Regional Scientific and Technical Committee shall consist of: the Chairpersons of the National Technical Working Groups (NTWGs); the Chairpersons of the Regional Working Groups (RWGs) and Regional Task Forces (RTFs); up to 5 selected regional experts; and the Senior Project Manager of SCS SAP Project Coordination Unit.

4.2 The SCS SAP Project Coordination Unit, in consultation with National Technical Focal Points, shall nominate no more than 5 regional experts to ensure a balance of expertise and specialisation consistent with the mandate of the Committee. The membership of the RSTC shall be formally established at the first meeting of the committee.

4.3 At the commencement of each meeting the committee shall elect a Chairperson and a Vice-Chair from amongst the members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson. The Chairperson and Vice-Chair shall participate in the annual meetings of the SCS SAP Project Steering Committee at which they shall present the reports and recommendations of the RSTC.

## **5. SECRETARIAT**

5.1 The SCS SAP Project Coordination Unit shall act as Secretariat to the RSTC and shall ensure that reports of the meetings are circulated to all members of the regional SCS SAP Project Steering Committee.

## **6. MEETINGS OF THE REGIONAL SCIENTIFIC AND TECHNICAL COMMITTEE**

6.1 The SCS SAP Project Coordination Unit in consultation with the Chairperson shall convene meetings of the RSTC according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

6.2 The first meeting of the RSTC will be convened during project inception to: agree on the detailed activities, work plan and timetable for the twenty-four months leading to the project's mid-term evaluation; and to provide guidance to the project's emerging scientific and technical needs.

## **7. CONDUCT OF REGIONAL SCIENTIFIC AND TECHNICAL COMMITTEE BUSINESS**

7.1 The Committee shall operate and take decisions on the basis of consensus, regarding any matter relating to project execution that has regional significance. Where full consensus cannot be achieved in reaching agreement during a meeting of the Committee, the Chair, Vice-Chair and Senior Project Manager shall decide on the least contentious course of action to be adopted.

## **8. PARTICIPATION OF OBSERVERS IN REGIONAL SCIENTIFIC AND TECHNICAL COMMITTEE MEETINGS**

8.1 The RSTC may invite observers to participate in its meetings;

8.2 Upon the invitation of the Chairperson, observers may participate in the discussion of issues within their competence or scope of activities, without the right to participate in decision-making; and

8.3 Observers may, upon invitation of the Chairperson, submit written statements that shall be circulated by the SCS SAP Project Coordinating Unit to the members of the RSTC.

### **Provisional Terms of Reference for the Regional Working Group on Mangroves**

## **1. RATIONALE AND PURPOSE OF A REGIONAL WORKING GROUP ON MANGROVES**

1.1 To facilitate the achievement of the Strategic Action Programme targets for mangroves, a Regional Working Group on Mangroves (RWG-M) shall be established with overall responsibility for: co-ordinating the work of the National Mangrove Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the achievement of the mangrove management targets of the project; and to provide a mechanism for exchange of information and experience of mangrove management activities in each country.

## **2. MEMBERSHIP**

2.1 The RWG-M of the SCS SAP Project shall consist of the Chairpersons of the National Mangrove Committees together with one member of the SCS SAP Project Coordination Unit and selected regional experts. The SCS SAP Project Coordination Unit in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

2.2 The membership of the RWG-M shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson. The Chairperson of

the RWG-M will represent the RWG-M on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

### **3. SECRETARIAT**

3.1 The SCS SAP Project Coordination Unit shall act as Secretariat to the RWG-M, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee. The National Mangrove Committees shall serve as the principal source of national scientific and technical data and information to the RWG-M.

### **4. MEETINGS OF THE COMMITTEE**

4.1 The SCS SAP Project Coordination Unit in consultation with the Chairperson shall convene meetings of the RWG-M according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee. The first meeting of the RWG-M will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution leading to the project's mid-term review.

### **5. TERMS OF REFERENCE**

#### **The RWG-M shall:**

5.1 Provide direction, and strategic guidance to the National Mangrove Committees regarding the establishment of appropriate forms of sustainable management for 860,000 ha of mangrove bordering the South China Sea, including the achievement of the following targets<sup>2</sup>:

- Declaration of 57,400 ha of mangrove as National Parks and Protected Areas
- Designation and development of plans for the management of 166,600 ha of mangrove as non-conversion, sustainable use areas
- Reform of laws and regulations for the sustainable use of 602,800 ha of mangrove forest
- Replanting of 21,000 ha of deforested mangrove land
- Biodiversity increased for 11,200 ha of mangrove forest via enrichment planting

5.2 Assume overall responsibility for the timely execution of project activities in support of the achievement of the abovementioned targets;

5.3 Update, in close collaboration with the National Mangrove Committees, the regional mangrove meta-database and GIS, including meta-data on biodiversity and the results of mangrove research pertaining to this project.

5.4 Develop, in close collaboration with the National Mangrove Committees, public awareness and information materials concerning the national and regional importance of such ecosystems;

5.5 Receive, and review reports, data and information from the National Mangrove Committees and compile the regional syntheses regarding mangrove management needs and priorities;

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<sup>2</sup> To be revised if required following finalisation of the National Implementation Reports

5.6 Develop guidelines regarding best practices for sustainable mangrove management for adoption and application at national level in participating countries;

5.7 Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in a revised Strategic Action programme in order to achieve, sustainable management of mangroves bordering the South China Sea in the longer-term;

5.8 Prepare a regional review of national experiences in mangrove restoration with a view to developing widely applicable guidelines concerning best practices in mangrove restoration and rehabilitation;

5.9 Review and evaluate, at the regional level, progress in implementation of the mangrove activities of the project, and provide guidance for improvement when necessary; and

5.10 Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.

### **Provisional Terms of Reference for the Regional Working Group on Coral Reefs**

#### **1. RATIONALE AND PURPOSE OF A REGIONAL WORKING GROUP ON CORAL REEFS**

1.1 To facilitate the achievement of the Strategic Action Programme targets for coral reefs, a Regional Working Group on Coral Reefs (RWG-CR) shall be established with overall responsibility for: coordinating the work of the National Coral Reefs Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the achievement of the coral reef management targets of the project; and to provide a mechanism for exchange of information and experience of coral reef management activities in each country.

#### **2. MEMBERSHIP**

2.1 The RWG-CR of the SCS SAP Project shall consist of the Chairpersons of the National Coral Reef Committees together with one member of the SCS SAP Project Coordination Unit and selected regional experts. The SCS SAP Project Coordination Unit in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

2.2 The membership of the RWG-CR shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson. The Chairperson of the RWG-CR will represent the RWG-CR on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

#### **3. SECRETARIAT**

3.1 The SCS SAP Project Coordination Unit shall act as Secretariat to the RWG-CR, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee. The National Coral Reef

Committees shall serve as the principal source of national scientific and technical data and information to the RWG-CR.

#### **4. MEETINGS OF THE COMMITTEE**

4.1 The SCS SAP Project Coordination Unit in consultation with the Chairperson shall convene meetings of the RWG-CR according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee. The first meeting of the RWG-CR will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution leading to the project's mid-term review.

#### **5. TERMS OF REFERENCE**

##### **The RWG-CR shall:**

5.1 Provide direction, and strategic guidance to the National Coral Reef Committees regarding the sustainable management of 110,430 ha of coral reef at 46 priority sites by Yr 5, including a reduction in the decadal rate of degradation in live coral cover from 16 to 5%, including the achievement of the following targets:<sup>3</sup>

- Management capacity built for 46 coral reef sites
- Management approaches (integrated, community-based, multiple use) improved at 82 coral reef sites
- Management tools (licensing and permit systems, seasonal closures, zoning) developed and utilized to address key threats at priority sites
- Established mechanism for the monitoring of management, ecological and socio-economic indicators at 46 sites

5.2 Assume overall responsibility for the timely execution of project activities in support of the achievement of the abovementioned targets;

5.3 Update, in close collaboration with the National Coral Reef Committees, the regional coral reef meta-database and GIS, including meta-data on biodiversity and the results of coral reef research pertaining to this project.

5.4 Develop, in close collaboration with the National Coral Reef Committees, public awareness and information materials concerning the national and regional importance of such ecosystems;

5.5 Receive, and review reports, data and information from the National Coral Reef Committees and compile the regional syntheses regarding coral reef management needs and priorities;

5.6 Develop guidelines regarding best practices for sustainable coral reef management for adoption and application at national level in participating countries;

5.7 Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in a revised Strategic Action programme in order to achieve, sustainable management of coral reefs bordering the South China Sea in the longer-term;

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<sup>3</sup> To be revised if required following finalisation of the National Implementation Reports

5.8 Prepare a regional review of national experiences in coral reef restoration with a view to developing widely applicable guidelines concerning best practices in coral reef restoration and rehabilitation;

5.9 Review and evaluate, at the regional level, progress in implementation of the coral reef activities of the project, and provide guidance for improvement when necessary; and

5.10 Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.

### **Provisional Terms of Reference for the Regional Working Group on Seagrass**

#### **1. RATIONALE AND PURPOSE OF A REGIONAL WORKING GROUP ON SEAGRASS**

1.1 To facilitate the achievement of the Strategic Action Programme targets for seagrass, a Regional Working Group on Seagrass (RWG-SG) shall be established with overall responsibility for: co-ordinating the work of the National Seagrass Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the achievement of the seagrass management targets of the project; and to provide a mechanism for exchange of information and experience of seagrass management activities in each country.

#### **2. MEMBERSHIP**

2.1 The RWG-SG of the SCS SAP Project shall consist of the Chairpersons of the National Seagrass Committees together with one member of the SCS SAP Project Coordination Unit and selected regional experts. The SCS SAP Project Coordination Unit in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

2.2 The membership of the RWG-SG shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson. The Chairperson of the RWG-SG will represent the RWG-SG on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

#### **3. SECRETARIAT**

3.1 The SCS SAP Project Coordination Unit shall act as Secretariat to the RWG-SG, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee. The National Seagrass Committees shall serve as the principal source of national scientific and technical data and information to the RWG-SG.

#### **4. MEETINGS OF THE COMMITTEE**

4.1 The SCS SAP Project Coordination Unit in consultation with the Chairperson shall convene meetings of the RWG-SG according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee. The first meeting of the RWG-SG will be convened within three months of signature of the operational project document to agree on the detailed activities,

workplan and timetable for the first twenty-four months of project execution leading to the project's mid-term review.

## 5. TERMS OF REFERENCE

### The RWG-SG shall:

5.1 Provide direction, and strategic guidance to the National Seagrass Committees regarding the conservation, management and sustainable use of 15,848 ha of known seagrass area in the South China Sea by Year 5 of the project, including the achievement of the following targets<sup>4</sup>:

- Twenty-one seagrass areas totalling 15,848 ha under sustainable management with supporting laws and regulations
- Amended management plans for 7 existing MPAs with significant seagrass areas, to include specific seagrass-related management actions
- Designation of 7 new Marine Protected Areas focusing on seagrass areas
- Established mechanism for monitoring management, ecological and socio-economic indicators at 20 sites

5.2 Assume overall responsibility for the timely execution of project activities in support of the achievement of the abovementioned targets;

5.3 Update, in close collaboration with the National Seagrass Committees, the regional seagrass meta-database and GIS, including meta-data on biodiversity and the results of seagrass research pertaining to this project.

5.4 Develop, in close collaboration with the National Seagrass Committees, public awareness and information materials concerning the national and regional importance of such ecosystems;

5.5 Receive, and review reports, data and information from the National Seagrass Committees and compile the regional syntheses regarding seagrass management needs and priorities;

5.6 Develop guidelines regarding best practices for sustainable seagrass management for adoption and application at national level in participating countries;

5.7 Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in a revised Strategic Action programme in order to achieve, sustainable management of seagrass of the South China Sea in the longer-term;

5.8 Prepare a regional review of national experiences in seagrass restoration with a view to developing widely applicable guidelines concerning best practices in seagrass restoration and rehabilitation;

5.9 Review and evaluate, at the regional level, progress in implementation of the seagrass activities of the project, and provide guidance for improvement when necessary; and

5.10 Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.

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<sup>4</sup> To be revised if required following finalisation of the National Implementation Reports

## **Provisional Terms of Reference for The Regional Working Group on Wetlands**

### **1. RATIONALE AND PURPOSE OF A REGIONAL WORKING GROUP ON WETLANDS**

1.1 To facilitate the achievement of the Strategic Action Programme targets for wetlands, a Regional Working Group on Wetlands (RWG-W) shall be established with overall responsibility for: co-ordinating the work of the National Wetland Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the achievement of the wetland management targets of the project; and to provide a mechanism for exchange of information and experience of wetland management activities in each country.

### **2. MEMBERSHIP**

2.1 The RWG-W of the SCS SAP Project shall consist of the Chairpersons of the National Wetland Committees together with one member of the SCS SAP Project Coordination Unit and selected regional experts. The SCS SAP Project Coordination Unit in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

2.2 The membership of the RWG-W shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson. The Chairperson of the RWG-W will represent the RWG-W on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

### **3. SECRETARIAT**

3.1 The SCS SAP Project Coordination Unit shall act as Secretariat to the RWG-W, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee. The National Wetland Committees shall serve as the principal source of national scientific and technical data and information to the RWG-W.

### **4. MEETINGS OF THE COMMITTEE**

4.1 The SCS SAP Project Coordination Unit in consultation with the Chairperson shall convene meetings of the RWG-W according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee. The first meeting of the RWG-W will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution leading to the project's mid-term review.

### **5. TERMS OF REFERENCE**

**The RWG-W shall:**

5.1 Provide direction, and strategic guidance to the National Wetland Committees regarding the integrated management of 783,900 ha of coastal wetland at 19 sites, including habitat restoration and protection strengthened at priority locations, including the achievement of the following targets:

- Development and implementation of integrated management plans for 3 lagoons (26,818 ha), 9 estuaries (614,680 ha), 5 tidal flats (96,903 ha), 1 peat swamp (45,700 ha) and 1 non-peat swamp (9,808 ha)
- Declaration of at least 7 wetland areas with protection status (i.e. non-hunting area, nature reserves, protected areas, Ramsar Sites).
- Development, adoption and implementation of a regional estuary monitoring scheme at the national level

5.2 Assume overall responsibility for the timely execution of project activities in support of the achievement of the abovementioned targets;

5.3 Update, in close collaboration with the National Wetland Committees, the regional wetland meta-database and GIS, including meta-data on biodiversity and the results of wetland research pertaining to this project.

5.4 Develop, in close collaboration with the National Wetland Committees, public awareness and information materials concerning the national and regional importance of such ecosystems;

5.5 Receive, and review reports, data and information from the National Wetland Committees and compile the regional syntheses regarding wetland management needs and priorities;

5.6 Develop guidelines regarding best practices for sustainable wetland management for adoption and application at national level in participating countries;

5.7 Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in a revised Strategic Action programme in order to achieve, sustainable management of wetlands bordering the South China Sea in the longer-term;

5.8 Prepare a regional review of national experiences in wetland restoration with a view to developing widely applicable guidelines concerning best practices in wetland restoration and rehabilitation;

5.9 Review and evaluate, at the regional level, progress in implementation of the wetland activities of the project, and provide guidance for improvement when necessary; and

5.10 Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.

### **Provisional Terms of Reference for the Regional Working Group on Land-Based Pollution**

#### **1. RATIONALE AND PURPOSE OF A REGIONAL WORKING GROUP ON LAND-BASED POLLUTION**

1.1 To facilitate the achievement of the Strategic Action Programme targets for land-based pollution management, a Regional Working Group on Land-based Pollution (RWG-LbP) shall be established with overall responsibility for: co-ordinating the work of the National Land-Based Pollution

Committees established in each of the participating countries; for ensuring effective implementation of project activities undertaken in the context of the achievement of the land-based pollution management targets of the project; and to provide a mechanism for exchange of information and experience of land-based pollution management activities in each country.

## **2. MEMBERSHIP**

2.1 The RWG-LbP of the SCS SAP Project shall consist of the Chairpersons of the National Land-based Pollution Committees together with one member of the SCS SAP Project Coordination Unit and selected regional experts. The SCS SAP Project Coordination Unit in consultation with the National Technical Focal Points for the project shall nominate no more than four such experts to ensure a balance of expertise and specialisation consistent with the mandate of the working group.

2.2 The membership of the RWG-LbP shall be formally established at the first meeting of the Working Group, which shall elect a Chairperson and a Vice-Chair from amongst its members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson. The Chairperson of the RWG-LbP will represent the RWG-LbP on the Regional Scientific and Technical Committee (RSTC) and will attend the meetings of that Committee.

## **3. SECRETARIAT**

3.1 The SCS SAP Project Coordination Unit shall act as Secretariat to the RWG-LbP, and shall ensure that reports of the meetings are circulated to all members of the working group, and are copied to the members of the Regional Scientific and Technical Committee. The National Land-based Pollution Committees shall serve as the principal source of national scientific and technical data and information to the RWG-LbP.

## **4. MEETINGS OF THE COMMITTEE**

4.1 The SCS SAP Project Coordination Unit in consultation with the Chairperson shall convene meetings of the RWG-LbP according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee. The first meeting of the RWG-LbP will be convened within three months of signature of the operational project document to agree on the detailed activities, workplan and timetable for the first twenty-four months of project execution leading to the project's mid-term review.

## **5. TERMS OF REFERENCE**

### **The RWG-LbP shall:**

5.1 Provide direction, and strategic guidance to the National Land-based Pollution Committees regarding the achievement of the land-based pollution targets of the Strategic Action Programme for the South China Sea;

5.2 Assume overall responsibility for the timely execution of project activities in support of the achievement of the abovementioned targets;

5.3 Update, in close collaboration with the National Land-based Pollution Committees, the regional land-based pollution meta-database and GIS, including meta-data on pollution hotspots and the results of pollution hotspot research pertaining to this project;

- 5.4 Develop, in close collaboration with the National Land-Based Pollution Committees, public awareness and information materials concerning the national and regional importance of effective pollution control;
- 5.5 Update in close collaboration with the National Land-based Pollution Committees, regional data sets relating to the economic impacts of land-based pollution with a view to incorporation of such valuations in national economic and development planning;
- 5.6 Receive, and review reports, data and information from the National Land-based Pollution Committees and compile the regional syntheses regarding wetland management needs and priorities;
- 5.7 Develop guidelines regarding best in land-based pollution management for adoption and application at national level in participating countries;
- 5.8 Develop, review and recommend for adoption by the Regional Scientific and Technical Committee the proposed targets and timelines that may be included in a revised Strategic Action programme in order to achieve, sustainable management of land-based pollution in the longer-term;
- 5.9 Work to ensure that the nutrient carrying capacity model developed for the South China Sea marine basin is used to communicate with decision-makers about the localized versus transboundary impacts of land-based pollution in the SCS;
- 5.10 Work to ensure that the regional level assessment of impacts of key contaminants (nutrients, heavy metals, oil, litter) and national or local assessments based on NAP and hotspots;
- 5.11 Provide regional guidance on options for strengthening and harmonizing national policies and laws, and supporting financial mechanism, for the management of land-based sources of pollution;
- 5.12 Review and evaluate, at the regional level, progress in implementation of the land-based pollution activities of the project, and provide guidance for improvement when necessary; and
- 5.13 Develop annual workplans and provide periodic progress reports to the Regional Scientific and Technical Committee.

### **Provisional Terms of Reference for the Regional Task Force on Economic Valuation**

#### **1. BACKGROUND**

1.1 Economic valuation is defined as the attempt to assign quantitative or monetary values to the goods and services provided by environmental resources, whether or not market prices are available to assist in the process. The National Research Council defines economic valuation as an attempt to provide an empirical account of the value of the services and amenities or of the benefits and costs of proposed action (project or policies) that would modify the flow of services and amenities. Both definitions are in agreement regarding the quantification of goods and services that provide information about the environmental resources. "Valuing" an ecosystem is essentially valuing the characteristics of

a system. Costanza<sup>5</sup> *et al.* (1997) have made a comprehensive list of ecosystem functions and services and defined ecosystem services as “flows of materials, energy and information from natural capital stocks which combine with manufactured and human capital services to produce human welfare”. The concept of Total Economic Value (TEV) provides a framework for valuing natural systems and is used to identify and estimate the monetary value of all economic benefits that a society derives from a particular ecosystem. Whilst the South China Sea SAP formulation resulted in advancements in the determination of national and regionally applicable TEVs that were used to value the cost of action versus non-action within the framework of SAP implementation, the values determined through the previous SCS project are incomplete since not all known goods or services from individual coastal ecosystems have been valued. One area of current weakness is that comparatively few existing values for the service provided by habitats as nursery areas for off-shore fish and crustaceans are included. This is known to be a significant and major service provided by mangrove and seagrass habitats and work will be undertaken to establish the economic values of these services.

1.2. Since this work was conducted, new approaches have been applied through several initiatives including the [Economics of Ecosystems and Biodiversity](#) (TEEB), the UNEP GEF [Blue Forests project](#), as well as through the UN Regular Process and World Ocean Assessment Reports. Also, since the 2008 SAP, greater focus has been given on blue/green and circular economy approaches to ensure effective management of marine and coastal resources, and this is becoming an important priority in the region.

## **2. OBJECTIVE OF THE REGIONAL TASK FORCE ON ECONOMIC VALUATION**

2.1 The Regional Task Force on Economic Valuation (RTF-E) is re-established with the primary objective of advising and supporting the national committees and regional working groups by providing the appropriate expertise and assistance in completing the envisaged economic valuations and cost-benefit analyses.

## **3. TASK FORCE MEMBERS**

3.1 The Task Force will be comprised of: one environmental or resource economist, nominated by each of the participating countries; and two regional, environmental economic experts; all of whom will serve as members in their personal capacity. Each participating country will nominate these members, in accordance with procedures agreed by the SCS SAP Project Steering Committee. The membership of the committee will be established at its first meeting, at which a Chairperson, a Vice-Chairperson and Rapporteur will be elected from the members. The Vice-Chairperson will act as Chairperson of meetings in the absence of the Chairperson.

## **4. SECRETARIAT**

4.1 The SCS SAP Project Coordination Unit will serve as Secretariat to the RFT-E and will ensure that the reports of the meetings are circulated to all members of the committee, the National Focal Points, Regional Working Group Members, and National Committees as promptly as possible following the closure of the meetings.

## **5. TERMS OF REFERENCE**

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<sup>5</sup> Costanza, R., d’Arge, R. de Groot, R., Farber, S., Grasso, M., Hannon, B. Limburg, K., Naeem, S., O’Neill, R.B., Paruelo, J., Raskin, R.G., Sutton, P. and van den Belt, M. (1997). The Value of the world’s ecosystem services and natural capital. *Nature* 387 (6630) 253-260

5.1 In principle, the RTF-E shall serve as the principal source of economic advice and information to the project. In doing so, the terms of reference for the Task Force may be expected to include, among other things:

- identifying available reference materials and information regarding various established economic valuation techniques that have been applied or can be applied to, the coastal resources and environments within the South China region;
- compiling a comprehensive, annotated bibliography of existing empirical studies, research and data regarding environmental, economic and resource valuations conducted in the countries of the South China Sea Region;
- providing advice and guidance regarding the methodologies and values that can be used in the framework of economic and cost-benefit analyses required to achieve SAP targets, and prepare updated National Action Plans and a revised Strategic Action Programme for the South China Sea

## 6. MEETINGS OF THE TASK FORCE

6.1 The SCS SAP Project Coordination Unit shall convene meetings of the RTF-E to advise the SCS SAP Project Steering Committee or, as required in order to complete the tasks assigned to the Task Force. The SCS SAP Project Coordination Unit shall convene one meeting of the RTF-E prior to the annual meeting of the SCS SAP Project Steering Committee in order to ensure economic advice being provided to the project is as up-to-date as possible. Additional *ad hoc* meetings may be convened as required.

## 2) NATIONAL COMMITTEES AND WORKING GROUPS

### A. Provisional Terms of Reference for the National Inter-Ministry Committees

#### 1. RATIONALE AND PURPOSE OF THE NATIONAL INTER-MINISTRY COMMITTEES

The National Inter-Ministry Committees shall operate on the basis of consensus to:

1. Assume overarching responsibility for the execution of national level activities of the UNEP/GEF project entitled ‘*Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand*’ in [Insert Country Name];
2. Receive, review, and approve reports from the National Technical Working Groups and National Committees for mangroves, coral reefs, seagrass, wetlands, land-based pollution, and economic valuation regarding the outputs and outcomes of efforts to achieve Strategic Action Programme targets;
3. Meet on a biannual basis during the operational phase of the project to guide the timely execution of project activities, particularly activities at the site level, and to consider, amend and endorse quarterly work-plans, narrative progress and financial reports for submission to the regional SCS SAP Project Coordination Unit;
4. Provide direction and strategic guidance to the National Technical Working Group and National Committees for mangroves, coral reefs, seagrass, wetlands, land-based pollution, and economic on the national and local reforms to achieve SAP targets and mainstream best practices in to natural resource and environmental management of the South China Sea marine basin;
5. Review planned and ongoing coastal and marine environment projects being operated along the South China Sea coast with the aim of minimising duplication of efforts, and to identify

- opportunities for cooperation and the sharing of examples of best practices in reversing environmental degradation trends;
6. Assess stakeholder involvement in national level execution of the SCS SAP Project and take action where necessary to ensure appropriate levels of government, civil society and community organisation, environmental NGOs, Women's groups, and private sector engagement in project activities.
  7. Ensure compatibility between site-based activities of the SCS SAP Project and other National, provincial and municipal activities in coastal and marine environmental management;
  8. Approve annual progress reports for transmission to UNEP and the GEF Secretariat;
  9. Assist the National Committees for mangroves, coral reefs, seagrass, wetlands, land-based pollution, and economic valuation in securing co-financing committed to the project and in leveraging additional funding that may be required from time to time.
  10. Agree at their first meeting:
    - a) the membership, meeting arrangements, and terms of reference of the committee; and
    - b) such standing orders and manner of conducting business as may be considered necessary by the committee.

### Provisional Terms of Reference for the National Technical Working Groups

#### **1. RATIONALE AND PURPOSE OF THE NATIONAL TECHNICAL WORKING GROUPS**

The National Technical Working Groups shall operate on the basis of consensus to:

1. Review and co-ordinate national scientific and technical activities of the UNEP/GEF project entitled "*Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand*" in [country name];
2. Review and evaluate, from a scientific and technical perspective, progress in the achievement of Strategic Action Programme targets, and provide guidance for improvement when necessary;
3. Provide the National Inter-Ministry Committees with recommendations on proposed national and site-based activities, work plans, and budgets;
4. Provide the National Inter-Ministry Committees with technical guidance and suggestions to improve project activities where necessary, including the reform of policy, legislation and institutional arrangements;
5. Facilitate co-operation with relevant national and provincial organisations and projects to enhance the information and science base for use in achieving Strategic Action Programme targets and in preparing updated National Action Plans and a revised Strategic Action Programme in [country name];
6. Compile and evaluate national level sources of information and data for sharing at the regional level;
7. Receive, and review reports, data and information from site-based activities of the project and oversee the national synthesis of this information to identify overall needs and priorities for individual sites and future targets for mangroves, coral reefs, seagrass, wetlands, and land-based pollution management in [country name];
8. Ensure that planned national level project activities are consistent with the national results framework for the project, and that the subsequent monitoring and reporting of project results is undertaken in a standardized and consistent manner;
9. Agree at their first meeting:
  - a) the membership, meeting arrangements, and terms of reference of the committee; and

- b) such standing orders and manner of conducting business as may be considered necessary by the committee.

**Provisional Terms of Reference for The Specialized Executing Agencies for Mangroves, Coral Reefs, Seagrass, Wetlands, Land-Based Pollution and Economic Valuation**

The National Specialized Executing Agencies shall:

1. Assume overall responsibility for the execution of the national-level activities in their respective areas of expertise for the UNEP/GEF project entitled '*Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand*' in accordance with the results framework contained in the regional UNEP Project Document;
2. Provide Secretariat support to the operation of the National Committees for mangroves, coral reefs, seagrass, wetlands, land-based pollution, and economic valuation and convene quarterly meetings of these bodies, respectively;
3. Nominate a National Focal Point to (a) act as the main point of contact with the SCS SAP Project Coordination Unit and UNEP; (b) act as Chair of his/her respective National Committee; (c) act as a member of NTWG; and (d) act as a member of the respective Regional Working Group or Task Force;
4. Plan and implement activities based on the results framework, work plan and timetable contained in the UNEP Project Document aimed at achieving the national-level goals and targets of the project and the Strategic Action Programme for the South China Sea;
5. Prepare and facilitate endorsement, by the National Inter-Ministry Committee (IMC), quarterly costed work plans to guide the execution of national and site-based activities of the project;
6. Submit endorsed quarterly national costed work plans to the Senior Project Manager of the SCS SAP Project Coordination Unit within five (5) working days before the end of each quarter (i.e. Quarter 1 is January-March, Quarter 2 is April-June, Quarter 3 is July-September, Quarter 4 is October-December).
7. Prepare and submit quarterly progress reports, expenditure reports, and cash advance requests for endorsement by the National Inter-Ministry Committee and subsequent submission to the Senior Project Manager of the SCS SAP Project Coordination Unit within five (5) working days before the end of each quarter;
8. Prepare annual progress reports on national-level activities and results of efforts to meet SAP targets;
9. Maintain accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available to ensure that all expenditures are in conformity with the provisions of the endorsed costed work plans. For each disbursement, proper supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction.
10. Provide the SCS SAP Project Coordination Unit with certified periodic financial statements, and with an annual audit of the financial statements relating to the status of project funds advanced to the Specialized Executing Agency;
11. Be responsible for the proper custody, maintenance and care of all equipment purchased for use at the national level;
12. Lead national-level efforts to secure co-financing committed to this project and to leverage additional funding required to replicate and scale-up best practices in coastal and marine environmental management generated through this project; and
13. Ensure that the work of the parties under this agreement is suitably promoted as part of the UNEP/GEF project entitled '*Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand*', including labelling of outputs with agreed logos.

### **3) SCS SAP PROJECT COORDINATION UNIT**

#### **1. RATIONALE AND PURPOSE OF A SCS SAP PROJECT COORDINATION UNIT**

1.1 The SCS SAP Project Coordination Unit for the UNEP/GEF Project entitled: “*Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand*” is established under the Project Document paragraph 432 as approved by the collaborating institutions and organisations during the project preparation phase as follows:

1.2 A South China Sea Strategic Action Programme Project Coordination Unit (PCU) shall be established at SEAFDEC, which serves as one of the GEF Regional Executing Agencies. The PCU shall have responsibility for the day-to-day management of project activities, and oversight of SAP implementation, including liaison with the National Focal Ministries (ministries responsible for environmental matters), the Specialised Executing Agencies at national level and other partners involved in SAP implementation.

1.3 The PCU will be led by a Senior Project Manager and shall provide quality technical support, guidance and advice on the implementation of project activities and the achievement of SAP targets.

#### **2. ROLE AND FUNCTION**

2.1 The PCU, recruited under UNOPS will be responsible for: overall leadership, management and technical oversight of the SCS SAP Project; regional project governance, monitoring and reporting; policy/technical advice and advocacy; regional coordination, including the establishment of partnerships and networking; and external communications.

#### **3. THE PROJECT COORDINATION UNIT SHALL:**

3.1 Assume general responsibility for the day-to-day management and implementation of all project objectives and activities;

3.2 Prepare the annual work plan of the project, in a format consistent with UNEP’s budget, work programme and monitoring and evaluation procedures and financial regulations on the basis of the regional UNEP Project Document, and in close consultation and coordination with the SCS SAP Project Steering Committee, National Inter-Ministry Committees, National Focal Points, the UNEP Task Manager and relevant donors;

3.3 Provide Secretariat support to the SCS SAP Project Steering Committee, Regional Scientific and Technical Committee, Regional Working Groups and Regional Task Forces;

3.4 Coordinate and monitor the activities described in the work plan, and report to UNEP and the regional SCS SAP Project Steering Committee;

3.5 Facilitate liaison and networking between and among the 6 country participants, relevant regional organisations, other relevant organisations, non-governmental organisations, key stakeholders and other individuals involved in SAP project implementation;

3.6 Foster and establish links with other related programmes and projects and, where appropriate, with other regional GEF International Waters projects, e.g. IW:LEARN, the SEAFDEC/UNEP/GEF Fisheries *Refugia* Project and PEMSEA,

3.7 Oversee the development of Terms of Reference for consultants and contractors, and be ultimately responsible for the delivery of work produced by consultants under the project;

3.8 Coordinate and oversee the preparation of the substantive and operational reports for the project;

3.9 Guide other SCS SAP Project Coordination Unit staff in the collection and dissemination of information on policy, economic, social, scientific, and technical issues related to achievement of SAP targets;

3.10 Promote public awareness and stakeholder engagement activities necessary for successful project implementation;

3.11 Assist in the delivery of training courses on technical matters, project management, and monitoring and evaluation to strengthen regional capacity in GEF project execution; and

3.12 Lead in the development of integrated and simplified results tracking and reporting tools for the project to ensure effective communication with national governments, UNEP and the GEF.

#### **4. MANAGEMENT OF THE SCS SAP PROJECT COORDINATION UNIT**

4.1 The SCS SAP Project Coordination Unit will be led by a Senior Project Manager. He/she shall liaise directly with the National Focal Points and other relevant bodies and stakeholders where relevant. He/she will also liaise with representatives of UNEP and GEF, as well as other regional donors, in order to coordinate the annual work plan for the project. He/she shall be responsible for all technical, planning, managerial, monitoring, progress and financial reporting for the project.

4.2 The Senior Project Manager will consult and coordinate closely with other representatives of UNEP and report directly to the UNEP Task Manager. The position of Senior Project Manager encompasses the following major functions:

- Leadership, management and technical oversight of the SCS SAP Project;
- Regional project governance and monitoring;
- Policy/technical advice and advocacy;
- Regional and national coordination, partnership and networking; and
- External communication

4.3 The Senior Project Manager will be supported by the following SCS SAP Project Coordination Unit staff: Project Management Support Specialist (Country Coordinator); Scientific Coordinator; Communication/web-site management; and Project Support Officer. Terms of Reference for these positions will be developed during project inception as a primary task of the Senior Project Manager.