



**The 1<sup>st</sup> Meeting of the Project Steering Committee for  
the SEAFDEC/UNEP/GEF Project on Establishment and Operation of a Regional System of  
Fisheries *Refugia* in the South China Sea and Gulf of Thailand**

4<sup>th</sup> – 5<sup>th</sup> December 2018  
Jasmine City Hotel, Bangkok, Thailand

**ANNOTATED AGENDA**

**AGENDA 1: OPENING OF THE MEETING**

**1.1 Welcome Address**

**1.1.1 By SEAFDEC**

Dr. Somboon Siriraksophon, Project Director on behalf of Dr. Kom Silapajarn, the Secretary-General of SEAFDEC and Chief of the Training Department (TD), welcomes participants to the meeting and delivers his opening remarks.

**1.1.2 By UN Environment**

Dr. Isabelle Vanderbeck, the Project Task Manager and representative of the United Nations Environment Programme (UNEP) delivers her opening statements.

**1.2 Introduction of Members**

Participants will be invited to briefly introduce themselves to the meeting.

**1.3 Country Statements on Behalf of Their Government**

As this is the first Project Steering Committee Meeting, representatives from each participating country are invited by the Secretariat to make statement on behalf of their governments.

**AGENDA 2: ORGANIZATION OF THE MEETING**

**2.1 Designation of Offices**

In accordance with the rules of procedure as Terms of Reference appeared in the Project Document, participants will be invited to elect a Chairperson, Vice-Chairperson and Rapporteur.

**2.2 Organization of the Work**

The Secretariat will brief participants on the proposed organization of work, the list of documents available to the meeting SEAFDEC/UNEP/GEF/FR-PSC.1-INF.4 and administrative arrangements for the conduct of the meeting.

**AGENDA 3: ADOPTION OF THE MEETING AGENDA**

The Chairperson will invite participants to consider the provisional agenda prepared by the Secretariat as document SEAFDEC/UNEP/GEF/FR-PSC.1-INF.2a-2c, propose any amendments or additional items for consideration, and adopt the agenda.

#### **AGENDA 4: CONSIDERATION OF THE TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE PROJECT STEERING COMMITTEE**

The Chairperson will invite the Secretariat to introduce document SEAFDEC/UNEP/GEF/FR-PSC.1-WP.1-1g Terms of Reference which previously circulated. The Committee is invited to consider, amend and adopt the Terms of Reference as outlined in those documents.

#### **AGENDA 5: DISCUSSION OF THE AGREED NATIONAL RESULTS FRAMEWORK AND PROPOSED WORKPLAN ADJUSTMENT FROM 2018 TO 2020**

The Chairperson will invite the secretariat to present an overview of the Agreed National Results Framework and Proposed Workplan Adjustment from 2018 to 2020 as referred to document SEAFDEC/UNEP/GEF/FR- PSC.1-WP.2. The Committee is invited to consider these arrangements and to discuss, amend and adopt the proposed national workplan and timeframe from 2018 to 2020.

#### **AGENDA 6: REPORT OF THE CHAIRPERSON OF THE REGIONAL SCIENTIFIC AND TECHNICAL COMMITTEE**

The Chairperson will invite the Chairperson of the Regional Scientific and Technical Committee (RSTC) to present a report of the first RSTC meeting as discussion document SEAFDEC/UNEP/GEF/FR- PSC.1-WP.3. The report will provide the PSC with an overview of substantive progress and activities since the first year of project execution.

The Chairperson will invite the committee to consider and adopt the report of the Chairperson of the Regional Scientific and Technical Committee for publishing and posting on the official website at <https://fisheries-refugia.org>

#### **AGENDA 7: DISCUSSION ON THE REGIONAL WORKPLAN FOR 2019**

The Chairperson will invite the Secretariat to present the draft proposed regional workplan for 2019 as referred to document SEAFDEC/UNEP/GEF/FR- PSC.1-WP.4. The Committee is invited to discuss, amend and adopt the proposed workplan for implementation in 2019 and onward.

#### **AGENDA 8: FINANCIAL ARRANGEMENTS**

##### **8.1 Financial Report of Expenditures**

The Secretariat will present the financial report of expenditures from 4<sup>th</sup> quarter of 2016 to the 3<sup>rd</sup> Quarter of 2018 as referred to document SEAFDEC/UNEP/GEF/FR- PSC.1-WP.5.1.

The committee is invited to review the expenditure report in terms of overall expenditure performance and in the light of the allocations contained in the budget approved. Then endorse the expenditure statement including the activities-based expenditures for further documentation and reporting to UNEP/GEF.

The committee is also requested to comments and consider for annual audit of the financial statements for 2018 of which covering the 2017 financial statements and submit to SEAFDEC by 31 March 2019.

##### **8.2 Budget Allocation by the Project Component 2016-2020**

The Secretariat introduce the overall budget allocation for implementation of national activities. The detailed budget allocations, by each project component and by budget code, are presented as working paper SEAFDEC/UNEP/GEF/FR-PSC.1-WP.5.2. This agenda is aimed to build better understanding on using of the allocated budget in implementation of any activities mentioned in the project document. The Committee is requested to seek clarification, suggestion/comments and advise on the Budget Allocation either activities-based or expenditure code budgets.

### **8.3 Proposed DSA Rate for Calculation of In-Kind Co-Financing and Results on Activities-Based Co-Finance**

The secretariat will present the overall required co-financing from participation countries and SEAFDEC as well as proposes DSA rate for reference in calculation of the In-Kind Co-Financing and Results on Activities-Based Co-Finance as mentioned in a document SEAFDEC/UNEP/GEF/FR- PSC.1-WP.5.3

The Committee will be invited to discuss and adoption the DSA rate as well as to take note the proposed co-financing for reference in future implementation of the project.

## **AGENDA 9: ANY OTHER BUSINESS**

### **9.1 Results of the 9th GEF International Waters Conference (IWC9)**

The secretariat will present the results of the 9th GEF International Waters Conference (IWC9) held from 4-8 November 2018 in Marrakesh Morocco, presented in document SEAFDEC/UNEP/GEF/FR- PSC.1-WP.6.1. The Committee is invited to comment and discuss.

### **9.2 Other**

The Chairperson will invite members to consider and discuss any items of business raised by the committee under agenda item 3.

## **AGENDA 10: DATE AND PLACE OF THE NEXT MEETING OF THE PROJECT STEERING COMMITTEE**

The Committee is invited to propose the date and place of the second meeting of the Project Steering Committee meetings for 2019.

## **AGENDA 11: TECHNICAL SITE VISITS**

Participants are invited to visit the PCU office at SEAFDEC/TD to observe the facilities and activities, including the SEAFDEC's research vessel for support member countries on fisheries resources and marine environmental survey. Then visit Phra Chulachomklao Fort which located on the river mouth of the Chao Phraya River surrounded by conserved mangroves forests, story and details of the fort was described in document SEAFDEC/UNEP/GEF/FR-PSC.1-INF.1.

The Secretariat will announce members about the schedule at the end of first day meeting.

## **AGENDA 12: ADOPTION OF THE REPORT OF THE MEETING**

The draft report of the meeting prepared by the Secretary to the Committee, in consultation with the Rapporteur.

The Rapporteur will present the draft report of the meeting to the Committee for their consideration, any amendments or changes prior to the adoption of the report as the formal record of the meeting.

## **AGENDA 13: CLOSURE OF THE MEETING**

The Task Manager of the UN Environment and the Project Director will both make brief closing remarks. The Chairperson of the Project Steering Committee will summarize the main outcomes of the deliberations before bringing the meeting to a close.