



**The 8<sup>th</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**

23 December 2022  
(08:30 – 11:30AM, UTC+7)  
Virtual Meeting via Zoom Platform

**PROPOSED PROJECT CLOSURE ACTIVITIES  
FROM JANUARY TO JUNE 2023**

**Executive Summary**

This paper aims to consult with and seek approval from the project steering committee on the proposed project closure activities from January to June 2023. Taking into consideration the project outputs and critical achievements on the establishment and operation of fisheries refugia are accepted at all levels in promoting sustainable fisheries towards integration of fisheries and habitat management, promotion and sharing of the best practices and lessons learned in forms of communication media, conference, study tours, etc. can be made before the project end by June 2023. However, the concerned unspent funds are needed to be adjusted and revised to support the entire course of project closure activities. Accordingly, Project Coordination Unit drafted the revision of budget for the project closure activities; this is not concerned with the national technical program, which shall end by 31 December 2022.

Look at the budget revision table; the balanced funds as of 30 September are about USD 883,043.00, of which about USD 291,366 are transmitted to participating countries for Q4/2022 activities. Another USD 541,677 are prepared for regional programs in Q4/2022 and the proposed project closure activities during Q1-Q2/2023.

**Action by the Project Steering Committee**

- To consider and comments/suggestions on the proposed project closure activities related to unspent funds
- To consider approval of the proposed closure activities and budget revision for specific objectives related to project closure. However, it is also subject to approval by UNEP on the utilization of funds in 2023.

**Budget Revision for the Project Closure Activities (Jan – June 2023)**

Code	BUDGET REVISION FOR REGIONAL PROJECT CLOSING PROGRAMS (Q4/2022 - Q2/2023)		Overall Budget Allocation Based on 4th Budget Revision as of 31 Mar 2022	Cumulative Expenditures as of 30 September 2022	Balanced Budget As of 30 September 2022	Balanced Six Countries Cost Plan for Q4/2022	Balanced Regional Prog. (Q4/2022 - Q2/2023)	Adjustment of the Balanced Regional Prog. (Q4/2022 - Q2/2023)	Variance of the Regional Prog. (Q4/2022 - Q2/2023)	Budget Revision as of 30 Sep. 2022 based on Regional budget adjustment	Justification
10	PROJECT PERSONNEL COMPONENT		A	B	C = ( A-B )	D	E = ( C-D )	E'	F = ( E' - E )	G = A + F	
1100	Project Personnel	w/m	236,805.80	197,716.04	39,089.76	23,038.00	16,051.76	7,500.00	(8,551.76)	228,254.04	REF 01
1200	Consultants	w/m	1,276,585.57	1,018,260.63	258,324.94	80,791.71	177,533.23	140,300.00	(37,233.23)	1,239,352.34	REF 02
1600	Travel on official business (above staff)		270,657.06	242,926.31	27,730.75	9,968.58	17,762.17	7,762.17	(10,000.00)	260,657.06	REF 03
1999	Component Total		1,784,048.43	1,458,902.98	325,145.45	113,798.29	211,347.16	155,562.17	(55,784.99)	1,728,263.44	
20	SUB-CONTRACT COMPONENT										
2100	Sub-contracts (MoU's/LA's for UN cooperating agencies)		-	-	-	-	-	-	-		
2200	Sub-contracts (MoU's/LA's for non-profit supporting organizations)		214,386.66	145,278.82	69,107.84	32,255.00	36,852.84	36,852.84	-	214,386.66	REF 04
2300	Sub-contracts (commercial purposes)		81,387.73	54,875.16	26,512.57	-	26,512.57	50,955.61	24,443.04	105,830.77	REF 05
2999	Component Total		295,774.39	200,153.98	95,620.41	32,255.00	63,365.41	87,808.45	24,443.04	320,217.43	
30	TRAINING COMPONENT										
3200	Group training (study tours, field trips, workshops, seminars, etc)		296,696.23	175,386.95	121,309.28	64,169.00	57,140.28	67,140.28	10,000.00	306,696.23	REF 06
3300	Meetings/conferences (give title)		425,864.50	220,612.01	205,252.49	69,769.31	135,483.18	154,034.94	18,551.76	444,416.26	REF 07
3999	Component Total		722,560.73	395,998.96	326,561.77	133,938.31	192,623.46	221,175.22	28,551.76	751,112.49	
40	EQUIPMENT & PREMISES COMPONENT										
4100	Expendable equipment (items under \$1,500 each, for example)		8,786.54	6,172.26	2,614.28	2,473.62	140.66	140.66	(0.00)	8,786.54	REF 08
4200	Non-expendable equipment (computers, office equip, etc)		44,000.00	44,020.14	(20.14)	-	(20.14)	-	20.14	44,020.14	REF 09
4300	Premises (office rent, maintenance of premises, etc)		15,266.00	15,073.04	192.96	-	192.96	172.82	(20.14)	15,245.86	REF 10
4999	Component Total		68,052.54	65,265.44	2,787.10	2,473.62	313.48	313.48	0.00	68,052.54	
50	MISCELLANEOUS COMPONENT										
5100	Operation and maintenance of equip.		3,351.87	1,919.17	1,432.70	450.00	982.70	982.70	-	3,351.87	REF 11
5200	Reporting costs (publications, maps, newsletters, printing, etc)		35,388.64	15,922.36	19,466.28	7,610.96	11,855.32	11,855.32	-	35,388.64	REF 12
5300	Sundry (communications, postage, freight, clearance charges, etc)		12,823.40	10,793.73	2,029.67	840.00	1,189.67	3,979.86	2,790.19	15,613.59	REF 13
5400	Hospitality and entertainment		-	-	-	-	-	-	-	-	
5501	Evaluation (consultants fees ETC)		18,000.00	18,000.00	-	-	-	-	-	18,000.00	REF 14
5999	Component Total		69,563.91	46,635.26	22,928.65	8,900.96	14,027.69	16,817.88	2,790.19	72,354.10	
99	TOTAL		2,940,000.00	2,166,956.62	773,043.38	291,366.18	481,677.20	481,677.20	(0.00)	2,940,000.00	
5502	Terminal Evaluation Cost (For UNEP)		60,000.00		60,000.00		60,000.00	60,000.00	-	60,000.00	REF 15
9999	Grand TOTAL		3,000,000.00	2,166,956.62	833,043.38	291,366.18	541,677.20	541,677.20	(0.00)	3,000,000.00	

## Budget Revision Justification

REF#	JUSTIFICATIONS (for Project Closure Activities from 2022Q4 to 30 June 2023)	Detailed Activities and Cost Plan at each REF-Budget line
REF 01	Reduced 8.55 K to cover the Meeting/Conference for project closure of BL 3300	Project technical/financial staffs support to terminal evaluation and project management: 1 persons x 6 months x 1.25 K USD. = 7.5 K
REF 02	Reduced 37.23 K to cover the Sub-contract for knowledge management and dissemination BL 2300 (24.44 K), the Conference under BL 3300 (10 K), and to facilitate communications, postage, freight, clearance charges, etc under BL 5300 (2.79 K)	Project manager Fees for Q3/2022 (30 K), Q4/2022 (30 K), and Q1-Q2/2023 (70.3 K) = 130.3 K Consultant fee for Information management and dissemination including transferring of Server (10 K).
REF 03	Reduced 10 K to cover the Group study tour to good practices project sites under BL 3200	Traveling costs for project staffs and consultant(s) (7.76 K)
REF 04	No adjustments	Information communication technology Consultant fee for 4 months (@5.25 K per month) = 21 K : Outputs 1) scripts and VDO on progress work, 2) scripts for info-graphic of Fisheries Refugia VDO and e-books in five language, 3) design of memory book Knowledge management consultant fee for 3 months (@5.25 K per month) = 15.75 K: Outputs 1) compilation and assessment of six completed national report for published online
REF 05	Increase 24.44 K to cover the commercial contract for promotion of project achievement products such as VDO graphic on fisheries refugia concept and success story on implementation in 5 local languages	2022 Financial Auditing Contract Fees for 5 Countries + 2022 Consolidated statements (13 K) + 2023 consolidated financial statement (3 K) VDO Graphic Consultant fee for 4 months (@5 K per month) = 20 K : Develop the VDO graphic for promotion of Fisheries Refugia concept in 5 languages (using Doodle app.) Producing of T-shirt and others for promotion during the project closing conference and other events (8 K) X-Stand Posters, Infographic and other media related to the Country Good Practices on Integrated management of fisheries and habitats: 6.95 K
REF 06	Increase 10 K from BL 1600 to cover the Stakeholders study tour to the good practices project sites	Regional Training on Larval Fish Identification 16-27 Nov. 2022 (~32.2 K) Study tour for good practices lessons learned to selected countries (3 prs X 6 countries) including PCU staffs (34.94 K)
REF 07	Increase 18.55 K from BL1100 (8.55 K) and BL1200 (10 K) to cover the Project Closing Conference under the BL 3300	RSTC7 held on 6-8 Nov 2022 held in Jakarta, Indonesia (24.3 K) consisted of: 1) Traveling cost = 10.56 K, 2) meeting cost = 13.73 K Project Closing Conference: 130 prs ( 129.73 K). The estimated cost is shown as <b>App. 1.</b>
REF 08	No Adjustments	Stationary, materials and supply (0.14 K)
REF 09	Increase 0.02 K from BL 1600 to cover the anticipated cost	No cost plan
REF 10	Reduced 0.02 K to cover the over spent under BL4200	The budget is spared for Malaysia (0.17 K)
REF 11	No Adjustments	Operation and maintenance of equip (0.98 K)
REF 12	No Adjustments	1) Printing Cost for Fish larvae guidebook, RSTC6 (150 copies) and PSC8 (150 copies) = 4 K 2) Fisheries Refugia Memory Book (300 copies) = 7.85 K
REF 13	Increase 2.79 K from BL1200 to cover the emerging cost from project closing activities related to bank charges, exchange rate, communications, postage, freight, clearance charges, etc	overall expenditures from bank charges, exchange rate, communications, postage, freight, clearance charges, etc (3.98 K)
REF 14	No adjustments	No cost plan
REF 15	No adjustments	Terminal Evaluation Fee (managed by UNEP)

<b>Appendix 1: Estimated Budget for the Project Closing Conference (BL 3300)</b>				
<b>List of Activities</b>	<b>Cost</b>	<b>Reference</b>	<b>Remarks</b>	
Project Closing Meeting on (tentatively 3rd week of April 2023)				
A) Traveling Cost ( Airfare, DSA, local logistic, etc)				
A1) AIRFARES				
PSC Members ( Government + SEAFDEC )= 14 prs	11,900.00	@850USD x 14prs	Excluded Host Country participants	
Members from SCS SAP (15 prs)	12,750.00	@850USD x 15prs		
Stakeholders at sites, @4/country (20 prs)	17,000.00	@850USD x 20prs		
CSOs/Local NGOs/Governments, @3/country (15 prs)	12,750.00	@850USD x 15prs		
PCU officers/ TD supporting staffs (6 prs)	5,100.00	@850USD x 6prs		
A2) DSA				
PSC Members ( Government 12 prs, SEAFDEC 2)	2,940.00	@70USD x 3d x 14prs	+ 2 days	
Members from SCS SAP (15 prs)	12,750.00	@70USD x 3d x 15prs		
Stakeholders at sites, @4/country (24 prs)	5,040.00	@70USD x 3d x 24prs		
CSOs/Local NGOs/Governments, @3/country (18 prs)	3,780.00	@70USD x 3d x 18prs		
PCU officers/ TD supporting staffs (6 prs)	2,100.00	@70USD x 5d x 6prs		
Local supporting staffs (7 prs)	735.00	@35USD x 3d x 7prs		
A3) LOCAL LOGISTIC COST				
PSC Members for Host country	800.00	@400USD x 2 prs		
Members from SCS SAP (3 prs)	1,200.00	@400USD x 3 prs		
Stakeholders at sites from Host Country (4)	1,600.00	@400USD x 4 prs		
CSOs/Local NGOs/Governments from Philippines (3)	1,200.00	@400USD x 3 prs		
Other transportation in Host country	2,500.00			
<b>SUBTOTAL (A1-3)</b>	<b>94,145.00</b>			
B) Meeting rooms and Accomodation				
B1) Meeting rooms, lunch+ 2 breaks, Reception Dinner	11,000.00	@100USD x 110 prs	Included invited partners	
B2) Accomodations (estimated 80USD/night)				
PSC Members for Philippines (14)	3,360.00	@80USD x 3d x 14 rooms		
Members from SCS SAP (18 prs)	4,320.00	@80USD x 3d x 18 rooms		
Stakeholders at sites from Philippines (24)	5,760.00	@80USD x 3d x 24 rooms		
CSOs/Local NGOs/Governments from Philippines (18)	4,320.00	@80USD x 3d x 18 rooms		
Local supporting staffs (7prs)	1,280.00	@80USD x 4d x 4 rooms		
PCU officers/ TD supporting staffs (4 prs)	1,280.00	@80USD x 5d x 4 rooms		
<b>SUBTOTAL (B1-2)</b>	<b>31,320.00</b>			
C) Meeting Materials, Media and Tools				
C1) Meeting materials and supplies (backdrop, etc)	2,285.00			
C2) Meeting equipments rental cost	2,000.00			
<b>SUBTOTAL (C1)</b>	<b>4,285.00</b>			
<b>TOTAL (A,B,C)</b>	<b>129,750.00</b>			
<b>Grand Total</b>	<b>129,750.00</b>			