



PEMSEA EC Meeting Report 8

PROCEEDINGS OF THE EIGHTH EXECUTIVE COMMITTEE MEETING

**Nirvana Resort Beijing
Beijing, PR China**

11 – 12 March 2011



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PROCEEDINGS OF THE EIGHTH EXECUTIVE COMMITTEE MEETING

Beijing, PR China, 11-12 March 2011

A. INTRODUCTION

- i. The Eighth Executive Committee Meeting was held at the Nirvana Resort, Beijing, People's Republic of China, from 11 to 12 March 2011.
- ii. The Meeting was attended by the EAS Partnership Council Chair, Dr. Chua Thia-Eng, Intergovernmental Session Chair, Dr. Li Haiqing, and Technical Session Chair, Mr. Hiroshi Terashima.
- iii. Representatives from the State Oceanic Administration of China and Ocean Policy Research Foundation of Japan participated as observers. The PEMSEA Resource Facility (PRF) served as the Secretariat for the meeting.
- iv. The provisional agenda for the meeting is attached as Annex 1. A full list of participants is attached as Annex 2.

B. GENERAL DISCUSSION

- i. Prior to the Executive Committee meeting proper, the Council Chair requested for a short discussion and exchange of thoughts on how to further strengthen the relationship between the Executive Committee (EC), the EAS Partnership Council and the PEMSEA Resource Facility (PRF), as well as how to build PEMSEA into an effective regional mechanism for the region.
- ii. The discussion highlighted the following:
 - The PRF serves as the main driving force in coordinating PEMSEA activities and in the implementation of the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA);
 - The EC represents the Partners during the intersessional period and makes sure that Partners play a stronger role in the implementation of the SDS-SEA;
 - The EC will continue to provide the necessary guidance to help the PRF in the full implementation of the SDS-SEA, particularly in dealing with sensitive issues that may arise as PEMSEA transforms into a full-fledged international organization;
 - Commitment of the EAS Partnership Council members to PEMSEA and the SDS-SEA can be further strengthened through effective joint planning and joint implementation;
 - The Executive Director of the PRF is responsible for the conduct of staff recruitment for the PRF in accordance with the rules and regulations of UNDP or UNOPS to insure the selection of competent individuals who are capable of performing the functions of the concerned posts.

- iii. On behalf of the Executive Committee, Dr. Chua Thia-Eng, Council Chair, expressed his gratitude to the State Oceanic Administration (SOA) of China for hosting and ensuring the smooth arrangements for the meeting.
- iv. On behalf of the PRF, Prof. Raphael Lotilla, Executive Director, expressed his thanks to the Executive Committee members for coming to the meeting and to the SOA, China, for hosting and providing support for the meeting.

1.0 PEMSEA FINANCIAL REPORTING SYSTEM (EC/11/DOC/10)

Discussion Highlights:

- 1.1 The Voluntary Contributions Form (Template 4) provides a good summary of the support generated from various partners, collaborators, donors and sponsors since 2008. It was suggested that such information needs to be monitored, verified and publicized on a regular basis.
- 1.2 The EC noted the overhead charges for 2010 amounted to USD 413,280. In this regard, the EC highlighted the importance of the PRF being certified compliant with international fiduciary standards in order to reduce overhead costs in future PEMSEA projects.

Conclusions:

The EC concluded that:

- 1.3 The proposed financial reporting templates capture key information that will be useful to tracking the financial status of PEMSEA operations, bank accounts and financial contributions.
- 1.4 Development and utilization of a specific financial reporting form/mechanism for Country and Non-Country Partners will encourage Partners to provide timely information on their SDS-SEA related activities, including financing.
- 1.5 MOAs and other similar agreements that have been signed between the PRF, Country Partners, Non-Country Partners, local governments and other collaborators provide a valid basis for identification of co-financing support for SDS-SEA implementation.
- 1.6 Highlighting collaborative activities and co-financing support in PEMSEA publications (e.g., *Tropical Coasts*) will promote partnership initiatives and encourage greater participation and support for SDS-SEA implementation.

Recommendations:

The EC recommended that:

- 1.7 The PRF develop a financial reporting form and system to encourage and enable Partners to indicate and regularly report on their co-financing support for SDS-SEA implementation.
- 1.8 The PRF highlight the activities and financial contributions being made by Partners, collaborators, donors and sponsors, subject to their approval or consent, in reports to the EAS Partnership Council and in future publications. In cases wherein financial data cannot be published, PEMSEA should emphasize the key collaborative activities being undertaken with Partners.
- 1.9 The PRF continue to pursue joint planning and joint financing for the activities contributing to the implementation of the SDS-SEA.

2.0 PEMSEA CODES, GUIDELINES, AND GOOD PRACTICES: PSHEM CODE (EC/11/DOC/11)

Discussion Highlights:

- 2.1 The PEMSEA Port Safety, Health and Environmental Management (PSHEM) Code is unique. It is specific to port operations and promotes a practical integrated system covering quality, safety, health and environmental management in ports. The PSHEM Code includes the process requirements specified in ISO 9001, ISO 14001 and OHSAS 18001 standards but, in addition, assesses the conformance of ports to relevant international standards, codes and guidelines for safety, health and environment.
- 2.2 PEMSEA is currently collaborating with the German Technical Cooperation (GTZ) to support the Sustainable Port Development in the ASEAN region. The project covers nine ports in the region, with the PSHEM Code being promoted and demonstrated as a systematic guide to sustainable port development and operation.
- 2.3 The PSHEM Code and the PSHEMS Development and Implementation Guideline are currently being reviewed by an expert group composed of selected international organizations and national agencies. However, there is a need to ensure that the port sector is engaged in the review. In some countries it was noted that the port sector is separate from the maritime sector (i.e., Japan). International organizations, such as the International Maritime Organization (IMO) and the International Labor Organization (ILO), do not have strong representation of the port sector.

Conclusions:

The EC concluded that:

- 2.4 Publicizing the rationale and value of the PSHEM Code will help generate more support and recognition.
- 2.5 PRF efforts to develop and implement the PSHEM Code should be recognized and promoted as a part of the larger initiative of PEMSEA in integrated coastal management (ICM) and SDS-SEA implementation. The experiences gained in the PSHEM Code are useful for completing and applying the ICM Code.
- 2.6 Additional representation from the port sector (e.g., Singapore, Japan and the Port of Tanjung Pelepas in Johor, Malaysia) will further strengthen the expert group and the significance of the group's recommendations concerning the PSHEM Code.

Recommendations:

The EC recommended that:

- 2.7 The PRF pursue the following work schedule for the review and evaluation of the PSHEM Code and the PSHEMS Development and Implementation Guideline:

Activity	Date
Technical assessment and comment in the document by group of experts	March/April 2011
Revision and refinement of the document by the PRF based in inputs from expert group	May 2011
Resubmit revised draft to the expert group for review and acceptance	May/June 2011
Submit final version of the document to the EC, together with summary report of the expert review process and advocacy plan	June 2011
Endorsement of the final document to the Partnership Council by the EC	July 2011
Publication of the PSHEM Code and PSHEMS Development and Implementation Guideline and implementation of the advocacy plan.	Following the EAS Partnership Council approval

- 2.8 The PRF develop and disseminate promotional materials on the PSHEM Code and Recognition System.
- 2.9 The PRF develop project proposals in order to access additional funding for the expert review, promotion and roll out of the PSHEM Code and Recognition System (e.g., Yeosu Project).
- 2.10 The PRF invite the port sector in Singapore and Japan, as well as the Johor Port in Malaysia to join the expert group for the review of the PSHEM Code.

- 2.11 The PRF focus on the finalization of the ICM Code as soon as possible in order to attract buy-in from local governments of the region, as well as potential financial support from Partners and donors. The PRF can engage the EC in the review and finalization of the ICM Code.

3.0 EAST ASIAN SEAS CONGRESS 2012 AND FOURTH MINISTERIAL FORUM (EC/11/DOC/12)

Discussion Highlights:

- 3.1 The current PEMSEA project, which is to be extended to December 2012, has no budget allocation for the EAS Congress 2012 or the Fourth Ministerial Forum. Securing support from the host country and various external sources, as well as engaging Partners, collaborators and sponsors is a priority concern.
- 3.2 Early information dissemination and consultation on the EAS Congress and MF programme will enable countries and all Partners to prepare and allocate resources in advance.
- 3.3 The increasing focus on coastal and marine environment's contribution and linkage to economy and sustainable development is an important consideration in the development of the EAS Congress 2012 theme.

Conclusions:

The EC concluded that:

- 3.4 Strengthened coordination and communication with MLTM, RO Korea, will ensure timely and successful arrangements for the EAS Congress and the Ministerial Forum.
- 3.5 Highlighting the SDS-SEA as a key strategy in building the East Asian Seas region into a Blue Economy provides a good theme for the EAS Congress and the Ministerial Forum as it will facilitate promotion of the SDS-SEA as a regional strategy aligned with key international commitments and movement towards blue and green economies.
- 3.6 Early identification and communication with prospective co-conveners and sponsors as well as with the PEMSEA Partners will help address the concerns relating to the budget limitation for the organization and conduct of the EAS Congress and the MF.
- 3.7 Cost-saving considerations may also be discussed with the host country and Partners. For example, reduction in the size and duration of the International Conference would be one way of reducing costs. This would need to be balanced with the desired impact of the Congress as an important regional knowledge-sharing event.

Recommendations:

The EC recommended that:

- 3.8 The PRF ensure regular and close communication with MLTM, RO Korea, on EAS Congress and MF preparations and arrangements, including finalization of the Memorandum of Understanding between the MLTM, the Changwon City Government and the PRF.
- 3.9 The PRF formulate the EAS Congress theme in line with the suggestions to focus on the SDS-SEA and the Blue economy.
- 3.10 The PRF develop the initial Congress programme and conduct consultations with Partners and collaborators to secure additional ideas and commitments to take part as co-convenors, sponsors, exhibitors, etc., as well as to enable Partners to plan and allocate required funding for attending the EAS Congress 2012 and the Ministerial Forum.

4.0 BUDGET ISSUES (No meeting document)

Discussion highlights:

- 4.1 PEMSEA has been requested by GEF/UNDP to extend the project to end of December 2012 in order to facilitate continuity of GEF funding from the current phase into the next phase of GEF support. The extension amounts to approximately USD 800,000 in additional operating costs for the organization.
- 4.2 The PRF has initiated a number of actions to address the budget shortfall, including realignment of the existing operating budget, reducing travel and meeting budgets, foregoing staffing of open posts in the PRF, and preparing and promoting project proposals.
- 4.3 Adequate budget has been earmarked for the conduct of the EAS Partnership Council and Executive Committee meetings for 2011 and 2012. The possibility of conducting virtual EC meetings can be explored further, depending on the issues that need to be discussed during the intersessional periods.

Conclusions:

The EC concluded that:

- 4.4 Two key elements in resolving the budget shortfall are strong financial management within the PRF and development and promotion of project proposals to secure commitments from Partners, collaborators and donors.
- 4.5 It is essential to establish a strategy and communication plan for projecting PEMSEA as an organization worth investing in.

Recommendation:

The EC recommended that:

- 4.6 The current GEF/UNDP project be extended to 31 December 2012.
- 4.7 The PRF continue to pursue co-financing for key activities and projects to alleviate the budgetary limitations, including development of project portfolios for submission/dissemination to donors operating in the region (e.g., EU, Sida, Nippon Foundation, etc.).

5.0 PROPOSED EC STRUCTURE AND TURNOVER MECHANISM (EC/11/DOC/09)

Discussion Highlights:

- 5.1 The process of electing Chairs and co-Chairs is the responsibility of the EC. The PRF serves only to facilitate the start of the process, and submits all nominations to the EC for review and direction.
- 5.2 The EC structure and turnover mechanism may be revisited in 2016, after two election cycles, to review the appropriateness and benefit of the process to PEMSEA's needs.
- 5.3 In preparation for the election of co-Chairs and to facilitate better understanding of the nomination and election process, it is important for Country and Non-Country Partners to be informed of the timetable and steps to be undertaken.

Conclusions:

The EC concluded that:

- 5.4 The criteria for election of Chairs in their individual capacity needs to be further considered, particularly in the case of the Intergovernmental Session Chair, who is expected to represent and have the support of his/her respective government.

Recommendations:

The EC recommended that:

- 5.5 The PRF inform the PEMSEA Country and Non-Country Partners of the timetable and process for the nomination and election of Executive Committee Co-chairs on or before 1 April 2011. The first election of Co-chairs will be held during the 4th EAS Partnership Council meeting in July 2011.
- 5.6 The PRF maintain regular communication with the EC on the status of nominations and the election process.

6.0 PEMSEA GOVERNANCE (EC/11/DOC/08)

Discussion Highlights:

- 6.1 In addition to the Technical and Intergovernmental Sessions of the EAS Partnership Council, it has been the practice to convene a General Session of the Council, chaired by the Council Chair, wherein the Council Chair's report, Executive Director's report, and general matters of interest are tabled. The benefit of maintaining a General Session, and the potential implications with respect to the terms of the Haikou Partnership Agreement and the Partnership Operating Arrangements, need to be considered.
- 6.2 In line with PEMSEA's transformation into a full-fledged international organization, it is essential to ensure that ethical standards are set in place and cover all components of the PEMSEA regional mechanism.

Conclusion:

The EC concluded that:

- 6.3 The provisions of the Haikou Partnership Agreement and the Partnership Operating Arrangements pertaining to the Council Sessions have thus far covered all the necessary functions and items required for the conduct of Council meetings.

Recommendations:

The EC recommended that:

- 6.4 The PRF continue with the development and completion of remaining supporting documents as part of the PEMSEA Rules of Governance.
- 6.5 The PRF develop and discuss further with the EC and the Partners the proposed Code of Ethics and Ethical Standards for PEMSEA.

7.0 SDS-SEA FIVE-YEAR IMPLEMENTATION PLAN (EC/11/DOC/04)

Discussion Highlights:

- 7.1 The collaborative planning process is currently at different stages in various PEMSEA Partners (see Annex 3).
- 7.2 As the collaborative planning is intended to ensure the linkages and contribution of PEMSEA Partners in the implementation of the SDS-SEA, it is important to encourage the participation of all Country Partners, including Japan, RO Korea and Singapore in the process.

- 7.3 Apart from the national level, it would also be useful to undertake collaborative or joint planning at the local level to engage local governments or ICM sites and at the regional level to engage the international and regional organizations.
- 7.4 The conclusions from the EAS Stocktaking Meeting in October 2010 indicate that PEMSEA needs to play a leadership role in the region with regard to coastal and ocean governance. The collaborative planning process and the SDS-SEA implementation plan should build on the conclusions of the Stocktaking Meeting.

Conclusions:

The EC concluded that:

- 7.5 Getting all the Country Partners to fully participate in the collaborative planning process will require some time and as such PEMSEA can apply an incremental approach and finalize the first round of consultations with countries that are ready to proceed.
- 7.6 The progress and achievements made by Country and Non-Country Partners in SDS-SEA implementation since 2003 needs to be published and disseminated in order to build awareness on the benefits of the PEMSEA partnership arrangement.

Recommendations:

The EC recommended that:

- 7.7 The PRF continue to conduct collaborative planning on the SDS-SEA Five-year Implementation Plan using the Framework and Implementation Plan Matrix as presented to the 8th EC Meeting, targeting the submission of the initial plan to the EAS Partnership Council in July 2011.
- 7.8 The PRF invite non-recipient countries like Japan, RO Korea and Singapore to participate in the collaborative planning process.
- 7.9 The PRF develop and submit a project proposal to the Yeosu Project for the development and roll-out of the Five-year SDS-SEA Implementation Plan.
- 7.10 The PRF proactively address the conclusions of the EAS Stocktaking Meeting and enhance working relationships with Non-Country Partners and other regional and subregional offices, programmes and projects.
- 7.11 The PRF explore opportunities for transfer of knowledge, tools and skills in ICM development and implementation to other regions of the world through the GEF IW portfolio.

8.0 PRF RE-ENGINEERING PLAN (EC/11/DOC/05)

Discussion Highlights:

- 8.1 The proposed functional and organizational charts have captured the key roles and units that are required in a transformed PRF. The identified core staff (i.e., Executive Director, Executive Secretary, PEMSEA Secretariat Coordinator, Policy and Planning Officer, and Administration and Finance Officer) in particular should be challenged or held accountable in ensuring the efficient functioning and delivery of services by the PRF.
- 8.2 Various changes were proposed for the organizational structure and the organization chart, including:
 - a. change “Operations Office” to “Project Implementation Office”;
 - b. emphasize that programme management, partnership building, and partnership fund mobilization are common functions that need to be shared by all PRF staff;
 - c. establish a Management Committee comprised of senior officers of the PRF, and chaired by the Executive Director, to coordinate PRF policy and management;
 - d. provide professional posts that can be filled through the secondment of staff from participating countries (e.g., Partnership Officer);
 - e. establish an Expert Advisory Committee either as a permanent body or as needed, depending on the capacity or expertise required by PEMSEA, comprised of experts from the region, and linked with other established international expert or technical groups.
- 8.3 Annex 4 contains the amended PRF Organizational Structure and Organization Chart, as discussed.

Conclusions:

The EC concluded that:

- 8.4 The draft PRF Re-engineering Plan provided a clear functional and organizational chart that is based on the future requirements of PEMSEA.
- 8.5 Various tenure schemes for international staff (i.e., five to ten years) need to be checked and considered. For local staff, existing country practice will need to be considered, and its applicability to the future PRF. Possible incentive schemes may also be considered.
- 8.6 The re-engineered PRF requires core staff that will ensure the provision of secretariat services to the region, as well as to develop and secure projects and funds for operations and implementation of various projects in support of SDS-SEA implementation at the local, national and sub-regional levels. The core staff and their related operations require funding support from the Partners. Other staff in the PRF will be contracted to implement projects and special assignments, or to provide specific services, such as training and recognition/certification. Funding for these non-core staff will be acquired through mobilization of

resources for projects and services from donors, international organizations, the private sector, etc.

Recommendations:

The EC recommended that:

- 8.7 The PRF finalize the PRF Re-engineering plan and revise the functional and organizational chart taking into consideration the proposed changes of the meeting.
- 8.8 The PRF prepare a more comprehensive study on the salary scale, tenure-ship and incentive schemes for the staff for inclusion in the proposed Re-engineering Plan.
- 8.9 The PRF continue the consultations with the TWG on PRF Re-engineering and present the final version of the plan at the EAS Partnership Council Meeting in July 2011.

9.0 PEMSEA Financial Sustainability Plan 2011-2015 (EC/11/DOC/06)

Discussion Highlights:

- 9.1 A significant portion (about 40 percent) of the total operating costs of PEMSEA goes to governance and secretariat services which include conduct of the EAS Partnership Council and Executive Committee meetings.
- 9.2 Voluntary contributions from Partners, including self-funded participation, is key in sustaining PEMSEA's operations and should be emphasized with all the Partners.
- 9.3 The recognition of PEMSEA as an international legal entity and a mechanism that is able to provide a regional collaborative framework opened possibilities for PEMSEA to lend its legal political umbrella and serve as executing or implementing agency to other subregional programs and projects in the region, and can be considered as another revenue generating opportunity for PEMSEA.

Conclusions:

The EC concluded that:

- 9.4 Further consultations with possible donors or partners on the establishment of an endowment fund should be conducted to gauge feasibility of establishing such a facility in the future.
- 9.5 Increasing voluntary contributions from Partners would be an indication of growing commitment and buy-in to PEMSEA and the SDS-SEA, and will be beneficial to the long-term operation of PEMSEA.

Recommendations:

The EC recommended that:

- 9.6 The PRF finalize the draft Financial Sustainability Plan taking into consideration the modifications suggested by the meeting, with a target of presenting the final version during the EAS Partnership Council meeting in July 2011.
- 9.7 The Partners be encouraged to increase voluntary support to PEMSEA activities and operations. Partnership Service Fees are not viable at this point in time.
- 9.8 PEMSEA Partners who are eligible for GEF support be urged to gradually fund/shoulder their participation in key PEMSEA meetings including participation in EAS Partnership Council meetings, as part of their voluntary support to PEMSEA.
- 9.9 The PRF explore the possibility of lending PEMSEA's legal/political umbrella to other programmes in the region and identify reasonable management charges for executing or implementing programmes/projects.

10.0 PEMSEA ADVOCACY AND COMMUNICATION PLAN 2011-2015

Discussion Highlights:

- 10.1 As part of PEMSEA's advocacy, it is essential to pursue the translation of PEMSEA information and training materials to local languages, in partnership with national and local partners.

Conclusions:

The EC concluded that:

- 10.2 Translation of PEMSEA materials into national/local languages will strengthen awareness, and understanding of PEMSEA's initiatives and goals, as well as enhance appreciation to PEMSEA activities.

Recommendations:

The EC recommended that:

- 10.3 The PRF explore with partners the translation of key PEMSEA information and training materials into local languages.
- 10.4 Further discussion on the advocacy and communication plan be undertaken separately or via correspondences with the respective TWG members.

11.0 CLOSING

- 11.1 Prof. Lotilla expressed his gratitude to the Executive Committee members for their valuable suggestions and inputs on the key agenda items of the meeting. He further thanked the SOA, China for hosting and facilitating the arrangements for the meeting.
- 11.2 The Council Chair thanked the Executive Committee members for their participation. He expressed appreciation to the Secretariat and SOA China for the well-organized meeting. The Council Chair closed the meeting at 6:30PM, 12 March 2011.

**ANNEX 1
MEETING AGENDA**

MEETING AGENDA

11 March, Friday

- | | |
|---------------|--|
| 17:00 – 17:05 | Opening of the Meeting |
| 17:05 – 17:30 | Financial Reporting System |
| 17:30 – 18:00 | PEMSEA Codes, Guidelines and Good Practices |
| 18:00 – 19:30 | EAS Congress 2012 and Fourth Ministerial Forum |
| 19:30 – 20:00 | Budget Issues |

12 March, Saturday

- | | |
|---------------|---|
| 09:00 – 10:30 | PEMSEA Governance Framework <ul style="list-style-type: none">• PEMSEA Governance and By-laws |
| 10:30 – 10:40 | Coffee Break |
| 10:40 – 12:00 | PEMSEA Governance Framework <ul style="list-style-type: none">• EC Structure and Turnover Mechanism |
| 12:00 – 14:00 | Lunch break |
| 14:00 – 16:00 | PEMSEA Transformation <ul style="list-style-type: none">• SDS-SEA Five-year Implementation Plan• PRF Re-engineering Plan |
| 16:00 – 16:20 | Coffee Break |
| 16:20 – 18:00 | PEMSEA Transformation <ul style="list-style-type: none">• Sustainable Financing Plan• Advocacy and Communications Plan |

ANNEX 2
LIST OF PARTICIPANTS

LIST OF PARTICIPANTS

EXECUTIVE COMMITTEE

Dr. Chua Thia Eng
Chairman, EAS Partnership Council
DENR Compound, Visayas Avenue
Quezon City, Philippines
Telephone: (632) 929-2992
Fax: (632) 926-9712
Email: chuate@pemsea.org

Dr. Li Haiqing
Chairman, Intergovernmental Session
EAS Partnership Council
Director General
Department of International Cooperation
State Oceanic Administration
1 Fuxingmenwai Avenue
Beijing, 100860
People's Republic of China
Tel: [86][10] 6804-2695/6803-2211;
6852 71665
Fax: [86][10] 6803-0799
Email: hqli@soa.gov.cn

Mr. Hiroshi Terashima
Chairman, Technical Session
EAS Partnership Council
Executive Director
Ocean Policy and Research
Foundation
1-15-16 Toranomom, Minato-ku
Tokyo, Japan 105-0001
Tel. +81-3-3502-1828
Fax. +81-3-3502-2033
E-mail: h-terashima@sof.or.jp

Prof. Raphael P.M. Lotilla
Executive Director
PEMSEA
DENR Compound, Visayas Avenue,
Quezon City, Philippines
Telephone: (632) 929-2992
Fax: (632) 926-9712
Email: rlotilla@pemsea.org

OBSERVERS

SOA

Dr. Zhang Zhanhai
Director General
Department of International Cooperation
State Oceanic Administration
1 Fuxingmenwai Avenue
Beijing, 100860
People's Republic of China
Tel: (8610) 6806-0086
Fax: (8610) 6803-0799
Email: zhangzhanhai@pric.gov.cn

Mr. Liang Fengkui
Director
International Organization Division
International Cooperation
State Oceanic Administration
1 Fuxingmenwai Avenue
Beijing, 100860
People's Republic of China
Tel: (8610) 6801-9791
Fax: (8610) 6804-8051
Email: fkliang@soa.gov.cn
fengkui@yahoo.com

Prof. Mao Bin
Senior Ocean Management Consultant
Department of International Cooperation
State Oceanic Administration
1 Fuxingmenwai Avenue
Beijing, 100860
People's Republic of China
Tel: (8610) 6801-9791
Fax: (8610) 6804-8051
Email: mao@comra.org

OPRF

Mr. Takashi Ichioka
Ocean Policy Research Foundation
Policy Research Department
General Manager
Kaiyo Senpaku Bldg.
1-15-16, Toranomom, Minato-Ku, Tokyo

105-0001 JAPAN
Tel : +81.3.3502.1965
Fax : +81.3.3502.2127
E-mail : t-ichioka@sof.or.jp

LOCAL SECRETARIAT

Mr. Xinwang Lu
Project Assistant
State Oceanic Administration
1 Fuxingmenwai St.
Beijing 100860
PR China
Tel: (8610) 6804-8051
Fax: (8610) 6804-8051
Email: archerfish@99.com
luxingwang@foxmail.com

PEMSEA SECRETARIAT

Mr. S. Adrian Ross
Chief Technical Officer
Email: saross@pemsea.org

Ms. Kathrine Rose Gallardo
Technical Officer for Events
Management and
SDS-SEA Monitoring and Evaluation
Email: krgallardo@pemsea.org

Visiting Address:
PEMSEA Office Building
DENR Compound, Visayas Ave
Quezon City, Philippines

Mailing Address:
P.O. Box 2502
Quezon City, 1165, Philippines
Telephone : (632) 929-2992
Fax : (632) 926-9712
Website : www.pemsea.org

ANNEX 3
SDS-SEA FIVE-YEAR IMPLEMENTATION PLAN:
PROGRESS TO DATE

SDS-SEA Five-Year Implementation Plan: Progress to Date

	Collaborative Planning		Draft SDS-SEA Review	Draft SDS-SEA 5-year Implementation Plan
	Started	Scheduled		
Cambodia	March	-	X	
China	-	-	X	X
DPR Korea	-	April	X	
Indonesia	-	March	X	
Japan	-	-	X	
Lao PDR	February	-	X	
Philippines	February	-	X	
Singapore	-	-	X	
Thailand	-	March	X	
Timor Leste	-	April	X	
Vietnam	-	March	X	
Non-Country Partners	-	April	X	
Regional	-	May	X	

ANNEX 4
REVISED PRF ORGANIZATIONAL STRUCTURE AND
ORGANIZATION CHART

Revised PRF Organizational Structure and Organization Chart



