



PEMSEA EC Meeting Report 7

PROCEEDINGS OF THE SEVENTH EXECUTIVE COMMITTEE MEETING

**Oakwood Premier Joy-Nostalg Center
Manila, Philippines**

26 – 27 October 2010



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Manila, Philippines, 26-27 October 2010

A. INTRODUCTION

- i. The Seventh Executive Committee Meeting was held at the Oakwood Premier Joy-Nostalg Center, Manila, Philippines, from 26-27 October 2010.
- 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. Representatives from PEMSEA Partner Countries participated in the meeting, namely: Cambodia; China; DPR Korea; Indonesia; Japan; Lao PDR; Philippines; RO Korea; Singapore; Timor-Leste; and Vietnam. Representatives from Non-Country Partners were in attendance, namely: Coastal Management Center (CMC); Korea Maritime Institute (KMI); Northwest Pacific Action Plan (NOWPAP); Ocean Policy Research Foundation (OPRF); Oil Spill Response Limited (Oil Spill Response); The Swedish Environmental Secretariat for Asia (SENSA); UNDP GEF Small Grants Programme (SGP); UNEP-GPA; and Yellow Sea Large Marine Ecosystem (YSLME).
- iii. Representatives from the United Nations Development Programme (UNDP) Manila and the UNDP Regional Centre in Bangkok, GEF Secretariat and The World Bank were present. Representatives from Thailand and the GEF Evaluation Office served as observers. Two experts were also invited to deliver presentations related to PEMSEA's transformation. 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. OPENING CEREMONY

- i. On behalf of the PEMSEA Resource Facility (PRF), Prof. Raphael P.M. Lotilla, Executive Director, expressed his gratitude to the Executive Committee and the Country and Non-Country Partners for their participation to the meeting. Prof. Lotilla explained that the Seventh EC Meeting is aimed at discussing the framework for PEMSEA's transformation, a process which requires collective wisdom in developing a better understanding and common consensus on the challenges relating to the implementation of the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA) and ensuring PEMSEA's continuity. He stressed that in working at the transformation road map, PEMSEA engaged the services of an institutional development expert and an advocacy and financing expert. Ms. Patricia Sto. Tomas, former Philippine Secretary of Labor, shared her expertise in the Re-engineering of the PEMSEA Resource Facility. Mr. Rene Pizarro, former Central Bank Investments Relations Officer,

assisted in developing the financial sustainability, advocacy and marketing plan. Prof. Lotilla invited all participants to share their comments, suggestions and ideas.

- ii. On behalf of the Executive Committee, Dr. Chua Thia-Eng, Council Chair, gave a warm welcome to the participants. He emphasized that the Seventh EC Meeting is part of the process to start the ball rolling for the transformation of PEMSEA into a full-fledged international organization. He underscored that the transformation presents a change for a better PEMSEA and may serve as a test case for regional organizations. As the EC meeting was organized back-to-back with the GEF East Asian Seas Stocktaking Meeting, Dr. Chua highlighted the value of the Stocktaking meeting as an investment exercise which can help the region to move forward. In line with this, Dr. Chua urged the PEMSEA Partners to look at the Stocktaking Meeting as a platform to express collective views for the future of the region. Dr. Chua expressed his appreciation for the presence of a good number of PEMSEA Partners to the meeting and encouraged all of them to contribute actively in the discussions.

1.0 PEMSEA GOVERNANCE

Discussion Highlights:

- 1.1 The signing of the Agreement Recognizing PEMSEA's International Legal Personality and the pending conclusion of the Headquarters Agreement with the Government of the Philippines necessitate putting together all governance documents of PEMSEA in the form of by-laws that can facilitate the compliance with international fiduciary standards.

Headquarters Agreement

- 1.2 The Headquarters Agreement (HQA) is one of the legal instruments that will grant PEMSEA rights, immunities and privileges necessary for its operation as an international organization.
- 1.3 It is essential that the Ministry of Foreign Affairs of the various Country Partners including the Ministry of Finance be notified about the status of the Agreement Recognizing the International Legal Personality of PEMSEA to secure support for the implementation of country work programmes on SDS-SEA implementation and allocation of resources.
- 1.4 With the support of the Department of Environment and Natural Resources, securing the HQA by 2011 is a realistic target.

Governance Framework: EC Structure and Mechanism

- 1.5 The proposed governance framework includes the EC structure and turnover mechanism that will promote continuity in the EC, as well as other PEMSEA governance matters to enhance clarity, harmonization, transparency, and

efficiency (i.e., organizational structure, functional inter-relationship of mechanisms, and leadership and responsibilities within the organization).

- 1.6 The proposed EC structure and turnover mechanism will not require any amendment in any of PEMSEA's constitutive documents. The EC composition will be retained while the three Alternates will provide support to the EC and be invited to participate in the Executive Committee and Partnership Council Meetings.
- 1.7 The proposed involvement of Alternates to the Chairs will ensure smooth transition between current and incoming leadership, as follows:

EC STRUCTURE AND MECHANISM		
EC 2011-2013	EC 2013-2016	EC 2016-2019
Secretary	Secretary	Secretary
EC Officers	2011 Alternates elected as EC Officers	2013 Alternates elected as EC Officers
New Alternates of Chairs elected in 2011	New Alternates of Chairs elected in 2013	New Alternates of Chairs elected in 2016

- 1.8 The members of the EC and the Alternates, upon election, serve in their individual capacity but represent the perspectives of Country and Non-Country Partners.
- 1.9 There is a need to clarify the roles and responsibilities of the EC officers and the alternates, as well as the functions of each of the Council Sessions. The current Technical Session comprised of both Country and Non-Country Partners provide opportunity for both Country and Non-Country Partners to discuss and submit recommendations for the approval of the Intergovernmental Session. The budget and work plan is discussed and decided at the Intergovernmental Session.
- 1.10 The proposed governance framework ensures the continuity of leadership and strengthens governance of PEMSEA that will facilitate compliance with international fiduciary standards.
- 1.11 The Partners should be involved in series of dialogues on the development of the governance framework as well as in finalizing the EC structure and turnover mechanism to arrive at a consensus, taking into consideration adherence to existing constitutive documents of PEMSEA.

Governance Framework: By-laws

- 1.12 Streamlining of existing agreements, amendments, Terms of Reference, guidelines and procedures concerning the management, administration and operation of PEMSEA is necessary in order to systematize, clarify and fill in gaps that will facilitate the improved governance of PEMSEA and ensure compliance with international fiduciary standards.

- 1.13 A risk-matrix or register to identify various risks, (i.e., political, institutional, financial, etc.) that may impact the organization can serve as reference point for monitoring the levels of success and supports the planning process.
- 1.14 Partnerships and Networking has been the key to PEMSEA and should be considered as important elements of PEMSEA's governance framework.
- 1.15 There is a need to put in place a system to strengthen documentation to enhance credibility, transparency and trust for the accountability of the organization.

Workplan

- 1.16 The work plan identified the three most important activities in the transformation of PEMSEA: the Headquarters Agreement; the EC structure and turnover mechanism; and By-laws, as follows:

Period	Activities
October	<ul style="list-style-type: none"> • Continuing consultations and follow up with relevant offices on the HQA
November	<ul style="list-style-type: none"> • Flesh out EC structure and turnover mechanism
January	<ul style="list-style-type: none"> • Draft By-laws or Governance document
February	<ul style="list-style-type: none"> • Complete consultation process with countries on the EC structure and turnover mechanism • Complete consultation with the EC on the By-laws
March	<ul style="list-style-type: none"> • Presentation to the EC of the proposed mechanism • Presentation to the EC of the draft By-laws

Conclusions:

- 1.17 Sincere appreciation was extended to the Government of the Philippines through the Department of Environment and Natural Resources for supporting PEMSEA for the past 16 years and in facilitating the consultation process for securing the Headquarters Agreement.
- 1.18 The HQA is critical to the operation of PEMSEA as an international organization. It is important to secure the HQA by 2011.
- 1.19 The proposed governance framework promotes continuity and stronger leadership that will be acceptable to the Partners.
- 1.20 In order to work more effectively in the future as a full-fledged international organization, PEMSEA needs to develop its by-laws and governance framework.

Decisions:

The EC decided:

- 1.21 To adopt the proposed work plan for the development and finalization of the PEMSEA by-laws and governance framework, the EC structure and turnover mechanism by July 2011;
- 1.22 That the PRF proceed with the implementation of the work plan as a priority activity;
- 1.23 That the PRF continue the consultations and accelerate the approval of the HQA in coordination with the relevant offices in the Philippines, including the Department of Environment and Natural Resources and the Department of Foreign Affairs;
- 1.24 That the PRF complete the consultations with the Country and Non-Country Partners regarding the Executive Committee structure and proposed turnover mechanism;
- 1.25 That the PRF keep the Partners informed on developments and circulate meeting documents at least two weeks before the meeting to enable the participants to review and conduct necessary consultations prior to the meeting; and
- 1.26 That the PRF inform the Ministry of Foreign Affairs and concerned government agencies in each country regarding the Agreement Recognizing PEMSEA's International Legal Personality and respective country activities related to the implementation of the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA) to aid in or facilitate the approval of country plans and allocation of necessary resources.

2.0 FINANCIAL REPORT

Discussion Highlights:

- 2.1 The Financial Report is an initial attempt to summarize the balance of funds in the PEMSEA bank accounts and the revenue generated since 2008, the financial and in-kind support from Partners and collaborators, and the operating costs of the PRF in 2009, but there is a need to standardize the financial reporting system to promote transparency.
- 2.2 The Financial Report provided a good indication of the support received and leveraged by PEMSEA on top of the GEF funding. This will provide a basis in identifying the budget sources and requirements beyond the GEF support. The support from countries, in particular, can provide basis for GEF counterparting.
- 2.3 In line with PEMSEA's transformation, a resource mobilization plan is integral to work planning and budget preparation.

- 2.4 The SDS-SEA provides an exciting area for corporate entities wherein Corporate Social Responsibility (CSR) initiatives and funding may be tapped. Creating a financial reporting system and format that is consistent with corporate systems will give an edge to PEMSEA in engaging the corporate sector.
- 2.5 PEMSEA should link its activities to those of corporations which are having difficulties meeting their environmental commitments. It is worth looking into the different industries in the region that directly and indirectly affect the coastal and marine environment and secure their buy-in and serve as possible sources of additional funds for the conduct of various activities.
- 2.6 The ASEAN CSR Network was recently established and is paving the way for increased cooperation among ASEAN stakeholders in the area of CSR. This may be considered and explored by PEMSEA for possible tie-up.
- 2.7 In tapping other possible donor agencies and funding sources, PEMSEA needs to review and consider the minimum fiduciary standards in various agencies.
- 2.8 Cost-sharing through joint planning activities for capacity development should be examined as one way to generate support for the continuous implementation of the SDS-SEA.
- 2.9 To generate revenue, PEMSEA needs to identify products and services that can be utilized by different publics.

Conclusions:

- 2.10 The Meeting acknowledged the increasing buy-in and support of various Partners to the implementation of the SDS-SEA.
- 2.11 There is a need to standardize the format of the financial report and regularize the financial reporting process.
- 2.12 To fully reflect the support or contributions in-kind and in-cash of PEMSEA Country and Non-Country Partners, a feedback mechanism needs to be developed.
- 2.13 Joint planning and other collaborative activities should be explored.

Decisions:

The Meeting decided that:

- 2.14 The PRF develop a formal and transparent financial reporting system before the next Executive Committee meeting, which will be presented on a regular basis to the Executive Committee and the EAS Partnership Council Meetings;

- 2.15 The PRF set up a feedback monitoring system to secure information from Country and Non-Country Partners regarding their actual expenditure or support allocation to PEMSEA activities;
- 2.16 The financial planning needs to be consistent with the SDS-SEA 5-Year Implementation Plan, providing an indication of required and available funds for each activity in the 5-year plan;
- 2.17 PEMSEA continually explore potential funding sources and develop capacity as an overall executing agency for donor-funded projects;
- 2.18 The PRF establish a financial management and reporting system that will promote compliance with international fiduciary standards acceptable to GEF and international financing institutions as well as corporate entities;
- 2.19 The PRF prepare a resource mobilization plan that will identify its products and services that can be offered in support of SDS-SEA implementation and how these products can be promoted among PEMSEA's publics, including donors, the private sector and other potential collaborators in SDS-SEA implementation; and
- 2.20 PEMSEA should reach out to potential donors by demonstrating its competency on specific issue-areas.

3.0 PEMSEA MEETING SCHEDULE 2011

Discussion Highlight:

- 3.1 The venue and schedule for the 8th and 9th Executive Committee Meetings, as well as the 4th EAS Partnership Council Meeting need to be finalized in coordination with the Executive Committee and the Partners as soon as possible to facilitate early preparations and avoid overlapping of meeting schedules.

Conclusions:

- 3.2 The 4th EAS Partnership Council Meeting provides an opportunity to discuss and review preparations related to the East Asian Seas Congress 2012 to be hosted by the Republic of Korea.

Decisions:

The Meeting decided that:

- 3.3 The Executive Committee Chairs finalize venue and schedule of the 8th and 9th Executive Committee Meetings for the months of March and October of 2011.

- 3.4 The PRF coordinate with the Ministry of Land, Transport and Marine Affairs of RO Korea regarding the specific venue and schedule of the 4th EAS Partnership Council Meeting, and inform the Partners accordingly.

4.0 REPORT OF THE TECHNICAL WORKING GROUPS ON PEMSEA'S TRANSFORMATION

Vision and Mission

Discussion Highlights:

- 4.1 The proposed PEMSEA vision and mission is in line with the SDS-SEA vision. However, having a PEMSEA vision separate from the regional vision as reflected in the SDS-SEA may result in confusion.
- 4.2 Since PEMSEA's mandate is to ensure implementation of the SDS-SEA, the vision and mission of PEMSEA should be the vision and mission of the SDS-SEA.
- 4.3 The SDS-SEA vision is shared by countries in the region and PEMSEA's role is to provide services to assist the region in achieving this shared vision.

Conclusions:

- 4.4 The SDS-SEA provides the overall vision and mission that will guide PEMSEA.
- 4.5 The SDS-SEA has to be expressed in mid-term and long-term plans with measurable targets.

Decision:

- 4.6 PEMSEA's vision and mission are the SDS-SEA vision and mission.

SDS-SEA 5-Year Implementation Plan

Discussion Highlights:

- 4.7 In developing the 5-year implementation plan for the SDS-SEA, it is important to consider the following: (a) the requirements set forth in the Haikou Declaration and Manila Declaration; (b) the six major strategies of SDS-SEA as guide in identifying specific action programs or activities and targets; (c) the identification of current actions and the actions required for the future; (d) indicating the implementers to have a clear delineation of responsibilities; (e) budget or funding allocation needed; and (f) clear and measurable criteria and indicators of success.

- 4.8 The 5-year implementation plan should be country-driven and developed in accordance with the requirements and priorities of the countries of the region.
- 4.9 The plan should not use very technical terms that are difficult to understand and therefore, may not be easily implemented.

Conclusions:

- 4.10 The 5-year framework plan as presented is general and needs to be more focused on specific outputs in accordance with existing targets and priorities of the countries for implementation of the SDS-SEA.

Decisions:

- 4.11 The PRF revise the proposed framework and work plan for the development of the SDS-SEA 5-year plan, to include transboundary issues with specific targets, activities, priority sites, necessary capacity development, partnerships, technical support and investments, in accordance with the six strategies of the SDS-SEA.
- 4.12 The PRF develop a framework for the proposed 5-year plan for consideration by the EC, that clearly defines:
- SDS-SEA requirements (e.g., 20% ICM coverage of coastline);
 - 5-year targets (for the 6 strategies of the SDS-SEA);
 - Actions (existing actions of countries and others; new actions);
 - Implementation plan (PEMSEA; other partners and collaborators);
 - Budget (PEMSEA; other partners and collaborators); and
 - Indicators of success (measurable outputs that can be reported on an annual basis, leading toward the 5-year target).
- 4.13 The PRF continue the consultations with the countries on the development of the SDS-SEA 5-year plan which will be implemented at the regional, national and local scale.
- 4.14 The PRF submit the results of the consultation process to the Executive Committee in its next meeting in March 2011.

PRF Re-engineering, Sustainable Financing and Advocacy Plans

Discussion Highlights:

- 4.15 PEMSEA is an intergovernmental organization with the primary responsibility and objective of implementing the SDS-SEA in the region.
- 4.16 In line with this, the PRF's key role and focus is to facilitate the implementation of the SDS-SEA. It is therefore important to concentrate on the delivery of services and activities in the region so as not to lose sight of the goals of the SDS-SEA.

- 4.17 Establishment of a separate or new unit within the PRF (i.e., Business Development Unit) is not critical at this point in time. Making full use of the existing PRF staff and resources under the current structure is deemed as the best option.
- 4.18 PEMSEA is a not-for-profit organization but in order to sustain and scale up its activities there is a need to look into various cost-recovery mechanisms to ensure sustainability.
- 4.19 Joint planning and implementation will help reduce duplication of efforts and optimize use of resources.
- 4.20 PEMSEA has established a good foundation and produced results on-the-ground. More focus should be given to on-the-ground actions rather than advocacy activities.
- 4.21 There is a need to strengthen voluntary contributions of Partners in order to sustain PEMSEA activities and operations, however this process should be done slowly and supported by a clear criteria.
- 4.22 Products and services of PEMSEA should be aligned or linked with the tenet of the SDS-SEA.
- 4.23 PEMSEA is becoming more of an umbrella organization that can provide a framework for various initiatives and programs in the region, which entails engaging more and new stakeholders.
- 4.24 In general, PEMSEA delivers both regional and national public goods. At the regional level, PEMSEA helps address transboundary /transnational issues. At the national level, PEMSEA enables countries to receive public goods produced at the regional level.
- 4.25 There are strategic funding available that can be tapped to implement or address specific issue-areas or activities (i.e., ICM implementation and scaling up).
- 4.26 Self-sufficiency is not the final objective of PEMSEA's transformation.
- 4.27 PEMSEA is an international organization with the primary function of implementing the SDS-SEA, and PEMSEA should not digress from this focus.
- 4.28 PEMSEA has a history of solid actions on the ground that is recognized regionally and globally.
- 4.29 Establishing PEMSEA offices in each country is not a priority at the current transformation process.
- 4.30 PEMSEA needs to build on its existing capacities and sources of financing as a first step towards self-sufficiency.

Decisions:

- 4.31 PRF will develop a re-engineering plan based on the needs of countries and partners for SDS-SEA implementation, available financing and capacities of the existing organizations.
- 4.32 PRF will develop a sustainable financing plan that focuses on:
- Strengthening voluntary contributions from countries, partners and collaborators in support of PRF operations and SDS-SEA implementation;
 - Increased commitments from Country and Non-Country Partners through joint planning and implementation of SDS-SEA projects and plans;
 - Provision of products and services, in accordance with SDS-SEA objectives and targets.
- 4.33 The PRF will develop an advocacy and marketing plan that makes full use of existing staff, and is in accordance with the scale of actions being undertaken by PEMSEA on the ground.

5.0 GEF STOCKTAKING MEETING

Discussion Highlights:

- 5.1 The East Asian Seas Stocktaking Meeting is the fourth Stocktaking Meeting undertaken by GEF to date. Other regional seas that have gone through the stocktaking process include the Mediterranean Sea, the Black Sea, and the East Africa and Western India Large Marine Ecosystem.
- 5.2 The three major GEF projects in the region include the Yellow Sea Large Marine Ecosystem, the South China Sea Gulf of Thailand Project, and PEMSEA. For 15 years, the GEF has allocated about US\$180 million dollars in the region which leveraged about US\$2 billion dollars as co-financing. The GEF/World Bank Strategic Partnership Investment Fund also funded seven projects in different countries in the region for investment opportunities. Other projects in the region include the Sulu-Celebes LME (UNDP), Arafura-Timor Seas Ecosystem Action Programme (UNDP), Coral Triangle Programmatic Approach (ADB), Fisheries By-catch Management (FAO), Mekong River Basin Water Utilization, and various related medium-sized projects.
- 5.3 The East Asian Seas region has made a number of accomplishments and the purpose of the Stocktaking Meeting is to help countries of the region to consolidate and assess these accomplishments/achievements, identify next steps, and needs of the region, as well as identify funding requirements for the implementation of the Strategic Action Programs (SAPs) developed in the Yellow Sea and the South China Sea Gulf of Thailand projects, as well as the National Action Programs (NAPs), and to reach targets on ICM.
- 5.4 In June 2010, the GEF received its replenishment with a 25 percent increase for four years. The GEF investments aim to help bring about transformational

impact. In line with this, the region is encouraged to identify clear criteria of the ICM coverage in the region and the reforms or impacts brought about by ICM and the SDS-SEA (i.e., national policies or laws on coasts and oceans; land- and sea-use planning, etc.)

Conclusions:

- 5.5 The Stocktaking Meeting is an investment exercise that will contribute in mapping the future GEF investments in the East Asian Seas region. It is therefore important for countries of the region to share their views as well as highlight the efforts that they have undertaken contributing to coastal and ocean management.
- 5.6 The support from GEF and other funding agencies is important for the successful transformation of PEMSEA and in creating transformational impacts in the region.
- 5.7 Key areas that may require further support include: (a) transboundary issues involving the six LMEs as well as the large rivers of the region; (b) pollution reduction; (c) disaster management and adaptation to climate change; (d) scaling up of ICM to achieve the 20 percent coverage target; (e) socioeconomic development efforts; and (f) monitoring and reporting on coastal and marine areas, including the State of the Coasts Reporting (SOC); among others.

6.0 CLOSING CEREMONY

- 6.1 The Council Chair, Dr. Chua Thia-Eng expressed his appreciation to all the participants and the Co-Chairs for their inputs and active participation during the Meeting. He noted that the region has grown more mature over the years. He also requested the Secretariat to ensure that all activities are well planned and accounted for. Dr. Chua also expressed his thanks to the Government of the Philippines through the Department of Environment and Natural Resources for their support to PEMSEA and for their commitment to facilitate the approval of the Headquarters Agreement.
- 6.2 Prof. Raphael Lotilla thanked the EC Chairs, the Country and Non-Country Partners and sponsoring organizations for participating and for making the meeting a success. He also extended his gratitude to the Government of the Philippines and the Department of Environment and Natural Resources for their support.
- 6.3 The Chair declared the meeting closed at 5:00PM.

**ANNEX 1
MEETING AGENDA**

MEETING AGENDA

26 October 2010, Tuesday

09:00 – 09:30	Registration
09:30 - 09:40	1.0 Opening of the Meeting
09:40 – 09:45	2.0 Adoption of Agenda
09:45 – 10:30	3.0 PEMSEA Governance
10:30 – 11:00	Coffee Break
11:00 – 12:30	Continuation of Agenda Item 3.0
12:30 – 14:00	Lunch
14:00 – 15:00	4.0 Financial Report
15:30 – 16:00	5.0 PEMSEA Meeting Schedule 2011
16:00 – 16:30	Coffee Break
16:30 – 17:00	6.0 Report of the Technical Working Groups on PEMSEA's Transformation

27 October 2010, Wednesday

09:00 – 10:30	Continuation of Agenda Item 6.0
10:30 – 11:00	Coffee Break
11:00 – 12:30	Continuation of Agenda Item 6.0
12:30 – 14:00	Lunch
14:00 – 16:00	Continuation of Agenda Item 6.0
16:00 – 16:30	Coffee Break
16:30 – 17:30	7.0 GEF Stocktaking Meeting
17:30 – 17:45	8.0 Other Business
17:45 – 18:00	9.0 Conclusions and Decisions of the 7 th Executive Committee Meeting
18:00 – 18:15	10.0 Closing

ANNEX 2
LIST OF PARTICIPANTS

LIST OF PARTICIPANTS

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