

**PROCEEDINGS OF THE REGIONAL STEERING COMMITTEE  
MEETING OF THE GEF/UNDP PROJECT ON ARAFURA-TIMOR  
SEAS ECOSYSTEM ACTION PROGRAM PHASE 2 (ATSEA2)**

**Swiss-Belresort Watu Jimbar, Denpasar, Bali, Indonesia  
19 November 2019**

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## EXECUTIVE SUMMARY

The Regional Steering Committee Meeting of the GEF/UNDP Project on Implementation of Arafura and Timor Seas Regional and National Strategic Programs: Second Phase of the Arafura-Timor Seas Ecosystem Action Program (ATSEA 2) was held at the Swiss-Belresort Watu Jimbar, Denpasar, Bali, Indonesia on 19 November 2019.

The RSC Meeting was attended by representatives from Indonesia, Timor Leste, Papua New Guinea and Australia. Representatives from the United Nations Development Program (UNDP) Country Offices of Indonesia, Timor Leste and Papua New Guinea, and the UNDP Regional Hub Bangkok were present on behalf of the Global Environment Facility (GEF) and the UNDP. The PEMSEA Resource Facility (PRF) served as Secretariat for the Meeting, with local support from UNDP Indonesia.

The RSC Meeting made the following key decisions:

- Adoption of the proposed Terms of Reference (TOR) for the Regional Steering Committee (RSC), taking into account the proposed modifications as provided by the meeting.
- PEMSEA Resource Facility (PRF) to update the project organigram based on corrections and inputs from the meeting.
- PRF to revise the proposed TOR of the National Project Boards and share the draft with country project partners by first week of December 2019, to serve as an initial reference in convening the respective National Project Boards.
- National Project Boards to finalize their respective Terms of Reference taking into account the TORs for UNDP NIM Projects as well as the approved TOR for the RSC as references. The TORs from respective National Project Boards is targeted for completion by January 2020.
- Approval of the Regional Work Plan and Budget 2020.
- Approval of the proposed 6 percent execution fee by the PEMSEA Resource Facility, which will be applied beginning from 2020 up to end of project.
- Noted the Indonesia Work Plan and Budget 2020 as approved by the Indonesia National Project Board, as well as the proposed Work Plan and Budget 2020 of Timor Leste and Papua New Guinea subject to final approval by their respective National Project Boards.
- Allocation of at least one day for RSC meetings to provide ample time for presentations and facilitate better discussions.
- Ministry of Agriculture and Fisheries (MAF) of Timor Leste to finalize consultation and confirm the hosting of the RSC Meeting 2020 which was tentatively scheduled in October/November 2020.

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## **INTRODUCTION**

- i. The First Regional Steering Committee Meeting of the GEF/UNDP Arafura-Timor Seas (ATSEA) Project Phase 2 was held at the Swiss-Belresort Watu Jimbar, Denpasar, Bali, Indonesia on 19 November 2019.
- ii. The Meeting was attended by representatives from the four project country partners, namely: Indonesia, Timor Leste, Papua New Guinea and Australia.
- iii. Representatives from the United Nations Development Program (UNDP) Country Offices of Indonesia, Timor Leste and Papua New Guinea, and the UNDP Regional Hub Bangkok were also present on behalf of the Global Environment Facility (GEF) and the UNDP.
- iv. The PEMSEA Resource Facility (PRF) served as Secretariat for the Meeting, with local support from UNDP Indonesia.
- v. The full list of participants is given in Annex 1.

## **1.0 OPENING OF THE MEETING AND ORGANIZATIONAL MATTERS**

- 1.1 On behalf of UNDP, Ms. Sophie Kemkhadze, Deputy Resident Representative of UNDP Indonesia officially welcomed all the delegates to the Meeting. She noted that the discussions from the Inception Workshop that was conducted a day prior to the Regional Steering Committee (RSC) Meeting, provided a good starting point in reaching a better understanding of the project, its challenges and goals. Through the RSC Meeting, she underscored the need to finalize the plans and budgets both at the national and regional components, clarify the project's governing structures, and identify strategic issues. Ms. Kemkhadze emphasized that ATSEA2 is a regional program, whereby strong cross-country collaboration is crucial. In closing, she reiterated that UNDP would stay fully engaged to the project.
- 1.2 To set the tone of the Meeting, Ms. Lazima Onta Bhatta, Deputy Resident Representative of UNDP Timor Leste presented the highlights from the GEF/UNDP ATSEA2 Project Inception Workshop, which preceded the Regional Steering Committee Meeting. In particular, the Inception Workshop:
  - o Facilitated common understanding about the project among the country and regional teams and other stakeholders.

- Confirmed the Project framework including its vision, objectives, outcomes, management structure and results matrix.
- Recognized that a narrative write up of the Theory of Change (not required by the project document template for ATSEA), would help to facilitate:
  - Better articulation of the result logic between the various components;
  - Effective communications about the project and its results;
  - Clear identification of roles of all related partners/stakeholders;
  - Acknowledged the value of establishing a Stakeholder Partnership Forum (SPF) to strengthen and widen stakeholder engagement in support of the Regional Steering Committee/Regional Coordinating Committee (RSC/RCC);
  - Further exploration needed to learn from the experience of existing platforms to guide the development of SPF mechanism.
  - Highlighted that partnership building is key to the project's success and acknowledged the need to map what partners are doing and identify potential areas for collaboration.
  - Underscored the value of building on and drawing from the experiences and results of ATSEA-1 but taking into account the time lapse and the changes that have happened in the meantime.
  - Emphasized the importance of effective monitoring, communication, and visibility of project results, best practices, and achievements.

## **2.0 ELECTION OF THE RSC CHAIR AND CO-CHAIR**

- 2.1 Dr. Jose Erez Padilla, Regional Technical Advisor, UNDP Bangkok Regional Hub facilitated the nomination and election of RSC Chair.
- 2.2 The delegate from Timor Leste, nominated Prof. Dr. Ngurah N. Wiadyana, DEA, Senior Researcher, Indonesia Fisheries Research Center, as Chair of the RSC.
- 2.3 The delegate from Papua New Guinea seconded the nomination.
- 2.4 Prof. Ngurah served as the Chair of the Meeting, together with Ms. Kemkhadze who served as Co-Chair. Ms. Kemkhadze was replaced by Ms. Lazima Onta Bhatta, Deputy Resident Representative of UNDP Timor Leste, during the discussion of the final agenda items, as she had to leave for Jakarta.
- 2.5 Prof. Ngurah delivered an introductory overview of the ATSEA Project. Prof Ngurah highlighted the importance of the Arafura and Timor Seas (ATS). As an adjacent LME to the Coral Triangle, the ATS is host to diverse mangroves, seagrass, coral reefs supporting migratory, rare, threatened and endangered marine species. The ATS is also rich in fisheries and oil reserves, and a key source of livelihood to millions of peoples in the region. In response to the need to address the increasing decline of the ATS, the countries of Indonesia, Timor Leste and Australia with support from GEF/UNDP implemented the ATSEA1 Project, which resulted to the development of the ATS Transboundary Diagnostic Analysis and Regional Strategic Action Programme (TDA/SAP). The signing and

adoption of SAP through a Ministerial Declaration in 2014 formalized support to a long-term objective and vision for the sustainable development of the Arafura Timor Seas. Capitalizing on this, a follow-on project entitled, “GEF/UNDP Project on Implementation of Arafura and Timor Seas Regional and National Strategic Programs: Second Phase of the Arafura-Timor Seas Ecosystem Action Program (ATSEA 2)” was developed with the inclusion of Papua New Guinea as a country partner. To effectively implement the ATSEA2 Project, it is important to have clear governance structures. The Regional Steering Committee (RSC) is deemed as the highest policy-making body of the Project. It currently serves as an interim regional governance mechanism, which will evolve as the Regional Coordinating Committee (RCC) at some point during the ATSEA2 project life.

### **3.0 ADOPTION OF MEETING AGENDA**

- 3.1 Prof. Ngurah presented the meeting agenda.
- 3.2 The Meeting adopted the agenda as presented. The RSC Meeting Agenda can be found in Annex 1.

### **4.0 PRESENTATION AND ADOPTION OF THE TERMS OF REFERENCE OF ATSEA2 GOVERNANCE MECHANISMS**

- 4.1 Ms. Kathrine Rose Aguilin, PEMSEA Consultant, introduced the Project management/implementation arrangements and the main roles of each of the agencies involved.
- 4.2 The Project management and implementation structure is composed of the:
  - Regional Steering Committee (RSC)- serves as the overall project board and ultimate decision-making body of the project
  - Principal Project Representative (PPR)- represented by UNDP Indonesia and responsible to GEF for channeling resources to executing agencies and in-charge of overall project monitoring
  - Regional Project Management Unit (RPMU) – currently being constituted and will serve as interim Secretariat managing day-to-day aspects of the project
  - National Project Boards (NPBs) – to be established in the three countries (Indonesia, Timor Leste and Papua New Guinea) and will support the national implementation of activities by overseeing the National Coordination Units
  - National Coordination Units (NCUs) - main task is to coordinate implementation of on-the-ground project activities and preparation of national technical and financial reports
  - Implementing Partners- For Regional and PNG Component, PEMSEA will serve as implementing partner of UNDP. While the Ministry of Agriculture and Fisheries (MAF) of Timor Leste will be the implementing partner for Timor Leste national component, and the Ministry of Maritime Affairs and Fisheries (MMAF) of Indonesia will the implementing partner for Indonesia national component.

- Project Partners- stakeholder organizations supporting or collaborating with ATSEA2 projects or activities.

4.3 The full presentation is accessible via ([Link to PPT](#)).

### ***Terms of Reference of the Regional Steering Committee***

4.4 Following the presentation, Ms. Aguling proceeded to the detailed proposed Terms of Reference for the Regional Steering Committee (RSC). The Meeting reviewed the TOR paragraph by paragraph.

### **Discussion Highlights**

- 4.5 Ms. Desri Yanti, Head of Subsection of UN Cooperation, Bureau for Cooperation and Public Relations, MMAF, Indonesia indicated that the organigram for ATSEA2 needs to be updated to include other relevant agencies that will be involved particularly in the National Project Board. In the case of Indonesia, apart from MMAF, BAPENAS and Ministry of Finance, the Ministry of Environment and Forestry should also be added. The Director Generals of Capture Fisheries, Spatial Management and Surveillance will also be involved in the National Project Board.
- 4.6 In the case of Papua New Guinea, Mr. Joseph Posu, Fisheries Management Officer, Fisheries Management Unit, National Fisheries Authority (NFA), also confirmed that the National Project Director would serve as the Deputy Managing Director of NFA. Mr. Posu further pointed out that the National Project Board of PNG is missing in the current organigram.
- 4.7 For Timor Leste, Mr. Gerson Alves, National Project Coordinator of ATSEA2 Project for Timor Leste, confirmed that the Director General for Fisheries from MAF will serve as the National Project Director. He further indicated that apart from MAF, the Ministry of State and Administration, Ministry of Finance, Ministry of Foreign Affairs and Secretary of State of the Environment would also be involved in the National Project Board of Timor Leste.
- 4.8 Mr. Iwan Kurniawan, Technical Officer/Programme Manager for NRM Cluster, UNDP Indonesia, suggested to replace the Head of Environment Unit with the Deputy Resident Representative of UNDP Indonesia as PPR.
- 4.9 Pertaining to participation and representation in annual RSC Meetings, it was clarified that the National Project Director (NPD) will represent the country. However, in case the NPD would not be available, the government may nominate a high-level official as head of country delegation that would have the authority to make decisions on behalf of the government. The National Project Coordinator, on the other hand, is technically not a part of RSC, but can be considered as part of the country delegation.
- 4.10 With regard to funding of annual RSC Meetings, it was emphasized that a limited amount under the regional budget will be allocated in the yearly work plan and budget. This budget will mainly cover the meeting venue and related expenses to

run the meeting. In this regard, and taking into consideration the varying costs of participation to annual RSC Meetings, it was emphasized that funding support from regional budget to country representatives will have to be limited to one (1) representative as a minimum. Funding will also be allocated to one representative from the UNDP DRR and from PEMSEA respectively.

- 4.11 As country delegations are often composed of more than one representative, it was suggested for countries to cover the participation costs of additional participants under their respective national project budgets. Alternatively, some country delegates may also be self-funded.
- 4.12 On the possibility of having observers at RSC Meetings, it was suggested to have a clear mechanism or guidelines if observers will be invited to the meeting.
- 4.13 On monitoring and evaluation, particularly in the case of MidTerm Review and Terminal Evaluation, the RSC does not have the authority to approve as these evaluations are considered independent and considered part of UNDP quality assurance and oversight functions. The RSC, however, will have to weigh in on the management response as needed (for example- proposal for budget revisions/reallocations, change in activities or outputs etc).
- 4.14 The proposed changes on the ToR of the RSC are reflected in Annex 3.

### **Decisions**

The RSC Meeting decided to/that:

- 4.15 Adopt the proposed Terms of Reference for the Regional Steering Committee, taking into account the proposed modifications as provided by the meeting. Copy of the revised approved TOR can be found in Annex 3.
- 4.16 PEMSEA Resource Facility update the project organigram based on corrections and inputs from the meeting.

### ***Terms of Reference of the National Project Boards***

- 4.17 Ms. Aguilin presented the proposed Terms of Reference of the National Project Boards (NPBs). The Meeting reviewed the TOR paragraph by paragraph and provided several suggestions.

### **Discussion Highlights**

- 4.18 Ms. Kemkhadze suggested aligning the Terms of Reference of the National Project Board with the UNDP standard TOR for NIM Projects, while being mindful of the agreed TOR for RSC. She, however, emphasized that further discussion is needed on linkages of the National Project Board with the Regional Steering Committee as such linkages are not reflected in standard NIM TORs.
- 4.19 On monitoring and evaluation at national level, it was clarified that the project management team is responsible for the day-to-day monitoring and to some

extent by the UNDP CO, and not the NPB. However, NPBs can be closely involved and join project site visits, for instance.

- 4.20 Dr. Padilla indicated that conduct of NPB meetings would have to precede the annual RSC meetings as a way to prepare for the national participation and reporting to the RSC meetings. NPB meetings at a minimum should meet once a year, or more frequently as needed. Some of these meetings may be done virtually.
- 4.21 In order to achieve coherence as one project, it was clarified that the Regional Project Management Unit (RPMU) will have to coordinate with countries so as to ensure that national activities will feed into the regional activities and targets. As such, the RPMU Manager or relevant staff/consultant will participate in key NPB meetings to be able to ensure the linkages and coordinate the project implementation in the different countries vis-à-vis the regional activities.

## **Decisions**

The RSC Meeting decided that:

- 4.22 PEMSEA Resource Facility revise the proposed Terms of Reference of the National Project Boards and share the draft with country project partners by first week of December 2019, to serve as an initial reference in convening the respective National Project Boards.
- 4.23 National Project Boards finalize their respective Terms of Reference taking into account the TORs for UNDP NIM Projects as well as the approved TOR for the RSC as references. The TORs from respective National Project Boards is targeted for completion by January 2020.

## **5.0 REGIONAL WORK PLAN AND BUDGET 2019-2020**

- 5.1 Ms. Aimee Gonzales, PEMSEA Executive Director, presented the Work Plan and Budget for the regional component for 2019 to 2020.
- 5.2 Ms. Gonzales informed the Meeting that PEMSEA was able to commence with project only in October following the signature of the Project Cooperation Agreement (PCA) with UNDP Indonesia at the end of September 2019. As such, from October to December 2019 the main focus at the regional level is the installation of the project, recruitment of RPMU, organization and conduct of the ATSEA2 Inception Workshop and RSC Meeting, and project management. The required budget for 2019 is at USD129,538.
- 5.3 In 2020, the target under the regional component is to complete the hiring of RPMU staff, develop TORs and hire consultants to initiate the preparation of a number of studies/assessments (i.e., updating of regional institutional review, assessment of political economy of regionalism, refining of IUU baseline data, etc.), organize the annual RSC and SPF meetings as well as various consultation meetings, and prepare monitoring reports. The total budget requirement for 2020 is projected at USD1,068,547.

- 5.4 In line with PEMSEA's responsibility as regional implementing partner of the ATSEA2 Project, Ms. Gonzales also submitted a proposal for an annual 6 percent execution fee for PRF from 2020-2024. The execution fee is on top of the project management cost and is aimed to cover the time allocation of key PRF staff in support of the project (i.e., supervision of RPMU on programmatic and operational execution, mobilization of PRF staff to provide programmatic and technical support, finance and admin support, etc.).
- 5.5 The full presentation on the Regional Work Plan and Budget 2019-2020 is accessible via ([Link to PPT](#)).

### **Discussion Highlights**

- 5.6 In line with the proposed 6 percent execution fee, Ms. Gonzales indicated that the execution fee was not included during project design. This was confirmed by Dr. Padilla and further stated that some regional projects executed by a UNDP implementing partner have also allocated corresponding execution fees upon approval of their respective project boards. It was clarified that the project execution fee is different from project management cost, which in the case of ATSEA 2 project covers supplies and equipment only. The execution fee will cover the time and services provided by the PEMSEA Resource Facility staff in support of project implementation. Such services will be supported by documentation on time charges and rendered services as outlined in the proposal for ATSEA2 Project. The 6 percent execution fee will be charged across all budget line items.
- 5.7 It was emphasized that project management cost (PMC) percentage will have to be kept at 5 percent of the total. Technical items that were previously assigned to PMC will have to be realigned under technical aspects.

### **Decisions**

The RSC Meeting decided to:

- 5.8 Approve the Regional Work Plan and Budget 2020 as presented.
- 5.9 Approve the proposed 6 percent execution fee by PEMSEA Resource Facility, which will be applied beginning from 2020 up to end of project.
- 5.10 Conduct closer coordination in preparing annual regional and national work plans and budget starting 2020 to ensure better linkages of activities.

### **6.0 NATIONAL WORK PLANS AND BUDGET 2019-2020**

#### ***Indonesia***

- 6.1 Mr. Dwi Ariyoga Gautama, National Project Director of ATSEA2 Project, Fisheries Research Center (MMAF), presented the Work Plan and Budget 2019-2020 Indonesia component that was reviewed and approved by its National Project Board.

- 6.2 The Indonesia component was able to commence project implementation at the start of 2019. Since January, a number of activities have been undertaken/initiated, including the recruitment of communications consultant and fisheries management drafter, development of project SOP and national structure legalization, review of fisheries management plan for FMA718 (Arafura water), capacity building for MPA South East Aru's field staff and local government, project profiling in AIS forum, etc. The total budget for 2019 is at USD215,245. Bulk of the budget was allocated for the hiring of local consultants, local staff and contract services company.
- 6.3 For 2020, the focus will be on 14 major activities, such as: the periodic meeting of NPB and RSC, support to LPP WP 718 coordination and implementation, identification of national representation on SPF, facilitate meetings of EAFM and FIP for red snapper, finalize Fisheries Management Plan of FMA 718, profiling of 3 fisheries commodities in a business forum, facilitate task force unit for marine pollution in NTT, etc. The target budget requirement for 2020 is at USD668,801.
- 6.4 Mr. Dwi also shared some of the information materials that they have developed and published in connection to promoting activities and initiatives on ATSEA2 Project implementation in Indonesia.
- 6.5 The full Work Plan and Budget of Indonesia for 2019-2020, as well as its 5-year Plan is accessible via ([Link to PPT](#)).

#### ***Timor Leste***

- 6.6 Mr. Gerson Alves, National Project Coordinator of ATSEA2 Project in Timor Leste presented the Work Plan and Budget 2019-2020 Timor Leste component.
- 6.7 Mr. Alves informed the meeting that project implementation in Timor Leste started only in October 2019, following his nomination and recruitment as NPD on October 7, 2019. As such, from October to December, their focus is to complete the recruitment of project admin/finance associate and field mobilizers. These activities will entail a budget of USD75,021.
- 6.8 For 2020, their estimated budget requirement is at USD518,008, covering the implementation of the following activities: national inter-ministerial committee (NIMC) assessment; assessment of policies related to fisheries, biodiversity and climate change; capacity and needs assessment and conduct of some trainings on marine and coastal management; stock and value chain assessment of mackerel fishery in south coast; scoping study for new MPA; implementation of NPoA and trainings for IUU fishing; development of EAFM plan; pollution hotspot analysis, etc.
- 6.9 Under Output 2.1.1, Activity 2.1.1.16, the delegation of Timor Leste also proposed to change the target from Mackerel fish to Red Snapper fish activity.
- 6.10 The full Work Plan and Budget of Timor Leste for 2019-2020 is accessible via ([Link to PPT](#)).

#### ***Papua New Guinea***

- 6.11 Mr. Joseph Posu, Fisheries Management Officer, Fisheries Management Unit, National Fisheries Authority of Papua New Guinea, informed the Meeting that due to the pending approval and signature of the Memorandum of Understanding between PEMSEA and PNG, project implementation in PNG has been delayed. The MOU is undergoing review at NFA and is targeted for signature not later than January 2020. Mr. Posu expressed commitment to fast track the project installation so as not to further delay project implementation.
- 6.12 Given the need to complete the MOA signing and recruitment of project management team, for 2020, most of the activities are expected to start at 2<sup>nd</sup> quarter. These activities include the: conduct of stakeholder analysis; establishment of stakeholder committee as part of artisanal fisheries management plan for South Fly District; conduct of institutional assessment for NIMC establishment; capacity assessment and development of capacity development program; compilation of available biophysical and socio-economic characteristics of PNG areas located in ATS ecosystem; training on EAFM; and initiate development of artisanal fisheries management plan for South Fly District. The total budget requirement for 2020 is at USD174,634.
- 6.13 The full Work Plan and Budget of Papua New Guinea for 2020 is accessible via [\(Link to PPT\)](#).

### **Discussion Highlights**

- 6.14 Ms. Bhatta indicated that since the establishment or convening of a National Project Board may take some time (in the case of Timor Leste and Papua New Guinea), she requested for support from PEMSEA or the RPMU once established to facilitate start up of project activities together with UNDP COs.
- 6.15 Dr. Padilla clarified that the project target on the design of a regional MPA network (Output 2.3.2 in the prodoc) refers to an LME-wide network
- 6.16 In terms of reporting on work plan and budget, it was reiterated that as far as GEF is concerned there is only one regional project. In this regard, it is important for countries to share copies and discuss their respective Annual Work Plans and Budget with RPMU to facilitate better coordination, effective communication, as well as to ensure alignment of national activities with regional targets and activities.
- 6.17 Approval of national work plans and budget will be at the NPB level, while the consolidated AWP and Budget will be at the RSC level.

### **Decisions**

The RSC Meeting noted:

- 6.18 The Indonesia Work Plan and Budget 2020 as approved by the Indonesia National Project Board.

- 6.19 The proposed Work Plan and Budget 2020 of Timor Leste, including the proposed change from Mackerel fish to Red Snapper fish activity under Output 2.1.1, which will be further submitted to Timor Leste NPB for approval.
- 6.20 The proposed Work Plan and Budget 2020 of Papua New Guinea which will be further submitted to PNG NPB for approval.

## **7.0 OTHER BUSINESS**

- 7.1 The Regional Steering Committee suggested that future Regional Steering Committee Meetings be allocated with at least one day to provide ample time for presentations and facilitate better discussions.
- 7.2 The Regional Steering Committee Meeting noted with appreciation the initial interest of Timor Leste to host the RSC Meeting 2020, subject to further consultation and confirmation with the Ministry of Agriculture and Fisheries of Timor Leste. The RSC Meeting 2020 is tentatively scheduled in October/November 2020.

## **CLOSING OF THE RSC MEETING**

- i. On behalf of Timor Leste, Mr. Acacio Guterres, Director General of Fisheries, MAF, shared some of his reflections on the ATSEA2 Inception Workshop and Regional Steering Committee Meeting. Mr. Guterres expressed appreciation on the positive discussion on synergies and potential collaboration between ATSEA2 Project and other organizations. He underscored his country's support to the establishment of ATSEA's regional governance mechanism as a coordination platform and believes that a single regional coordination mechanism would be most effective and efficient in regards to program implementation and mobilization of resources for its sustainable operations. He emphasized the importance of close coordination between the RPMU and the national project mechanisms to ensure effective project implementation. Mr. Guterres reiterated their interest to host the RSC Meeting 2020 and promised to provide feedback following his consultation with the MAF Minister.
- ii. Mr. Joseph Posu of National Fisheries Authority of Papua New Guinea commended the Inception Workshop and RSC Meeting for providing a venue to better understand the context of things and the challenges that need to be addressed. He sought for further guidance from UNDP, PEMSEA and other country partners to help PNG in the implementation of the project. Mr. Posu expressed his government's commitment to keep up and be on track in accordance with the proposed work plan.
- iii. Dr. Andrew Chek from the Department of Environment and Energy of Australia, indicated that the challenges that are currently being faced as part of project initiation is normal in any regional initiative. As project implementation proceeds, Dr. Chek hopes that the ATS countries will all be moving towards the same direction and goal. Dr. Chek expressed his

gratitude to the Government of Indonesia for hosting the meetings, as well as to the Government of Timor Leste for offering to host next year's RSC meeting. He further commended the PEMSEA Secretariat for the efficient arrangements and hopes to find more opportunities for collaboration.

- iv. Ms. Desri Yanti of MMAF Indonesia, thanked all the delegates for their participation, and to PEMSEA and UNDP for organizing the Inception Workshop and RSC Meeting. Ms. Desri is optimistic that with closer collaboration and constant communication, the project will proceed effectively towards its goals.
- v. Ms. Lazima Onta Bhatta, Deputy Resident Representative of UNDP Timor Leste congratulated the delegates for a productive discussion at the Inception Workshop and RSC Meeting. She looks forward to the establishment of the regional project management team to facilitate cross-fertilization of ideas and approaches. She encouraged all the project partners to continue sharing and learning from each other through the platforms to be organized by the project as well as through virtual discussions and communications.
- vi. Prof. Ngurah as RSC Chair expressed his gratitude to the delegates and for their active participation during the meeting. Prof. Ngurah declared the meeting closed on 19 November 2019 at 2:00PM.

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**ANNEX 1**  
**List of Participants**

**REGIONAL STEERING COMMITTEE MEETING  
OF THE GEF/UNDP ATSEA 2 PROJECT**

**LIST OF PARTICIPANTS**

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**ANNEX 2**  
**RSC Meeting Agenda**

**AGENDA OF THE REGIONAL STEERING COMMITTEE MEETING OF THE  
GEF/UNDP ATSEA 2 PROJECT  
Swiss-Belresort Watu Jimbar, Denpasar, Bali, Indonesia**

**Date: 19 November 2019**

- |                      |            |   |
|----------------------|------------|---|
| <b>09:00 – 09:15</b> | <b>1.0</b> | <b>Opening of the Meeting and Organizational Matters</b><br>1.1 Welcome Remarks by UNDP<br>Ms. Sophie Kemkhadze<br>Deputy Resident Representative<br>UNDP Indonesia<br><br>1.2 Highlights from the Inception Workshop<br>Ms. Lazima Onta Bhatta<br>Deputy Resident Representative<br>UNDP Timor Leste               |
|                      | <b>2.0</b> | <b>Election of RSC Chair and Co-Chair</b>   |
|                      | <b>3.0</b> | <b>Adoption of Meeting Agenda</b>   |
| <b>09:15 – 10:45</b> | <b>4.0</b> | <b>Presentation and Adoption of the Terms of Reference of ATSEA2 Governance Mechanisms</b><br>4.1 Presentation of the Terms of Reference (TOR) for the RSC<br>4.2 Presentation of the Terms of Reference (TOR) for the National Project Boards<br><br>Presenter: Ms. Kathrine Rose G. Aguilung<br>PEMSEA Consultant |
| <b>10:45 – 11:00</b> |            | <b>Coffee Break</b>   |
| <b>11:00 – 12:00</b> |            | <b>Continuation of Agenda 4.0</b>   |
| <b>12:00 – 13:00</b> | <b>5.0</b> | <b>Review and Approval of Project Work Plan and Budget 2019 – 2020</b><br>5.1 Regional Work Plan and Budget<br>Presenter: Ms. Aimee Gonzales<br><br>5.2 National Work Plan and Budget of Indonesia, Timor Leste and Papua New Guinea<br>Presenters: Country Representatives   |
| <b>13:00 – 13:15</b> | <b>6.0</b> | <b>Other Business</b>   |

<b>13:15 – 13:40</b>	<b>7.0 Meeting Recommendations/Next Steps</b> 7.1 Review of the Key Agreements and Recommendations from the RSC 7.2 Venue and Dates for RSC 2020
<b>13:40 – 14:00</b>	<b>8.0 Closing of the Meeting</b> Country Statements/Reflections on the Inception Workshop and RSC Meeting  Closing Statements from Chair, UNDP Indonesia, UNDP BRH and PEMSEA
<b>14:00</b>	<b>Lunch Break</b>
<b>14:30 onwards</b>	<b>Field trip</b>

**ANNEX 3**  
**Terms of Reference of the Regional Steering Committee**

## TERMS OF REFERENCE FOR THE REGIONAL STEERING COMMITTEE (RSC)

(Approved by the RSC Meeting)

### 1.0 Composition

At a minimum, the intergovernmental ATSEA2 Regional Steering Committee (RSC) will include representatives from:

- a) National Government Lead Agencies: Indonesia, Timor Leste, Papua New Guinea and Australia
- b) UNDP
- c) PEMSEA RF

The National Government Lead Agencies will designate high-level officials to sit on the RSC and National Project Board (NPB).

### 2.0 Roles and Responsibilities

- a) The RSC serves as the ultimate decision-making body with regard to issues affecting the achievement of the project's objectives on the overall project, its main components and target outputs.
- b) In coordination with the National Project Board, the RSC will ensure can steer that the project remains on course to deliver the desired outcomes of the required quality.
- c) The RSC will be responsible for the oversight of the implementation of the project, including review and assessment of project performance, approval of overall project annual work plans, budgets, and note project progress reports toward the approved work plan.
- d) The RSC will deliver decisions concerning deviations from the project document; deviations that are considered major will be brought by UNDP to the GEF for final approval.
- e) The RSC will also act as a vehicle in facilitating local to international networking as well as knowledge sharing of project results and lessons learned to relevant audiences.
- f) As support to the RSC, the ATS Stakeholder Partnership Forum (SPF) will provide advice and necessary support to RSC.

### 3.0 Secretariat of the RSC

During the 5-year project implementation phase, the Regional Project Management Unit (RPMU) will act as the interim ATS Secretariat for the RSC and will prepare required documentation for the annual meetings. This interim role will cease as soon as the RCC and Secretariat are formally created and operational.

#### 4.0 Rules of RSC Meetings

- a) The RSC will meet at the commencement of the project, at project inception, and then annually. Meetings of the RSC will rotate around ~~each of beneficiary~~ ATS countries, upon invitation by the country and as may be decided by the RSC. At the end of each meeting, the location and tentative date of the next meeting will be decided by the RSC.
- b) Extraordinary meetings, including virtual meetings, may be called upon at the request of a member(s) or the IA and EA.
- c) The Chairperson for the annual RSC meetings will be elected during the meeting.
- d) Decision-making during annual meetings will be carried out by consensus.
- e) Meeting costs and expenses associated to the participation of representatives. The regional budget will support the participation of one representative (Head of National Project Board) per country as a minimum, 1 UNDP representative, 1 PRF, including meeting venue and related costs. Additional participants from countries will be covered by their respective project budget or self-funded\*.
- f) RSC meeting documents will be made available at least one week in advance to enable better preparation of all members.
- g) Proceedings of the RSC Meetings will be approved by RSC members/meeting representatives. Draft Proceedings will be circulated a week after the RSC Meeting. Members of the RSC will review and approve the Proceedings within two weeks upon receipt of the document. Should there be no response/feedback from RSC members, the RPMU will deem the RSC members' concurrence on the Proceedings. Final approved proceedings will be uploaded by the RPMU in the ATSEA2 website.
- h) Coinciding with the annual RSC meetings will be the SPF meeting in order to build upon the strong partnership arrangements already established under ATSEF, as well as for cost-effectiveness purposes.

#### 5.0 Revisions to the TOR

- 5.1 The RSC Terms of Reference may be reviewed and revised in the course of implementation of the project, as necessary.

\*- To be determined on a case by case basis by the RSC

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