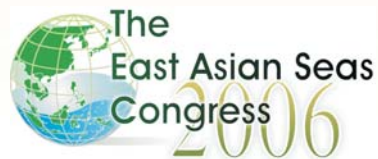




# Proceedings of the Joint Meeting of SGP National Coordinators and PMO Directors

14 December 2006  
Haikou City, Hainan Province, PR China



**PROCEEDINGS OF THE JOINT MEETING OF SGP  
NATIONAL COORDINATORS AND PMO DIRECTORS**

*GEF/UNDP/IMO Regional Programme on Building Partnerships in Environmental  
Management for the Seas of East Asia (PEMSEA)*

*and*

*UNDP GEF Small Grants Programme (SGP)*

**East Asian Seas Congress 2006  
Haikou City, Hainan Province, PR China  
14 December 2006**

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**GEF/UNDP/IMO Regional Programme on Building Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) and the UNDP GEF Small Grants Programme (SGP)**

**PROCEEDINGS OF THE JOINT MEETING OF SGP NATIONAL COORDINATORS AND PMO DIRECTORS**

**East Asian Seas Congress 2006  
Haikou City, Hainan Province, PR China, 14 December 2006**

**1. OVERVIEW OF THE MEETING**

- 1.1. The meeting was attended by 33 participants (Annex 1) from the Project Management Offices (PMOs) of the six participating countries including: Cambodia; Indonesia; Malaysia; Philippines; Thailand; and Vietnam. In addition, four UNDP GEF Small Grants Programme (SGP) National Coordinators from four countries — Cambodia, Philippines, Thailand and Vietnam — were in attendance.

The meeting was organized by PEMSEA and chaired by Ms. Angie Cunanan, National Coordinator of the UNDP GEF Small Grants Programme – Philippines.

- 1.2. The meeting aimed to:
1. Review the objectives, goals and the processes of the SGP-PEMSEA Joint Communiqué (Annex 2);
  2. Identify project direction for the next three years; and
  3. Explore potential projects for implementation.
- 1.3. The expected outputs of the meeting were the following
1. Improved PMO response on the project
  2. Improved interaction between PMO and SGP National Coordinators
  3. Projects clearly identified in line with SDS-SEA Implementation
- 1.4. The agenda of the meeting is presented in Annex 3. There were five agenda items identified but due to time constraints and several clarifications made by the participants, some of the agenda items were agreed to be discussed at the national level by the PMO staff and their respective SGP National Coordinators.

## 2. DISCUSSION

### Introduction of Participants.

- 2.1 Being the first joint meeting of the PMO Managers/Staff with their corresponding SGP National Coordinators, participants were requested to introduce themselves.

### Introduction of the Joint Communiqué, Targets, Indicators and the Procedure for Project Approval.

- 2.2 It was explained that the Joint Initiative is an opportunity to strengthen the participation of community groups in the implementation of the SDS-SEA through the respective Coastal Strategies of the PEMSEA sites. This will complement PEMSEA's efforts in coastal and marine management in the East Asian region.
- 2.3. For the participants to be more familiar with the Joint Initiative, the participants were provided with a discussion document prepared by the UNDP GEF SGP, which included details on the process of implementation, and the roles and responsibilities of Partners. It was reiterated that the document was only a working draft indicating the objectives and procedures for project approval, based on the process followed in Batangas, Philippines. It was further explained that the process can change depending on the agreement between the PMO and the SGP National Coordinator.
- 2.4. In examining the process of project approval, the following items were considered:

**Step 1.** Preparatory activities that will be conducted to clarify the process, objectives and responsibilities of the partners.

**Step 2.** Concept Paper Preparation and Review

**Step 3.** Full-blown Proposal and Review

**Step 4.** Approval, Implementation, Monitoring and Evaluation

**Step 5.** Promotion of Sustainability and Exit Strategy

### PMO as a lead organization in project development and a clearing house of all proposals.

- 2.5 It was emphasized that the PMOs take on the lead role in the screening/approval process. PMOs are the institutions that are more familiar with the local situation, particularly on the needs of the sites in relation to their respective Coastal Strategies, the track records of nongovernmental organizations (NGOs) and people's organizations (POs), and existing efforts that would complement the proposed projects.
- 2.6. It was clarified that the PMO's role would be to: 1) verify the credibility of the proponents, ensuring that they have the capacity to implement the

project and sustain it after the funding from SGP ceases; 2) facilitate the approval process by providing assistance to the proponent to package the proposals based on the criteria set by SGP and the needs of the sites as stipulated in the site's Coastal Strategy; 3) coordinate with local organizations in the development of the proposals; and 4) screen and prioritize proposals before submitting them to PEMSEA for further evaluation.

- 2.7. PMO representatives from Bataan, Batangas and Cavite (Philippines) informed that their respective Project Coordinating Committees (PCCs) or ICM Councils approve any initiative within the framework of their respective Coastal Strategies. It was suggested that SGP projects should be submitted to a similar approval process.
- 2.8. It was also suggested that a communication from PEMSEA and the SGP national coordinator be prepared and disseminated, informing local executives, PCCs and ICM Councils about the approval process for SGP projects.
- 2.9. The representative from Danang, Vietnam, expressed the PMO's willingness to facilitate the process of approval and to support the proponents in packaging proposals.
- 2.10. The Jakarta Bay representative (Indonesia) expressed her gratitude for the inclusion of Jakarta Bay as one of the recipients of the SGP. She requested support from both PEMSEA and the SGP national coordinator in the development of proposals.
- 2.11. The Bali ICM Head (Indonesia) assured the meeting that the PMO would coordinate closely with the PEMSEA Regional Programme Office (RPO) and the respective proponents.

#### **Identification of Local NGOs/POs/PMOs and Projects Building on Existing Initiatives.**

- 2.12. Clarification was made on the identification of potential grantees. There may be some instances when SGP has previously implemented a project with a local organization at the PEMSEA sites. In such cases, it would be strategic to assess the project and the track record of the implementers to determine the possibility of a partnership for project scaling up.
- 2.13. For instance, the first grantee under the Joint Communiqué was the ANAK-Balayan in Batangas, which had previously been awarded an SGP grant. As a first project for the SGP and PEMSEA Joint Initiative, it was considered to be more effective to scale up the implementation of the existing project rather than to start a separate project with a different organization. This way, the initiative can build on the previous gains in local resource management and maximize the institutional arrangements (e.g., people's federation, networks, etc.) previously established.

## **Implementation of the Joint Initiative as part of the Coastal Strategy**

- 2.14 One of the participants expressed her concern that screening of projects will be an added task for the PMOs, which is already burdened with too many tasks. It was clarified that SGP projects should not be seen as an added responsibility but an opportunity to access funding for the implementation of their respective coastal strategies. Since the PMOs are tasked to coordinate its implementation, it would be a good opportunity for the sites to put the CS into action.
- 2.15. Having discussed these aspects, participants of the meeting agreed that the PMOs will assist the proponents in project proposal development and screen and prioritize proposals prior to submission to RPO.

### **Project implementation remains to be the primary responsibility of the CBO/NGO/PO.**

- 2.16 It was clarified that the PMO will be responsible for coordinating of the development of project proposals and screening at the site level. However, any projects receiving grants from the GEF UNDP SGP should be primarily implemented by the CBO/NGO/PO, with PMO providing only the necessary advice and support, including facilitation of technical assistance. PMOs should monitor the progress of the project, together with other cooperating agencies.

### **Providing “technical advice.”**

- 2.17 For project implementation, the meeting concluded that the respective PMOs will need to discuss the type and level of support with the grantees and SGP national coordinators in separate meetings.
- 2.18. It was explained that the partnership aims to maximize the capacities and opportunities of the partners. As a partnership initiative, all parties involved in the implementation process should recognize and be more conscious of the strengths and limitations of their counterparts. It was explained that no single organization can have the full capacity and authority to implement and sustain the project and, as such, all parties should seriously consider the “commitments” being made for each project to ensure that these will be delivered by the organizations and not hamper the implementation process.

## **Planning for Country-level Implementation and Consolidation of Projects**

- 2.19 A two-page Draft Matrix on the Plan of Implementation (attached as Annex 4) was considered by the meeting, including:
1. Specific activities for each of the steps
  2. Verifiable indicators
  3. Timeframe
  4. Responsibility Center

- 2.20. The Plan of Implementation provides a framework on how the Joint Initiative will work for each of the six participating countries. The indicators, activities and responsible groups will have to be seriously considered by the SGP National Coordinators and PMO staff because this will be the main measure of progress for each country.
- 2.21. It was agreed that the SGP National Coordinators and PMO staff needed to further discuss the matrix among themselves and submit any suggested revisions to the RPO, indicating more specific activities and indicators. This should be submitted by the end of January or early February 2007 for consolidation.
- 2.22. The schedule of implementation may vary from country to country due to variations in the grant cycle.
- 2.23. Two major outputs common to all countries are included in the Plan of Implementation:

1. **The body agreed that each site should have at least one project approved and implemented within the year.** It was further suggested that PMOs look into smaller projects (for first-time SGP grantees) with grant amount of around \$25,000–\$30,000 for easier management.

It was also emphasized that proponents and their respective partners provide counterpart funding for the project.

2. **Greater participation by NGOs/POs/CBOs in meetings/conferences.** It was agreed that local communities be given the opportunity to participate in meetings and conferences at the national and regional levels. A session in the EAS Congress 2009 would facilitate the exchange of ideas and experiences on the projects under this initiative.

### **Information Dissemination**

- 2.24. Participants were informed that a website on the project ([www.sgp.pemsea.org](http://www.sgp.pemsea.org)) is regularly being updated. SGP National Coordinators were requested to send in any of the forms required for grant application and other information materials so that these can be easily accessed by the potential grantees.
- 2.25. Two major suggestions were made to further strengthen the Joint Initiative, including the development of a brochure on the Joint Initiative and the identification of a regular venue for information sharing among the implementers.

### **3. SUBMITTED PROPOSALS**

- 3.1. The following proposals were submitted prior to/during the meeting:



1. Enhancement of Local Capacity for Coastal Resource and Marine Protected Area Management for Conservation of Coral Reefs and Fishery Resources Project (CRMPA Project) – Submitted by the Coastal Conservation and Education Foundation (CCEF) under the Batangas ICM Project (Philippines).
  2. Coral Reef Rehabilitation – Submitted by the Bali PMO and the Nagasari Fisherman Group (Indonesia).
  3. Young Environmental Stewards (YES) for Integrated Coastal and Marine Management (ICMM): A Proposal for Sustainable Development in Coastal Communities of the Southeast Asian Seas – submitted by the Cahbriba Alternative School Foundation, Inc. (Philippines).
  4. Habitats for Crabs (Crab Condominium) (Chonburi, Thailand).
  5. Reuse/Recycle of Community Waste and Production of Organic Composting (Chonburi, Thailand).
  6. Rehabilitation and Conservation of Mangrove in Chonburi Provincial Town (Chonburi, Thailand).
  7. Establishment of Marine Sanctuary and Raising Awareness for Material Recovery Facility in Ternate, Cavite (Philippines).
- 3.2. Comments and recommendations on the above proposals will be forwarded to respective PMOs as soon as the review has been completed by PEMSEA.
- 3.3. The SGP coordinator of Thailand requested that the RPO help out with the refinement of three Chonburi proposals previously reviewed by the National Steering Committee in time for the end of the fiscal year on 28 February 2007.

## Annex 1

### List of Meeting Participants

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**Annex 2**

**SGP-PEMSEA Joint Communiqué**



## **Joint Communiqué**

### **PEMSEA and SGP Partnership On Community Participation in the Management of the Seas Of East Asia**

#### ***Vision***

The Regional Programme on Building Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) and the Global Environmental Facility Small Grants Programme (GEF SGP) join in partnership to support the active participation of coastal communities in the implementation of the Sustainable Development Strategy for the Seas of East Asia. This partnership follows the major thrust of PEMSEA in building intergovernmental, interagency and intersectoral partnerships at all levels, the enhancement of the capability of participating countries to implement international and regional agreements relating to marine pollution, and the application of the framework and processes for integrated management and sustainable development of the coastal and marine environment and natural resources. This partnership supports the GEF SGP in strengthening the role of communities and non-governmental organizations in activities that contribute to biodiversity conservation, climate change abatement, protection of international waters, prevention of land degradation and reduction of persistent organic pollutants in ways that also enhance well-being and sustainable livelihoods.

#### ***Mission***

The partnership is aimed at facilitating collaboration between the PEMSEA and SGP through project development and implementation, relative to the sustainable development and management of marine and coastal areas of the Seas of East Asia and the corresponding benefits derived by coastal communities, the poor, and other marginalized groups within coastal communities.

**Action**

To initiate immediate action on this partnership, the PEMSEA and SGP agree to:

1. Establish evaluation criteria and identify projects for SGP funding and local stakeholder cofinancing in eligible PEMSEA countries where SGP country programmes are operational, which are within the priority areas of concern and in line with the respective objectives of both programs;
2. Enhance the synergies, common objectives and linkages of both programs through sharing and exchange of experiences and lessons learned in integrated coastal and marine management planning and applications, including the co-organization of conferences, seminars, workshops and site visits, as may be appropriate;
3. Develop joint and/or complementary initiatives aimed at strengthening local capacities in the sustainable use and management of marine and coastal areas, especially in the community level in PEMSEA participating countries;
4. Support the implementation of projects in accordance with the criteria and priorities established under item 1 above, with SGP providing financial support and the PEMSEA extending technical assistance and advice as well as facilitating discussions and agreements on cofinancing with national and local governments, donors and other PEMSEA stakeholders. Separate agreements, individual subcontracts, or letters of intent, as may be deemed necessary, will be developed to implement cooperative activities.
5. Enter into force this partnership on the date of signing with approval of the respective governing bodies of PEMSEA and SGP, with termination by communication in writing sent by the interested Party and received by the other Party at least thirty (30) days before the proposed date of termination.



**DR. DELFIN GANAPIN**  
Global Manager  
GEF SGP

Date: 20 Oct 2004



**DR. CHUA THIA-ENG**  
Regional Programme Director  
PEMSEA

Date: 22 Oct 2004

## Annex 3

### Meeting Agenda and Program

This meeting aims to:

- Review the objectives, goals and the processes of the SGP-PEMSEA Joint Communiqué;
- Identify project direction for the next three years; and
- Explore potential projects for implementation.

Expected output of the meeting :

- Improved PMO response on the project
- Improved interaction between PMO and SGP National Coordinators
- Projects clearly identified in line with the SDS-SEA Implementation

<b>14 December 2006, 16:00 – 19:00 (180 minutes)</b>	
Chair: Ms. Angie Cunanan, UNDP GEF SGP	
Co-chair: PEMSEA	
Time	Agenda
1600 – 1605	<b>Objective of the meeting and review of agenda</b>
1605 – 1625	<b>Introduction of the Joint Communiqué, targets, indicators and the procedure for project approval</b> (Guideline of implementation will be discussed)
1615 – 1655	<b>Updating on the progress in implementation for each countries</b> <ul style="list-style-type: none"> <li>• Cambodia (10 minutes)</li> <li>• Indonesia (5 minutes)</li> <li>• Malaysia (5 minutes)</li> <li>• Philippines (10 minutes)</li> <li>• Thailand (5 minutes)</li> <li>• Vietnam (5 minutes)</li> </ul> <p>(Each country will be given 5 minutes to provide some updates on projects. For countries with ongoing projects like the Philippines and Cambodia, presenters will be requested to provide a 10-minute presentation to provide brief description of projects being implemented.)</p>
1705 – 1745	<b>Workshop:</b> (Workshop Guide)  Participants will be divided into two groups to discuss the following: <ul style="list-style-type: none"> <li>• Project direction for three years indicating specific targets, schedule and measurable indicators</li> <li>• Potential projects and/or concept proposals submitted</li> </ul> <p>(Workshop guide will be distributed earlier for participants to have to time to discuss within their countries about specific targets, plans, and other aspects of project implementation. Workshop guide currently being developed.)</p>
1745 – 1845	<b>Discussion of workshop results</b>
1845 – 1855	<b>Summary Implementation Plan</b>
1855 – 1900	<b>Wrap up</b>



## Annex 4

### Draft Plan of Implementation

#### SGP-PEMSEA Joint Communiqué

Indicative Plan (Draft Summary Workshop Results)

#### Objective:

Strengthen the participation of community groups, women, the youth and other marginalized groups in local ICM implementation through the development of community-based management programs.

	<b>Specific Activities</b>	<b>Verifiable and Measurable Indicators</b>	<b>Timeframe</b>	<b>Responsible Center</b>
<b>A. Preparatory activities and project development</b>	<ol style="list-style-type: none"> <li>1. Initial meeting between PEMSEA PMO and SGP National Coordinators conducted</li> <li>2. Project information disseminated to NGOs/CBOs/POs in the site</li> <li>3. Consultation with community groups on potential projects and activities conducted</li> <li>4. Concept paper developed and initial review conducted by PMO</li> </ol>	<ol style="list-style-type: none"> <li>a. Objectives, goals, processes and potential project clarified between and among the implementers</li> <li>b. Project brochure developed and/or website updated on quarterly basis</li> <li>c. At least ___ potential projects and concept proposals drafted with NGOs/POs/CBOs and submitted to PMO and PEMSEA for initial review.</li> <li>d. Field visit conducted to proposed project site</li> </ol>		

<b>B. Full-blown Proposal Preparation and Review</b>	1. NGOs/CBOs/POs develop full proposals with assistance from PMO.	a. At least ____ full project proposal per site developed and submitted to PEMSEA for initial review and/or refinement. b. At least ____ project proposal submitted to the National Steering Committee for consideration.		
<b>C. Implementation, monitoring and evaluation</b>	1. Project implemented in accordance to approved proposal  2. Project monitoring and technical support extended whenever possible	a. At least ____ project per site approved and <i>properly</i> implemented.  b. Quarterly monitoring of projects conducted and support extended based on initial agreements between PMO,SGP and NGO/PO/CBO or any other partners.		
<b>D. Promotion of project sustainability and regional sharing of lessons learned in implementation.</b>	1. Encourage the participation of NGOs, CBOs and community groups in national forums on coastal management to facilitate the cross-learning or transfer of experiences and knowledge on community-based resource management, the challenges, benefits and lessons learned.  2. Facilitate the participation of community groups in the EAS	a. NGOs/POs/CBOs actively involved and represented in coastal management conferences/seminars/for a.  b. Session convened at the 2009 EAS Congress		

	Congress, including the co-organization of a civil society forum and workshops focused on their contributions and good practices in sustainable development of coastal and marine resources	discussing progress and challenges in implementation.		
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\*technical support should be clearly identified with the PMO in the respective site.