

Fisheries Enhancement Fund
Meeting of the Management Committee
held on 6 November 2019 at 9:30 am

Notes of the Meeting

The seventh meeting of the Management Committee (MC) of the Fisheries Enhancement Fund (FEF) was held on 6 November 2019. The meeting was commenced at 9:30 am and ended at 11:55 am.

Present:

Prof Kenneth LEUNG	(FEF MC Chairperson)
Mr King Hang CHUI	(FEF MC member)
Mr Siu Fai KEUNG	(FEF MC member)
Mr Hon Wah KWOK	(FEF MC member)
Ms Ka Ling PO	(FEF MC member)
Mr Sheung Chun YEUNG	(FEF MC member)
Dr Wing Kwong YAU	(FEF MC member)
Prof Jonathan WONG	(FEF MC member)
Mr Lawrence TSUI	(FEF MC member)
Mr Peter LEE	(Secretary-General [Airport Authority (AA)])
Dr Jasmine NG	(Secretariat [ERM-Hong Kong, Limited (ERM)])

Absent with Apologies:

Mr Siu Keung CHEUNG	(FEF MC member)
Hon Steven HO Chun-yin	(FEF MC member)
Ms Angel LAM	(FEF MC member)
Dr Patsy WONG	(FEF MC member)

In Attendance:

Ms Maggie WONG	(Secretariat [AA])
Ms Winnie CHAN	(Secretariat [AA])
Mr Raymond TSUI	(Secretariat [AA])
Mr Nill NG	(Secretariat [ERM])
Ms Tiffany TSANG	(Secretariat [ERM])

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Agenda Item 1 – Matters arising from Last Meeting

1. The Chairperson welcomed all the FEF MC Members, including three new Members who are Mr King Hang CHUI, Mr Hon Wah KWOK and Dr Wing Kwong YAU, to the meeting and indicated that the new membership of the FEF MC had commenced since 25 October 2019. The Chairperson asked if Members had any concerned matters arising from the FEF MC Meeting held on 24 May 2019 and no Members raised any concerns. The Chairperson mentioned that the amendments to the assessment guidelines on the Applications for Project Extension (Multiple-year Project) raised in the last meeting would be discussed under meeting agenda item 5, and concluded that all Members had no other concerned matters from the last FEF MC meeting.
2. The Chairperson mentioned that the Secretariat circulated the draft minutes of the last meeting to all Members for review by email or by post on 30 September 2019. The Chairperson would sign the finalised meeting minutes which would subsequently be distributed to Members and uploaded onto the dedicated website.

Agenda Item 2 – Overview of FEF Operation

3. For new Members' familiarisation, the Secretariat briefly presented the overview of FEF operation, including the duties of MC, funding cycle and the fund documentations.

Agenda Item 3 – Discussion of existing FEF-funded Projects

a. Overview of FEF Funded Projects (Year 2018/19 and Year 2019/20)

4. The Secretariat briefed Members on the status of funded projects for Years 2018/19 and 2019/20 and reminded all Members the anticipated dates for reviewing Progress and Completion Reports. The Secretariat also reminded the Members that Progress Reports of funded projects for Year 2019/20 and the Completion Reports of the funded projects for Years 2018/19 and 2019/20 would be sent to the Members without conflict of interest for review. Therefore, the Secretariat would provide a summary of all on-going FEF funded projects to all new Members for declaration of any conflict of interests, and the original application packages and previously

approved Progress Reports (where applicable) of the respective funded projects would be provided for new Members' reference when reviewing the Progress / Completion Reports. The Secretariat also reminded all Members that the approved Completion Report (excluding the financial details) would be uploaded onto the dedicated website.

b. Completed Projects (Year 2018/19)

5. The Secretariat briefed Members on the status and outcomes of the completed project (FEF2017001A - Pearl Farming Pilot Project) for Year 2018/19.

Agenda Item 4 – Assessment of FEF Applications (Year 2019/20 – 2nd Round)

a. Summary of Applications

6. The Secretariat briefed Members on all new applications received for Year 2019/20 (2nd Round).

b. Discussion of Applications for Funding Approval

7. The Chairperson reported that the total approved annual budget for FEF applications for Year 2019/20 was HK\$29M.
8. The Secretariat reported that three new projects applications had been received for the 2nd Round of applications. Summaries of the new project applications were presented to the Members for reference. The Chairperson stated that the order of discussion about the applications would be adjusted considering the early leave of some Members and the similarity in the nature of two of the applications. The Secretariat also reported that the anonymous assessment scores and application documents for all three new applications were provided to all the Members after the collection of all the assessment scores and prior to this meeting for discussion purpose. Prior to the discussion of each project application, the Secretariat would summarise the comments of assessors for Members' reference. Members with potential conflict of interest would be invited to leave the meeting room prior to the discussion of the respective applications.

c. Payment Terms and Conditions for Approved Projects

9. After the discussion with all Members, the Secretariat concluded the approval conditions of the new applications.

Agenda Item 5 – Review of Funds Programme and Operation

a. Assessment Criteria for Application for Project Extension (Multiple-year Project)

10. The Secretariat mentioned the assessment criteria for Application for Project Extension (Multiple-year Project) would be adjusted as requested by Members in the last meeting. The Secretariat also briefed Members on the suggested amendment of the approval guidelines, including the *Application Form for Project Extension*, *Assessment Guidelines* and *Assessment Form for Project Extension*. The Chairperson emphasised and the Secretariat agreed that the amendments should simplify the application evaluation process.

b. Updated Application Documents for Year 2020/21 and Dedicated Websites

11. The Secretariat mentioned that the FEF application documents for Year 2020/21 would be updated to include the revised financial reporting requirements for Specified Recipient Organisation (which was approved in the last FEF MC meeting) and arrangements for custody of project assets. The proposed arrangements for custody of project assets would regulate the borrowing of project assets of the completed project by new project applicants. The list of project assets available for borrowing would be uploaded onto the dedicated website. All Members agreed and had no comments on the sample list of project assets and the relevant project assets description. The Secretariat mentioned that the relevant documents would be revised according to the suggestions and circulated to the Members for review before uploaded to the dedicated website for public access.

Agenda Item 6 – Funding Theme for Year 2020/21 Application

12. The Chairperson led the discussion with Members on the FEF funding

theme for Year 2020/21 (four themes as set out in the Fisheries Management Plan). After discussion, all Members agreed to decide the funding theme for Year 2020/21 Application through email after the meeting. *[Post-meeting notes: After the consultation with Members about the FEF funding theme for Year 2020/21, the suggestion of a Member was adopted and the theme was agreed to be “Enhancing Competitiveness, Optimizing and Creating Business Opportunities for the Fisheries Industry” on 25 November 2019.]*

Agenda Item 7 – Anticipated Timeline of Activities for the Next Half-year Period

13. The Secretariat explained to Members the anticipated timeline of activities for the next half-year period and mentioned that the project agreements for the newly approved applications would be signed before January 2020 and the projects would commence on 1 January 2020. Application for new projects for Year 2020/21 was anticipated to be open from 1 December 2019. New applications received on or before 31 January 2020 would be considered in the assessment for the 1st round of applications which would be conducted from April to May 2020. Completion reports of the funded projects for Year 2019/20 would be collected from June to July 2020. The Secretariat also mentioned the anticipated dates for the next FEF MC and Steering Committee (SC) meetings.

Agenda Item 8 – Tentative Schedule of Next Meeting

14. The Secretariat mentioned that the next FEF MC meeting would be held in April / May 2020. The key objectives of the meeting would be to approve MC Approved Funding from approved Budget; to consider each application and recommend to SC; to prepare *FEF MC Recommended Funding Application* to SC; and to discuss collated Progress Reports from project leaders.

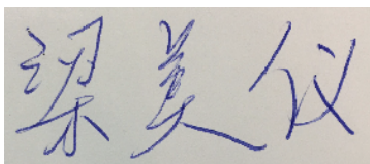
Agenda Item 9 – Any Other Business

15. The Chairperson mentioned the Fund planned to have promotional events at the end of the year, including conducting interviews at the project sites, producing promotional videos and issuing press releases. In addition, the

Chairperson suggested the Secretariat organising another fund sharing session, which was considered to be useful.

16. The Chairperson confirmed with all Members that no other business and the meeting was adjourned.

The meeting was adjourned at 11:55 am.



(Chairperson's Signature)