

Marine Ecology Enhancement Fund
Inaugural Meeting of the Management Committee
held on 18 November 2016 at 3:10 pm

Notes of Meeting

The inaugural meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 18 November 2016. The membership of the MEEF MC and the Terms of Reference were introduced, as well as details of the MEEF and the Fisheries Enhancement Fund (FEF). The Fund operating documentations, the funding theme for the First Project Year, meeting arrangements, lines of communication and publicity arrangements were discussed. The meeting commenced at 3:10 pm and ended at 5:40 pm.

Present:

Prof Paul LAM	(MEEF MC Chairman)
Dr Luk Ki CHENG	(MEEF MC member)
Mr Ken SO	(MEEF MC member)
Dr William YU	(MEEF MC member)
Prof Put ANG	(MEEF MC member)
Dr Jianwen QIU	(MEEF MC Member)
Dr Lindsay PORTER	(MEEF MC member)
Mr Martin PUTNAM	(MEEF MC member)
Mr Peter LEE	(Secretary-General [Airport Authority Hong Kong])
Dr Jasmine NG	(Secretariat [ERM])
Ms Vinca TANG	(Secretariat [Airport Authority Hong Kong])

Absent with Apologies:

Mr Yamme LEUNG	(MEEF MC member)
Prof Nora TAM	(MEEF MC member)
Dr Eric TSANG	(MEEF MC member)

In Attendance:

Ms Maggie WONG	(Secretariat [Airport Authority Hong Kong])
Mr Raymond CHOW	(Secretariat [ERM])
Ms Christine YEUNG	(Secretariat [ERM])

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Agenda Item 1 – Welcome Remarks by the Chairman

1. The Chairman welcomed all Members to the first meeting of the MEEF MC and introduced the membership of the MEEF MC and the Terms of Reference. The membership is voluntary for a 3-year term. The draft Terms of Reference had been circulated to Members before the meeting with no comments received. The Chairman concluded that all Members approved the Terms of Reference (**Appendix A**).

Agenda Item 2 – Introduction of the Marine Ecology Enhancement Fund (MEEF) and the Fisheries Enhancement Fund (FEF)

2. Dr Jasmine NG of the Secretariat briefed Members on the Fund Objectives, Fund Arrangements, Fund Management Structures and Roles and Responsibilities of the SC, the MC and the Secretariat.
3. Mr Peter LEE, the Secretary-General for the MEEF, explained that the inaugural meeting for the Steering Committee (SC) was held on 8 November 2016. The First Financial Year was approved and will cover the period ending 30 June 2018 in order to align with the end of the First Project Year. The MEEF Initial Funding Budget for the First Financial Year was also approved. *[Post-meeting note: The MEEF was officially established on 1 December 2016. The First Financial Year was therefore commenced on 1 December 2016.]*
4. Mr Peter LEE added that the Top-up Fund would also be invested in order to maximize investment returns, allowing a larger investment total to contribute to initiatives supporting the enhancement of marine ecology and fisheries in a long-term and sustainable manner.
5. The Chairman asked if any members had comments on the Fund Objectives, Fund Arrangements, Fund Management Structures and Roles and Responsibilities of the SC, the MC and the Secretariat. No comments were received and the Chairman concluded that all Members agreed with the fund objectives, fund arrangements and fund management structures. The Chairman noted that these might be reviewed again later if considered necessary, for example after the funds and arrangements have been in operation for a period of time.

(A member attended the meeting at this juncture.)

Agenda Item 3 – Fund Documentations

6. Dr Jasmine NG briefed all Members on the MEEF documentations, including the Operation Guidelines, Code of Conduct, Form of Declaration of Interest, Assessment Guidelines, the Assessment Form, the Application Form and the Guidance Notes. These fund documentations had been circulated to Members before the meeting with no comment received.
7. The Chairman highlighted that Members can decide to support applications that are within the MEEF Initial Funding Budget. For applications that are beyond the MEEF Initial Funding Budget, Members can decide to recommend to the SC on any need for additional funding allocation.
8. The Chairman queried the mechanism for assessing applications. Dr Jasmine NG explained the proposed mechanism. A member suggested adding an option for external assessor(s) to review applications, this to be determined by the Membership as and when necessary regardless of the requested amount. Some members agreed with the approach of having external assessor(s) review applications as necessary. The Chairman concluded two to three assessors would be assigned to assess each application. Members could decide to appoint external assessor(s) for each application if considered necessary for reviewing applications. Mr Peter LEE added that the cost of hiring external assessors would be covered by the fund expense, which is currently supported by the AAHK separately.
9. A member queried on the criteria for assessor matching by the Secretariat. Dr Jasmine NG explained that the assessor matching is based on Member's expertise as well as any declared conflict of interest.
10. A member questioned whether an upper funding limit should be set for each application. The Chairman suggested an upper funding limit should not be set to allow applications for large projects, as these might be more relevant and meaningful to the objectives of the MEEF. Mr Peter LEE added that applicants may indicate in the application form that the project is expected run for a period of multiple years; however, the MEEF MC might only approve an application for funding in that financial year and might not approve funding beyond the current financial year. Applicants would have to submit another simplified application form to seek funding approval for subsequent years.

11. The Chairman questioned whether a minimum funding limit should be set for each application. A member mentioned that educational projects may be simple and effective but also inexpensive, thus it is not suggested to set any minimum funding limit. The Chairman concluded that both minimum and maximum funding limits would not be set at this moment.
12. A member asked about the MEEF Project Period, which is identified as from July to June the following year as this may affect the design of a project. Mr Peter LEE explained that applicants might apply for multiple-year projects in phases. A member suggested each assessor should make a note at the end of the assessment form to indicate if the project is expected to be undertaken over multiple years. The Chairman reminded Members that each assessor should carry out a critical assessment and be prepared to defend the assessed applications if needed. Dr Jasmine NG added that the regular MEEF MC meeting in April / May would discuss the funding priority for each assessed application. The Secretariat would prepare a summary of all assessed applications to facilitate member's discussions on which applicants to support during the meeting.
13. A member asked whether successful applicants are required to submit interim reports. Mr Peter LEE replied that successful applicants would be required to submit both interim reports and completion reports. MEEF MC members considered these arrangements would be satisfactory in order to facilitate and provide a basis for interim and final payments. Some members asked whether any mechanism is available for terminating any project due to poor performance. Mr Peter LEE mentioned that each successful applicant would sign an agreement and the project may be terminated or payment would not be made if the MEEF MC considered project progress to be unsatisfactory.
14. A member suggested that results / findings from the funded projects should be made available to the public, while another member expressed concerns on the intellectual property (IP) rights and ownership of data / results. Mr Peter LEE replied that each successful applicant would be required to submit a summary after the completion of the project which would be made available for sharing with the general public. The Chairman suggested striving to find a balance between gaining positive impacts from projects by sharing results / findings with the public and IP

rights and ownership issues. The Chairman requested the Secretariat to review the IP rights issue with reference to other major funds in Hong Kong. *[Post-meeting note: The Secretariat reviewed the IP rights issue with reference to other major funds in Hong Kong and it is considered that amendment to the MEEF documentations is not necessary.]*

15. A member suggested extending the application period to allow more time for applicants to prepare proposals. The Chairman explained that the MEEF would call for applications annually and if time was pressing this year, applicants might wish instead to apply during the next application period. The Chairman noted that a 2-month application period was considered sufficient.
16. A member queried how to encourage potential applicants to apply for the MEEF. Dr Jasmine NG explained that invitation emails would be sent to the faculties / departments of tertiary institutions and non-governmental organizations to encourage applications to the MEEF. The MEEF application details would be available on the dedicated website. A member suggested the Secretariat should inform more potential applicants on the details of the MEEF.
17. A member queried whether the Members should approve applications that might have conflict with the 3RS Project. The Chairman reiterated that the MEEF is an independent fund and the MEEF MC is not chaired by an AAHK representative. Mr Peter LEE added that each application should be assessed against the objectives of the MEEF in accordance with the approved Marine Ecology Conservation Plan (MECP) with decisions on approvals / rejections taken independently by the MEEF MC.
18. A member queried whether individuals could apply for the MEEF. Dr Jasmine NG replied that the MEEF is available for non-profit organizations to apply, due to the charitable nature of the MEEF and reference was made to other similar funds. Mr Raymond CHOW added that the application requirements were detailed in the Guidance Notes.
19. A member questioned whether any defined funding allocation would be set for each of the funding themes. Mr Peter LEE reported that there is no defined funding allocation for each theme and this was a matter that could be decided by the MEEF MC. A member asked whether the MEEF MC could decide to fund a project partially or allocate a proportion of the

requested funding based on the assessment score given. Mr Raymond CHOW responded that this could also be decided by the MEEF MC during the planned MC discussion meeting scheduled in April / May. The Chairman added that the Secretariat should check with applicants as part of the application vetting and assessment process on whether they would accept partial funding and the MEEF MC would have to decide the maximum funding amount for each application for further negotiation with applicants. Mr Raymond CHOW explained that about 1 month is available during the application process to negotiate with the successful applicants on the terms and conditions as well as payment schedule.

20. The Chairman asked whether the MEEF should support the purchase of equipment. Some members agreed that the MEEF should not support major equipment procurement unless with full justification. The Chairman concluded that the MEEF would generally not support major equipment purchases, unless full and clear justification is provided and all Members agreed.
21. A member raised the issue on ownership of equipment purchased under the MEEF. Mr Peter LEE explained that all equipment purchased would belong to the MEEF as detailed in the Guidance Note. However, the MEEF MC could decide whether the title of the equipment would be changed to the applicants on a case-by-case basis. The Chairman suggested the Secretariat to make reference to other similar funds on equipment ownership arrangement. *[Post-meeting note: The Secretariat reviewed equipment ownership arrangement with reference to other similar funds and it is considered that amendment to the MEEF documentations is not necessary.]*
22. A member suggested the consideration of geographical locations should be clearly stated in the Guidance Note to avoid applicants applying for projects at geographical locations that might not meet the objectives of the MEEF. The Assessment Guidelines and the Assessment Form should also be revised given that a zero score would not be applicable for the geographical locations question. All Members agreed with the suggestion and the Secretariat would revise the Guidance Notes, the Assessment Guidelines and the Assessment Form.
23. Some members raised that the MEEF objectives are broad and not specific. Dr Jasmine NG and Mr Peter LEE explained that the MEEF objectives are

set with reference to the Environmental Permit and to allow more flexibility for potential applicants. As such, it is not suggested to revise the MEEF objectives. A member questioned about the objective on the recovery of fisheries resources and whether it would overlap with the FEF objectives. Dr Jasmine NG replied that projects involving scientific research related to fisheries would be encouraged to apply for MEEF resources.

24. A member asked whether an auditing fee could be included in the proposed budget. All members agreed that auditing fee could be included in the proposed budget, while external auditing is not required for projects applied for by universities. A member also asked whether any overhead charges from universities would be allowed within MEEF applications. Dr Jasmine NG explained that overhead charges would not be granted by the MEEF due to its charitable fund status.
25. A member suggested adding bonus scores for good projects that may not be reflected based on scoring using the current assessment questions. The Chairman suggested that each assessor be encouraged to provide comments on the applications they are assessing to better identify any particular merits of each application and that such comments could then be discussed during the planned MC discussion meeting scheduled in April / May to determine funding priorities.
26. A member queried on how to score some of the assessment questions. Another member suggested having different weightings for some assessment questions. The Chairman explained that it would be difficult to justify different weightings for each question and suggested not to change the current approach for the First Project Year. The assessment mechanism could be reviewed and revised in the future if necessary. The Chairman added that each application would be discussed during the meeting to determine funding priority and hence each assessor may raise any particular comments on individual applications during the meeting. Mr Peter LEE mentioned that the Secretariat would provide an overview of all assessments, associated scoring and any particular assessment questions raised by assessors for Members to discuss.
27. Some members mentioned that the Secretariat should make reference to other similar funds on the level of funding support normally allowed for expenses. Mr Peter LEE mentioned that the funding scale may be adjusted by MEEF MC as and when necessary and the Secretariat would

check with other similar funds on the level of funding support for expenses.
[Post-meeting note: The Secretariat reviewed the level of funding support for expenses with reference to other similar funds and it is considered that amendment to the MEEF documentations is not necessary.]

28. A member questioned whether applicants can apply for conference participation. Mr Peter LEE stated that applicants may apply to MEEF for attending conferences if this fulfills the objectives and purpose of the MEEF.
29. The Chairman concluded that the comments on the MEEF documentation as discussed would be incorporated and then circulated to all Members for approval. The Chairman advised that Members are welcome to provide additional comments to the Secretariat and Mr Peter LEE added that the documentation would be revised soon with the targeted date for opening the MEEF for applications set as 1 December 2016.

[Post-meeting note: the Application Form, Guidance Note, Operation Guidelines, Assessment Guidelines and Assessment Form were revised and circulated to Members on 24 November 2016. No particular comment was received from Members.]

Agenda Item 4 – Funding Theme for the First Project Year

30. The Chairman briefed Members on the three funding themes and asked whether a specific annual funding theme should be determined for the MEEF. Some members suggested that it would be hard to decide a focus given the short amount of time and the absence of any urgent need for a key theme for the First Project Year. The Chairman concluded that Members were in agreement on maintaining the three funding themes for the First Project Year.

Agenda Item 5 – Meeting Arrangements and Lines of Communication

31. Dr Jasmine NG briefed all Members on the expected frequency of meetings, venue for meetings, lines of communication and publicity arrangements. The next meeting is expected to be held in April / May 2017 and the details would be provided in due course. Members are welcome to contact the Secretariat for enquiries through the dedicated email address or by phone. Members are requested to refer media enquiries to the Chairman and the Secretariat directly. The Chairman and the Secretary-General would be

the official spokespersons for the MEEF MC. MC membership lists, MC Terms of Reference, anonymous bilingual meeting minutes and fund application documents would be published on the dedicated website in due course (<http://env.threerunwaysystem.com/funds/>). All Members agreed on the meeting arrangements, lines of communication and publicity arrangements.

32. Dr Jasmine NG asked Members whether members of SC or FEF MC would be allowed to observe a MEEF MC meeting and vice versa. All Members agreed that members of SC or FEF MC could attend and observe a MEEF MC meeting and vice versa.

Agenda Item 6 – Any Other Business

33. Mr Peter LEE mentioned that, taking into account the legal view of the Secretariat, it was suggested to incorporate a further declaration on dealing with country, organization or activity that may potentially be relevant to any sanctions law applicable and the use of money in any unlawful manner for the Application Form and Guidance Note and the declaration was tabled to Members. Members agreed to incorporate the declaration into the Application Form and Guidance Note. ***[Post-meeting note: The declaration was incorporated into the MEEF Application Form and MEEF Guidance Note and circulated to Members on 24 November 2016. No further comment was received from Members.]***

[Post-meeting note: A briefing session on the operation of the MEEF MC was conducted on 20 December 2016 for three MEEF MC members absent from the inaugural meeting. A summary of comments received is provided below:

- (i) A member questioned about the objective on the recovery of fisheries resources and whether it would overlap with the FEF objectives. Mr Peter LEE replied that projects involving scientific research related to fisheries would be encouraged to apply for MEEF resources. Applicants would be allowed to apply for both MEEF and FEF for different projects at the same time and the Secretariat would provide support to the applicants when necessary.*
- (ii) A member suggested granting the fund required for multiple-year projects on a one-time basis. Mr Peter LEE explained the nature of the trust arrangement allows the funding of projects within the current Financial Year only. He continued to explain that MC members would*

discuss the funding priority for each assessed application in the regular MEEF MC meetings. This member further expressed concerns that the majority of the annual budget would be allocated to the multiple-year projects rather than new applications in the subsequent Financial Years under the aforesaid arrangement. This member also asked whether the remaining MEEF annual budget could be carried forward to the subsequent Financial Year. Mr Peter LEE replied that there is no such arrangement and the remaining budget would be transferred to the endowment fund. This could be further discussed in the regular MC meeting in April / May 2017.

- (iii) A member queried the equal weighting of assessment criteria and whether the 0 to 3 scoring system is sufficient to differentiate the quality of applications. It was suggested to allow the assessors to give 0.5 scores. Mr Peter LEE replied that this could be taken into account and reiterated that MC members would discuss the funding priority of assessed applications in the regular MC meetings.*
- (iv) A member queried whether projects that have been conducted before would acquire higher or lower scores. Dr Jasmine NG explained that projects are not conducted before and that are considered beneficial would score higher, but it was stressed that all applications would be discussed in the regular MC meeting. The assessment criteria could be reviewed after the first year.*
- (v) A member suggested the Secretariat to conduct a preliminary assessment for the interim reports submitted by the successful applicants before letting MC members review. The Secretariat agreed.*
- (vi) A member suggested that results / findings from the funded projects should be made available to the public. In addition, some publications (e.g. scientific papers) might not allow the author to carry the logo specified by the Trustee. Mr Peter LEE replied that each successful applicant would be required to submit a summary after the completion of the project which would be made available for sharing with the general public. The Secretariat will determine whether the applicant is required to carry the logo specified by the Trustee in the publication of project results on a case-by-case basis.*
- (vii) A member queried about whether the level of funding support for expenses is realistic and whether applicants could purchase transport vehicle if it is more economical than hiring one each time. A member*

queried whether funding for intangibles (e.g. websites) would be allowed. Mr Peter LEE mentioned that the level of funding support for expenses made reference to other similar funds and the funding scale might be adjusted by the MEEF MC as and when necessary. Generally the purchase of major equipment would not be supported unless full and clear justification is provided and all Members agreed. However, there are no restrictions on funding intangibles.

(viii) A member suggested assessors should refrain from assessing applications from the same institution or organization and the MEEF MC should refrain from discussion of applications under the same circumstances to avoid conflict of interest.

(ix) A member suggested the Secretariat to invite the universities to put the MEEF information on their research office website.]

The meeting was adjourned at 5:40 pm.



(Chairman's Signature)

APPENDIX A

TERMS OF REFERENCE





Terms of Reference
Marine Ecology Enhancement Fund Management Committee
Pursuant to Condition 2.8 in EIAO Permit Number EP (EP-489/2014)

Preamble

1. The Committee shall be known as the Marine Ecology Enhancement Fund Management Committee (MEEF-MC).
2. The MEEF-MC is established in accordance with Condition 2.8 of Environmental Permit No. EP-489/2014 issued to AAHK on 7th November 2014 and the Trust Deed constituting the Marine Ecology Enhancement Fund, the Fisheries Enhancement Fund and the Top-up Fund.
3. The approved EIA for the Project is Register Number AEIAR-185/2014 entitled: Expansion of Hong Kong International Airport into a Three-Runway System.

The Terms of Reference of the MEEF-MC are as follows:

MEEF Objectives

The Marine Ecology Enhancement Fund has been established for the purpose of conserving marine life (particularly Chinese White Dolphins) within the Hong Kong waters and the Pearl River estuary waters for the benefit of the general public in Hong Kong by:

- *enhancing the carrying capacity of relevant marine parks and marine habitats in Hong Kong;*
- *promoting dolphin friendly activities;*
- *promoting the recovery of fisheries resources; and*
- *promoting scientific research (provided that the results are disseminated to the public) for the overall benefit of marine mammals, particularly Chinese White Dolphins.*

MEEF-MC Mission

The mission of the MEEF-MC is to administer the Marine Ecology Enhancement Fund during the Construction and Operation Phases of the 3RS for the successful implementation of the Marine Ecology Conservation Plan (MECP) to promote conservation objectives in a long-term and sustainable manner.





MEEF-MC Objectives

- To advise on and monitor the effectiveness of the proposed enhancement measures of the Project according to the approved Marine Ecology Conservation Plan (MECP) and EIA report; and
- To make recommendations on funding applications that meet the Marine Ecology Enhancement Fund's objectives and approve the applications that are within the budgeted annual allocation.

MEEF-MC Organizational Structure

The MEEF-MC is required to provide oversight of the implementation of MECP and its components, namely:

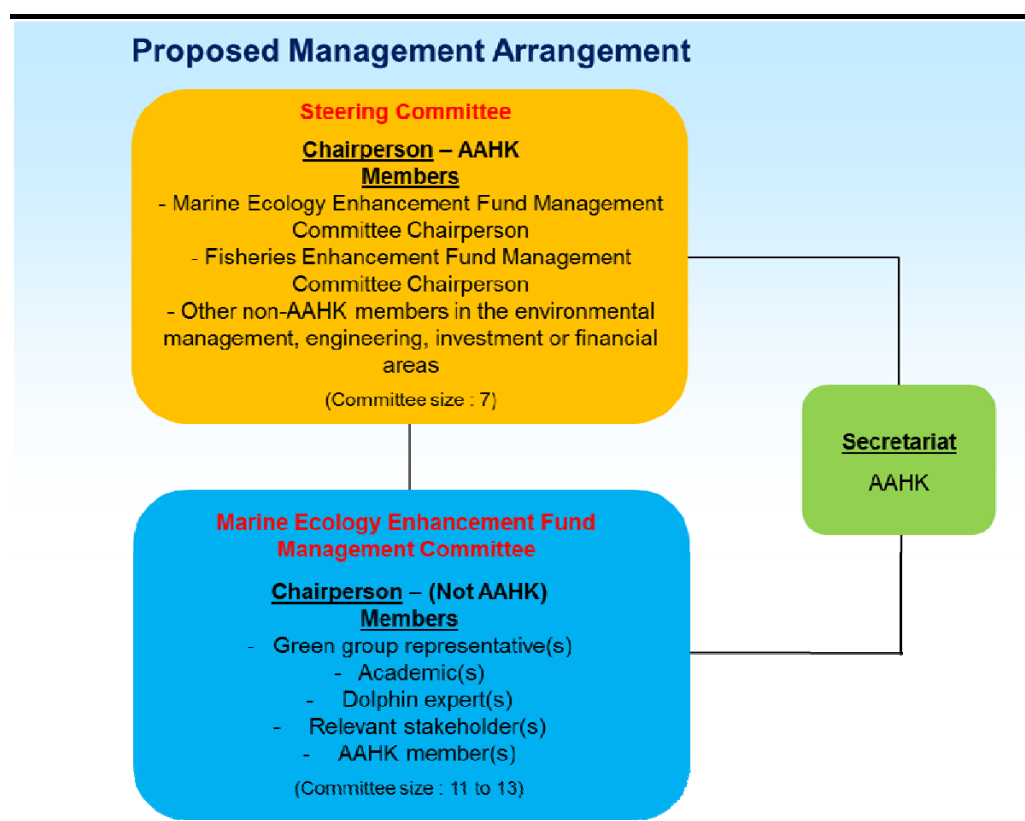
- Enhancement of habitats for marine ecology and fishery resources (Marine Habitat & Resource Conservation & Enhancement Theme);
- Encouragement of scientific research and studies (Scientific Research & Studies Theme); and
- Promotion of environmental education and eco-tourism (Environmental Education & Eco-tourism Theme).

The suggested organization is presented in *Figure 1*.

It is important to note that the Steering Committee will provide overall directional guidance / policies for the fund operation to ensure that sufficient resources remain available for the fund to meet its objectives in a long-term and sustainable manner. The Steering Committee will not override a decision of the MEEF-MC and will not undermine the role of the MEEF-MC.



Figure 1 *Structure of the MEEF-MC*



MEEF-MC Membership

The membership of the MEEF-MC will reflect the three broad themes that will comprise the MECP. The committee will comprise of 11 to 13 members (including the Chairperson), including Green Group representative(s), Academic(s), Dolphin Expert(s), up to 2 representatives nominated by AAHK and other Relevant Stakeholder(s) including community leader(s) as well as people having expertise / experience in managing similar funds.

Appointment Procedure

The Secretariat of the MEEF-MC will compile a list of potential candidates including, but not limited to, any member of any consultative and advisory committee of the AFCD to be the Chairperson and members of the MEEF-MC that satisfy the composition stated above.

The Secretariat will invite the potential candidate(s) to be Chairperson or member(s) of the MEEF-MC.

The Secretariat will appoint the candidate(s) to be Chairperson or member(s) of the MEEF-MC upon their acceptance. If potential candidate(s) declined the invitation, the Secretariat will propose alternative candidate(s) to ensure that the MEEF-MC would meet the composition requirements stated above.





Each member of the MEEF-MC will be appointed for a fixed term of 3 years, unless otherwise agreed with that member.

The AAHK Role

Whilst it is envisaged that AAHK will not Chair the MEEF-MC, it will provide membership. As the core focus areas of the MEEF-MC are environmental enhancement and community benefit, there will be up to 2 representatives nominated by AAHK on the Committee, which may include the associated specialist / environmental consultant(s).

MEEF-MC Operating Mandate

The operational procedures for the effective functioning of the MEEF-MC include confirming the following:

Frequency of review submissions and meetings

The MEEF-MC will review and advise on submissions related specifically to the MECP. Although there is expected to be one broad plan to kick-off the MECP implementation it is expected that the MECP will in reality consist of a series of submissions under each of the three themes.

The appropriate frequency of meetings will be based on projected submissions that relate to the MECP. Half-yearly meetings are proposed.

Secretariat Structure, Role & Responsibilities

AAHK will provide secretariat services (or will procure the provision of secretariat services by an external third party) to the MEEF to facilitate the functions of the Steering Committee and the MEEF-MC.

The Secretariat will:

- be responsible for the preparation of meeting notices, agendas, meeting translation and minute taking;
- collate progress reports / final reports submitted by funded projects, as well as the summary of total applications received, successful applications, ongoing projects and completed projects in a year for review and reference by the Steering Committee and the MEEF-MC; and
- work with the AAHK and the Chairperson of the MEEF-MC to ensure proper expertise is present at relevant meetings.

Deliverables of the MEEF-MC

The Secretariat (AAHK or third party consultant appointed by AAHK) will be responsible for the outputs of the committee which will be scheduled on an 'as





needed basis' depending on the workload of the committee and these are provisionally identified as follows:

- Briefing papers on funding applications;
- Agendas;
- Presentations on funding applications;
- Meeting minutes – list of actions, review outputs;
- Comments on submissions;
- Rationale for additional funding to SC;
- Agreement of successful applications; and
- Materials for upload to dedicated website, if any.

Initial half-yearly progress reports matching with the schedule of the MEEF-MC meetings will be prepared by the Secretariat for consideration of the MEEF-MC. The reports will include updates of implementation and management of the MECP, monitoring and audit of the MECP and findings of any studies carried out under the MECP.

MEEF-MC Implementation / Operation guidelines

To maintain the effective functioning of the committee, guidance notes will be produced for the MEEF-MC's reference (*Annex 1*).





Annex 1

Guidance Notes for the Functioning of the Marine Ecology Enhancement Fund Management Committee

Committee Procedure

In order to advise on the effectiveness of enhancement measures contained in the EIA and the MECP, the MEEF-MC will need to be fully informed of what measures are contained within the EIA and related documentation. Upon joining the MEEF-MC each member shall receive soft copies of the following documentation:

- The approved EIA Report for the Project;
- The approved EM&A Manual for the Project;
- The Marine Ecology Conservation Plan;
- Further information submitted under section 8(1) of the EIA Ordinance consisting of Responses to EIASC Members Questions, Supplementary Information in response to 11th August 2014 EIASC Meeting, Supplementary Information in response to 13th August 2014 EIASC Meeting, Supplementary Information in response to 18th August 2014 EIASC Meeting, Supplementary Information submitted before 15th September 2014 ACE Meeting and Presentation material presented at the 15th September 2014 ACE Meeting;
- The 7th November 2014 letter (with attachments) to AAHK from the EPD (Ref No: (1) in EP2/G/B/162 Pt 15) known as “the Director’s Letter” approving the project EIA; and
- The 7th November 2014 Environmental Permit No. EP-489/2014 for the Project.

Committee Members Code of Conduct and Operation Guidelines

A Code of Conduct and Operation Guidelines will be prepared and agreed on by the MEEF-MC covering:

- Status of membership – voluntary;
- Role and function – review and comment obligations;
- Duration of membership;
- Obligations - internal and external, e.g., confidentiality, media relations etc.;
- Lines of communication; and





- Resignation procedure (notice etc.).

