

Marine Ecology Enhancement Fund
Meeting of the Management Committee
held on 2 May 2017 at 9:15 am

Notes of Meeting

The meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 2 May 2017. The matters arising from the last meeting, approval procedure of notes of meeting, summary of application assessment, discussion of applications for funding approval, and payment terms and conditions for approved applications were discussed. The draft agreement template, anticipated timeline of activities for funding award and tentative schedule of next meeting were also discussed. The meeting was commenced at 9:15 am and ended at 1:00 pm.

Present:

Prof Paul LAM	(MEEF MC Chairperson)
Dr Luk Ki CHENG	(MEEF MC member)
Mr Ken SO	(MEEF MC member)
Dr Eric TSANG	(MEEF MC member)
Prof Put ANG	(MEEF MC member)
Prof Nora TAM	(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])

Absent with Apologies:

Mr Yamme LEUNG	(MEEF MC member)
Dr Jianwen Qiu	(MEEF MC member)
Dr William YU	(MEEF MC member)

In Attendance:

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

Agenda Item 1 – Matters arising from Last Meeting

1. The Chairperson welcomed all Members to the second MEEF MC meeting and asked if Members had any concerned matters from the inaugural meeting held on 18 November 2016. The Chairperson concluded that all Members had no matters concerning the inaugural meeting.

Agenda Item 2 – Approval Procedures of Notes of Meeting

2. Dr Jasmine NG of the Secretariat briefed Members on the approval procedures of Notes of Meeting, i.e. the Secretariat would prepare final meeting notes to the Chairperson for signature if Members do not provide any comments within 10 business days after receiving the draft/ revised meeting notes. The Chairperson reiterated that the meeting notes would be made available to the public through the dedicated website and agreed to establish proper procedures for approval of meeting notes.
3. The Chairperson asked if Members had any comments on the approval procedures of Notes of Meeting and no comments were received. The Chairperson concluded that all Members agreed with the approval procedures of Notes of Meeting.

Agenda Item 3 – Application Assessment

4. Dr Jasmine NG provided a brief summary of activities conducted for the 2017/18 round of MEEF Application.
5. The Chairperson reported that two of the applications were submitted by Members. To avoid potential conflict of interest, these two applications were also assessed by an external assessor. He asked whether Members agree to include the assessment from the external assessor for consideration.

(A member attended the meeting at this juncture.)

6. Members discussed and agreed to consider the assessment scores from the external assessor. The Chairperson suggested that all applications scored above the overall average score of 2017/18 applications would be discussed individually while Members would have the opportunity to consider the applications scored below the overall average score if

necessary. Members with potential conflict of interest of any particular applications would be excused from discussion.

7. Dr Jasmine NG explained that a summary of applications was tabled in the meeting for Members' reference to facilitate the discussion. Each assessor would explain the rationale of their assessment during the discussion of individual applications.
8. Dr Jasmine NG briefed Members on the projects that were scored below the overall average score.
9. The Chairperson queried and all Members agreed that the projects below overall average score would not be discussed individually. The remaining applications were discussed individually according to the order of reference number. Members with potential conflict of interest of the applications refrained from the discussion.
10. The Chairperson summarised the projects approved for funding by MEEF. The Chairperson suggested revisiting the other applications to check if any of them were worth funding.
11. A member queried if partial funding could be allocated for one of the applications. Dr Jasmine NG responded that the Secretariat had approached the applicants and most of the applicants did not consider partial funding. A member suggested the Secretariat to ask that applicant to declare there was no double funding for the project. All Members agreed and decided to fund that application if the applicant confirmed no double funding from other sources.
12. Dr Jasmine NG concluded the projects approved for funding by MEEF. The Secretariat would confirm with the applicant of an application on whether the project had applied in other funds and received other funding sources.

[Post-meeting note: the project applicant confirmed that the project did not receive any other funding sources.]

Agenda Item 4 – Draft Agreement Template

13. Dr Jasmine NG reported that Members agreed to fund the approved

applications for the Year 2017/18 with the original payment schedule. Mr Raymond CHOW mentioned that the standard payment terms and conditions are presented in the draft agreement template that was provided to Members for comment prior to the meeting. The Secretariat did not receive any comments from Members on the draft agreement template. Mr Peter LEE added that the Assisting Solicitor to the Secretariat had reviewed and agreed with the draft agreement template. The Chairperson concluded that Members agreed with the draft agreement template and the Secretariat would prepare draft agreements for individual approved projects accordingly.

14. Dr Jasmine NG mentioned that one of the approved applications requested an initial payment of 50% at the commencement of the project which deviated from the 30% initial payment as stated in the *MEEF Guidance Note*. Members discussed about the applicant's justification of requesting 50% initial payment and decided to keep the initial payment of the application to 30%.

Agenda Item 5 – Anticipated Timeline of Activities for Funding Award

15. Dr Jasmine NG mentioned that Members had approved applications within Budget. The Secretariat would send the draft agreement with terms and conditions to the successful applicants for consideration within May 2017 and all the agreements would be signed by end of June 2017. The Steering Committee meeting would be conducted on 15 June 2017 to endorse the payment terms and schedule. The results would be announced on the dedicated website in early July 2017 and the Secretariat would decide the details to be released on the dedicated website. All approved MEEF applications would be commenced on 1 July 2017.
16. Dr Jasmine NG queried if comments and feedback of the unsuccessful applications would be disclosed in the rejection letter to be sent to unsuccessful applicants. Given the confidentiality of the application assessment and discussion by Members, all Members agreed that comments and feedback would not be disclosed in the rejection letters.

Agenda Item 6 - Tentative Schedule of Next Meeting

17. Dr Jasmine NG mentioned that the next meeting would be held in November 2017. The key objective of the meeting would be to review the

operation of MEEF and decide the funding theme for the coming Year 2018/19.

Agenda Item 7 – Any Other Business

18. Mr Peter LEE briefed Members on the investment status of MEEF. A total of HK\$400M was injected into separate funds account in December 2016. The investment manager of the funds would open investment accounts soon and it was expected that the investment would be commenced in June 2017.

The meeting was adjourned at 1 pm.



(Chairperson's
Signature)