

Marine Ecology Enhancement Fund
Meeting of the Management Committee
held on 2 November 2017 at 9:30 am

Notes of Meeting

The meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 2 November 2017. The matters arising from the last meeting, proposed change of organization for approved application, review of fund programme and operation were discussed. The funding theme for Year 2018-19 Application, anticipated timeline of activities for the next half-year period and tentative schedule of next meeting were also discussed. The meeting was commenced at 9:30 am and ended at 11:20 am.

Present:

Prof Paul LAM	(MEEF MC Chairperson)
Dr Luk Ki CHENG	(MEEF MC member)
Mr Ken SO	(MEEF MC member)
Mr Yamme LEUNG	(MEEF MC member)
Dr Eric TSANG	(MEEF MC member)
Prof Put ANG	(MEEF MC member)
Prof Nora TAM	(MEEF MC Member)
Dr Jianwen QIU	(MEEF MC member)
Mr Martin PUTNAM	(MEEF MC member)
Mr Peter LEE	(Secretary-General [Airport Authority])
Dr Jasmine NG	(Secretariat [ERM])

Absent with Apologies:

Dr Lindsay PORTER	(MEEF MC member)
Dr William YU	(MEEF MC member)

In Attendance:

Ms Maggie WONG	(Secretariat [Airport Authority])
Ms Vinca TANG	(Secretariat [Airport Authority])
Ms Winnie CHAN	(Secretariat [Airport Authority])
Mr Raymond CHOW	(Secretariat [ERM])

Agenda Item 1 – Matters arising from Last Meeting

1. The Chairperson welcomed all Members to the third MEEF MC meeting and asked if Members had any concerned matters from the second MEEF MC meeting held on 2 May 2017. The Chairperson concluded that all Members had no matters concerning the second MEEF MC meeting.

Agenda Item 2 – Discussion on the Proposed Change of Organisation for Approved Application

2. The Secretariat briefed Members on the key activities conducted for the proposed change of applicant organisation for a previously approved application since the last MEEF MC meeting. The Secretariat confirmed the proposed applicant organisation was eligible in applying for MEEF. The revised proposal was sent to three Members, who assessed the original application, for their individual assessment.
3. The Chairperson mentioned that the details of the revised application were similar to those of the original application, except for the change of applicant organisation and the change of budget due to the update in project duration from between July 2017 and June 2018 to between January and June 2018. A Member added that the revised application had the same value in achieving the objectives of the MEEF even if the project duration was shortened to 6 months.
4. A Member queried whether the proposed applicant organisation was a charitable organisation. The Secretariat mentioned that the applicant declared the organisation was non-profit making and it was confirmed that the organisation was eligible in applying MEEF.
5. The Secretariat reported that a revised payment schedule for the application, which included the provision of a progress report for the interim payment, was recommended. Members agreed to adopt the payment schedule recommended by the Secretariat.
6. The Chairperson concluded that the MEEF MC supported the project in principle; however, the applicant had to clarify his budget on research personnel and accept the provision of progress report as well as the recommended payment schedule. The Secretariat would check with the applicant regarding the clarifications.

Agenda Item 3 – Review of Fund Programme and Operation

7. The Secretariat briefed Members on the fund programme and operation as well as the update of the MEEF operating documents. The Secretariat added that the MEEF operating documents would be circulated for legal review after the meeting.
8. The Chairperson concluded that the updated MEEF operating documents were satisfactory in principle and all Members endorsed the update of all MEEF operating documents. The Secretariat mentioned that the finalised MEEF operating documents would be provided to all Members for record.

Agenda Item 4 – Funding Theme for Year 2018-19 Application

9. The Chairperson briefed Members on the three MEEF funding themes and asked whether a specific annual funding theme should be determined for Year 2018-19 Application. The Chairperson suggested and Members agreed that the three funding themes would be kept for initial years of application. The Chairperson concluded that Members were in agreement on maintaining the three funding themes unless there are any other relevant social issues.

Agenda Item 5 – Anticipated Timeline of Activities for the next Half-year Period

10. The Secretariat mentioned that the Year 2018-19 Application would be open for application between 1 December 2017 and January 2018. After receiving applications, the Secretariat would conduct pre-screening and would pass the applications to Members for individual assessment. The Secretariat would collate progress reports for existing approved projects between December 2017 and February 2018 and send to Members for review. The next MEEF MC meeting would be held in May 2018 to discuss funding priority while the next Steering Committee meeting would be held in late May or early June 2018 to endorse the payment terms and schedule.

Agenda Item 6 - Tentative Schedule of Next Meeting

11. The Secretariat mentioned that the next meeting would be held in May

2018. The key objective of the meeting would be to discuss funding priority for applications and discuss progress reports from approved applications.

Agenda Item 7 – Any Other Business

12. The Chairperson asked if Members obtained any feedback from others of their communities about the MEEF and suggested to enhance the Fund publicity. The Secretariat mentioned that further promotion of MEEF would be conducted in the coming years after obtaining outcome from the approved applications.

The meeting was adjourned at 11:20 am.



(Chairperson's
Signature)