

**Marine Ecology Enhancement Fund**  
**Meeting of the Management Committee**  
**held on 10 May 2018 at 9:30 am**

**Notes of Meeting**

The fourth meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 10 May 2018. The meeting was commenced at 9:30 am and ended at 11:15 am.

**Present:**

Prof Paul LAM	(MEEF MC Chairperson)
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)
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])
Dr Jasmine NG	(Secretariat [ERM-Hong Kong, Limited])

**Absent with Apologies:**

Mr Yamme LEUNG	(MEEF MC member)
Dr Jianwen QIU	(MEEF MC member)
Dr Eric TSANG	(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])
Ms Tiffany TSANG	(Secretariat [ERM])

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**Agenda Item 1 – Matters arising from Last Meeting**

1. The Chairperson welcomed all Members to the fourth MEEFMC meeting. The Chairperson asked if Members had any concerned matters from the third MEEF MC meeting held on 2 November 2017. The Chairperson concluded that all Members

had no matters concerning the third MEEFMC meeting.

2. The Chairperson confirmed that the last meeting minutes was signed in accordance with the approval procedures of Notes of Meeting. The Secretariat mentioned that the meeting minutes had been uploaded onto the dedicated website.

## **Agenda Item 2 – Discussion of existing MEEF-funded Projects**

### **Brief Summary of Three Types of Applications prior to the Discussions on Agenda Items 2 to 4**

3. The Secretariat provided a brief summary on the MEEF Applications received for Year 2018/19.
4. The Chairperson sought approval from Members with apparent conflict of interest, i.e. Principal Investigator (PI), Co-PI or the same organisation of PI or Co-PI to leave the meeting room upon discussion of respective applications with apparent conflict of interest according to the Declaration of Interest forms completed by Members. Members were also invited to declare updated potential conflict of interest (if any) for other Members' decision making prior to discussion of each application. It was discussed and agreed that Members with potential conflict of interest e.g. collaboration with respective applicants for other past / existing projects, were allowed in discussing the applications.
5. Prior to the discussion on MEEF applications for Year 2018/19, the Secretariat provided Members on the progress and status of the existing MEEF-funded Projects.

## **Agenda Item 3 – Application Assessment for Project Extension (Multiple-year Projects)**

### **a. Summary of Application Assessment**

6. The Secretariat briefed Members on the major changes of the two applications required for Project Extension (Multiple-year Projects).

### **b. Project Progress of Previous Phase of the Application**

7. The Secretariat reported that these projects were progressing according to the schedule.

### **c. Payment Terms and Conditions for Approved Applications**

8. As per discussion of the MEEFMC, the Chairperson concluded that both applications were accepted in principle based on the original project scope. The applicants would have to revise the applications to follow the original project scope and update the requested funding amount. The Members would further review the revised applications to confirm the payment terms and conditions.

#### **Agenda Item 4 – Application Assessment for New Applications**

##### **a. Summary of Application Assessment**

9. The Secretariat summarised the remaining Budget for New Applications and provided a brief summary on the New Applications.

##### **b. Discussion of Applications for Funding Approval**

10. The Chairperson suggested and the Members agreed to firstly discuss the applications below the overall average assessment score in ascending order of application reference number to determine if any of these applications required detailed discussion; and then to discuss the applications above the overall average assessment score and any other applications below the overall average assessment score required detailed discussion in ascending order of application reference number.
11. As per discussion of the MEEFMC, the Chairperson concluded that a total of four new applications were approved by MEEFMC for Year 2018/19.

##### **c. Payment Terms and Conditions for Approved Applications**

12. As per discussion of the MEEFMC, the Chairperson concluded that four new applications with the proposed payment terms were approved by the MEEFMC.

#### **Agenda Item 5 – MEEFMC Recommended Funding Application (if any)**

13. The Secretariat reported that the total recommended funding for Year 2018/19 exceeded the approved Budget and MEEF MC Recommended Funding Application would be required for Year 2018/19. The MEEFMC Recommended Funding would be reported in the Steering Committee (SC) meeting in June 2018 for approval.

#### **Agenda Item 6 – Anticipated Timeline of Upcoming Activities for the Next Half-year Period**

14. The Secretariat mentioned that the payment terms and conditions of project agreements with successful applicants would be prepared in May 2018. The approval for MEEF MC Recommended Funding Application would be discussed in the SC Meeting in June 2018 as well as the confirmation of payment terms and conditions, and the signing of project agreements. The projects for Year 2018/19 would be commenced in July 2018 and the funding results would be announced on the dedicated website. The completion reports for existing MEEF-funded projects of Year 2017/18 would be reviewed by MEEF MC in July 2018 onwards.

#### **Agenda Item 7 - Tentative Schedule of Next Meeting**

15. The Secretariat mentioned that the next meeting would be held in October / November 2018. The key objectives of the meeting would be to review fund programme and operation, discuss collated progress/ final reports from Applicants (if any) and to determine funding theme for the coming Project Year.

#### **Agenda Item 8 – Any Other Business**

##### **a. Response to Unsuccessful Applicants**

16. The Chairperson suggested providing compiled comments from the respective assessors to unsuccessful applicants. A Member suggested that applicants who had previously submitted the same application in Year 2017/18 should indicate the difference of project scopes between the new and previous application. All assessors would be required to write down comments apart from scoring. It was suggested providing feedback to successful applicants. The Secretariat recommended that all assessors should at least provide overall comments on each application. A Member said that screening out of irrelevant comments was required. Another Member supported providing constructive comments to unsuccessful applicants which could help improving future applications.
17. The Chairperson agreed with the Members' view and concluded that the Secretariat would compile the comments from the assessors for review by the MEEFMC prior to sending to unsuccessful applicants.

##### **b. Fund Publicity**

18. The Secretariat reported that fund publicity was arranged in December 2017.

##### **d. Other matters**

19. Some members noticed that multiple applications had been submitted by the same applicant / organisation in both Years 2017/18 and 2018/19. The Chairperson suggested that a limit on the number of concurrent MEEF-funded projects should be set for each PI. This would be discussed in the next MEEFMC meeting.
20. A Member suggested organising more public seminars for promoting the MEEF. Another Member suggested that MEEF could consider increasing the transparency of application progress by making reference to the Sustainable Fisheries Development Fund (SFDF).

The meeting was adjourned at 11:15 am.



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(Chairperson's Signature)