Marine Ecology Enhancement Fund
Meeting of the Management Committee
held on 15 November 2018 at 3:00 pm

Notes of Meeting

The fifth meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 15 November 2018. The meeting was commenced at 3:00 pm and ended at 5:15 pm.

Present:

Prof Paul LAM	(MEEF MC Chairperson)
Dr Luk Ki CHENG	(MEEF MC member)
Mr Ken SO	(MEEF MC member)
Prof Put ANG	(MEEF MC member)
Mr Yamme LEUNG	(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:

Prof Nora TAM	(MEEF MC member)
Dr Eric TSANG	(MEEF MC member)
Dr Jianwen QIU	(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])
Ms Tiffani LAU	(Secretariat [Airport Authority])
Mr Raymond CHOW	(Secretariat [ERM-Hong Kong, Limited])
Ms Tiffany TSANG	(Secretariat [ERM-Hong Kong, Limited])

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Agenda Item 1 – Matters arising from Last Meeting

1.   The Chairperson welcomed all Members to the fifth MEEF MC meeting.

2. The Chairperson sought approval on the limit of the number of concurrent MEEF-funded projects allowed for each project leader following up the discussion from the last MC meeting.   Members discussed and agreed that an application would not be considered if the project leader already holds two MEEF-funded projects concurrently (including the existing project and newly approved project).   The Chairperson asked and concluded that Members had no other concerned matters from the fourth MEEF MC meeting held on 10 May 2018.

3. 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
   a. Progress of Ongoing Projects (Years 2017/18 and 2018/19)

4. The Secretariat provided Members a brief summary on project status / key project outcomes of funded projects for Years 2017/18 and 2018/19.

5. The Secretariat reminded Members the anticipated date of receiving and reviewing Progress Reports for Year 2018/19.

   b. Completed Projects (Year 2017/18)

6. The Secretariat tabled the project executive summary and provided Members a brief summary on the project outcomes of MEEF2017007.   The Secretariat reminded Members the Completion Report and Statement of Accounts (SoA) were circulated amongst Members for review and the deadline of the review period was 21 November 2018.

7. The Secretariat tabled the project executive summary and provided Members a brief summary on the project outcomes of MEEF2017014.

8. The Chairperson invited Members to discuss the existing MEEF-funded projects. The Chairperson questioned about the ownership of the Projects' data and intellectual property.   The Secretariat responded that the data was owned by the project leader, however, the Trustee had the right to disclose any results, findings and any other information provided in the Application Form, Progress Report, Completion Report and other publications or publicity material of the MEEF-funded projects if required.

9. A discussion was made on the publicity of Completion Reports of MEEF-funded projects onto the dedicated website. The Chairperson concluded that all technical aspects of the Completion Reports which had been accepted by MEEF MC would be uploaded to the dedicated website and a disclaimer would be made available before accessing the Completion Reports.

10. A discussion was made on the use of datasets from third parties in the reports of the MEEF-funded projects.

11. The Chairperson concluded and Members agreed that Completion Reports of any MEEF-funded projects shall not contain any unauthorised data and the project leader shall declare that all dataset and information included in the Completion Report had been properly referenced, and necessary authorisation had been obtained in respect of information owned by third parties.

Agenda Item 3 – Review of Funds Programme and Operation

Review of Operation Documents in relation to MEEFMC and Applicant

12. The Secretariat reported that the revised Operation Documents in relation to MEEFMC and applicant had been circulated to Members before the meeting for their information.

13. The Chairperson sought approval from Members for the updated / new Operation Documents. All updated / new Operation Documents were approved by the Members. Members were also encouraged to consult the Secretariat should they have doubts concerning the handling of conflict of interest situations.

Agenda Item 4 – Funding Theme for Year 2019/20 Application

14. The Chairperson briefed Members on the three MEEF funding themes and asked whether a specific annual funding theme should be determined for Year 2019/20 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 agreed on maintaining the three funding themes unless there were any other relevant social issues.

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

15. The Secretariat mentioned that the anticipated timeline was similar to last year's

schedule.   The application for Year 2019/20 new applications would be opened for application from December 2018 to January 2019.   After the deadline for new applications, pre-screening (including declaration of interest and assessor matching for MC Members) would be conducted, existing approved projects would continue to submit the Progress Reports.   Assessment for Year 2019/20 new applications would be conducted in March – April 2019.   The Secretariat also mentioned that the next MEEF MC and Steering Committee (SC) meetings would be held in late April / May 2019 and in late May / early June 2019 respectively.

Agenda Item 6 - Tentative Schedule of Next Meeting

16. The Secretariat mentioned that the next meeting would be held in late April / May 2019.   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 MC Recommended Funding Application to SC; and to discuss collated Progress / Completion Reports from project leaders.

Agenda Item 7 – Any Other Business
   a. Fund Publicity

17. The Secretariat mentioned a Funds Joint Sharing Session for the MEEF and FEF funded projects would be held in Q1 2019.   It was mentioned that few MEEF and FEF project leaders would be invited to share their project outcomes.   The Secretariat provided a list of potential invitees for the sharing session and would inform Members about the detailed arrangement later.

18. The Chairman questioned about the arrangement of the Funds Joint Sharing Session. The Secretariat mentioned the sharing session would be a half-day event held in a downtown location and would invite about 60-100 people.   It was expected that there would be about 3-4 presentations delivered by the MEEF / FEF project leaders during the sharing session.

19. The Secretariat also reported that media publicity was conducted previously for Year 2017/18 MEEF-funded projects.

   b. Other matters

20. A Member was concerned about the response to media on the disclosure of Completion Reports and the point of contact for media queries.   The Chairperson suggested that all Members shall refer all media queries to the Secretariat and

Chairperson for their information and the queries would be responded by the Secretariat.

21. A Member questioned about the approximate time for the uploading of the finalised Completion Reports. The Chairperson and the Secretariat discussed with Members about the arrangement and it was agreed that the finalised Completion Reports would be uploaded to the website within about one week after the reports were accepted by the MEEF MC.

The meeting was adjourned at 5:15 pm.

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(Chairperson's Signature)