

Marine Ecology Enhancement Fund
Meeting of the Management Committee
held on 24 May 2019 at 9:30 am

Notes of Meeting

The sixth meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 24 May 2019. The meeting was commenced at 9:30 am and ended at 12:10 pm.

Present:

Prof Paul LAM	(MEEF MC Chairperson)
Dr Luk Ki CHENG	(MEEF MC member)
Dr William Yu	(MEEF MC member)
Mr Yamme LEUNG	(MEEF MC member)
Prof Put ANG	(MEEF MC member)
Prof Nora TAM	(MEEF MC member)
Dr Jianwen QIU	(MEEF MC member)
Dr Eric TSANG	(MEEF MC member)
Mr Martin PUTNAM	(MEEF MC member)
Mr Peter LEE	(Secretary-General [Airport Authority (AA)])
Dr Jasmine NG	(Secretariat [ERM-Hong Kong, Limited (ERM)])

Absent with Apologies:

Dr Lindsay PORTER	(MEEF MC member)
Mr Ken SO	(MEEF MC member)

In Attendance:

Ms Maggie WONG	(Secretariat [AA])
Ms Vinca TANG	(Secretariat [AA])
Ms Winnie CHAN	(Secretariat [AA])
Mr Raymond CHOW	(Secretariat [ERM])
Ms Tiffany TSANG	(Secretariat [ERM])

Agenda Item 1 – Matters arising from Last Meeting

1. The Chairperson welcomed all Members to the sixth MEEF MC meeting. The Chairperson asked if Members had any concerned matters from the fifth MEEF MC meeting held on 15 November 2018. The Chairperson concluded that all Members

had no matters concerning the fifth MEEF MC meeting.

2. The Chairperson mentioned that the last meeting minutes was circulated to Members for review on 21 May 2019 and would be signed in accordance with the approval procedures of Notes of Meeting if no matters were raised. The Secretariat mentioned that the meeting minutes would be uploaded onto the dedicated website.

Agenda Item 2 - Update on MEEF Funded Projects

a. Overview of MEEF Funded Projects

3. The Secretariat presented an overview of MEEF Funded Projects for Financial Year (FY) 2017/18 and FY 2018/19.

b. Completed Projects (Year 2017/18)

4. The Secretariat provided a brief summary on the completed projects for Year 2017/18 with Completion Reports accepted by the MEEF MC.

c. Progress of Ongoing Projects (Year 2018/19)

5. The Secretariat provided a brief summary on the project progress / key project outcomes and project status of the funded projects for Year 2018/19.

Brief Summary of Three Types of Applications prior to the Discussions on Agenda Items 3 to 4

6. The Secretariat provided a brief summary on the MEEF Applications received for Year 2019/20.
7. The Chairperson invited Members with apparent conflict of interest to leave the meeting room upon discussion of respective applications with conflict of interest as declared in 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. The Chairperson also reminded Members to consider if an application represented a multiple-year project.

Agenda Item 3 – Applications for Project Extension (Multiple-year Projects)

a. Summary of Application Assessment

8. The Secretariat provided Members a brief summary on the three applications required for Project Extension (Multiple-year Projects).

b. Project Progress of Previous Phase of the Application(s)

9. The Secretariat reported that one project was generally progressing according to the schedule while two projects had some delays mainly due to sample processing, data analysis and report writing.

c. Payment Terms and Conditions for Approved Applications

10. As per discussion of the MEEF MC, the Chairperson concluded that all applications for Project Extension (next phase of Multiple-year Projects) were accepted in principle based on the original project scope. The applicant of a funded project would have to revise the application 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 – New Applications

a. Summary of Application Assessment

11. The Secretariat provided a brief summary on the new applications.

b. Discussion of Applications for Funding Approval

12. 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 (1) the applications above the overall average assessment score and (2) identified applications below the overall average assessment score requiring detailed discussion in ascending order of application reference number.
13. As per discussion of the MEEF MC, the Chairperson concluded that a total of three new applications were approved by MEEF MC for Year 2019/20.

c. Payment Terms and Conditions for Approved Applications

14. As per discussion of the MEEF MC, the Chairperson concluded that three new

applications with the proposed payment terms were approved by the MEEF MC.

Agenda Item 5 – MEEF MC Recommended Funding Application (if any)

15. The Secretariat reported that the total recommended funding for Year 2019/20 exceeded the approved Budget and MEEF MC Recommended Funding Application would be required for Year 2019/20. The MEEF MC Recommended Funding would be reported in the Steering Committee (SC) meeting in June 2019 for approval.
16. All the applications had been deliberated during the meeting and the Secretariat would follow up with each Applicant according to the discussions and comments of Members.

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

17. The Secretariat mentioned that the payment terms and conditions of project agreements with successful applicants would be prepared in May-June 2019. The approval for MEEF MC Recommended Funding Application would be discussed in the SC Meeting in June 2019 as well as the confirmation of payment terms and conditions, and the signing of project agreements. The projects for Year 2019/20 would be commenced in July 2019 and the funding results would be announced on the dedicated website. The Completion Reports for the existing MEEF funded projects of Year 2018/19 would be reviewed by MEEF MC in July 2019 onwards.

Agenda Item 7 - Tentative Schedule of Next Meeting

18. The Secretariat mentioned that next meeting would be held in October / November 2019. The key objectives of the meeting would be to review fund programme and operation, discuss collated Progress / Completion Reports from Applicants (if any) and to determine funding theme for the coming Project Year.

Agenda Item 8 – Any Other Business

a. Discussion on the Provision and Access of Raw Data of the MEEF Funded Projects

19. The Secretariat presented the current provision and access of raw data for MEEF funded projects and the relevant practices of some other major local funds of similar nature for Members' reference. The Chairperson and all Members agreed on the

current arrangements and had no further comment.

b. Funds Publicity

20. The Secretariat reported that the first MEEF and FEF Joint Sharing Session was held on 22 March 2019, and about 70 participants from Government officials, academics, representatives of non-governmental organisations, as well as fishermen's groups attended the event. It was recommended that the MEEF and FEF Joint Sharing Session to be held once in every 2 years.

c. Reappointment of MC Members

21. The Secretariat expressed his gratitude to Members for their professional contribution and informed Members that they had been appointed as MC members for a fixed term of 3 years since 25 October 2016. The terms will be expired by end of October 2019 and the Secretariat would liaise with them for reappointment in 2019 Q3.

The meeting was adjourned at 12:10 pm.



(Chairperson's Signature)