

Marine Ecology Enhancement Fund
Meeting of the Management Committee
held on 8 November 2019 at 2:40 pm

Notes of Meeting

The seventh meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 8 November 2019. The meeting was commenced at 2:40 pm and ended at 4:20 pm.

Present:

Prof Paul LAM	(MEEF MC Chairperson)
Dr Luk Ki CHENG	(MEEF MC member)
Mr Ken SO	(MEEF MC member)
Dr Put ANG	(MEEF MC member)
Dr Eric TSANG	(MEEF MC member)
Dr Chi Chiu CHEANG	(MEEF MC member)
Dr Siu Gin CHEUNG	(MEEF MC member)
Prof Nora TAM	(MEEF MC member)
Dr Simon WONG	(MEEF MC member)
Dr Lindsay PORTER	(MEEF MC member)
Dr William YU	(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 Laurence MCOOK	(MEEF MC member)
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In Attendance:

Ms Maggie WONG	(Secretariat [AA])
Ms Winnie CHAN	(Secretariat [AA])
Ms Linda LEE	(Secretariat [AA])
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 seventh MEEF MC meeting, including the four newly appointed MEEF MC Members. The Chairperson mentioned that the new 3-year fixed term of MEEF MC membership had commenced since 25 October 2019.
2. The Chairperson mentioned the follow-up items of the last meeting would be discussed under the respective meeting agenda items. The Chairperson asked and concluded that Members had no other concerned matters from the sixth MEEF MC meeting held on 24 May 2019.
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 – Overview of MEEF Operation

4. For new Members' familiarisation, the Secretariat briefly presented the overview of MEEF operation, including the duties of MC, funding cycle and the fund documentations.

Agenda Item 3 – Update of Existing MEEF funded Projects

5. The Secretariat provided Members a brief summary on the status of funded projects for Years 2018/19 and 2019/20.
6. The Secretariat reminded Members the anticipated date of receiving and reviewing Progress Reports for the funded projects of Year 2019/20 and Completion Reports for the funded projects of Years 2018/19 and 2019/20. The Secretariat mentioned that a summary of all on-going MEEF-funded projects would be provided to all new Members for declaration of any conflict of interest, and the original application packages and previously approved Progress Reports (where applicable) of the respective funded projects would be provided for new Members' reference when reviewing the Progress / Completion Reports.
7. The Secretariat reminded that the accepted Completion Reports (excluding financial details) would be uploaded to the dedicated website for public access.

Agenda Item 4 – Review of Funds Programme and Operation

- a. **Assessment Criteria for Application for Project Extension (Multiple-year Project)**

8. The Secretariat mentioned that the assessment criteria for the Project Extension (Multiple-year Project) application would be reviewed as requested by Members in the last meeting.
9. All Members agreed with the updates of the Application Form for Project Extension for the multiple-year project, and the updates of the Assessment Guidelines as well as the Assessment Form for Project Extension.
10. The Secretariat mentioned that the corresponding MEEF Operation Documents would be updated and circulated to Members via email for approval prior to the next application period for Project Extension (Multiple-year Project).

b. Updated Application Documents for Year 2020/21 and Dedicated Website

11. The Secretariat mentioned that the MEEF application documents would be updated to include the revised financial reporting requirements for Specified Recipient Organisation (which was approved in the last MEEF MC meeting) and arrangements for the custody of project assets. The Secretariat also mentioned that the updated application documents and the list of project assets would be circulated to Members for review and agreement, and would be subsequently uploaded onto the dedicated website for public access.

Agenda Item 5 – Funding Theme for Year 2020/21 Application

12. The Chairperson briefed Members on the three MEEF funding themes and asked whether a specific annual funding theme should be determined for Year 2020/21 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.

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

13. The Secretariat mentioned that the anticipated timeline was similar to that of last year. Application for new projects for Year 2020/21 would be open from December 2019 to January 2020. After the deadline of receiving new applications, pre-screening (including declaration of interest and assessor matching for MC Members) would be conducted. Assessment for Year 2020/21 applications would be conducted in March to April 2020. The Secretariat also mentioned that the next MEEF MC and Steering Committee (SC) meetings would be held in late April / May 2020 and in late May /

early June 2020, respectively.

Agenda Item 7 - Tentative Schedule of Next Meeting

14. The Secretariat mentioned that the next meeting would be held in late April / May 2020. 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 *MEEF MC Recommended Funding Application* to SC; and to discuss collated Progress / Completion Reports from project leaders.

Agenda Item 8 – Any Other Business

15. The Chairperson concluded that there was no other business and the meeting was adjourned.

The meeting was adjourned at 4:20 pm.



(Chairperson's Signature)