

Marine Ecology Enhancement Fund
Meeting of the Management Committee
held on 21 May 2020 at 2:30 pm

Notes of Meeting

The eighth meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 21 May 2020. The meeting commenced at 2:30 pm and ended at 5:00 pm.

Present:

Prof Paul LAM	(MEEF MC Chairperson)
Dr Chi Chiu CHEANG	(MEEF MC member)
Dr Eric TSANG	(MEEF MC member)
Dr Judy WAN	(MEEF MC member)
Dr Lindsay PORTER	(MEEF MC member)
Dr Luk Ki CHENG	(MEEF MC member)
Dr Laurence MCCOOK	(MEEF MC member)
Mr Martin PUTNAM	(MEEF MC member)
Prof Nora TAM	(MEEF MC member)
Prof Put ANG	(MEEF MC member)
Dr Siu Gin CHEUNG	(MEEF MC member)
Dr William YU	(MEEF MC member)
Mr Peter LEE	(Secretary-General [Airport Authority (AA)])
Dr Jasmine NG	(Secretariat [ERM-Hong Kong, Limited (ERM)])

Absent with Apologies:

Mr Ken SO	(MEEF MC member)
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In Attendance:

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



Agenda Item 1 – Matters arising from Last Meeting

1. The Chairperson welcomed all Members to the eighth MEEF MC meeting.
2. The Chairperson addressed the first item arising from the last meeting that Dr Simon WONG had resigned from the Ocean Park Conservation Foundation, Hong Kong (OPCFHK), and Dr Judy WAN, who had been nominated by the OPCFHK, was appointed in late March 2020 as the succeeding MEEF MC Member. The Members welcomed the newly appointed MEEF MC Member.
3. The Chairperson asked and concluded that the Members had no other matters of concern regarding the seventh MEEF MC meeting held on 8 November 2019.
4. The Chairperson confirmed that the minutes from the last meeting 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. The Chairperson invited the Secretariat to briefly summarise the funded projects overview and progress to the Members.

Agenda Item 2 – Update on MEEF Funded Projects

a. Overview of MEEF Funded Projects

5. The Secretariat presented an overview of MEEF funded projects for Years 2017/18, 2018/19 and 2019/20 for Members' information.
6. The Chairperson explained that in order to allow sufficient time for deliberations of the applications, major outcomes of the completed Year 2018/19 projects would be presented in the next MEEF MC meeting.

b. Progress of Ongoing Projects for Year 2019/20

7. The Secretariat presented further details on the project progress and interim outcome during the reporting period of the funded projects for Year 2019/20.

c. Overview of MEEF Applications for Year 2020/21

8. The Secretariat provided a brief summary on the timeline and overview of the MEEF applications for Year 2020/21.

9. The Chairperson advised that the focus for this meeting would be considering and approving new project applications.
10. The Secretariat stated that the approved budget amount for Year 2020/21 was HK\$6M and advised that before the discussion of each project application, Members would be asked to declare conflict of interest and would be requested to be excused from the discussion if any has been identified. The Secretariat outlined the key considerations to be taken into account when reviewing the applications.

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

a. Summary of Application Assessment

11. The Chairperson led the discussion of applications for Project Extension (next phase of Multiple-year Project) and recalled that the intention of having these Multiple-year Projects was to conduct meaningful long-term studies. A total of three (3) Multiple-year Project applications had been received.
12. As per discussion of the MEEF MC, two (2) out of the three (3) applications for Project Extension (next phase of Multiple-year Project) had been approved, whereas the assessment of the remaining application would be on hold and subject to the acceptance of the completion report of previous project phase by the MEEF MC.

Agenda Item 4 – New Applications

a. Summary of Application Assessment

13. The Secretariat reminded Members of the process associated with reviewing new project applications. The Secretariat summarised that there were ten (10) new project applications. The application summaries had been provided to all Members and potential conflicts of interest have been identified.
14. As per discussion of the MEEF MC, the Chairperson concluded that two (2) Project Extensions and four (4) new project applications with the proposed payment terms were approved by the MEEF MC. As the total approved amount was ~HK\$5.8M did not exceed HK\$6M, therefore, MEEF MC Recommended Funding was not required.

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

15. No discussion was initiated as MEEF MC Recommended Funding application was

not required.

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

16. The Secretariat mentioned that the payment terms and conditions of funding agreement with successful applicants would be prepared in May - June 2020. The approved projects for Year 2020/21 would commence on 1 July 2020 and the funding results would be announced on the dedicated website afterwards. The Steering Committee (SC) meeting would be conducted in June 2020 to discuss the confirmation of payment terms and conditions and the signing of funding agreements. The Completion Reports for the existing MEEF funded projects of Year 2019/20 would be reviewed by the MEEF MC in July 2020 onwards.

Agenda Item 7 – Tentative Schedule of Next Meeting

17. The Secretariat mentioned that the next meeting would be held in October / November 2020. The key objectives of the meeting would be to review the MEEF programme and operation, discuss collated Progress / Completion Reports (if any) and to determine funding theme for the coming Project Year. In addition, the assessment arrangements for applications applied by Members would be reviewed.

Agenda Item 8 – Any Other Business

18. The Secretariat mentioned that the SC had suggested to produce promotional material for the MEEF, therefore, AA was arranging the production of short promotional videos for selected projects and would be shared with Members shortly.
19. The Chairperson concluded that there was no other business, the meeting was adjourned.

The meeting was adjourned at 5:00 pm.



(Chairperson's Signature)