

Marine Ecology Enhancement Fund
Meeting of the Management Committee
held on 11 November 2020 at 2:30 pm

Notes of Meeting

The ninth meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 11 November 2020. The meeting was commenced at 2:30 pm and ended at 4:00 pm.

Present:

Prof Paul LAM	(MEEF MC Chairperson)
Dr Luk Ki CHENG	(MEEF MC member)
Dr Laurence MCOOK	(MEEF MC member)
Dr Lindsay PORTER	(MEEF MC member)
Mr Ken SO	(MEEF MC member)
Dr Put ANG	(MEEF MC member)
Prof Eric TSANG	(MEEF MC member)
Prof Nora TAM	(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 Chi Chiu CHEANG	(MEEF MC member)
Dr Siu Gin CHEUNG	(MEEF MC member)
Dr Judy WAN	(MEEF MC member)

In Attendance:

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

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Agenda Item 1 – Matters arising from Last Meeting

1. The Chairperson welcomed all Members to the ninth MEEF MC meeting.
2. The Chairperson mentioned that 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 matters arising from the eighth MEEF MC meeting held on 21 May 2020.
3. The Chairperson also mentioned that the last meeting minutes was circulated to Members for review on 4 November 2020 and would be signed in accordance with the approval procedures of notes of meeting. The Secretariat mentioned that the meeting minutes would be uploaded onto the dedicated website.

Agenda Item 2 – Update of Existing MEEF-funded Projects

4. The Secretariat provided Members a brief summary on the status of funded projects for Years 2018/19, 2019/20 and 2020/21.
5. The Secretariat reminded Members about the anticipated dates of receiving and reviewing Progress Reports for the funded projects of Year 2020/21 and Completion Reports for the funded projects of Years 2018/19, 2019/20 and 2020/21. The Secretariat also mentioned that the accepted Completion Reports would be uploaded to the dedicated website for public access and welcomed Members to share with interested parties for reference.

Agenda Item 3 – Review of Funds Programme and Operation

a. Assessment Arrangement for Applications submitted by Frequent MEEF Applicants

6. The Chairperson mentioned about the current assessment arrangements of applications submitted by frequent MEEF applicants, and asked Members if they had any comments on the current arrangement.
7. The Chairperson concluded Members' comments and suggested the Secretariat to check which of the MEEF MC operation documents (in whole or in part) could be provided for public access. All Members agreed.

b. Proposed Arrangements for Co-organising and Supporting Bodies of the Applications

8. The Secretariat briefly mentioned about the current arrangements for the co-organising and supporting bodies of the applications. To facilitate the declaration of interest by Members, a cut-off time of one month after the first application submission and prior to the declaration of interests by Members was proposed for the applicants to confirm the collaborations of any co-organising and supporting bodies for their applications. The Chairperson concluded that such time limit would be one month and any follow-up work would be further reviewed with the MEEF MC if necessary. All Members agreed.

Agenda Item 4 – Funding Theme for Year 2021/22 Application

9. The Chairperson briefed Members on the three existing MEEF funding themes. The Secretariat provided a brief summary of the funded projects by funding themes for Members' reference. The Chairperson concluded Members' comments and suggested the Secretariat to come up with elaborations on the funding themes that could be provided for applicants' reference when calling out for application. All Members agreed.

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

10. The Secretariat mentioned that the anticipated timeline was similar to that of last year. Application for new projects for Year 2021/22 would be open from December 2020 to January 2021. After the deadline of receiving new applications, pre-screening (including declaration of interest and assessor matching for Members) would be conducted. Assessment for Year 2021/22 applications would be conducted in March to April 2021. The Secretariat also mentioned that the next MEEF MC and Steering Committee (SC) meetings would be held in late April / May 2021 and in late May / early June 2021, respectively.

Agenda Item 6 - Tentative Schedule of Next Meeting

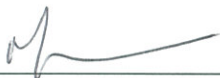
11. The Secretariat mentioned that the key objectives of the next meeting would be to approve MC Approved Funding from approved Budget; to consider each application and recommend to the SC; to prepare the MEEF MC Recommended Funding Application to the SC; and to discuss about the collated Progress / Completion Reports from project leaders.

Agenda Item 7 – Any Other Business

12. The Secretariat reported that a media interview had been arranged for the funded project of MEEF2018011/011A - Impact of microplastics on the Chinese horseshoe crab *Tachypleus tridentatus* in Hong Kong western waters, and feature stories had been published in / broadcasted on the HK Economic Times, Oriental Daily, HK01 and i-Cable News on 2 November 2020. The Secretariat had also produced a promotional video for the project which had been uploaded to the dedicated website. These news articles and videos had been shared with the Members before the meeting who were encouraged to share these media links with interested parties. A total of three project videos had been produced so far and the Secretariat would continue the production of appropriate funded projects for publicity.

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

The meeting was adjourned at 4:00 pm.



(Chairperson's Signature)