

Marine Ecology Enhancement Fund
Meeting of the Management Committee
held on 21 May 2021 at 2:30 pm

Notes of Meeting

The tenth meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 21 May 2021. The meeting commenced at 2:30 pm and ended at 5:55 pm.

Present:

Prof Nora Tam	(MEEF MC Chairperson)
Dr Chi Chiu CHEANG	(MEEF MC member)
Prof Eric TSANG	(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 Put ANG	(MEEF MC member)
Dr Siu Gin CHEUNG	(MEEF MC member)
Dr William YU	(MEEF MC member)
Prof Joe LEE	(MEEF MC member)
Mr Ken SO	(MEEF MC member)
Mr Peter LEE	(Secretary-General [Airport Authority (AA)])
Dr Jasmine NG	(Secretariat [ERM-Hong Kong, Limited (ERM)])

Absent with Apologies:

Dr Judy Wan	(MEEF MC member)
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In Attendance:

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

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Agenda Item 1 – Matters arising from Last Meeting

1. The Chairperson welcomed all Members to the tenth MEEF MC meeting.
2. The Chairperson asked and concluded that the Members had no matters of concern regarding the ninth MEEF MC meeting held on 11 November 2020.
3. The Chairperson confirmed that the minutes from the last meeting would be signed in accordance with the approval procedures of notes of meeting and would be 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

4. the Secretariat presented an overview of the MEEF funded projects for Years 2018/19 to 2020/21 for Members' information. Major outcomes of the recently completed projects would be presented to the Members in the next MEEF MC meeting.

b. Progress of Ongoing Projects for Year 2020/21

5. the Secretariat presented further details on the project progress and interim outcomes of the funded projects for Year 2020/21.

c. Overview of MEEF Applications for Year 2021/22

6. the Secretariat provided a brief summary on the timeline and overview of the MEEF applications for Year 2021/22.
7. The Chairperson stated that the approved budget amount for Year 2021/22 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 Chairperson 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

8. The Chairperson led the discussion of applications for Project Extension (next phase

of Multiple-year Project). A total of four (4) Multiple-year Project applications had been received.

9. As per discussion of the MEEF MC, three (3) out of the four (4) applications for Project Extension (next phase of Multiple-year Project) was approved.

Agenda Item 4 – New Applications

a. Summary of Application Assessment

10. the Secretariat summarised that there were fourteen (14) new project applications. The application summaries had been provided to all Members and potential conflicts of interest had been identified.

b. Payment Terms and Conditions for Approved Applications

11. As per discussion of the MEEF MC, the Chairperson concluded that three (3) Project Extensions and eight (8) new project applications with the proposed payment terms were approved by the MEEF MC. As the total approved amount was ~HK\$6.57M, which exceeded HK\$6M, therefore, MEEF MC Recommended Funding was required.

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

12. the Secretariat reported that the total recommended funding for Year 2021/22 exceeded the approved budget and MEEF MC Recommended Funding Application would be required for Year 2021/22. The MEEF MC Recommended Funding would be reported in the Steering Committee (SC) meeting in June 2021 for approval.

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

13. the Secretariat mentioned that the payment terms and conditions of funding agreement with successful applicants would be prepared in May and June 2021. The approved projects for Year 2021/22 would commence on 1 July 2021 and the funding results would be announced on the dedicated website afterwards. The SC meeting would be conducted in June 2021 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 2020/21 would be reviewed by the MEEF MC from July 2021 onwards.

Agenda Item 7 – Tentative Schedule of Next Meeting

14. the Secretariat mentioned that the next MEEF MC meeting would be held in October / November 2021. 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

a. Updates on the MEEF Guidance Note

15. the Secretariat suggested to delete the last column of the “Receipt reference no.” in the table of “Suggested format for audited account statements for the items in the Completion Report” in Appendix 2 to the *MEEF Guidance Note* as receipts were no longer required to be submitted with Completion Report. The Chairperson concluded that the change was approved with no objection.

b. Updates on the Potential Presentation of MEEF Funded Project Outcomes to the Agriculture, Fisheries and Conservation Department (AFCD)’s Marine Mammal Conservation Working Group (MMCWG)

16. the Secretariat reported that during the last SC Meeting, a SC Member had suggested the Secretariat to invite appropriate MEEF funded project leader(s) to present applicable CWD research findings to the MMCWG for knowledge sharing. The Secretariat had then approached the Secretariat of the MMCWG who would like to firstly review the list of recommended projects for their consideration and, if applicable, one project presentation could be delivered to the MMCWG. Members had no objection to the proposed arrangement.

c. Updates on the Meeting with the Secretariat of the Lantau Conservation Fund (LCF) Advisory Committee

17. the Secretariat mentioned prof Kenneth LEUNG declared in the last SC Meeting that he would take up the post of Chairperson of the LCF Advisory Committee. He therefore recommended the Secretariat of the MEEF / FEF to coordinate with the Secretariat of the LCF Advisory Committee to clarify the potential similar applications for these funds and explore possible collaboration. the Secretariat reported that an online meeting was held between the Secretariats of MEEF and the LCF on 24 March 2021, to share information on the funds operation and potential applications. Both

Secretariats agreed to maintain close communication for future coordination and to check for potential funding duplication. The Year 2021/22 applications for the funds were also shared between both Secretariats after the meeting.

d. Funds Publicity

18. the Secretariat reported that the Secretariat was exploring the possibility of holding the second MEEF and FEF Joint Sharing Session. Depending on the COVID-19 situation, the sharing session was expected to be held in around Q4 2021 the earliest. He also suggested to invite project leaders of MEEF funded projects to participate in the sharing session before the commencement of next round of application.
19. The Chairperson concluded that there was no other business, the meeting was adjourned.

The meeting was adjourned at 5:55 pm.

A handwritten signature in blue ink, appearing to read 'Jan', is written over a horizontal line.

(Chairperson's Signature)