

Fisheries Enhancement Fund
Meeting of the Management Committee
held on 15 May 2017 at 9:15 am

Notes of the Meeting

The meeting of the Management Committee (MC) of the Fisheries Enhancement Fund (FEF) was held on 15 May 2017. The matters arising from the last meeting, approval procedure of notes of meeting, application assessment (including summary of application assessment, discussion of applications for funding approval, and payment terms and conditions for approved applications) were discussed. The draft agreement template, anticipated timeline of activities for funding award and tentative schedule of next meeting were also discussed. The meeting was commenced at 9:15 am and ended at 11:45 am.

Present:

Prof Kenneth LEUNG	(FEF MC Chairman)
Mr Siu Keung CHEUNG	(FEF MC member)
Mr Ka Fai FOK	(FEF MC member)
Mr Siu Fai KEUNG	(FEF MC member)
Ms Ka Ling PO	(FEF MC member)
Mr Sheung Chun YEUNG	(FEF MC member)
Dr Patsy WONG	(FEF MC member)
Ms Samantha LEE	(FEF MC member)
Prof Jonathan WONG	(FEF MC member)
Mr Lawrence TSUI	(FEF MC member)
Mr Peter LEE	(Secretary-General [Airport Authority Hong Kong])
Dr Jasmine NG	(Secretariat [ERM])
Mr Raymond TSUI	(Secretariat [Airport Authority Hong Kong])

Absent with Apologies:

Hon Steven HO Chun-yin	(FEF MC member)
Mr Yu Sun HO	(FEF MC member)

In Attendance:

Ms Maggie WONG	(Secretariat [Airport Authority Hong Kong])
Mr Ming Ho CHIU	(Secretariat [Airport Authority Hong Kong])
Mr Nill NG	(Secretariat [ERM])
Mr Raymond CHOW	(Secretariat [ERM])

Agenda Item 1 – Matters arising from Last Meeting

1. The Chairperson welcomed all Members to the second FEFMC meeting and asked if Members had any concerned matters from the inaugural meeting held on 21 November 2016. The Chairperson concluded that all Members had no matters concerning the inaugural meeting.

Agenda Item 2 – Approval of Meeting Notes of the prior Meeting

2. The Secretariat had circulated the draft Meeting Notes of the inaugural meeting on 17 January 2017 by email or mail to all Members for review. No comment had been received. The Chairperson concluded that all Members agreed to approve the meeting notes of the inaugural meeting.

Agenda Item 3 – Approval Procedures of Notes of Meeting

3. Dr Jasmine NG of the Secretariat briefed Members on the approval procedures of Notes of Meeting, i.e. the Secretariat would prepare final meeting notes to the Chairperson for signature if Members did not provide any comments within 10 business days after receiving the draft/ revised meeting notes. The endorsed meeting notes would be subsequently distributed to Members for record, and the meeting notes would be made available to the public through the dedicated website.
4. The Chairperson asked if Members had any comments on the proposed approval procedures of Notes of Meeting and no comments were received. The Chairperson concluded that all Members agreed with the approval procedures of Notes of Meeting.

Agenda Item 4 – Application Assessment

5. Dr Jasmine NG provided a brief summary of activities conducted for the first round of FEF Application for Year 2017/18.
6. The Chairperson reported that, according to the submitted Declarations of Interest, several Members reported potential conflict of interest. The Chairperson suggested all Members with reported potential conflict of interest would need to leave the meeting when the related project(s) was/ were being discussed. All Members agreed.

7. To avoid funding of FEF being dominated by a small number of organisations or persons, the Chairperson suggested setting a limit for the maximum number of projects funded by FEF for each applicant each time. He suggested the FEF MC only allows each applicant to receive funding for no more than two projects at any time and also having this limit specified in the next round of application. All Members agreed.
8. The Chairperson guided the discussion of individual applications. For each application, Dr Jasmine NG summarised the comments provided by assessors in their assessment forms, followed by assessors supplementing their opinions, and then other Members joined the discussion afterwards. Members with conflict of interest on the application being discussed were invited to leave the meeting.
9. Dr Jasmine NG summarised the applications to be funded. Members agreed successful applicants should provide supplementary information in form of work plan at specific time after signing of agreements.

Agenda Item 5 – Draft Agreement Template

10. Dr Jasmine NG explained to Members the draft agreement template and asked Members to read through the document carefully.
11. One Member queried on the appropriate action if insufficient number of tender bids or quotes was received by the successful applicants in an open tender / quotation as required under the *FEF Guidance Note*. The Chairperson suggested that it would still be acceptable given that an open tender / quotation had been arranged properly.

Agenda Item 6 – Anticipated Timeline of Activities for Funding Award

12. Dr Jasmine NG explained to Members the expected timeline of the signing of agreements with successful applicants and funding award.

Agenda Item 7 - Tentative Schedule of Next Meeting

13. Mr Peter LEE mentioned that the next meeting would be held in November 2017. The key objective of the meeting would be to review the operation of FEF (including project delay and extension arrangements); to discuss the

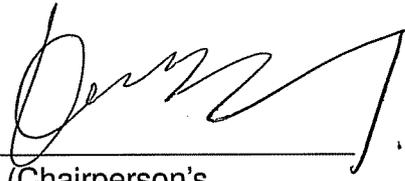
progress / completion reports submitted by successful applicants; and to decide the funding theme for the coming Year 2018/19.

Agenda Item 8 – Any Other Business

14. The Chairperson suggested the Secretariat holding a workshop about 1-2 months before application to pair up fishermen with ideas / proposals with volunteers who were able to help with the application procedures. A Member agreed and further suggested there were a number of projects which could not proceed to application because preparation for application took significant amount of time. Mr Peter LEE mentioned that the Secretariat had provided ongoing guidance to fishermen in preparing applications for FEF. As requested by the Members, the Secretariat would put in additional resource to support fishermen in preparing FEF applications as well as to provide guidance to fishermen on the administration of the projects during the initial years of FEF operation. A Member suggested there were available external help to fishermen to administer projects and prepare applications, but those were not voluntary services. That Member asked if it would be possible for FEF to employ such external help as consultant to assist the preparation of applications. Dr Jasmine NG suggested partnership with fishermen associations instead of consultant should be adopted. The Chairperson also disagreed with the idea of employing a consultant. Mr Peter LEE mentioned that the additional technical support of the Secretariat would include the provision of guidance to fishermen organisations in preparing FEF applications but not assistance in providing or developing the idea of projects.

15. The Chairperson suggested FEF should open for application twice per year. Some Members agreed and suggested this would allow flexibility for the fishermen. Mr Peter LEE suggested allowing application twice a year in the first few years only to avoid complicated administrative arrangements and Members' heavy workload. He reminded that Member should consider the budget allocations in the subsequent years should this arrangement be adopted. Members agreed to adopt this as a short term arrangement which would be reviewed for long term arrangement on a need basis. The Chairperson reminded the Secretariat to send letters of notification to inform major fishermen associations about the second round of applications. Dr Jasmine NG stated that the applications received during the second round of application would be discussed in the meeting in November.

The meeting was adjourned at 11:45 am.

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(Chairperson's
Signature)