

Marine Ecology Enhancement Fund
Meeting of the Management Committee
held on 26 November 2021 at 9:30 am

Notes of Meeting

The eleventh meeting of the Management Committee (MC) of the Marine Ecology Enhancement Fund (MEEF) was held on 26 November 2021. The meeting was commenced at 9:30 am and ended at 11:00 am.

Present:

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| Prof Nora TAM | (MEEF MC Chairperson) |
| Dr Chi Chiu CHEANG | (MEEF MC member) |
| Prof Eric TSANG | (MEEF MC member) |
| Prof Joe LEE | (MEEF MC member) |
| Dr Judy WAN | (MEEF MC member) |
| Mr Ken SO | (MEEF MC member) |
| Prof Laurence MCCOOK | (MEEF MC member) |
| Dr Lindsay PORTER | (MEEF MC member) |
| Dr Luk Ki CHENG | (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) |
| Mr Peter LEE | (Secretary-General [Airport Authority (AA)]) |
| Dr Jasmine NG | (Secretariat [ERM-Hong Kong, Limited (ERM)]) |

Absent with Apologies:

Nil

In Attendance:

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| Ms Maggie WONG | (Secretariat [AA]) |
| Ms Winnie CHAN | (Secretariat [AA]) |
| Ms Vinca TANG | (Secretariat [AA]) |
| Ms Jolene WONG | (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 eleventh MEEF MC meeting.
2. The Chairperson mentioned that the follow-up items of the last meeting would be discussed under agenda item 3 of this meeting. The Chairperson asked and concluded that Members had no other matters arising from the tenth MEEF MC meeting held on 21 May 2021.
3. The Chairperson also mentioned that the last meeting minutes was circulated to Members for review on 2 November 2021 and no comments were received. The minutes would be signed in accordance with the approval procedures of notes of meeting and 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 2019/20 to 2021/22 as well as key outcomes of the completed projects.
5. The Secretariat reminded Members about the anticipated dates of receiving and reviewing progress reports for the funded projects of Year 2021/22 and completion reports for the funded projects of Years 2019/20 and 2020/21. The Chairperson reminded Members that the accepted completion reports would be uploaded to the dedicated website for public access.

Agenda Item 3 – Review of Funds Programme and Operation

a. Assessment Criteria and Deliberation Arrangement for MEEF Applications

6. The Secretariat mentioned that the assessment deliberation arrangements would be reviewed as requested by Members in the last meeting. The Secretariat recapped the current MEEF MC deliberation arrangements for applications; and summarised the potential issues observed from the current arrangement and the proposed changes for such arrangements.
7. The Chairperson asked Members if they had any opinions on the proposed arrangement to group together projects of similar natures/ topics for discussion during deliberation.
8. The Chairperson recapped all Members' suggestions and concluded that Members agreed with the proposed arrangements.

9. The Chairperson asked Members about their opinions on assessing the projects based on project novelty. The Chairperson summarised Members' suggestions and proposed to amend the current assessment criteria to cover the project's effectiveness in enhancing marine ecology and improving the conservation and management plans. All Members agreed.
10. The Chairperson asked Members on their opinion on the general rule of thumb that the labour cost of a funded project should not exceed half of the total requested funding amount. The Chairperson summarised Members' comments and stated that each budget item in the project application must be justified, and the application would be evaluated based on its merits and natures.
11. The Secretariat mentioned that amendments were made to the operation documents of the Fisheries Enhancement Fund such that the project applications had to include a plan on sharing the project outcomes. The Secretariat sought for Members' views on making a similar amendment to the operation documents of the MEEF. The Chairperson summarised Members' comments and concluded that an assessment criterion would be added to assess the appropriateness of the applicants' plans to disseminate knowledge acquired from the project, according to the project nature, and counted towards the final assessment score. All Members agreed.

Agenda Item 4 – Funding Theme for Year 2022/23 Application

12. The Chairperson briefed Members on the three existing MEEF funding themes and provided a brief summary of the funded projects by funding themes for Members' reference. The Chairperson summarised Members' comments and concluded that the funding themes for Year 2022/23 remained unchanged, and reminded that these themes could serve as a reminder to applicants on the possible project topics, but projects with other topics could still be considered.

Agenda Item 5 – 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 2022/23 would be open from December 2021 to January 2022. After the deadline of receiving new applications, pre-screening (including declaration of interest and assessor matching for Members) would be conducted. Assessment for Year 2022/23 applications would be conducted in March to April 2022. The Secretariat also mentioned that the next MEEF MC and Steering Committee (SC) meetings would be held in late April / May 2022 and in late May /

early June 2022, respectively.

Agenda Item 6 - Tentative Schedule of Next Meeting

14. 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

15. The Secretariat reported that the MEEF and FEF Second Joint Sharing Session was held on 4 November 2021. More than 70 participants from various sectors joined the event, and some parties expressed their interests in applying for the Funds. The Secretariat also pointed out that the Secretariat aimed to organise such sharing session every two years.
16. The Chairperson concluded that there was no other business and the meeting was adjourned.

The meeting was adjourned at 11:00 am.



(Chairperson's Signature)