



**United Nations
Environment Programme**

Distr. restricted
UNEP/GEF/SCS/RWG-F.1/3



Global Environment Facility

22nd May 2002

Original: ENGLISH



***Reversing Environmental Degradation Trends
in the
South China Sea and Gulf of Thailand***

REPORT

**First Meeting of the Regional Working Group for
the Fisheries Component**

Bangkok, Thailand, 20 – 22 May 2002

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Report of the Meeting

1. OPENING OF THE MEETING

1.1 Welcome address

1.1.1 The Project Director, Dr. John Pernetta, opened the meeting on behalf of Dr. Klaus Töpfer, the Executive Director of UNEP and Dr. Ahmed Djoghlaif, the Director, Division of GEF Co-ordination. He welcomed participants to the first meeting of the Regional Working Group on Fisheries (RWG-F) and noted the high importance accorded this project by the United Nations Environment Programme (UNEP) and the Global Environment Facility (GEF). He informed the meeting of the strong desire of the Executive Director that the project stimulate renewed interest in regional, co-operative management of the most biologically diverse shallow water marine area in the world. In addition, Dr. Pernetta noted that, the importance accorded this project by the GEF was reflected in the size of the GEF grant (16.4 million US\$).

1.1.2 Dr. Pernetta briefly reviewed the process of project development from the initial approval of the project concept by the 12th meeting of the Co-ordinating Body for the Seas of East Asia (COBSEA) in 1996. He noted that, the project was large and complex and that this working group was central to the regional level co-ordination and management of national contributions to the fisheries sub-component. He noted further that the focus of the activities envisaged in this component of the project was directed towards the habitats that served as important nursery, spawning and feeding grounds for migratory or shared fish stocks. He noted further that this initial meeting is important in providing guidance to the National Focal Points and through them to the National Committees regarding the work to be undertaken and in ensuring that the data and information assembled at the national level are comparable and compatible between all participating countries. It will be important to ensure that this scientific and technical guidance is collective, not only at the regional, but also equally importantly, at the national level.

1.1.3 He informed the meeting that the Regional Working Group on Fisheries was composed of six participating countries, since China will not participate in this sub-component during the initial stages of the project. He expressed the hope that with the implementation of the project and demonstration of its benefits, China would participate in this sub-component at a later stage.

1.1.4 On behalf of the Executive Director, the Project Director reiterated the strong support of UNEP for this initiative and to assisting the countries of the region in developing more regionally co-ordinated approaches to addressing the problems of the marine environment. He noted that this project was viewed in many quarters as being both significant and well designed and expressed the hope that the meeting would be successful in providing the necessary scientific and technical guidance required for successful execution of the fisheries component.

1.2 Introduction of members

1.2.1 The participants were invited to introduce themselves and to provide the meeting with a brief outline of their expertise and experience, and their roles in the project. Participants noted with regret the absence of the Malaysian Focal Point and expressed the hope that Malaysia would participate in this important activity in the future. The list of participants is attached as Annex 1 to this report.

2. ORGANISATION OF THE MEETING

2.1 Designation of officers

2.1.1 In accordance with the rules of procedure for the Project Steering Committee, participants were invited to nominate a Chairperson, Vice-chairperson, and Rapporteur for the meeting.

2.1.2 Mr. Noel Barut, Focal Point for Fisheries in the Philippines nominated Mr. Wannakiat Thubthimsang, Focal Point for Fisheries for Thailand as Chairperson and Mr. Wannakiat was duly elected.

2.1.3 Mr. Wannakiat nominated Mr. Ing Try, Focal Point for fisheries from Cambodia, as Vice-Chairperson and Mr. Try was duly elected.

2.1.4 Dr. Dao Manh Son nominated Mr. Noel Barut, as Rapporteur for the meeting and Mr. Barut was duly elected.

2.2 Organisation of work

2.2.1 The Project Director introduced the list of documents (UNEP/GEF/SCS/RWG-F.1/INF.1), and informed the meeting that the documents in front of the working group included the National Reports, and Transboundary Diagnostic Analysis prepared during the PDF-B phase in both hard copy and electronic form; the report of the First Meeting of the Project Steering Committee held in October 2001; and the reports of the First Meetings of the Wetlands, Mangroves, Seagrass and Coral Reef, Regional Working Groups. He introduced the discussion documents prepared by the Secretariat for the meeting. The list of documents available to the meeting is attached as Annex 2 to this report.

2.2.2 He noted that the meeting would be conducted in plenary as far as possible, although sessional working groups could be formed as deemed necessary. The meeting would be conducted in English.

3. ADOPTION OF THE MEETING AGENDA

3.1 Mr. Wannakiat invited participants to consider the draft agenda prepared by the Secretariat and to propose any amendments or additions that they might wish.

3.2 There being no proposals for change Mr. Barut proposed, and Ir. H. Suharyadi Salim, Focal Point for Fisheries in Indonesia seconded a motion to adopt the agenda as proposed. The meeting agreed, to adopt the agenda as attached in Annex 3 to this report.

4. TERMS OF REFERENCE, MEMBERSHIP AND RULES OF PROCEDURE FOR THE REGIONAL WORKING GROUP FOR FISHERIES (RWG-F)

4.1 Terms of reference for the Regional Working Group

4.1.1 The Chairperson invited the Project Director to introduce document UNEP/GEF/SCS/PSC.1/3 and in particular the Terms of Reference for the Regional Working Group on Fisheries of the project entitled *"Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand"* contained in Annex VIII of that document, and reproduced for this meeting as document UNEP/GEF/SCS/RWG-F/INF.7. In introducing this document the Project Director noted that, the Terms of Reference had been approved by, the Project Steering Committee, and that any proposals for amendment would need to be referred back to that committee.

4.1.2 The Chairperson proposed and the meeting agreed to consider the Terms of Reference, item by item. During discussion of the first three items in the Terms of Reference clarification was sought by several members regarding the formation, membership, and responsibilities of the National Committees. It was noted that the National Committees should already have been formed and that the National Focal Points were responsible for ensuring that agreements reached during the Regional Working Group meetings were communicated to the members of the committees.

4.1.3 Mr. Ing Try requested clarification regarding the composition and membership of the National Committees since in his view they should be restricted to government entities directly involved in matters of relevance to fisheries. In response the Project Director noted the need to form a committee that contained a range of expertise and as wide a range of stakeholders as possible. The reason being that it was important to ensure wide dissemination of information regarding the project and wide acceptance of the outcomes. Mr. Try further noted the financial constraints in involving representatives of all Provincial Governments in Cambodia in the meetings of the Committee as well as other stakeholders and fisheries researchers.

4.1.4 During the subsequent discussion participants informed the meeting of progress in forming the

national committees and their composition. Dr. Dao Manh Son noted that the Vietnamese Committee consisted of 10 members and included representatives from both the research and management communities but that due to the budgetary constraints it would not be possible for the committee to meet physically once a month, since the committee was composed of individuals from all over Viet Nam.

4.1.5 Mr. Salim noted that in the case of Indonesia, Provincial Governments were being involved in the Project. He noted that the proposed membership of the committee was awaiting Government approval, and agreed with the Project Director that the composition, and mode of functioning of the National Committees should be decided at the National level. He noted further that it was preferable in the case of Indonesia to list the Institutions represented on the Committee rather than individuals who were subject to reassignment.

4.1.6 Mr. Wannakiat noted that in the case of Thailand a National Fisheries Committee already existed, that it was a high level committee chaired by the Deputy Prime Minister and that it was extremely large comprising a wide range of stakeholders. He informed the meeting that he had formed a committee specifically for this project and that it would report to the National Fisheries Committee, which would also consider any recommendations proposed within the framework of the project.

4.1.7 Mr. Barut shared his experiences in forming the National Committee in the Philippines and informed the meeting that as in the case of Philippines it was limited to 10 members involved in fisheries along the coastline bordering the South China Sea and included national and regional government officers, local government officers, academicians, NGOs and researchers. He noted that it was the intention of the Committee to invite additional participants to meetings when the need arose.

4.1.8 Finally it was noted that the Focal Points should inform their National Technical Focal Point of the composition of the committee once formed and that they should send a copy of the membership to the Project Co-ordinating Unit as soon as possible. Technically this should have been done within thirty days of final signature of the MoUs.

4.1.9 During discussion of the subsequent items in the Terms of Reference issues were raised and discussed regarding the boundaries of the Gulf of Thailand; the nature of transboundary issues eligible for funding within the project; the required format for the meta-database; and the fact that the initial activities during the first two years were to be based on existing data and information and not original research.

4.1.10 Regarding the creation of the national meta-databases it was noted that if these were to be compatible and capable of aggregation into a regional meta-database then identical formats would need to be used by each National Committee. The Project Director informed the meeting that the PCU was in discussion with Dr. Anond Snidvongs, Director of the Southeast Asian Regional Centre for the System for Analysis, Research and Training of the International Geosphere Biosphere Programme (SEA-START RC) and that a standard format would be developed and dispatched to all National Focal Points within the next two weeks.

4.1.11 Concerning *refugia* or fish sanctuaries, Mr. Barut informed the meeting that criteria for the designation of such areas had been established in the Philippines which might be of value to the project when considering the need for such areas elsewhere. Mr. Barut also informed the meeting that materials for public awareness amongst artisanal fishing communities had been developed in the Philippines, which might be suitable for use within this project.

4.1.12 Reference was made to the work of ASEAN on a code of conduct for the South China Sea and the meeting noted the need to build on this work rather than duplicate it. The group also agreed on the need to establish regular e-mail contact to co-ordinate the work inter-sessionally and it was noted that Mr. Kelvin Passfield of the PCU would serve as the focal point for intersessional activities of the group.

4.2 Membership of the Regional Working Group

4.2.1 The meeting noted that, the membership of the RWG-F as detailed in the Terms of Reference for the Regional Working Group on Fisheries, included the National Focal Points for Fisheries from the six participating countries, one member of the Project Co-ordinating Unit, and up to four regional experts

nominated by the Project Co-ordinating Unit (PCU) in consultation with the National Technical Focal Points.

4.2.2 The Project Director informed the meeting that, Mr. Kelvin Passfield, expert in the Project Co-ordinating Unit would serve as the PCU designated member of the working group, and that China would not participate in this component of the Project during the initial phase of the work.

4.2.3 The meeting noted the need to add expertise in the field of resource economics and it was agreed that members would consider and agree on the fields of expertise, which need to be added to the group prior to the next meeting. It was agreed that members would provide nominations to the PCU for further consideration and subsequent approval by the National Focal Points. It was agreed that such nominations would be provided in the form of the expert roster entries prepared by the PCU. The full list of experts for all the working groups of the project components and sub-components will be circulated to the National Technical Focal Points for comment.

4.2.4 Participants noted the possibility of inviting additional observers to subsequent meetings as the need arises.

4.3 Rules of Procedure

4.3.1 The RWG-F noted that the Project Steering Committee had, at its first meeting in October 2001, adopted rules of procedure for the conduct of its meetings. The Rules of Procedure of the Project Steering Committee are contained in Annex XIII of document UNEP/GEF/SCS/PSC.1/3. The RWG-F noted further that the other regional working groups had adopted these rules subject to replacement of references to the Project Steering Committee with references to the Regional Working Group.

4.3.2 The RWG-F agreed to adopt, subject to the replacement of references to the Project Steering Committee with Regional Working Group, the Rules of Procedure for the PSC contained in sections IV, V, VI, and VII as rules for the conduct of its sessions.

5. MANAGEMENT AND OVERALL OBJECTIVES OF THE UNEP/GEF PROJECT ENTITLED: "REVERSING ENVIRONMENTAL DEGRADATION TRENDS IN THE SOUTH CHINA SEA AND GULF OF THAILAND"

5.1 Reporting relationships and responsibilities of the Regional Working Group and its role in achieving project objectives

5.1.1 The Project Director was invited to introduce the management framework of the project outlined in document UNEP/GEF/SCS/RSTC.1/INF.4. He explained that the primary purpose of the RWG-F was to ensure that the National Committees for the Fisheries sub-component conducted their work in a comparable manner such that the outputs could be synthesised at a regional level.

5.1.2 In addition, it was noted that the Chairperson of the RWG-F would serve as a member of the Regional Scientific and Technical Committee (RSTC) and would therefore be responsible for ensuring that the recommendations of the group were presented to the RSTC. During discussion the Chairperson sought clarification regarding his responsibilities in reporting to the RSTC and it was noted that he would be responsible for presenting the reports of the meetings and outputs to the RSTC but that he would be assisted in discharging this responsibility by the Project Co-ordinating Unit.

5.1.3 During the discussion it was noted that the MOUs signed between the Specialised Executing Agencies (SEAs) and UNEP, represent institutional agreements such that in the event of a Focal Point leaving the Institution, the SEA has a responsibility to identify a replacement.

5.2 Financial rules and financial reporting responsibilities of the National Focal Points of each Specialised Executing Agency

5.2.1 The Project Director was invited to introduce document UNEP/GEF/SCS/RSTC.1/INF.5 on financial rules and financial reporting requirements to secure anticipated cash flows in accordance with the budgets contained in the MOUs. This document is included as Annex 4 to this report.

5.2.2 The Project Director outlined the process of budget approval and fund disbursement and noted that the Project Steering Committee had overall responsibility for budget allocations and planning within the framework approved by the GEF Council in the Project Brief. He further noted that the responsibility for authorizing and certifying project expenditures and disbursements lay with the PCU, operating under the guidance and decisions of the PSC. He noted that initially project activities had been approved by COBSEA and on the basis of that approval, an estimated budget was prepared by UNEP, submitted and approved by the GEF Council, which determined the allocations by project component. The Project Steering Committee had approved the overall framework budget for the five years of the project and the detailed budget including allocations to the Specialised Executing Agencies (SEAs) for the first two years.

5.2.3 Disbursement of funds by UNEP is facilitated by ESCAP under authorisation from the PCU and takes place in advance of the SEAs incurring expenditures in line with the budgets attached to the MOUs. These budgets clearly indicate the purpose for which the funds are provided by UNEP, on behalf of the GEF, to the Specialised Executing Agencies. The SEAs are authorised to spend the cash advances in accordance with the detailed budget, and the meeting noted that UNEP will not reimburse expenditures for items not detailed in the approved budget. It was noted further that, during project execution there might be unplanned costs, over-expenditures and/or under-expenditures that would require revision of the budget, in these cases, the Focal Points in the SEAs should contact the PCU to seek a budget revision.

5.2.4 Regarding meeting costs it was noted that per diem allowances and other expenses involving travel could be paid to members but that a sitting allowance or fee should not be paid. The itemised list of expenditures was not required but a copy of the meeting report together with an informal translation into English was acceptable as justification for the expenditure. In this regard it was noted that although original receipts for most expenditures did not need to be submitted by the SEAs at the time of submission of the 6 monthly expenditure statement these should be retained on record by the SEA for the duration of the project such that they can be produced if an audit is required.

5.2.5 Cambodia requested whether they could use unspent funds from one budget line for items of equipment in advance of receipt of the second tranche of funds and it was agreed that this would be possible for this initial start up phase but allocations for the subsequent year could not be brought forward to the current year.

5.2.6 It was noted that expenditure statements, cash advance requests and substantive six monthly reports were required at 30th June and 31st December and that the first reports were due on 30th June 2002 even though the cash had only been advanced at the end of the first quarter of the year. These dates reflect the financial years for the GEF (30th June) and UNEP (31st December).

5.2.7 During discussion of the process of budget revision it was noted that no MoU to date contained allocations for consultants or for project personnel and that where such assistance was required by the National Focal Points for Fisheries they should write to the Project Director requesting a budget revision transferring funds from the sub-contracts budget line 2100 to the appropriate line in the personnel component of the budget.

5.2.8 In respect of contracts for consultancy and other individual services it was noted that at the time of submission of the six monthly reports a copy of the signed contract in the original language should be submitted to the PCU together with an informal translation into English.

5.2.9 Concerning the mode of reporting the Chairperson asked whether documents can be sent by email and the Project Director informed the meeting that supporting documents can be sent by email, but that the 3 formal reports need to be signed, and faxed, and the originals should be mailed to the PCU. The PCU will act on the basis of the faxed copy but a signature is required from the signatory of the MoU as validation of the reports.

5.2.10 Clarification was sought as to whether all reports have to go through the National Focal Point for the Project to the PCU and the Project Director informed the meeting that there was no requirement on

the part of UNEP that reports be submitted through the NFP rather there is a contractual obligation for the signatory to the MoUs to submit the reports directly to the PCU. In the event that a Focal Point for Fisheries is changed the PCU requires an official notification from the National Focal Point for the Project, informing UNEP of the change of Fisheries Focal Point.

5.2.11 Discussion ensued regarding the substantive outputs of the National Committees and it was noted that the Regional Working Group would decide how and when the national outputs would be published and disseminated. It was noted in this context that approval at National Level would be required prior to public dissemination of the outputs according to the national requirements in each country.

5.2.12 Finally it was noted that budget revisions could be undertaken at any time since they required only a request and justification from the Focal Point for Fisheries, followed by written authorization from the Project Director. In this context it was noted that on the basis of the points raised members might wish to propose revisions prior to the end of the meeting, in which case revised budgets could be approved immediately.

6. OVERALL GOALS AND OBJECTIVES OF THE FISHERIES COMPONENT

6.1 General description of activities contained in the Project Brief

6.1.1 The Project Director introduced document UNEP/GEF/SCS/RSTC.1/4, in which the expectations of the Global Environment Facility (GEF) with respect to project execution, the constraints and limitations imposed by the terms of the GEF grant in supporting activities in the different project components, and the opportunities provided by the project for improving the national and regional capacities for sustainably managing the South China Sea marine environment, were outlined.

6.1.2 A query was raised, concerning the criteria to be used by the GEF in measuring the success of the project. In response the Project Director noted that sustainability of the management frameworks and structures beyond the life of the project would be one criterion of overall project success. More importantly however the “environmental state” criteria that could be used to judge the environmental outcomes cannot be defined until such time as the concrete activities are designed. He also noted that various indicators of success were in fact outlined in the logical framework matrix in terms of outputs and verifiable indicators but that the GEF used three classes of indicator to measure project success: namely environmental state indicators; process indicators; and threat reduction indicators. Of these changes in environmental state were likely to be measured only over the long-term and therefore might be less important within the time frame of project execution.

6.1.3 The chairman invited Mr. Passfield to introduce document UNEP/GEF/SCS/RWG-F.1/4, Outline of Fisheries Related Activities. Mr. Passfield presented an overview of the document, and the attached flow chart and invited participants to critically review the contents of the document as this was a preliminary draft for them to amend during the meeting.

6.1.4 The flow-chart of national, site specific and regional activities was reviewed and discussed and participants agreed to adopt this as an overall framework for the work of the National Committees and RWG-F for the next two years. The chart is attached as Annex 5 to this report.

6.1.5 During discussion a question was raised regarding the activity involving the testing of a blast fishing device and the Project Director informed the meeting that this would be an item for the agenda of the next meeting at which a presentation would be made and the RWG-F could determine how best to trial the device.

6.1.6 An extensive discussion of which stocks were to be considered within the framework of the project took place during which it was noted that some demersal stocks could be considered transboundary under some circumstances. Guidance regarding regional agreements on what constitute shared, transboundary stocks in the South China Sea was introduced by the Chairman and is attached as Annex 6 to this report. This listing is to be used as the basis for the preparation of the National Reports.

6.1.7 There followed an extensive and intensive discussion of the nature and contents of the national reviews, which were to be completed during the first two years of the project and on which the National Action Plans and subsequent activities would depend. It was agreed that in order to ensure the comparability of information reviewed in each country a format would be devised and agreed by the working group, for the national reports.

6.1.8 A draft outline of the contents of the national report was prepared by the Secretariat overnight, which was discussed expanded and approved as contained in Annex 7 of this report. It was noted that all outputs produced through the project should carry the logos of the GEF, of UNEP, of the SEA responsible and of any other organisation, which had contributed substantively to the product. In this context it was noted that a logo for the project as a whole should be designed and also included on the project products.

6.1.9 The RWG-F agreed that the first draft of these reports would be made available for review at the second meeting of the RWG-F and that the reports would be finalised by the end of the first quarter of 2003.

6.2 Other relevant activities in the region

6.2.1 The Chairperson invited members to brief the meeting on projects and activities currently on-going in their countries with relevance to the project objectives. There followed a series of presentations by the members listing relevant activities a summary of which is attached as Annex 8 to this report.

6.2.2 The meeting noted the need to build upon these activities and where possible to initiate co-operation and collaboration in order to complement their actions and ensure that duplication did not occur.

7. DATA AND INFORMATION NEEDS FOR THE FISHERIES COMPONENT

7.1 Review of the Fisheries related sections of the National Reports and the Transboundary Diagnostic Analysis, produced during the preparatory phase of the project

7.1.1 The RWG-F noted the data and information contained in the National Reports was not up-to-date and was in some instances incomplete. They agreed that the preparation of the National and Regional meta-databases and the National Reports would rectify this problem.

7.1.2 In the light of this it was agreed that there existed no need to undertake a formal review of the contents of these documents since they would be superseded by the activities agreed to under agenda item 6.

7.2 National and regional sources of data and information

7.2.1 Dr. Anond Snidvongs, Director SEA-START RC presented the GIS database being developed by the centre, for the South China Sea and informed the meeting that this would be made available in an abbreviated form to all participants in the meeting for their review and suggestions regarding data and information which might be added to the existing sets. It was agreed that the PCU would distribute these CDs following the meeting and that the National Focal Points for Fisheries would contribute any additional data and information sets which they felt would add to the value of the system.

7.2.2 During discussion it was noted that SEAFDEC has a number of relevant data sets that could be incorporated into the Regional GIS database and that discussion was underway between Dr. Anond and SEAFDEC regarding acquisition of these data.

7.2.3 Mr. Passfield presented document UNEP/GEF/SCS/RWG-F.1/5 regarding the data and information needs, which included an example of a causal chain analysis. Following an initial discussion the RWG-F discussed and prepared a generic causal chain analysis of the causes underlying the reduction in transboundary fish stocks in the Gulf of Thailand. It was noted that where individual fish stocks were considered the causal chain could be made much more precise and could also be quantified such that it would be possible to identify appropriate points of intervention. The example generic causal chains are attached as Annex 9 to this report.

8. DISCUSSION AND ADOPTION OF THE WORKPLANS FOR THE NATIONAL COMMITTEES AND REGIONAL WORKING GROUP FOR 2002-2003

8.1 Mr. Barut presented the draft workplan prepared by the National Committee for the Philippines as a basis for discussion of the overall workplan for all committees. During discussion it was agreed that the Secretariat would work with this and amend the document to reflect the various components of the national reports as activities to be completed by the National Committees. During discussion various amendments were proposed based on the delays in fund transfer for the first quarter of 2002.

8.2 The Secretariat prepared a draft based on the discussions of the previous days and taking into account the Philippines workplan as modified during discussion. Mr. Passfield presented the draft prepared, which was extensively discussed.

8.3 During discussion it was noted that the Secretariat should receive the first draft of the report by 30th September in order to duplicate and distribute this to the members prior to the next meeting. It was noted that the first draft would not be complete but would consist largely of the data and information that would be used to determine the necessary actions to be included in the National Action Programmes. Some discussion followed regarding the timing of activities involved in developing the National Action Programmes and it was agreed that this should form a major agenda item for the next meeting.

8.4 In discussing the nature of the National Action Programme it was noted that this was not intended to be an action plan for the entire fisheries sector in each country, rather the focus of the project was on transboundary stocks and on the management of the habitats on which these stocks depend. Any recommendations regarding these aspects would need to be integrated in wider national plans and hence would need to be submitted to, and approved by, the appropriate bodies within each country.

8.5 The draft workplan was amended, approved, and is attached as Annex 10 to this report.

9. ANY OTHER BUSINESS

9.1 The Chairperson, Mr. Wannakiat, invited participants to make presentations or raise any other items, which they might wish to bring to the attention of the meeting.

9.2 Dr. Son presented an overview of the fisheries sector in Viet Nam which has a long coastline and an EEZ of more than 1 million Km². He noted that although the annual catch was increasing the CPUE was reducing from more than 1mt/hp/year in the eighties to 0.36mt/hp/yr in 2001. Fish catch by Province is available including number of boats, fishing gear and total catch although the catch statistics are not differentiated by species. Fisheries policy was designed to enhance capacity, develop the technology and infrastructure and focuses on off-shore fisheries for export.

9.3 Recognising the decline in fisheries resources, national policies focussed on optimising productivity; ensuring more equitable distribution of benefits; strengthening institutions; whilst at the same time minimising environmental damage. Problems included over fishing, use of inappropriate technology; post harvest losses; conflicts between small and large-scale fisheries and destruction of coastal habitats for aquaculture.

9.4 Dr. Son, presented an overview of some joint cruises in the Gulf of Thailand in 1997 and 1998; he noted that similar cruises focussing on oceanographic measurements, phytoplankton surveys, and fish resources were conducted bi-annually in the Gulf of Tonkin. Survey cruises for mackerel, yellowfin and skipjack tunas are conducted twice yearly in the Eastern off-shore area of Viet Nam and had been ongoing for three years. The results of these surveys would provide valuable data for use in the present project. He noted that surveys of shrimp resources were also conducted in the Gulf of Thailand, and that a joint cruise in conjunction with SEAFDEC had been carried out recently. He further noted that closed seasons had been declared in Viet Nam to provide protection at spawning and nursery grounds in Viet Nam waters.

9.5 Dr. Son also advised the group that during the period 2002 to 2010 a National Fisheries programme for conservation and management of living marine resources was planned and the investment in this programme was valued at 350 billion dong. The sub-programme concerned with habitat protection included development and management of marine protected areas to a value of 200 billion dong and Dr. Son informed the meeting that he hoped that part of these funds would be available to co-finance activities in the framework of this project.

9.6 In response to a question regarding fisheries management in Viet Nam, Dr. Son noted that areas had been designated as closed to fishing for some parts of the year, that regulations regarding gear were in place, and that in some Provinces regulations existed regarding areas within which large scale gear could not be used. He noted further that there was no prior history of community based management of fisheries in Viet Nam and that Viet Nam would be interested in developing pilot activities in this field.

9.7 Mr. Try requested clarification regarding the budget and in particular whether or not prior approval from the PCU was required in order to hire assistants and/or consultants. In response the Project Director informed participants that once a budget revision was approved prior approval for expenditure in accordance with the budget allocations was not required.

9.8 Ir. Salim asked whether or not standard fees or contracts had been developed by UNEP for use within the framework of the project and in response the Project Director informed the group that standard fees had not been developed since this would disadvantage some countries. Consequently any sub-contracts or consultancy contracts issued by the SEA should be constructed in accordance with national regulations and standards. It was noted that in the case of Indonesia there might be a need for the NTWG to meet and agree on the standard fees to be paid to consultants such that government employees were not disadvantaged in comparison with those hired from the private sector and NGOs.

10. DATE AND PLACE OF THE NEXT MEETING OF THE REGIONAL WORKING GROUP FOR FISHERIES

10.1 The Project Director informed the meeting that the other Regional Working Groups had extended the length of their meetings by one day and included a field trip to an appropriate site of

relevance to the work of the Project. He suggested that due to the fact that the RWG-F would need to present and discuss the draft National Reports it would be necessary to extend the length of the meeting by at least a full day. During subsequent discussion it was agreed that the meeting should be extended by one full day and that an additional day should be added to ensure the possibility of conducting a field visit to an appropriate Community based management project.

10.2 The RWG-F agreed to extend the duration of the meeting such that it would run from Monday 7th October to Friday 11th October (five days) and the programme would be developed to include a full days field trip.

10.3 The Project Director informed the meeting that for the next round of meetings four would be convened in Viet Nam including the next meetings of the Regional Scientific & Technical Committee and Project Steering Committee; the RWG-LbP would meet in Indonesia; the Wetlands group in China and the Coral Reef group in Cambodia. Following some discussion regarding alternative venues the Chairperson offered and the meeting accepted to host the second meeting in Phuket to take advantage of a well-developed fishery under community based management. It was agreed that Mr. Wannakiat would liaise with the PCU regarding the logistic arrangements for the meeting and field visit.

10.4 Mr. Barut offered to host the third meeting in the Philippines and to arrange for a field visit to an appropriate site where community based management was well developed. The working group accepted this offer.

10.5 The Chairperson extended his apologies to the group that he would have to leave at this point and he invited the Vice-Chairperson to Chair the afternoon session. He thanked the Secretariat for their support to the meeting and the participants for their hard and constructive work. On behalf of the Secretariat and participants, Dr. Pernetta thanked the Chairperson for guiding the meeting to a successful conclusion.

11. ADOPTION OF THE REPORT OF THE MEETING

11.1 Mr. Try opened the session by inviting the Rapporteur, Mr. Barut to present the draft report of the meeting prepared by the Secretariat on behalf of the group.

11.2 The report was considered paragraph-by-paragraph and adopted as contained in this document.

11.3 Mr. Barut moved the formal motion for the adoption of the report of the first meeting of the Regional Working Group for Fisheries which was passed by acclamation.

12. CLOSURE OF THE MEETING

12.1 Dr. Pernetta thanked the Vice-Chairperson, Rapporteur, and participants for their hard and constructive work over the last three days which had resulted in the meeting being successfully completed in the three days allotted.

12.2 Mr. Try thanked the Secretariat for their support to the preparation of the meeting and noted the importance of the fisheries sector to the countries participating in this component of the Project. He expressed his hope that the meeting in Phuket would be as successful as this one and looked forward to working with the members during the next meeting.

12.3 The meeting was formally closed at 1530, May 22nd 2002.

ANNEX 1

List of Participants

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ANNEX 2

List of Documents

Working documents

UNEP/GEF/SCS/RWG-F.1/1	Provisional agenda.
UNEP/GEF/SCS/RWG-F.1/2	Annotated provisional agenda.
UNEP/GEF/SCS/RWG-F.1/3	Draft report of the meeting (prepared during the meeting).
UNEP/GEF/SCS/RWG-F.1/4	Outline of Fishery Related Activities Described in the UNEP/GEF Project Brief and Project Document entitled: <i>"Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand"</i> .
UNEP/GEF/SCS/RWG-F.1/5	Initial Data & Information Needs for the Fisheries Component.
UNEP/GEF/SCS/RWG-F.1/6	Workplan for calendar year 2002.

Information documents

UNEP/GEF/SCS/RWG-F.1/INF.1	Provisional list of documents.
UNEP/GEF/SCS/RWG-F.1/INF.2	Provisional list of participants.
UNEP/GEF/SCS/RWG-F.1/INF.3	Draft programme.
UNEP/GEF/SCS/RWG-F.1/INF.4	Management Framework and Reporting Structures for the UNEP/GEF Project entitled: <i>"Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand"</i> .
UNEP/GEF/SCS/RWG-F.1/INF.5	Financial Rules and Financial Reporting Requirements for National Focal Points Operating in the Framework of the UNEP/GEF Project entitled: <i>"Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand"</i> .
UNEP/GEF/SCS/RWG-F.1/INF.6	Terms of Reference for the Regional Working Group on Fisheries (as approved by the First project Steering Committee, Bangkok, Thailand, October 22-23 rd 2001).
UNEP/GEF/SCS/PSC.1/3	First Meeting of the Project Steering Committee for the UNEP/GEF Project <i>"Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand"</i> . Report of the First Meeting. UNEP/GEF/SCS/PSC.1/3. UNEP, Bangkok Thailand, 2000.
UNEP/GEF/SCS/RSTC.1/3	First Meeting of the Regional Scientific and Technical Committee for the UNEP/GEF Project <i>"Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand"</i> . Report of the First Meeting. UNEP/GEF/SCS/RSTC.1/3 Pattaya, Thailand, 14-16 March 2002.
UNEP/GEF/SCS/RSTC.1/4	Expectations of the Global Environment Facility (GEF) with Respect to Project Execution; Constraints and Opportunities.

UNEP/GEF/SCS/RWG-M.1/3	First Meeting of the Regional Working Group for the Mangrove Sub-component of the UNEP/GEF Project “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” Report of the First Meeting. UNEP/GEF/SCS/RWG-M.1/3. Phuket, Thailand, 29 th April – 1 st May 2002.
UNEP/GEF/SCS/RWG-SG.1/3	First Meeting of the Regional Working Group for the Seagrass Sub-component of the UNEP/GEF Project “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” Report of the First Meeting. UNEP/GEF/SCS/RWG-SG.1/3. Bangkok, Thailand, 6 - 8 th May 2002.
UNEP/GEF/SCS/RWG-CR.1/3	First Meeting of the Regional Working Group for the Coral Reef Sub-component of the UNEP/GEF Project “Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand” Report of the First Meeting. UNEP/GEF/SCS/RWG-CR.1/3. Bangkok, Thailand, 9 – 11 th May 2002.

~~The following documents are available to participants as both hard copies and on CD Rom~~

Talaue-McManus, L.	Transboundary Diagnostic Analysis for the South China Sea. EAS/RCU Technical Report Series No. 14. UNEP, Bangkok, Thailand, 2000.
UNEP/EAS/RCU	National report of Cambodia on the formulation of a Transboundary Diagnostic Analysis and preliminary Framework of a Strategic Action Programme for the South China Sea. UNEP. Bangkok, Thailand, 2001.
UNEP/EAS/RCU	National report of China on the formulation of a Transboundary Diagnostic Analysis and preliminary Framework of a Strategic Action Programme for the South China Sea. UNEP. Bangkok, Thailand, 2001.
UNEP/EAS/RCU	National report of Indonesia on the formulation of a Transboundary Diagnostic Analysis and preliminary Framework of a Strategic Action Programme for the South China Sea. UNEP. Bangkok, Thailand, 2001.
UNEP/EAS/RCU	National report of Malaysia on the formulation of a Transboundary Diagnostic Analysis and preliminary Framework of a Strategic Action Programme for the South China Sea. UNEP. Bangkok, Thailand, 2001.
UNEP/EAS/RCU	National report of the Philippines on the formulation of a Transboundary Diagnostic Analysis and preliminary Framework of a Strategic Action Programme for the South China Sea. UNEP. Bangkok, Thailand, 2001.
UNEP/EAS/RCU	National report of Thailand on the formulation of a Transboundary Diagnostic Analysis and preliminary Framework of a Strategic Action Programme for the South China Sea. UNEP. Bangkok, Thailand, 2001.
UNEP/EAS/RCU	National report of Viet Nam on the formulation of a Transboundary Diagnostic Analysis and preliminary Framework of a Strategic Action Programme for the South China Sea. UNEP. Bangkok, Thailand, 2001.

ANNEX 3

Agenda

- 1. OPENING OF THE MEETING**
 - 1.1 Welcome address**
 - 1.2 Introduction of members**
- 2. ORGANISATION OF THE MEETING**
 - 2.1 Designation of officers**
 - 2.2 Organisation of work**
- 3. ADOPTION OF THE MEETING AGENDA**
- 4. TERMS OF REFERENCE, MEMBERSHIP AND RULES OF PROCEDURE FOR THE REGIONAL WORKING GROUP FOR FISHERIES (RWG-F)**
 - 4.1 Terms of reference for the working group**
 - 4.2 Membership of the working group**
 - 4.3 Rules of procedure**
- 5. MANAGEMENT AND OVERALL OBJECTIVES OF THE UNEP/GEF PROJECT ENTITLED: *"REVERSING ENVIRONMENTAL DEGRADATION TRENDS IN THE SOUTH CHINA SEA AND GULF OF THAILAND"***
 - 5.1 Reporting relationships and responsibilities of the Regional Working Group and its role in achieving project objectives**
 - 5.2 Financial rules and financial reporting responsibilities of the National Focal Points of each Specialised Executing Agency**
- 6. OVERALL GOALS AND OBJECTIVES OF THE FISHERIES COMPONENT**
 - 6.1 General description of activities contained in the Project Brief**
 - 6.2 Other relevant activities in the region**
- 7. DATA AND INFORMATION NEEDS FOR THE FISHERIES COMPONENT**
 - 7.1 Review of the Fisheries related sections of the National Reports and the Transboundary Diagnostic Analysis, produced during the preparatory phase of the project**
 - 7.2 National and regional sources of data and information**
- 8. DISCUSSION AND ADOPTION OF THE WORKPLANS FOR THE NATIONAL COMMITTEES AND REGIONAL WORKING GROUP FOR 2002-2003**
- 9. ANY OTHER BUSINESS**
- 10. DATE AND PLACE OF THE NEXT MEETING OF THE REGIONAL WORKING GROUP FOR FISHERIES**
- 11. ADOPTION OF THE REPORT OF THE MEETING**
- 12. CLOSURE OF THE MEETING**

ANNEX 4

Financial Rules and Financial Reporting Requirements for National Focal Points Operating in the Framework of the UNEP/GEF Project entitled: *“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”*

Background

During the first meeting of the Regional Scientific and Technical Committee held in Pattaya, March 22-25 2002 members requested that the Project Co-ordinating Unit provide some notes for guidance of the individuals in the Ministries and Specialised Executing Agencies regarding the management of the funds and reporting requirements. This document has been produced by the PCU in response to that request.

What follows therefore is a simple outline of the budgetary constraints and reporting requirements, rather than a full detailed listing of the United Nations financial rules and regulations.

Budget Planning and approval

The overall project budget was estimated by UNEP on the basis of planned activities approved by COBSEA and the participating Governments. These estimates were summarised in the Project Brief at the time of submission to the GEF Council for approval as total costs for each component and subcomponent of the Project. Hence variations in allocation between components of the Project can only be made with authority of the GEF Council.

Subsequently, during the appraisal phase from December 2000 to October 2001 extensive negotiations were undertaken between UNEP and the Focal Point Ministries in each participating country regarding the allocation of resources to activities within each component. The overall project budget, broken down by object of expenditure in UNEP format was approved by the first Project Steering Committee meeting, held in Bangkok, Thailand, October 22-23rd 2001. This meeting also approved the government commitments of in-kind contributions to the project.

Overall Budget Control

The body with over-riding authority with respect to the entire project budget is the Project Steering Committee, which approves on an annual basis the workplans and budgets for the project. In practical terms what this means is that, at the end of each year the Project Steering Committee decides how any unspent balance should be reallocated, and makes decisions regarding the budget allocations for demonstration sites. The Project Steering Committee must however operate within the framework budget presented in the Project Brief by component and approved by the Global Environment Facility Council at the time of submission of the Project Brief. Effectively this means that the Project Steering Committee has authority to move funds between activities in each component but not to transfer funds from one component to another.

For example: money approved by the GEF as grant support to activities in the coral reef component cannot be transferred to the mangrove component, for example.

The Project Steering Committee has approved the initial budgetary allocations to the Specialised Executing Agencies at National level for the first two years on the basis of which the first instalment of funds has been transferred to all Specialised Executing Agencies with which UNEP has signed Memoranda of Understanding.

Responsibilities of the Specialised Executing Agencies

The responsibilities of the Specialised Executing Agencies are detailed in each Memorandum of Understanding and include *inter alia* responsibility for Chairing and convening meetings of the National Committees, for producing the national inputs to the regional level activities and for advising at the national level, the National Technical Focal Point and National Technical Working Group of priorities activities which should be undertaken within the framework of the Project. In addition the Specialised Agencies are responsible for presenting the national perspective at the Regional Working Groups and providing to the Regional Working Groups and Regional Scientific and Technical Committee the data and information required to make decisions and recommendations at the regional level. The substantive needs will be more closely defined during the first sets of meetings of the Regional Working Groups.

Disbursement by UNEP to the SEAs

In order to undertake the substantive work described in the MoU's the GEF has provided grant funds for project execution. These monies will be disbursed by ESCAP on behalf of UNEP at six monthly intervals according to the terms given in the MoU. As noted above the first instalment of funds has been disbursed **as a cash advance** following joint signature by UNEP and each SEA, of the MoUs.

In terms of fiscal responsibility within the United Nations System the Project Director authorises financial expenditures including disbursement of funds to the SEAs, in accordance with the project document, and the workplans and budget approved by the Project Steering Committee. The Senior Expert certifies that adequate funds exist to support the payments authorised. These authorities are delegated from the Head of the United Nations Office at Nairobi (UNON), and UNEP headquarters, Nairobi.

Each MoU contains a budget in UNEP format, which indicates the purpose for which the funds are provided by UNEP to the Specialised Executing Agencies. Funds have been allocated in these budgets to the production of the required national level information, for the convening of meetings, for translation and for other purposes as indicated by the UNEP budget code; for example the extract below is taken from the budget table for a National Specialised Agency serving as the Focal Point for Land Based Pollution and represents the anticipated reporting costs. No expenditures on publications are foreseen during 2002 hence these funds will be transferred in 2003 in two separate allotments around January and June 2003.

Table 1. Example extract from the budget for a Specialised Executing Agency acting at National level as the Focal Point for the Coral Reef sub-component of the Project (US\$ thousands)

		2002		2003		TOTAL
		1st	2nd	1 st	2nd	
5200	Reporting costs - publications, maps, newsletters, printing					
5216	Translation			2.00	2.00	4.00
5217	Publication of National Review of Water Quality data			3.00		3.00
5218	Publication of evaluation of costs and benefits of alternative courses of action and pre-feasibility studies				3.00	3.00
5299	Total	0.00	0.00	5.00	5.00	10.00

Expenditures by the SEAs

Each SEA is authorised under the terms of the MoUs to spend the cash advances in accordance with the detailed budget, which forms part of each MoU. Since the money in the budgets of the MoUs is provided to the SEAs by UNEP in advance of the SEAs incurring any expenditures, UNEP will not reimburse expenditures for items not detailed in the approved budget.

Unplanned costs

In undertaking the work agreed by the Regional Working Groups the Specialised Executing Agency may find that it needs to spend money on items not currently listed in the budgets of the MoU. Under such circumstances the Focal Point in the SEA must contact the Project Director to seek changes in the budget to accommodate these un-planned expenditures.

Over-expenditures

Where an item or an activity costs more than originally estimated then the Specialised Executing Agency would need to examine the budget and see whether cost savings can be achieved in other parts of the budget. Any such savings could then be transferred between lines to prevent an over-expenditure occurring. In cases where quotations are obtained which exceed the allocations the Focal Point should contact the PCU to arrange for a revision of the budget. Such a revision should be completed before the over-expenditure is incurred. Focal Points should note that reallocation of funds between lines, which fall into the same component (i.e. 5000 numbers) is generally accepted automatically, but reallocation of funds from 2000 to 3000 lines for example should only be done with the agreement in writing of the Project Director.

Under-expenditures

At the end of a six-month period the Specialised Executing Agency might find that the anticipated costs of a particular activity have been less than originally planned. For example in the Table presented above the SEA might find that only 1,800 US\$ had been spent on translation by June 30th 2003, hence 200 US\$ would remain unspent in budget line #5216. This money can be carried forward on the same budget line if for example it was expected that the costs of translating of the second publication would be more than the planned 2,000 US\$. Alternatively the unspent funds can be reallocated internally, for example to produce more copies of the publication, subject to the approval in writing of the Project Director. In this case the funds would be removed from budget line #5216 and reassigned to budget line #5217 or #5218 as appropriate.

Revising the budget

In the event that unplanned expenditures, under-expenditures or over-expenditures are foreseen the Focal Point in the Specialised Executing Agency is advised to contact the Project Co-ordinating Unit promptly to seek a budget revision, since as noted above UNEP cannot reimburse expenditures which are not part of the approved budget contained in the MoU.

Reporting requirements

At the end of each six-month period the SEA is required under the terms of the MoU to provide three documents to the Project Co-ordinating Unit as follows:

- Six Monthly expenditure statement
- Cash advance request.
- Six monthly progress report

Without these three documents the Project Co-ordinating Unit cannot authorise the cash advance for the next six months.

The six monthly expenditure statement should report the actual expenditures which have occurred up to the 30th June and 30th December in the form provided in an Annex to the MoU and reproduced here as Table 2. At this time any under expenditures will become apparent and a revision of the budget may be undertaken as necessary.

At the same time that the SEA reports the actual expenditures for the previous six months it completes **a cash advance request** in the form annexed to the MoUs and reproduced here as Table 3. This constitutes a request from the SEA to UNEP to advance monies against the expenditures anticipated in the next six months.

Supporting documentation for expenditures

If an item of equipment has been purchased, then the **original receipt for payment must** be dispatched with the six monthly expenditure statement, since until the time of completion of the project the equipment remains the property of the United Nations (Transfer to the partner institution is normally automatic on completion of the project).

If a consultancy contract has been issued for a specified piece of work then a **copy of the signed contract** should also be supplied with the expenditure statement, together with a **copy of the original product** produced by the consultant.

If expenditures are incurred in organising a meeting then a copy of the report of the meeting and any substantive outputs must be supplied to UNEP.

If travel by air has been paid for then an original receipt must be supplied with the expenditure statement.

Whilst UNEP does not require that original receipts for all expenditures be submitted at the time the expenditure report is dispatched **they must be retained by the Specialised Executing Agency** until such time as the external audit report of the organisation has been submitted to, and receipt acknowledged by, the PCU. Ideally receipts should be retained on file until completion of the project and financial closure of the MoU. In the event of an audit the Specialised Executing Agency **may be** required to produce the original receipts by the United Nations auditors.

It is strongly recommended therefore that each SEA retain original documentation demonstrating the nature of each expenditure until such time as the terms of the MoU have been fulfilled.

Substantive Reporting

One further report is required from each SEA on a six monthly basis. This is the Six Monthly Progress Report in the form as annexed to the MoUs and attached here as Table 3. In this report the substantive activities and outputs of the SEA and National Committees are detailed and it is on the basis of this report together with the substantive outputs (copies of which should be sent to the PCU) that UNEP judges whether or not the terms of the Memorandum have been met in a satisfactory manner.

Without the six monthly expenditure report, the six monthly progress report and cash advance request the PCU cannot authorise any subsequent cash advances. It is important therefore that the Focal Points adhere as closely as possible to the reporting requirements in order to ensure a steady flow of funds and smooth operation of the project.

Table 2
FORMAT OF SIX MONTHLY PROJECT EXPENDITURE ACCOUNTS FOR SUPPORTING ORGANIZATIONS
Project statement of allocation (budget), expenditure and balance (Expressed in US\$) covering the period
from.....to.....

Project No.:.....

Project title:

Project commencing:.....

Supporting organization:.....

Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand

(date)

Project ending:..... (date)

Object of expenditure in accordance with UNEP budget codes	Project budget allocation for the half year ending	Expenditure incurred for the half year ending	Unspent balance of budget for the half year ending
	Amount (1)	Amount (2)	Amount (1-2)
1100 Project personnel 1101 1200 Consultants 1201 Consultants etc. etc. etc. <i>(USE OBJECTS OF EXPENDITURE IN ACCORDANCE WITH THE SIGNED MEMORANDUM OF UNDERSTANDING)</i>			
99 GRAND TOTAL			

Signed _____

Designation: _____

Duly authorised official

NB: The expenditures should be reported in line with the specific object of expenditure as per project budget.

File ID: K:\FORMATS\APP4SOQE.WQ1 me\ag

Table 3
CASH ADVANCE REQUEST

Statement of cash advance as at _____

And cash requirements for the six month period ending _____

Name of co-operating agency/
Supporting organization _____

Project No. _____

Project title: Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand

I Cash Statement:

1. Opening Cash Balance as at _____ US\$ _____
2. Add: cash advances received
Date: _____ US\$ _____
Date: _____ US\$ _____
Date: _____ US\$ _____
Date: _____ US\$ _____
3. Total cash advanced to date US\$ _____
4. Less: total cumulative expenditures incurred US\$ _____
5. Closing cash balance as at _____ US\$ _____

II Cash requirements forecast

6. Estimated disbursements for period ending _____
7. Less: closing cash balance (item 5, above)
8. Total cash requirements for the period ending _____

Prepared by _____ Request approved by: _____

Name: _____

Duly authorized official of co-
operating agency/ supporting
organization

Table 4

**UNITED NATIONS ENVIRONMENT PROGRAMME
SIX MONTHLY PROGRESS REPORT**

SECTION 1 - BACKGROUND INFORMATION

- 1.1 Project Title: ~~Reversing Environmental degradation in the South China Sea and Gulf of Thailand~~
- 1.2 MOU Number: _____
- 1.3 Responsible Office: ~~South China Sea Project Co-ordination Unit, Bangkok~~
- 1.4 Specialised Executing Agency (Supporting Organization):

- 1.5 Reporting Period: (the six months covered by this report) _____
- 1.6 Focal Point Name: _____

SECTION 2 - PROJECT STATUS

2.1 Status of the Implementation of the Activities and Outputs Listed Under the Workplan in the Memorandum of Understanding (check appropriate box)

- ☐ Project activities and outputs listed in the Project workplan for the reporting period have been material completed and the responsible Office is satisfied that the project will be fully completed on time (give reasons for minor variations as Section 3 below).
- ☐ Project activities and outputs listed in the Project Workplan for the reporting period have been altered (give reasons for alterations: lack of finance; project reformulated; project revisions; other at Section 3 below).
- ☐ Project activities and outputs listed in the Project Workplan for the reporting period have not been fully completed and delays in project delivery are expected (give reasons for variations in Section 3.1 and new completion date in Section 3.2 below).
- ☐ Insufficient detail provided in the Project Workplan.

2.2 List Actual Activities/Outputs Achieved in the Reporting period: (check appropriate box)

(a) MEETINGS (Duplicate this box for each meeting individually)

- ☐ Inter-Ministry mtg ☐ Expert Group Mtg. ☐ Training Seminar/Workshop ☐ Others

Title: _____

Venue and
dates _____

Convened by _____ Organized by _____

Report issued as doc. No/Symbol _____ Languages _____ Dated _____

For Training Seminar/Workshop, please indicate: No. of participants _____ and attach **annex** giving names and nationalities of participants.

(b) PRINTED MATERIALS (Duplicate this box for each printed item)

☐ Report to IG Mtg. ☐ Technical Publication ☐ Technical Report ☐ Others

Title:

Author(s)/Editor(s)

Publisher

Symbol (UN/UNEP/ISBN/ISSN)

Date of publication

(When technical reports/publications have been distributed, **attach distribution list**)

(c) ☐ **TECHNICAL INFORMATION** ☐ **PUBLIC INFORMATION** (posters, leaflets, broadcasts etc.)

Description

Dates _____

(d) SERVICES

Description

Dates _____

(e) OTHER OUTPUTS

SECTION 3 - PROJECT DELIVERY

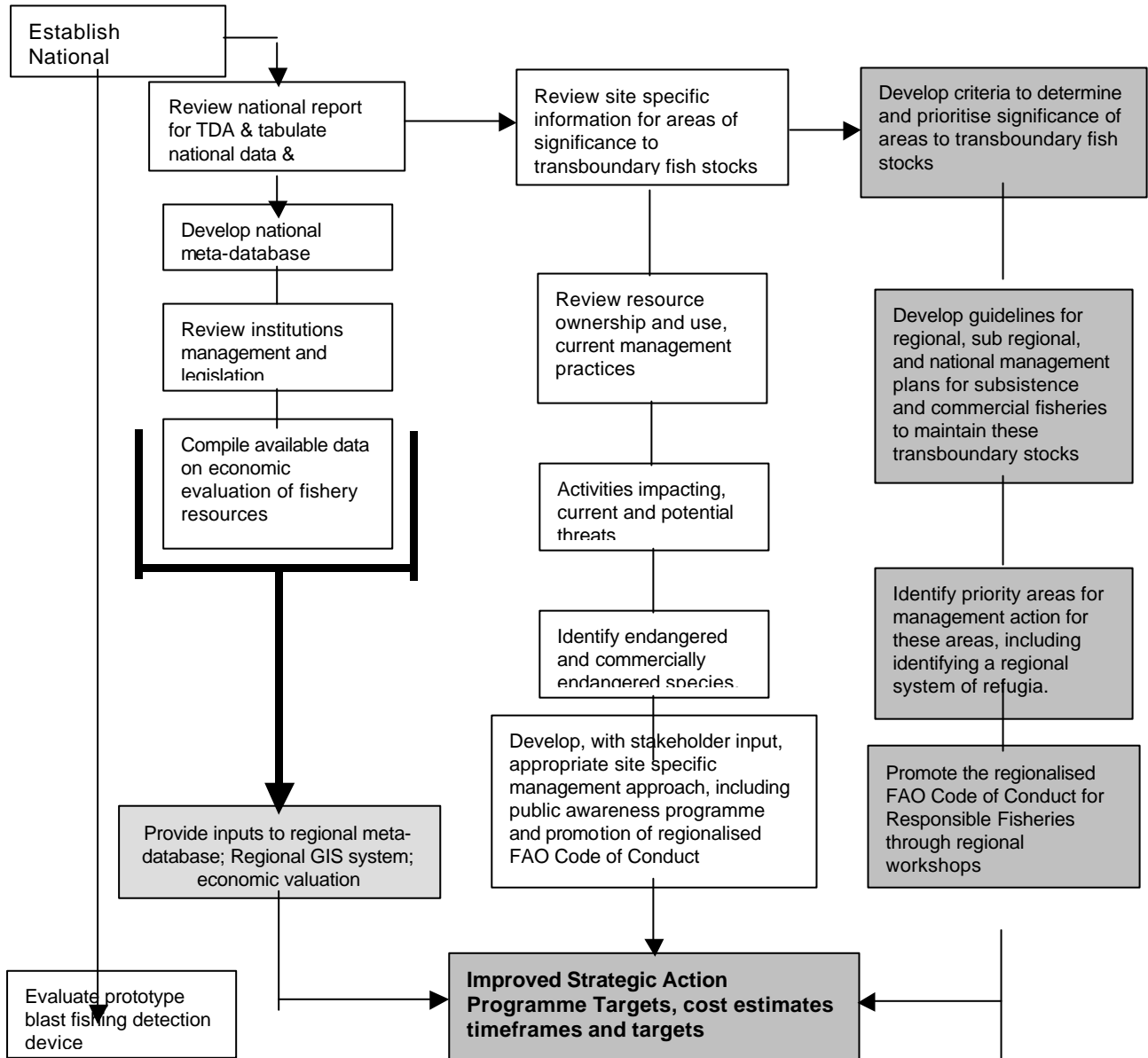
3.1 Summary of the Problems Encountered in Project Delivery (if any)

3.2 Actions Taken or Required to Solve the Problems (identified in Section 3.1 above)

Signed: _____
Name: _____
Designation: _____

ANNEX 5

Flow Chart of Activities under Component 2, Over Exploitation of Fisheries in the Gulf of Thailand



Note: Shaded areas are regional activities, and unshaded are national activities

ANNEX 6

Shared and Transboundary Fish Stocks in the Gulf of Thailand and South China Sea

There have been at least five regional and international meetings held regarding the Shared/Transboundary Fish Stocks in the region. The first of these meetings was the **Seminar on Stock Assessment of Pelagic Resources with Emphasis on Shared Stocks** held in Bangkok from August 10th to the 14th, 1981. This was a collaborative effort between the SEAFDEC training Department and UNDP/FAO South China Sea Fisheries Development and Coordinating Programme (SCSP). Included in the discussions was the subject of establishing a list of stocks of the various fish groups that are considered to be shared or transboundary fish stocks in the region. A tagging program was proposed in order to enable the identification of the various fish stocks.

A second meeting was held at the Ambassador Hotel, Bangkok, Thailand from the 18th to the 22nd of February 1985, where list of shared stocks was prepared. The table below is based on this list¹.

Species	Common name	IUCN Red List
<i>Rastrelliger kanagurta</i>	Indian mackerel	No
<i>Rastrelliger brachysoma</i>	Short mackerel	No
<i>Decapterus</i> spp.	Round scad, Indian Scad	No
<i>Sardinella</i> spp.	Sardines	
<i>Sardinella albella</i>	White sardinella	No
<i>Sardinella fimbriata</i>	Fringescale sardinella	No
<i>Sardinella gibbosa</i>	Goldstripe sardinella	No
<i>Sardinella lemuru</i>	Bali sardinella	No
<i>Stolephorus</i> spp.	Anchovies	No
<i>Stolephorus baganensis</i>	Bagan anchovy	No
<i>Stolephorus chinensis</i>	Chinese anchovy	No
<i>Stolephorus commersonii</i>	Commerson's anchovy	No
<i>Stolephorus dubiosus</i>	Thai anchovy	No
<i>Stolephorus indicus</i>	Indian anchovy	No
<i>Stolephorus insularis</i>	Hardenberg's anchovy	No
<i>Caranx</i> spp.	Trevallies	
<i>Caranx heberi</i>	Blacktip trevally	No
<i>Caranx ignobilis</i>	Giant trevally	No
<i>Caranx melampygus</i>	Bluefin trevally	No
<i>Caranx sexfasciatus</i>	Bigeye trevally	No
<i>Carangoides</i> spp.	Trevallies (14 species listed)	No
<i>Alectis indicus</i>	Indian threadfish	No
<i>Alectis ciliaris</i>	African pompano	No
<i>Selaroides</i> spp.		
<i>Selaroides leptolepis</i>	Yellowstripe scad	No
<i>Megalaspis</i> spp.	Hardtail scad	No
<i>Megalaspis cordyla</i>	Torpedo scad	No
<i>Somberomorus commerson</i>	Spanish mackerel	No
<i>Somberomorus guttatus</i>	King mackerel	No
<i>Somberomorus lineolatus</i>	Streaked seerfish	No
<i>Auxis rochei</i>	Bullet tuna	No
<i>Auxis thazard</i>	Frigate tuna	No
<i>Euthynnus affinis</i>	Kawakawa	No
<i>Thunnus tonggol</i>	Longtail tuna	No

The list of transboundary stocks in the Gulf of Thailand would also include:

¹ The original list of pelagic fishes was grouped into generic groups. This list has been tabulated and expanded to the specie level where possible using FISHBASE as a source of information on species distribution. A column has been added to identify whether the species is listed on the IUCN Red list of threatened species.

- Demersal fish – Transboundary Shared Stocks
- Shrimps and Prawns, Penaeidae – Migratory Shared Stocks
- Cephalopods
 - * Octopus – Transboundary Shared Stocks
 - * Small species of cuttlefish and squid – Transboundary Shared Stocks
The mobility of the smaller species of cuttlefishes and smaller species of squid are similar to that of the demersal fish with which they live and are caught. They are therefore included in with the transboundary shared stocks of demersal fish.
 - * Large species of cuttlefish and squid – Transboundary Shared Stocks
The larger squids and some larger cuttlefishes are pelagic and undertake considerable migration.

Information on the following 9 biological subjects was considered to be essential for shared/transboundary fish stocks

1. identification of the species included in the stock
2. geographical limits to the stock
3. migration pattern
4. size composition for growth studies and monitoring the stock
5. spawning time (season)
6. spawning areas
7. nursery grounds (areas)
8. growth rate
9. food etc.

There was a **SEAFDEC Regional Workshop on Data Collection and Management Related to Shared Stock in South Asian Region** held in Kuala Terengganu, Malaysia in 1994 (28-30 March). One of the aims of the workshop was to establish an information exchange system regarding the data collection of catch-effort statistics and fishery biology of shared stocks among the countries concerned. Another major aim was to formulate the framework for the collaborative research work on shared stocks among the countries in the region. Furthermore, the Workshop aimed to specify the characters and factors for the study on the fishery resources.

The Second Regional Workshop on Shared Stock in South China Sea Area was held in Kuala Terengganu, Malaysia in 1995. (18-20 July) and concluded that in order to prove the possibility of interactions between the shared/straddling/transboundary stocks of some species of round scads, mackerels, neritic tunas and other pelagic groups between and among coastal countries in the Southeast Asia (SEA) region, there was a need for collaboration to determine similarity/dissimilarity in stocks and structure of their populations through tagging, electrophoretic and mitochondrial DNA studies, morphology or any other available means. Collaborative research work on shared stocks of round scads, mackerels and tuna should be organized and conducted among the countries in the Southeast Asia region.

The Third Regional Workshop on Shared Stock in South China Sea Area was held in Kuala Terengganu, Malaysia, 6-8 October 1997. This workshop concluded that there is still very limited information on the hydrodynamics of the South China Sea in most SEAFDEC member countries. It was recommended that more efforts and studies were needed to accurately map the various natural phenomena occurring in these waters. Moreover, there is a strong need to comprehend the biological and physical processes working in the South China Sea. For the short term, priority should be given to the study on the shared stocks of mackerels, round scads and small tunas. The study should focus on stock identification through various means (morphometric, meristics, DNA analysis, tagging). There is still very limited information on the shared or transboundary fish stocks in this region. Despite the tuna tagging programmes in the Philippines and Malaysia. The workshop was also informed of the tuna tagging activities implemented by BFAR in 1992, in collaboration with the South Pacific

Commission (SPC)². Preliminary analysis of the tag recapture data indicates very little movement.

² *Now renamed as the Secretariat for the Pacific Community (SPC)*

ANNEX 7

Outline of the National Reports for the Fisheries Component of the UNEP/GEF Project: “Reversing Environmental degradation Trends in the South China Sea and Gulf of Thailand”

Title: Fish Stocks & Habitats of Regional, Global and Transboundary Significance in the South China Sea

1. Background

- 1.1 Overview of the fisheries sector³
 - 1.1.1 Total catch by fishing area, port of landing or province (by species/species group, 1990 onwards)
 - 1.1.2 Fishing effort by gear (no. of fishing days, or no. of boats)
 - 1.1.2.1 Trawl
 - 1.1.2.2 Purse seine/ ring net
 - 1.1.2.3 Gill net
 - 1.1.2.4 Others (e.g. push nets, trolling, hand line, long line, trap)
 - 1.1.3 Economic value of catch (estimated or actual)
 - 1.1.4 Importance of the fisheries sector in terms of employment & dependence

2. Species of Regional, Global and/or Transboundary significance

- 2.1 Ranking of importance in terms of
 - 2.1.1 Landings (by site or province) (mt);
 - 2.1.2 Local Market Value (local currency, note year)
 - 2.1.3 Status (endangered, threatened, rare etc. IUCN criteria)
 - 2.1.4 Food security (locally)
- 2.2 Biology & ecology of the priority species (from available information)
 - 2.2.1 Large pelagic fishes (FAO definition)
 - 2.2.2 Small pelagic fish species
 - 2.2.3 Demersal fish species
 - 2.2.4 Commercially exploited invertebrates (shrimp, lobster etc.)

3. Current Status & threats

- 3.1 Status of the fishery in terms of CPUE
- 3.2 Status of the fish stocks based on historical review of landings and CPUE where possible
- 3.3 Threats
 - 3.3.1 Current (e.g. destructive fishing practices, overfishing)
 - 3.3.2 Potential (projected market demand, increased coastal population)

4. Habitats & Areas of importance in the maintenance of exploited fish stocks

- 4.1 Describe the physical, chemical and biological characteristics of:
 - 4.1.1 Known spawning grounds
 - 4.1.2 Known nursery areas
 - 4.1.3 Known feeding grounds
 - 4.1.4 Known fishing grounds
- 4.2 Highlight unknown issues such as stocks with undefined spawning grounds
- 4.3 Threats, current and potential (e.g. coastal developments, pollution, oil spills)
- 4.4 Ranking of habitats
 - 4.4.1 Association with species of importance to food security
 - 4.4.2 Association with high value species
 - 4.4.3 Association with endangered, rare, threatened species

³ Data for the South China Sea coastline only

5. Current management regime(s)

- 5.1 Legal instruments
- 5.2 Institutional arrangements (research monitoring control & enforcement)
- 5.3 Overview of patterns of resources ownership and traditional utilisation
- 5.4 Capacity Human & institutional (include location of research and MCS institutions.)
- 5.5 Review of stakeholders (eg, fishers, National and/or provincial/local management bodies, NGOs)

6. Recommended Actions

A number of recommended management actions at a national and regional level should be determined after a review of the above information.

ANNEX 8

Overview of Current National Activities of Relevance to the Fisheries Component of the UNEP/GEF Project: *“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”*

Cambodia

1. Integrated Coastal Zone Management (DANIDA)
2. Marine Biodiversity (DANIDA/AIT)
3. Fisheries Community (IDRC)
4. Distribution of Marine Mammals (WCS)

Indonesia

1. Review “Law & Regulation” through FAO assistance
2. COREMAP Project (Coral Reef Management)
Location : Riau; Biak; Takabone rate (Sulawesi Selatan)
3. ADB’s Project “COFISH Project”
Location : in Tegal (Central Java); Banyuwangi & Priqi (in East Java); Nusa Tenggara Barat; Bengkulu (Riau Province)
4. Routine Monitoring and Evaluation carried out by National Committee on Stock Assessment
5. Biological Research Survey conducted by Marine Fisheries Research Institute (RIMF)
6. SEAFDEC Activities
7. Fisheries Management assisted by FAO “Fish Code”
8. National Coordination Forum Consultation among the Fisheries Provincial. Regarding the license issued
9. Monitoring and Evaluation on the resources carried out by Directorate General of Capture Fisheries.

Philippines

1. National Stock Assessment Program – (NSAP)
 - The program collects catch and effort data, biological information, length measurements, etc. in selected landing centers nationwide.
 - The NSAP aims to assess the status of the marine fisheries resources by fishing grounds of the country and recommends measures to achieve sustainable fisheries through the determination of MSY and TAC.
 - It also aims to describe the biology of commercially important finfish and invertebrates
2. Fisheries Resources Management Project (FRMP)

The FRMP is a six-year project (1998-2004) under the Department of Agriculture-Bureau of Fisheries and Aquatic Resources (DA-BFAR) formulated in response to the issues of fisheries depletion and persistent poverty among municipal fisherfolk.

The Project is the second phase of the Fisheries Sector Program (FSP) recognized as the first comprehensive fisheries program in the country. The FRMP aims to continue the policy and sectoral reforms accomplished under FSP, but focuses primarily on the municipal fisheries sub-sector. It is designed to foster municipal fisherfolk participation in resource management and enhance government capability, both at the national and local levels, to fulfill its mandate to manage the resources.

The FRMP is implemented throughout the Philippines, covering 10 regions, 23 provinces, 100 municipalities and the following 18 bays – Calauag Bay, San Miguel Bay, Tayabas Ormoc Bay, Sogod Bay, Panguil Bay, Honda Bay, Puerto Princesa Bay, Davao Gulf, Lingayen Gulf, Gingoog Bay, Butuan

Bay and Sapien Bay. Although direct financial investments are initially intended only for 100 municipalities, other municipalities around the bays are expected to benefit from specific Project activities such as resource rehabilitation, IEC, training, and law enforcement.

With BFAR and its Regional Offices and local government units (LGUs) as implementing arms, coastal communities, Fisheries and Aquatic Resource Management Councils (FARMCs), fishermen's associations, people's organizations, non-government organizations, and research and academic institutions, and the private sector are also involved in project undertakings.

The Project has three (3) major components, namely:

- (i) Fisheries Resource Management,
- (ii) Income Diversification, and
- (iii) Capacity-building.

Fisheries Resource Management has the following sub-components:

- (i) Fisheries data management,
- (ii) Coastal resources management (CRM),
- (iii) Fisheries legislation and regulations,
- (iv) Community-based law enforcement, and
- (v) Nearshore monitoring, control and surveillance.

The sub-components under Income Diversification include:

- (i) Community organizing,
- (ii) Microenterprise development, and
- (iii) Mariculture and other enterprise development.

Capacity building has as its sub-component:

- (i) Training,
- (ii) On-site coaching,
- (iii) Project management.

The FRMP represents the Philippine government's efforts to shift the sector focus from increasing capture fisheries production to fisheries resource protection, conservation and sustainable management. It reflects the demand of municipal fisherfolk for public assistance to protect their basic livelihood, and the national and local governments' concern over poverty and environmental degradation.

3. DA/BFAR Training and Research Vessel

The DA/BFAR Training and Research Vessel conducts oceanographic investigation in the Philippine EEZ. Resource assessment survey using acoustic instruments is also one of the major activities of the DA/BFAR. Experimental fishing to validate the acoustic data collected is also being done. The vessel is equipped with purse seine, mid-water trawl, longline, and squid jigger.

Thailand

1. Routine monitoring survey
 - 1.1 Monitoring survey by Research vessel in the Gulf of Thailand every year.
 - 1.2 Sampling of Landing at fishing ports along the coastline every month.
2. Joint project on the migration path of sea turtle between Thailand and Malaysia supported by Kyoto University and University of Tokyo.
3. Joint project on the pilot project of Communities-based Fisheries Management with SEAFDEC.
4. Joint project on the Coastal habitat and Resources Management with emphasis on mangrove, mari-culture and small scale capture fisheries.

Viet Nam

1. Joint Viet Nam – Thailand research on assessment and management of marine resources in the Gulf of Thailand by using R/V “BIEN DONG” of Viet Nam and R/V “CHULABHORN” of Thailand in the period from 1997 to 1998:
 - 1st survey cruise from 15 November – 18 December 1997;
 - 2nd survey cruise from 11 August – 02 September 1998.
2. Project on assessment of the living marine resources in Viet Nam sponsored by Denmark Government (DANIDA Project) including a fisheries statistic system in 28 provinces along the coast.
3. Project “Investigation of marine living resources in nearshore areas and study on ban areas and closed season in order to protect the marine resources “including sea turtle resources”, sponsored by Viet Nam government in the period from 1998 up to now.
4. ADB – RETA 5766 Project on “Sustainable Management of Coastal Fish Stock in Asia” sponsored by ICLARM, Phase I from 1998 – 2000 and Phase II should be implemented in near future.
5. Topic “Study on status of environmental condition and shrimp resources by bottom trawler in the southeast and southwest seawaters of Viet Nam” in the years 2001 and 2002.
6. Routine work: Monitoring and Analysing status of marine environment in southwest seawater area and Con Son island by Station of Monitoring and Analysing for marine environment under RIMF (sponsored by NEA – MOSTE).

ANNEX 9

Generic Causal Chain Analysis of Problems Relating to the Reduction of Transboundary Fish Stocks in the Gulf of Thailand

Causal Chain Analysis

Table 1 provides an example of a causal chain analysis. This form of analysis is directional in the sense that the environmental issue or problem is identified and the chain of cause and effect is elaborated leading from the natural environment to the social and economic domain.

This example involves algal blooms in the Adriatic Sea, which result in unsightly algal deposits on tourist beaches that in turn result in reduced tourist income. A secondary effect resulting from increased nutrients is eutrophication, increased BOD and reduced availability of dissolved oxygen in the water column, which results in wide-spread fish and invertebrate kills resulting in loss of fisheries income and changes in biological diversity.

The immediate cause of the problem is increased nutrient availability in the water column derived from two sources, agricultural fertiliser run-off and discharge of untreated domestic wastes including sewage. Of the two, run-off of fertiliser from the intensive rice production of the Po valley is the dominant source of nutrient input. This in turn reflects excessive fertiliser use, poor agricultural practices and the artificially low price of fertiliser due to government subsidy and the common agricultural policy of the European Union. Whilst some environmental improvement could be effected via changes in fertiliser use and agricultural practices the key to effecting change in this instance involves a change in government policies, which remove the subsidy on fertilisers, which in turn requires a change to the common agricultural policy of the European Union. Effecting change at the level of policy within the European Union requires changes involving all member states of the Union not merely the ones impacted by the observed loss of environmental quality.

The discharge of untreated sewage whilst it represents a significant source of nutrient input which is widespread along the coast of the Adriatic is less significant than agricultural run-off hence intervention in this chain of cause and effect will have less impact in terms of reducing nutrient loads than intervention in the agricultural sector.

This example illustrates three significant points:

- **firstly** the need to identify the primary causes and rank their importance where more than one source is involved;
- **secondly** the need to identify the precise points of intervention that will have the greatest effect; and,
- **thirdly**, that some causes may be beyond the capacity of the involved countries to address, since they involve countries outside the area of impact, i.e. they are transboundary at the policy level.

Table 2 shows the generic causal chain analysis undertaken as an exercise during the meeting. In this case, the primary problem to be addressed is the reduction of transboundary fish stocks in the Gulf of Thailand. The immediate cause of the problem is excessive fishing effort by commercial fishers. Although there are regulations controlling effort, there is effectively unrestricted access as there is little or no enforcement of regulations. This is because of a lack of political will, and also because of the power that the commercial fishing sector has as a lobby group. There are also problems with the licensing legislation that make it difficult to enforce the regulations, as well as infrastructure and manpower limitations in the enforcement agencies. Market demand for particular items also drives prices up, increasing the motivation of fishers to fish illegally. An increase of investment by Governments in the enforcement agencies may improve the situation. However, this requires considerable political will on the part of governments.

By going through the causal chain analysis, the root cause of the problem was found to be a lack of the political will required to regulate the fishery.

Table 1. Causal chain analysis of algal blooms in the Adriatic Sea

Problem	Immediate Cause						Ultimate or Root cause
Algal blooms (Adriatic sea)	Increased nutrients	Agricultural runoff (Po River)	Excessive fertiliser use	Poor agricultural practices	Low price of fertiliser	Government. Subsidy	Common Agricultural policy of the EU
		Discharge of sewage	No treatment	Lack of capital	Political will		

Table 2 Generic causal chain analysis of problems relating to the reduction of transboundary fish stocks in the Gulf of Thailand.

Problem	Immediate Cause						Ultimate or Root cause
Reduction of transboundary fish stocks in GOT	Excess commercial fishing effort. Increased boats and improved technology.	Unrestricted access	Insufficient enforcement of existing regulations	Law says must apprehend at sea.	Inappropriate legislation		
					Inadequate surveillance capacity	Insufficient allocation of investment	Lack of political will
		No regional management framework	Lack of political will	Lack of scientific information	Lack of human resources		
			Lobby and interest groups	Profit motivation	market demand	Consumer preference	

ANNEX 10

Workplan, Timetable and schedule of meetings for the Regional Working Group on Fisheries, 2002-2003

Table 1 Schedule of Meetings for 2002

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T						
January		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
February					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
March					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
May			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
June						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
August				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
September						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
October		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
November					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
December						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

 Official United Nations Holidays in Thailand

Table 2 Workplan and Timetable for completion of agreed activities in the fisheries component: 2002 - 2003

Year	2002				2003			
Quarter	1st	2nd	3rd	4 th	1st	2nd	3rd	4th
NATIONAL ACTIVITIES								
National Committee meetings (i)								
NTWG Meetings (ii)	X			X		X		X
RWG-F meetings (iii)								
Provide data to RWG-F and RSTC (vi)								
Preparation of National Reports⁴ (vii, xii)								
Identification of spawning, nursery, feeding, and fishing grounds for transboundary stocks								
Develop criteria for ranking of protected areas (xi)								
Review threats at site level (xii)								
Review national criteria for zoning fisheries use (x)								
Review national level management regimes and legislation (ix)								
Create and maintain of National metadatabase (viii)								
Development of NAPs to Implement the SAP (xiii)								
Provide guidance to IMC on the SAP(xiv)								
Develop awareness materials for stakeholders with RWG-F.								
Prepare proposals for fishery pilot activities (xvi)								
REGIONAL COORDINATION								
Regional Criteria development for significant sites (iii)								
Assemble regional metadatabase (iv)								
Develop awareness raising materials with NFCs (v)								
Compile syntheses of national reports (vi)								
Recommend to RSTC sites for <i>refugia</i> and examples of effective management. (vii, viii)								
Promote the SEAFDEC code of conduct for fisheries(ix)								
Provide input to the RSTC for SAP (x)								

The national activities in this workplan are based on the tasks designated for the SEAs and contained in the MOU, where more detailed information is available. Roman numerals in parentheses indicate the number of the task in the MOU. Regional coordination is based on the terms of reference (TOR) for the RWG-F. Roman numerals refer to the TOR number.

⁴ The outline of the proposed contents of the National Reports is appended as Annex 6 to the meeting report