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

REPORT

**First Meeting of the Regional Working Group for
the Wetland Sub-component**

Phuket, Thailand, 24 – 26 April 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 (UNEP/DGEF). He welcomed participants to the first meeting of the Regional Working Group for Wetlands (RWG-W) and noted the high importance accorded this project by UNEP and the 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 area of the marine environment in the world.

1.1.2 Dr. Pernetta noted further that, the project was large and complex and that, this Working Group was central to the regional level co-ordination and management of the national contributions to the Wetland sub-component. He expressed the wish that by the end of the meeting everyone would have a clear idea of the overall scope of the project, and in particular the activities envisaged within the framework of the wetlands sub-component.

1.1.3 The first meeting of the Regional Working Group is of critical importance in providing guidance to the Focal Points for the wetlands sub-component in each country 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 the scientific and technical guidance provided by the Regional Working Group is collective, not only at the regional, but also equally importantly, at the national level. Dr. Pernetta expressed the best wishes of the Executive Director of UNEP and Director of UNEP/DGEF for a successful meeting.

1.2 Introduction of members

1.2.1 The participants and members of the Project Co-ordinating Unit (PCU) introduced themselves, and provided the meeting with a brief outline of their roles in the project, and their expertise and experience relevant to the wetland activities. 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 Dr. Annadel Cabanban nominated Mr. Dibyo Sartono, focal point for wetlands in Indonesia, as Chairperson of the meeting. The nomination was seconded by, Mr. Sivanesan Pillai, focal point for wetlands in Malaysia. Mr. Dibyo Sartono was duly elected by acclamation.

2.1.3 Mr. Sartono nominated Ms. Marlynn M. Mendoza, Focal Point for Wetlands for Philippines as Vice-Chairperson of the meeting. The nomination was seconded by, Mr. Narong Veeravaitaya, focal point for wetlands in Thailand. Ms. Mendoza was duly elected by acclamation.

2.1.4 Dr. Mai Trong Nhuan, focal point for wetlands in Vietnam, nominated Mr. Narong Veeravaitaya, focal point for wetlands for Thailand, as Rapporteur of the meeting. The nomination was seconded by, Mr. Sartono. Mr. Veeravaitaya was duly elected by acclamation.

2.2 Organisation of work

2.2.1 The Project Director introduced the document UNEP/GEF/SCS/RWG-W.1/INF.1, listing the discussion documents prepared by the Secretariat for the meeting, together with additional information documents available to participants. He informed the meeting that the documents produced during the preparation phase of the project have been provided in both printed and electronic forms, the latter contained in a CD-ROM. The list of documents available to the meeting is attached as Annex 2 to this report. He expressed his apologies to the meeting that some of the documents had been distributed at a rather late date due to the work load of the Project Co-ordinating Unit and the fact that two of the staff of the Unit had only joined during the previous week. He further informed participants that for future meetings, the documents would be sent to participants at least four weeks in advance of the meeting date.

2.2.2 The Chairperson noted that the meeting would be conducted in English and in plenary as far as possible, although sessional working groups might need to be formed.

2.2.3 The Chairperson suggested that due to the small size of the working group the meeting should be conducted in an informal manner and this suggestion was accepted by the meeting.

3. ADOPTION OF THE MEETING AGENDA

3.1 The Chairperson presented the draft agenda prepared by the Secretariat as document UNEP/GEF/SCS/RWG-W.1/1, and invited discussion and proposals for any amendments or additions that members might wish to make.

3.2 Some minor corrections were made in the provisional Annotated Agenda, and the meeting agreed to adopt the agenda as drafted by the Secretariat, with the suggested corrections. The agenda of the meeting is attached as Annex 3 to this report.

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

4.1 Terms of reference for the working group

4.1.1 The Project Director was invited to introduce document UNEP/GEF/SCS/PSC.1/3 and in particular the Terms of Reference for the Regional Working Group for Wetlands—for the project entitled *“Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand”* contained in Annex VIII of that document. These Terms of Reference had also been made available as document UNEP/GEF/SCS/RWG-W/INF.6. The Project Director informed the meeting 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 for their approval.

4.1.2 The meeting noted the issue regarding the definition of wetlands and its relation to the other sub-components of the habitat component, i.e. mangroves, coral reefs and seagrass. The Working Group felt strongly that the scope and types of “wetlands” encompassed by this sub-component should be prepared to guide the discussions of the RWG-W and for subsequent use by the National Committees. Agreement regarding the scope of the wetlands component would ensure that, the national committees worked in a comparable and compatible manner.

4.1.3 There followed an extensive discussion of what types of wetland habitat needed to be covered by the activities of the National Committees and Regional Working Group. The meeting considered the RAMSAR definitions and noted that the RAMSAR definition of “wetland” encompassed the coral reef, seagrass and mangrove habitats, which were treated as separate sub-components within the framework of the project.

4.1.4 The members agreed that the focus of the project should be restricted to coastal, salt water environments and habitats. In this context it was agreed that the primary focus would encompass, estuaries (including deltas), tidal flats and lagoons, and that the definitions of these habitats used by the RAMSAR Convention would be those used in the framework of this Project.

4.1.5 Based on an understanding of the agreements reached during the preparation of the project, the meeting reviewed and agreed to adopt the TOR for the RWG-W.

4.2 Membership of the working group

4.2.1 The meeting noted the membership of the Working Group as detailed in the Terms of Reference. In particular, participants noted that full members of the Working Group include the National Focal Points for Wetlands in each of the participating countries, and one member of the Project Co-ordinating Unit. The Project Director informed the meeting that Dr. Annadel Cabanban, would serve as the PCU member of the RWG-W.

4.2.2 The meeting noted that the PCU in consultation with the National Technical Focal Points shall nominate no more than four regional experts as members of the Working Group. The Project Director suggested that the group might wish to consider the fields of expertise that are not represented amongst the existing members and it was agreed that the group would consider the matter further once the activities had been agreed upon. During discussion it was noted that there might need to be experts added to the membership that reflected the specific habitats identified in paragraph 4.1.4 and in addition to add some economic expertise, particularly in the area of resource valuation.

4.3 Rules of procedure

4.3.1 The Working Group considered the rules of procedure adopted by the Project Steering Committee and contained in Annex XIII of document UNEP/GEF/SCS/PSC.1/3. The Working Group reviewed in detail the rules of procedure for the conduct of meetings contained in section VII of the document and agreed to adopt them, subject to appropriate changes such that "RWG-W" would be substituted throughout the text for "PSC".

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 explained the relationship between the National Committees the Regional Working Group and the Regional Scientific & Technical Committee via document UNEP/GEF/SCS/RSTC.1/INF.4, *"Management Framework and Reporting Structures for the UNEP/GEF Project entitled: Reversing Environmental Degradation Trends in the South China Sea and Gulf of Thailand."* He noted that, the Focal Points in each country would transmit the views and data and information collated by the National Committees, to the regional Working Group. The views of the RWG-W would be transmitted to the Regional Scientific and Technical Committee (RSTC) via the Chairperson of the RWG-W. The RSTC in turn would advise the regional working group on the integration of the wetlands sub-component activities with those undertaken within the other habitat sub-components of the project.

5.1.2 The participants raised various queries and questions regarding the relationships between the committees and working groups and noted that the over-riding decision making authority within the framework of the project was the Project Steering Committee which consisted solely of two representatives of each of the participating countries with UNEP serving as the Secretariat.

5.1.3 Participants also noted the key role of the regional working groups in providing a link between the work of the national committees and the Regional Scientific and Technical Committee at the regional level and the National Level Inter-Ministry Committees (IMC).

5.2 Fiscal responsibilities (recording & reporting) of the National Focal Points of each Specialised Executing Agency

5.2.1 The Project Director introduced document UNEP/GEF/SCS/RWG-W.1/INF.5 concerning the financial rules and financial reporting requirements under the UNEP internal Project Document and its associated Memoranda of Understanding. This document is attached as Annex 4 to this report.

5.2.2 There followed an extensive and intensive discussion of the various requirements during which participants sought clarification regarding various reporting and budgetary requirements. These included whether or not funds existed to support wetlands activities in years 3, 4 & 5; whether it is possible to shift money from one component to another; and/or from one budget line to another; and whether it is possible to hire temporary personnel and which budget line should be used for this.

5.2.3 In response the Project Director noted that funds did exist to support wetland related activities during years 3-5 but that these had not been programmed at this point by the Project Steering Committee and that funds to support demonstration activities were not available for this sub-component of the project. He noted further that since the GEF Council had approved the budgetary allocations on the basis of components and sub-components it was not possible to transfer funds between components without reference to the GEF Council. Regarding transfers between individual budget lines within components it was noted that such transfers were subject to the approval of the Project Steering Committee (PSC). In the case of funds already allocated by the PSC under the existing MoUs, transfers between budget lines, can be made via a simple budget revision. Such a budget revision would be initiated by a request from the National Focal Point to the PCU and approval by the authorizing officer within the Project Co-ordinating Unit. He stressed the importance of prior consultation when unplanned expenditures or potential areas of over-expenditure were foreseen, since UNEP was not in a position to reimburse unapproved expenses.

5.2.4 The Project Director noted further that temporary assistance could be paid for under the budget but that individuals such as the National Focal Points or members of the National Committees could not be paid a salary without this seriously impacting the agreed in-kind co-financing from the Governments. In response to a query concerning whether it is possible to give honoraria to members of the national committees it was noted that this would be difficult since technically such honoraria could be considered as payment for actions, which had been included in the calculation of government in-kind contributions. The attention of the meeting was drawn to Annex XII of the Report of the first Project Steering Committee meeting in which the calculations of agreed in-kind contributions were detailed. He also noted that additional expert contributions, which were made without cost to the project budget would be counted as an additional in-kind contribution on the part of the country and should be reported periodically to the PCU in order that they could be included in subsequent budget revisions and reports to the GEF Secretariat and through them to the GEF Council.

5.2.5 It was noted that the payment of costs associated with travel to meetings was a legitimate reimbursable cost, but that the PCU did not require a detailed breakdown of the expenditures associated with convening meetings. For the purposes of justifying meeting related expenditures a copy of the report of the meeting and any substantive outputs would be sufficient to justify the expenditure statement. In this regard it was further noted that National Focal Points should retain all original receipts for project expenditures since they might be required to produce these in the event of an external audit being required by either UNEP or the GEF. Receipts should be retained until final closure of the project.

5.2.6 During discussion it was clarified that unspent funds allocated under an MoU against a specific budget line during one half year, could be carried forward to the subsequent period and or transferred to another budget line following revision of the budget and approval by the Project Director.

5.2.7 Differences in costs for comparable activities amongst the participating countries were raised and it was noted that the initial appropriations were equal amongst the participating countries. In this context it was noted that differentials resulting from differences in cost would be absorbed by, the countries concerned. Participants noted that, besides the seagrass mangrove and coral reef habitats the

other types of wetland habitats were large and important for the South Chin Sea marine basin but the funds available for wetland related activities were limited, and it was therefore necessary to clearly define and limit the scope of the activities at the national level.

5.2.8 It was suggested and agreed that, different levels of funding should be provided for Years 3-5 reflecting the real costs, based on activities that will be defined at a site-specific level. It was noted that the ends of the financial reporting periods were fixed at 30th June and 31st December to coincide with the end of the financial years of the GEF and UNEP respectively.

5.2.9 Various issues were raised regarding the release of subsequent tranches of funds under the individual MoUs, and the Project Director clarified that since the initial starting point was some weeks later than originally envisaged he did not envisage that the National Focal Points would need to spend the entirety of the initial cash advance by 30th June 2002. He further noted that this would not constitute a problem but that funds could be carried forward in accordance with the workplan and timetable to be agreed under agenda item 8. In response to a query regarding the period during which funds could be carried forward Dr. Pernetta explained that the existing MoUs were due to expire on 31st December 2003 at which time unspent funds would have to be reallocated by the Project Steering Committee, he also noted that funds would not be advanced in instances where the actions and outputs were considered insufficient or inadequate.

6. OVERALL GOALS AND OBJECTIVES OF THE COMPONENT "HABITAT DEGRADATION AND LOSS" AND THE WETLANDS SUB-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 GEF with respect to project execution were outlined. He noted that the constraints imposed by the GEF grant included the need to define environmental benefits in a semi-quantitative manner; the need to distinguish between national, regional and global benefits; the difficulties of valuing these benefits even if they can be defined and quantified; and the need to raise co-financing both internally and externally in support of the demonstration sites. The opportunities provided by the project include the opportunity for strengthening regional co-operation in the management of the marine environment; the opportunity for strengthening regional and national environmental management capacity; enhanced understanding of the economic benefits of improved environmental management; and the opportunity for strengthening the scientific basis of environmental decision making. If the constraints are successfully overcome and the opportunities fully realised then the overall goals of the project should be achieved.

6.1.2 Dr. Pernetta then presented the outline of the activities listed in the project brief contained in the discussion document UNEP/GEF/SCS/RWG-W.1/4. The meeting noted that activities relating to the habitat degradation and loss component of the project were generic and contained no specific guidance related to the wetlands sub-component. The Project Director noted that this should be viewed as an opportunity for the RWG-W and the National Committees, to define more precisely what should be undertaken under this sub-component.

6.1.3 In presenting document UNEP/GEF/SCS/RWG-W.1/5 the Project Director noted that this had been drafted by the PCU to stimulate discussion and it should not be considered in any way a final product. He invited participants to discuss and amend the chart as guidance for the national committees, on the specific activities that would need to be incorporated into the workplan and timetable. During discussion it was noted that a number of activities specified in the MoUs with the SEAs were not included in the flow-chart, as drafted. An initial revision of the document in which these activities were included was prepared by the Secretariat in consultation with members of the Working Group, and circulated for further discussion.

6.1.4 Document UNEP/GEF/SCS/RWG-W.1/6 was presented to the meeting, which contains the outcome of the deliberations of the first meeting of the Regional Scientific and Technical Committee with respect to activities in the habitat sub-components of the project. Following an extensive discussion of these documents and the presentation of an initial draft workplan and timetable it was agreed that a small working group would be convened following the closure of the session that, would be charged with reviewing and revising the flow-chart of activities and the workplan and timetable.

6.1.5 The revised flow-chart was presented to the meeting by Ms. Mendoza on behalf of the sessional working group. During the presentation Ms Mendoza highlighted the national level activities and related outputs that would culminate in the finalisation of a National Wetland Action Plan. She noted that the national outputs would need to be collated at a regional level resulting ultimately in revision of the relevant sections of the Strategic Action Programme.

6.1.6 A question was raised concerning the need for formats of the national products e.g. reports, required under the MoU and TOR. It was agreed that there is a need to develop a similar format for use at the national level to facilitate data compilation at the regional level. Due to time constraints it was decided that the PCU would prepare relevant draft formats for consideration by the working group.

6.1.7 The meeting agreed that the outputs of their deliberations should be circulated to the seagrass, mangrove and coral reef regional working groups and that the outputs of the other regional working groups should be circulated to the members of the RWG-W. This would provide the opportunity for revision and modification of the data and information tabulation in the light of the tabulations developed by the other regional working groups.

6.1.8 A further query was raised regarding the need to produce an up-dated national report and the meeting accepted that such a task would require agreement by all Regional Working Groups since it involved areas other than wetlands. It was suggested that in fact what was intended by the term "updating national reports" implied updating the data and information content rather than production of a new physical document. Following these clarifications the flow-chart of activities was adopted by the meeting as contained in Annex 6 of this report.

6.2 Other relevant activities in the region

6.2.1 Mr. Yihang Jiang, the Senior Expert introduced this agenda item, and indicated that information on the existing and planned activities in the region could serve as a basis for establishing regional co-operation and co-ordination between this project and other relevant activities in the region. Such collaboration should be initiated to provide maximum benefits to the participating countries and to avoid the duplication of efforts in different interventions.

6.2.2 The National Focal Points were invited to provide information on relevant national activities. Following a brief discussion the meeting agreed that, the National Focal Points would consult with their national committees and provide the necessary information on existing and planned wetland project activities in-country, to the Project Co-ordinating Unit as promptly as possible. The PCU would consolidate the information and circulate the synopsis to all participating countries as the basis for establishing a regional data set regarding ongoing activities. Such a synthesis of information relating to existing activities would also be required within the context of the review of national data and information.

6.2.3 The meeting instructed the PCU to collect all necessary information on relevant activities at the regional level, and to ensure the establishment of appropriate mechanisms for co-operation and co-ordination with those project activities whenever deemed necessary.

7. DATA AND INFORMATION NEEDS FOR THE WETLAND SUB-COMPONENT

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

7.1.1 The National Focal Points briefly highlighted the relevant information provided in the National Reports, and noted that, with respect to the habitats defined in paragraph 4.1.4 (estuaries – including deltas; tidal flats and lagoons) the available information contained in the National Reports was rather sparse or none at all. The attention of the meeting was drawn to the tabulation of wetlands contained in Table 3.70 on page 77 *et sequitor* of the Transboundary Diagnostic Analysis, and it was agreed that this would need to be reviewed for completeness by the national committees.

7.2 National and regional sources of data and information

7.2.1 Mr. Yihang Jiang, Senior Expert presented the regional GIS database being developed by the SEA-START Regional Centre in Chulalongkorn University and noted that this would be made available free of charge to all Specialised Executing Agencies contracted within the framework of the UNEP/GEF Project. The meeting accepted the offer of collaboration with enthusiasm and requested the PCU to make arrangements for copies of the GIS database on CD Rom to be made available as soon as possible. In this context it was noted that the database that would be made available was in fact, only a sub-set of the entire database and that individual National Focal Points could request specific additional datasets. It was proposed that the PCU liaise with Dr. Snidvongs, Director of the SEA-START Regional Centre, and request a listing of the currently available datasets in order that the National Focal Points could specify those sub-sets that were required.

7.2.2 Mr. Jiang, presented the regional data set regarding coral reef and mangrove habitat distribution in the South China Sea, as contained in the recently released, Reefs at Risk publication and noted that discussions were on-going regarding the incorporation of these data into the GIS database.

7.2.3 It was suggested that the national committees might wish to identify and make available to the PCU and SEA-START RC, publicly available datasets for inclusion in the regional GIS database and noted further that, Dr. Snidvongs had agreed to make arrangements for digitising appropriate datasets where these were available to the National Committees only in hard copy form. During the ensuing discussion it was noted that certain data were subject to security clearance in the countries of the region and that these data would not be readily available to the project participants. In this context the meeting was informed that the South China Sea database was intended as an open access data set based on publicly available materials.

7.2.4 The meeting was informed that the regional meta-database being developed by Chulalongkorn University with financial support from various sources, including the EAS/RCU of UNEP, would contain information regarding the nature of regional datasets, their location, ownership and conditions of access.

7.2.5 A tabulation of data and information needs was prepared by the sessional working group overnight and presented to the meeting by Dr. Cabanban. During discussion it was noted that this was an extensive and detailed list and it was agreed that whilst every attempt should be made to quantify the data relating to each field in the table it was recognized that for many sites in the region quantitative data would not be available. It was noted that there would be a need to ensure conformity between the data sets assembled under each component and sub-component of the project if the regional meta-database was to be of value.

7.2.6 In response to a request from Mr. Nhuan the Project Director informed the meeting that UNEP was currently in possession of a set of landsat images with full global coverage that could be made available to the National Committees. He indicated that he would request images on behalf of the National Focal Points for use by the National Committees in completing the analysis of coastal wetland sites surrounding the South China Sea marine basin. He would also ascertain what restrictions would apply to their use within the project.

7.2.7 The contents of the data and information table were compared with the required information and criteria used by RAMSAR. Following extensive discussion and amendment the table of data and information needs was adopted as contained in Annex 7 of this report.

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

8.1 The Chairperson invited the Project Director to introduce the draft workplan for the National Committees and Regional Working Group for 2002-2003 (UNEP/GEF/SCS/RWG-W.1/6). The participants noted that the document provided in advance of the meeting constituted a meeting schedule only and that the draft workplan prepared by the Secretariat during the course of the meeting constituted a more detailed workplan that reflected the contents of the flow chart and the tabulation of data and information requirements prepared by the sessional working group over-night.

8.2 Following adoption of the flow-chart of activities and the tabulation of data and information requirements the workplan and timetable as drafted by the Secretariat was presented to the meeting, considered, amended and approved as contained in Annex 8 to this report. The meeting agreed that the second meeting would be held 4th to 7th September 2002.

9. ANY OTHER BUSINESS

9.1 No additional matters were raised under this agenda item.

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

10.1 The Chairperson suggested that following adoption of the workplan and timetable, which included an agreement regarding the dates for the next meeting of the working group, the working group should agree upon the venue of the meeting. It was noted that the next meetings of the PSC, RSTC and RWG-LbP would take place in Viet Nam and Indonesia respectively.

10.2 During the course of discussion it was noted that if the meeting were to be convened physically in HongKong it would be difficult for the National Focal Point for Wetlands in China to provide direct assistance to the Secretariat in making local arrangements for the meeting. Alternatively it was suggested that the meeting could be convened in Shen Zhen, which is close to HongKong and a major shared wetland area. It was agreed that the PCU would liaise with Professor Chen to organise the next meeting in Shen Zhen.

10.3 Mr. Sartono offered to host the meeting in Indonesia in the event that it proved impossible to convene the meeting in China. This offer was gratefully accepted by the meeting.

11. ADOPTION OF THE REPORT OF THE MEETING

11.1 The Rapporteur presented the draft report of the meeting, which was considered, discussed, amended and approved as contained in this document. A formal motion for approval of the report of the meeting was put by Ms Mendoza and seconded by Mr. Pillai. The report was adopted without objection, as a record of the meeting.

12. CLOSURE OF THE MEETING

12.1 Following an exchange of courtesies the Chairperson closed the meeting at 16.15 hrs. on 26th April 2002.

ANNEX 1

List of Participants

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ANNEX 2

List of Documents

Working documents

UNEP/GEF/SCS/RWG-W.1/1	Provisional agenda.
UNEP/GEF/SCS/RWG-W.1/2	Annotated provisional agenda.
UNEP/GEF/SCS/RWG-W.1/3	Draft report of the meeting (to be prepared during the meeting).
UNEP/GEF/SCS/RWG-W.1/4	Outline of Wetland 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-W.1/5	Flow Chart of Actions for the Wetland Sub-Component in the UNEP GEF South China Sea Project.
UNEP/GEF/SCS/RWG-W.1/6	Elements for consideration by the Regional Working Groups for habitats in developing criteria for prioritising areas of intervention.
UNEP/GEF/SCS/RWG-W.1/7	Workplan for calendar year 2002.

Information documents

UNEP/GEF/SCS/RWG-W.1/INF.1	Provisional list of documents.
UNEP/GEF/SCS/RWG-W.1/INF.2	Provisional list of participants.
UNEP/GEF/SCS/RWG-W.1/INF.3	Draft programme.
UNEP/GEF/SCS/RWG-W.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-W.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-W.1/INF.6	Terms of Reference for the Regional Working Group on Wetlands (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 & 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.

~~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 Reports 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 WETLANDS (RWG-W)**
 - 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 Fiscal responsibilities (recording & reporting) of the National Focal Points of each Specialised Executing Agency**
- 6. OVERALL GOALS AND OBJECTIVES OF THE COMPONENT “HABITAT DEGRADATION AND LOSS” AND THE “WETLANDS” SUB-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 WETLAND SUB-COMPONENT**
 - 7.1 Review of the Wetlands 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 WETLANDS**
- 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”*

Executive Summary¹

Budget Planning and approval

- Activities approved by COBSEA (1998).
- Project budget estimated by UNEP (1999).
- Estimates summarised in the Project Brief (1999).
- GEF Council approved costs for each component and sub-component of the Project (2000).
- Overall project budget, in UNEP format approved first Project Steering Committee (October 22-23rd 2001).

Overall Budget Control

Project Steering Committee:

- approves annual workplans and budgets;
- decides how unspent balance should be reallocated;
- decides on budget allocations for demonstration sites;
- operates within the framework budget approved by the GEF Council.

*Project Steering Committee has authority to: move funds in each component; **but not to:** transfer funds from one component to another.*

Project Steering Committee has approved budgetary allocations to the Specialised Executing Agencies for the first two years.

First instalment of funds transferred to Specialised Executing Agencies with signed Memoranda of Understanding.

Responsibilities of the Specialised Executing Agencies

Detailed in each Memorandum of Understanding and include:

- Chairing and convening meetings of the National Committees;
- Providing national inputs at regional level Advising the NTFP and NTWG;
- Presenting the national perspective at the Regional Working Groups;
- Providing to the RWG and RSTC data and information required to make decisions at the regional level.

Disbursement by UNEP to the SEAs

- GEF provides grant funds to the SEAs;
- Monies disbursed by ESCAP on behalf of UNEP at six monthly intervals;
- First instalment disbursed **as a cash advance** following signature of the MoUs.

Fiscal responsibility

- Project Director **authorises** disbursement to the SEAs, in accordance with the project document, and the workplans and budget approved by the Project Steering Committee.
- Senior Expert **certifies** that adequate funds exist.

These authorities are delegated from the Head of the United Nations Office at Nairobi (UNON), and UNEP headquarters, Nairobi.

¹ Presentation provided to the 1st meeting of the Regional Working Groups.

Each MoU budget in UNEP format

Indicates the purpose for which the funds are provided by UNEP to the Specialised Executing Agencies.

Expenditures by the SEAs

- SEA authorised to spend the cash advances in accordance with the detailed budget;
- The money 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.

Expenditures by the SEAs

- Unplanned costs
- Over-expenditures
- Under-expenditures

Revising the budget

When unplanned expenditures, under-expenditures or over-expenditures are foreseen the Focal Point in the SEA should contact the PCU to seek a budget revision.

Reporting requirements

Every six-months the SEA is required to provide three documents to the PCU as follows:

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

*The six monthly expenditure statement **should report the actual expenditures** to 30th June and 31st December in the form provided.*

Supporting documentation for expenditures

- Items of equipment – **original receipt.**
- Consultancy contract – **copy of the signed contract & copy of the original product.**
- Meeting costs – **copy of the report of the meeting & any substantive outputs.**
- Travel by air – **original receipt.**

Each SEA should retain original Documentation for each expenditure until the end of the project.

Substantive Reporting

The Six Monthly Progress Report in the form provided should contain details of:

- **Substantive activities and outputs** of the SEA and National Committees

On the basis of this report and the substantive outputs UNEP judges whether the terms of the MoU have been met in a satisfactory manner.

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 Wetland 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 Specialised Executing Agency may find that they need to spend money on items not currently listed in the budgets of the MoUs. 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:

Supporting organization.....

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

Project commencing:..... (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 expenditures 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

Information Sheet on Ramsar Wetlands

*Categories approved by Recommendation 4.7 of the
Conference of the Contracting Parties*

[Note: This appendix embodies the text of the Ramsar Information Sheet but is not a replica of the layout of the RIS itself.]

1. **Date this sheet was completed/updated:**
2. **Country:**
3. **Name of wetland:**
4. **Geographical coordinates:**
5. **Altitude:** (average and/or max. & min)
6. **Area:** (in hectares)
7. **Overview:** (general summary, in two or three sentences, of the wetlands principal characteristics)
8. **Wetland Type:** (please circle the applicable codes for wetland types as listed in Appendix 8 of the *Explanatory Note and Guidelines* document.)

marine-coastal: A - B - C - D - E - F - G - H - I - J - K

inland: L - M - N - O - P - Q - R - Sp - Ss - Tp - Ts
 - U - Va - Vt - W - Xf - Xp - Y - Zg - Zk

man-made: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9

Please now rank these wetland types by listing them from the most to the least dominant:

9. **Ramsar Criteria:** (please circle the applicable criteria; see point 12, next page.)

1a - 1b - 1c - 1d | 2a - 2b - 2c - 2d | 3a - 3b - 3c | 4a - 4b

Please specify the most significant criterion applicable to the site: _____

10. **Map of site included? Please tick yes -or- no** (Please refer to the *Explanatory Note and Guidelines* document for information regarding desirable map traits).

11. **Name and address of the compiler of this form:**

Please provide additional information on each of the following categories by attaching extra pages (please limit extra pages to no more than 10):

12. **Justification of the criteria selected under point 9, on previous page.**
13. **General location:** (include the nearest large town and its administrative region)
14. **Physical features:** (e.g., geology, geomorphology; origins – natural or artificial; hydrology; soil type; water quality; water depth water permanence; fluctuations in water level; tidal variations; catchment area; downstream area; climate)

15. **Hydrological values:** (groundwater recharge, flood control, sediment trapping, shoreline stabilisation etc.)
16. **Ecological features:** (main habitats and vegetation types)
17. **Noteworthy flora:** (indicating, e.g., which species/communities are unique, rare, endangered or biogeographically important, etc.)
18. **Noteworthy fauna:** (indicating, e.g., which species are unique, rare, endangered, abundant or biogeographically important; include count data, etc.)
19. **Social and cultural values:** (e.g., fisheries production, forestry, religious importance, archaeological site etc.)
20. **Land tenure/ownership of:** (a) site (b) surrounding area
21. **Current land use:** (a) site (b) surroundings/catchment
22. **Factors (past, present or potential) adversely affecting the site's ecological character, including changes in land use and development projects:** (a) at the site (b) around the site
23. **Conservation measures taken:** (national category and legal status of protected areas-including any boundary changes which have been made: management practices; whether an officially approved management plan exists and whether it has been implemented).
24. **Conservation measures proposed but not yet implemented:** (e.g., management plan in preparation, officially proposed as a protected area, etc.)
25. **Current scientific research and facilities:** (e.g., details of current projects; existence of field station, etc.)
26. **Current conservation education:** (e.g., visitors centre, hides, information booklet, facilities for school visits, etc.)
27. **Current recreation and tourism:** (state if wetland is used for recreation/tourism; indicate type and frequency/intensity)
28. **Jurisdiction:** (territorial e.g., state/region ~~and~~ functional e.g., Dept of Agriculture/Dept. of Environment, etc.)
29. **Management authority:** (name and address of local body directly responsible for managing the wetland)
30. **Bibliographical references:** (scientific/technical only)

Please return to:
Ramsar Convention Bureau, Rue Mauverney 28, CH-1196 GLAND, Switzerland
Telephone: +41 22 999 0170 • Fax: +41 22 999 0169 • e-mail: ramsar@hq.iucn.org

Explanatory Note and Guidelines for the Information Sheet on Ramsar Wetlands

Recommendation 4.7 of the Conference of Contracting Parties established that the “*data sheet developed for the description of Ramsar sites ... be used by Contracting Parties and the Bureau in presenting information for the Ramsar database*”. The recommendation listed the information categories covered by the “data sheet”. Furthermore, Resolution 5.3 reaffirmed that a **completed** “Ramsar datasheet” and site map should be provided upon designation of a wetland to the Ramsar List. This was

subsequently reiterated in Resolutions VI.13 and VI.16. The data sheet, which is formally entitled **the Information Sheet on Ramsar Wetlands**, provides a standardized format for recording Ramsar site data. Resolution 5.3 underscored that information concerning **conservation measures**, the **functions and values** (hydrological, biophysical, floral, faunal, social and cultural) of the site, and **criteria for inclusion** (i.e., Ramsar criteria) were particularly important categories. This resolution also restated the value of using the Ramsar classification for wetland type when completing the data sheet.

In the case of wetland which has been well-studied and well-documented, or which is the subject of special field investigations, far more information may be available than can be accommodated on the Information Sheet (including the maximum 10-page annex of additional attachment sheets). Whenever possible, copies of published papers or photocopied reports on the site should be appended to the Information Sheet. Slides or photographs of the wetland are also especially valuable. It is essential that the source providing any such additional information be noted.

In the case of very large and complex wetland systems, two levels of approach may be advisable: a broad approach for the system as a whole, and a more detailed approach for key localities within the system. Thus for a particularly large wetland complex it may be appropriate to complete an Information Sheet for the site as a whole and a series of Information Sheets for key areas within the complex.

Resolution VI.1 highlights the importance of monitoring of wetlands to help maintain their ecological character. The annex to the resolution notes that there is a need to increase the value of the information collected for describing and assessing ecological character of listed sites, and that emphasis must be given to:

- Establishing a baseline by describing the functions, products and attributes of the site that give it benefits and values of international importance (necessary because the existing Ramsar criteria do not cover the full range of wetland benefits and values which should be considered when assessing the possible impact of changes at a site); sections 12, 14, 15, 16, 17, and 18 below apply.
- Providing information on human-induced factors that have affected or could significantly affect the benefits and values of international importance; section 22 below applies.
- Providing information on monitoring and survey methods in place (or planned) at the site; sections 23 and 24 below apply.
- Providing information on the natural variability and amplitude of seasonal and/or long-term "natural" changes (e.g., vegetation succession, episodic/catastrophic ecological events such as hurricanes) that have affected or could affect the ecological character of the site. Sections 16 and 22 below apply.

The following notes relate to the individual sections of the Ramsar Information Sheet

1. ~~Date:~~ The date on which the Information Sheet was completed (or updated).
2. ~~Country:~~ the name of the country.
3. ~~Name of wetland:~~ The name of the designated site in one of the three official languages (English, French or Spanish) of the Convention (alternative names should be given in brackets).
4. ~~Geographical coordinates:~~ The geographical coordinates (latitude and longitude) of the approximate centre of the wetland, expressed in degrees and minutes. If the site consists of two or more discrete units, the coordinates of the centres of each of these units should be given.
5. ~~Altitude:~~ The average and/or minimum and maximum elevation of the wetland in metres above mean sea level.
6. ~~Area:~~ The area of the designated site, in hectares.
7. ~~Overview:~~ A brief summary of the wetland (limited to not more than three sentences), mentioning principal physical and ecological features, and most significant values and benefits provided.
8. ~~Wetland Type:~~ Please first specify the position of the Ramsar site as a **Marine or coastal wetland** and/or an **Inland wetland**. Also note if the site includes or is a **Man-made wetland**. Circle the codes representing all of the wetland habitat types, which are present within the site.

Refer to the Ramsar Classification of "Wetland Type" in Annex I. Then list the selected wetland types from the most to the least dominant. It is recognised that this may be difficult for large sites with a variety of habitats, but a general indication of dominance is important for properly managing information on the site.

9. ~~Reasons for inclusion:~~ Circle the Ramsar criteria for identifying wetlands of international importance, as adopted by the Conference of the Parties, which are applicable to the site. Refer to Annex II for the list of Ramsar criteria and associated guidelines for their use. Note the criterion, which most significantly characterizes the site's international importance. (See also point 12 below).
10. ~~Outline map of site:~~ The most detailed and up-to-date map of the wetland available should be appended to the Information Sheet. Indicate whether or not a map accompanies the Information Sheet by ticking the appropriate *yes* or *no* box.

The "ideal" Ramsar site map will clearly show the area boundaries of the Ramsar site. Scale, latitude, longitude and compass bearing, administrative boundaries (e.g., province, district, etc.), and display basic topographical information, the distribution of the main wetland habitat types and notable hydrological features. It will also show major landmarks (towns, roads, etc.). Indications of land use activities are especially useful.

Experience has shown that even moderately-opaque hand-drawn site boundaries or cross-hatching (to indicate zonation) often obscure other map features. While coloured annotations may appear distinguishable from the underlying map features on the map on which they were applied, it is important to remember that most colours cannot be differentiated in black & white photocopies. These potential drawbacks to otherwise useful annotations should be avoided.

The optimum scale for a map depends on the actual area of the site depicted. Generally the map should have a 1:25,000 or 1:50,000 scale for areas up to 10,000 ha; 1:100,000 scale for larger areas up to 100,000 ha; 1:250,000 for areas exceeding 100,000 ha. In simplest terms, the site should be depicted in some detail. For moderate to larger sites, it is often difficult to show detail on an A4 or 8.5" x 11" sheet at the desired scale, so generally a sheet larger than this is more appropriate. While an original map is not absolutely necessary, a very clear image is highly desirable. A map exhibiting the above attributes will be easier to scan for computerization, should this aspiration prove feasible.

11. ~~Name and address of compiler:~~ The full name, address and institution/agency of the person who compiled the Information Sheet, together with any telephone, fax, telex and e-mail numbers.
12. ~~Justification of criteria:~~ Criteria codes (point 9 above) alone do not convey information on the precise way in, which the criteria apply to a given site. It is therefore imperative that detailed written text in support of the circled Ramsar criteria be supplied, in addition to the criteria codes.
13. ~~General Location:~~ A description of the general location of the wetland. This should include the site's distance (in a straight line) and compass bearing from the nearest "provincial", "district" or other significant administrative centre, town or city. The population of the listed centre and its administrative region should also be stated.
14. ~~Physical features:~~ A short description of the principal physical characteristics of the site, covering the following points where relevant:
 - geology and geomorphology
 - origins (natural or artificial)
 - hydrology (including seasonal water balance, inflow and outflow)
 - soil type and chemistry
 - water quality (physico-chemical characteristics)
 - depth, fluctuations and permanence of water
 - tidal variations

- catchment area
 - downstream area (especially in the case of wetlands that are important in flood control)
 - climate (only the most significant climatic features, e.g., annual rainfall and average temperature range, distinct seasons, and any other major factors affecting the wetland).
15. ~~Hydrological values:~~ A description of the principal hydrological values of the wetland, e.g., its role in the recharge and discharge of groundwater, flood control, sediment trapping, prevention of coastal erosion, and maintenance of water quality.
 16. ~~Ecological features:~~ A description of the main habitats and vegetation types, listing the dominant plant communities and species, and describing any zonation, seasonal variations and long-term changes. Mention plant species that have been introduced (accidentally or on purpose) and species which are invasive. Include a brief note on the native natural plant communities in adjacent areas, as well as the present plant communities (including cultivation) if different from the native vegetation. Information on food chains should be included in this section.
 17. ~~Noteworthy flora:~~ Information on any plant species or communities for which the wetland is particularly important (e.g., endemic species, threatened species or particularly good examples of native plant communities). **Be sure to specify why each species listed is noteworthy.**
 18. ~~Noteworthy fauna:~~ A general account of the noteworthy fauna of the wetland, with details of population sizes whenever possible. Particular emphasis should be given to endemic and threatened species, economically important species and species occurring in internationally significant numbers. **Be sure to specify why each species listed is noteworthy.** Lists of species and/or census data should not be quoted in full as part of the Information Sheet, but should be appended to this form when available.
 19. ~~Social and cultural values:~~ An account (more detail can be given in sections 25-27 below) of the principal social values (e.g., tourism, outdoor recreation, education and scientific research, agricultural production, grazing, water supply, fisheries production) and cultural values (e.g., historical associations and religious significance). Whenever possible, indicate which of these values are consistent with the maintenance of natural wetland processes and ecological character, and which values are derived from non-sustainable exploitation or which result in detrimental ecological changes.
 20. ~~Land tenure/ownership:~~ Details of ownership of the wetland and ownership of surrounding areas (e.g., state, provincial, private, etc.). Explain terms, which have a special meaning in the country or region concerned.
 21. ~~Current land used:~~ Principal human activities in (s) the Ramsar site itself and (b) in the surroundings and catchment. Give information on the human population in the area, with a description of the principal human activities and main forms of land use at the wetland, e.g., water supply for domestic and industrial use, irrigation, agriculture, livestock grazing, forestry, fishing, aquaculture and hunting. Some indication of the relative importance of each form of land use should be given whenever possible. In section (b) summarize land use in the catchment, which might have a direct bearing on the wetland, and land use in any downstream areas likely to be affected by the wetland.
 22. ~~Adverse factors affecting the ecological character of the site:~~ This could include changes in activities, land uses and major development projects at the site or in the catchment or elsewhere which have had, are having, or may have a detrimental effect on the natural ecological character of the wetland (e.g., diversion of water supplies, siltation, drainage, reclamation, pollution, over-grazing, excessive human disturbance, and excessive hunting and fishing). When reporting on pollution, special notice should be taken of toxic chemical pollutants and their sources. These should include industrial and agricultural-based chemical effluents and other emissions. Natural events including vegetative succession which have had, are having or are likely to have an impact on the ecological character of the site should be detailed, so as to facilitate monitoring. Please distinguish between potential and existing adverse factors and where possible, between adverse factors occurring in the site and those external to, but (possibly) affecting, the site. List introduced exotic species and give information on why and how they were introduced. In all cases, where such data exist, supply measurable/quantifiable information to enable more precise monitoring of ecological character.

23. ~~Conservation measures taken:~~ Details of any protected areas established at or around the wetland, and any other conservation measures taken at the site, such as restrictions on development, management practices beneficial to wildlife, closures of hunting, etc. Include information on any monitoring and survey methods and regimens in place at the site. Describe any application of the Ramsar wise use guidelines (Recommendation 4.2) and additional guidance on wise use (Resolution 5.6) at the site. If a reserve has been established, please give the date of establishment and size of the protected area. State whether a management plan exists, if it is officially approved and whether it has been implemented. (The Conference of the Parties has called for the development of management plans for all Ramsar sites). Any application of "catchment" integrated site management principles, or in a coastal site, of integrated coastal zone management, should be noted. If only a part of the wetland is included within a protected area, the area of wetland habitat, which is protected, should be noted. An assessment of the enforcement of legislation and effectiveness of any protected areas should be given whenever possible. Involvement of local communities and indigenous people in the management of the site should also be described. Details of inclusion on the Montreux Record and/or visits under the Ramsar Management Guidance Procedure should be described.
24. ~~Conservation measures proposed but not yet implemented:~~ Details of any conservation measures, which have been proposed for the site, including any proposals for legislation, protection and management. Summarize the history of any long-standing proposals which have not yet been implemented, and make a clear distinction between those proposals which have already been officially submitted to the appropriate government authorities, and those proposals which have not as yet received official government endorsement, e.g., recommendations in published reports and resolutions from specialist meetings. Also mention any management plan, which exists (or is in preparation) but has not yet been implemented.
25. ~~Current scientific research and facilities:~~ Details of any current scientific research and information on any special facilities for research.
26. ~~Current conservation education:~~ Details of any existing programmes and facilities for conservation education and training and comments on the educational potential of the wetland.
27. ~~Current recreation and tourism:~~ Details of the present use of the wetland for recreation and tourism, with details of existing or planned facilities. Please state the annual number of tourists. Indicate if tourism is seasonal, and of what type.
28. ~~Jurisdiction:~~ The name of the government authority with a) *territorial jurisdiction* over the wetland, e.g., state, region or municipality, etc., **and** the name of the authority with b) *functional jurisdiction* for conservation purposes, e.g., Department of Environment, Department of Fisheries, etc.
29. ~~Management authority:~~ The name and address of the body responsible for the direct *local* conservation and management of the wetland.

30. **References:** A list of key references relevant to the wetland, including management plans, major scientific reports and bibliographies. When a large body of published material is available on the site, only the most important references need be cited, with priority being given to recent literature containing extensive bibliographies. Reprints or copies of the most important literature should be appended whenever possible.

Appendix 8

Ramsar Classification System for Wetland Type

The Ramsar Classification System for Wetland Type as adopted by Recommendation 4.7 and amended by Resolution VI.5 of the Conference of the Contracting Parties. The categories listed herein are intended to provide only a very broad framework to aid rapid identification of the main wetland habitats represented at each sit. The codes before each type are intended for use with the Information Sheet for Ramsar Wetlands.

Marine and Coastal Wetlands

- A -- Permanent **shallow marine waters** less than six metres deep at low tide; includes sea bays and straits.
- B -- Marine **subtidal aquatic beds**; includes kelp beds, seagrass beds, tropical marine meadows.
- C -- **Coral reefs**.
- D -- **Rocky marine shores**; includes rocky offshore islands, sea cliffs.
- E -- **Sand, shingle or pebble shores**; includes sand bars, spits and sandy islets; includes dune systems.
- F -- **Estuarine waters**; permanent water of estuaries and estuarine systems of deltas.
- G -- **Intertidal mud, sand or silt flats**.
- H -- **Intertidal marshes**; includes salt marshes, salt meadows, saltings, raised salt marshes; includes tidal brackish and freshwater marshes.
- I -- **Intertidal forested wetlands**; includes mangrove swamps, nipah swamps and tidal freshwater swamp forests.
- J -- **Coastal brackish/saline lagoons**; brackish to saline lagoons with at least one relatively narrow connection to the sea.
- K -- **Coastal freshwater lagoons**; includes freshwater delta lagoons.

Inland Wetlands

- L -- **Permanent inland deltas**.
- M -- **Permanent rivers/streams/creeks**; includes waterfalls.
- N -- **Seasonal/intermittent/irregular rivers/streams/creeks**.
- O -- **Permanent freshwater lakes** (over 8 ha); includes large oxbow lakes.
- P -- **Seasonal/intermittent freshwater lakes** (over 8 ha); includes floodplain lakes.
- Q -- **Permanent saline/brackish/alkaline lakes**.
- R -- **Seasonal/intermittent saline/brackish/alkaline lakes and flats**.
- Sp -- **Permanent saline/brackish/alkaline marshes/pools**.
- Ss -- **Seasonal/intermittent saline/brackish/alkaline marshes/pools**.

- Tp -- **Permanent freshwater marshes/pools**; ponds (below 8 ha), marshes and swamps on inorganic soils; with emergent vegetation water-logged for at least most of the growing season.
- Ts -- **Seasonal/intermittent freshwater marshes/pools** on inorganic soil; includes sloughs, potholes, seasonally flooded meadows, sedge marshes.
- U -- **Non-forested peatlands**; includes shrub or open bogs, swamps, fens.
- Va -- **Alpine wetlands**; includes alpine meadows, temporary waters from snowmelt.
- Vt -- **Tundra wetlands**; includes tundra pools, temporary waters from snowmelt.
- W -- **Shrub-dominated wetlands**; Shrub swamps, shrub-dominated freshwater marsh, shrub carr, alder thicket; on inorganic soils.
- Xf -- **Freshwater, tree-dominated wetlands**; includes freshwater swamp forest, seasonally flooded forest, wooded swamps; on inorganic soils.
- Xp -- **Forested peatlands**; peatswamp forest.
- Y -- **Freshwater springs; oases.**
- Zg -- **Geothermal wetlands.**
- Zk -- **Subterranean karst and cave hydrological systems.**

Note: “floodplain” is a broad term used to refer to one or more wetland types, which may include examples from the R, Ss, Ts, W, Xf, Xp, or other wetland types. Some examples of floodplain wetlands are seasonally inundated grassland (including natural wet meadows), shrublands, woodlands and forest. Floodplain wetlands are not listed as a specific wetland type herein.

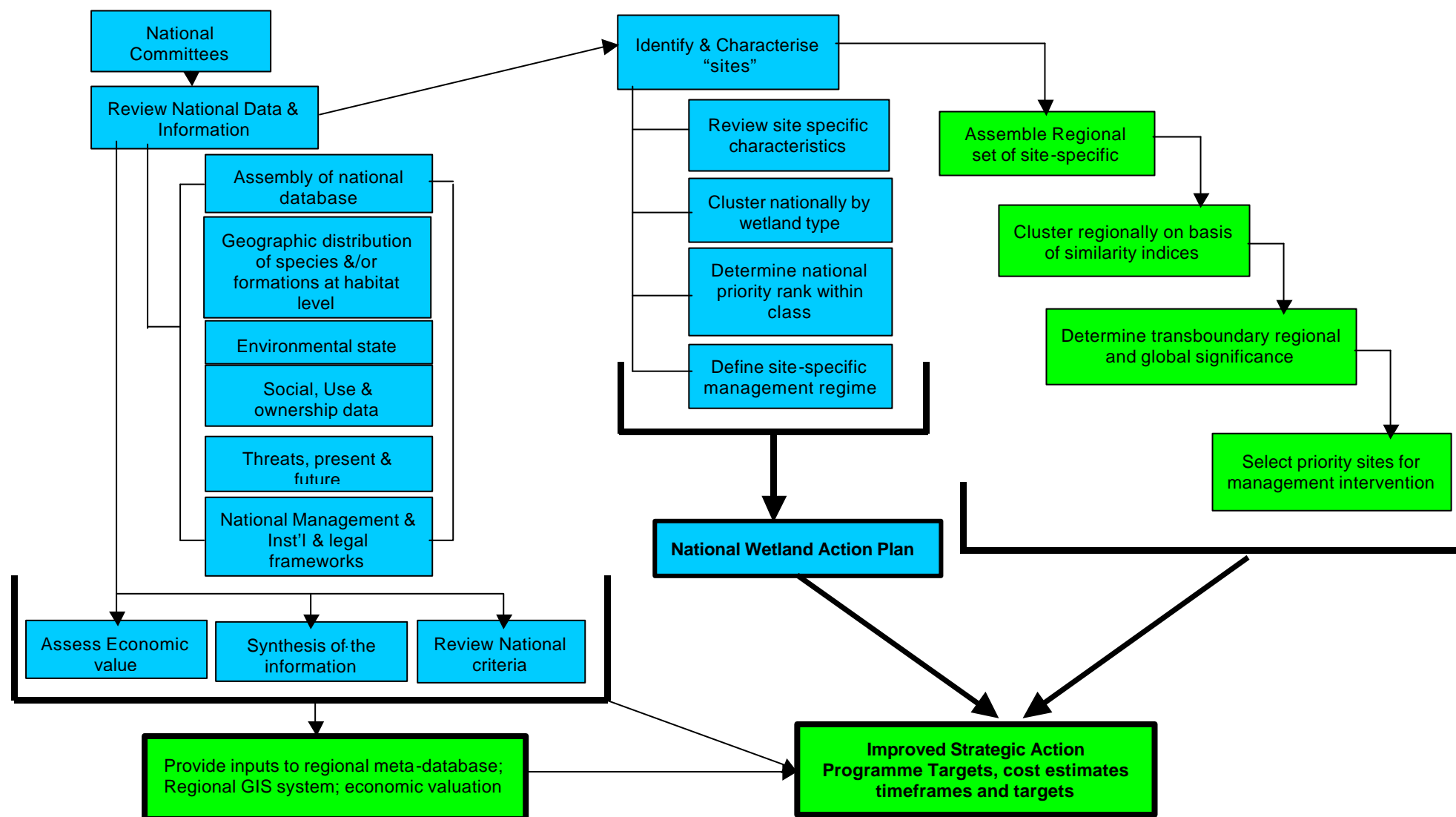
“Man-made” wetlands

- 1 -- **Aquaculture** (e.g., fish/shrimp) **ponds**.
- 2 -- **Ponds**; includes farm ponds, stock ponds, small tanks; (generally below 8 ha).
- 3 -- **Irrigated land**; includes irrigation channels and rice fields.
- 4 -- **Seasonally flooded agricultural land**.*
- 5 -- **Salt exploitation sites**; salt pans, salines, etc.
- 6 -- **Water storage areas**; reservoirs/barrages/dams/impoundments; (generally over 8 ha).
- 7 -- **Excavations**; gravel/brick/clay pits; borrow pits, mining pools.
- 8 -- **Wastewater treatment areas**; sewage farms, settling ponds, oxidation basins, etc.
- 9 -- **Canals and drainage channels**, ditches.

**To include intensively managed or grazed wet meadow or pasture.*

ANNEX 6

Flow chart of Actions for the Wetland Sub-component of the UNEP GEF South China Sea Project



ANNEX 7

Criteria, Indicators, Data and Information Requirements for National Reviews

General Information:

Wetland: name

Location: lat. Long.

Size:

Criteria	Indicators	Data & Information needed	Remarks
1. Biological diversity	Species diversity	No. of species of plants and animals in the wetland area; No. of individuals per unit area	See Ramsar Annexes
	Genetic diversity		
	Ecosystem diversity	No. of wetland types and diversity of adjacent habitat/ecosystem	
2. Transboundary significance	Spawning ground	Species, number of species	
	Feeding ground/Roosting ground	Species, number of species	
	Migratory pathway	Species	
	Transboundary human activities (tourism, fishing)	Number of visitors, type of activities	
	International trade of goods	Product/s, volume/value of export, destination	
3. Significance (Regional and/or global)	Endemism	Species, number of species	
	Endangered and threatened species	Species, number of species	
	Indigenous species	Species, number of species	
	Rare species	Species, number of species	
4. Extent of threats (measurement/quantification)	Intrinsic/internal sources of change	Types/Number of factors	

	External sources of change	Types/number of factors	
	Historical review (where possible)	Over 10 years	
	Rate of change	In 5 to 10 years	Area/unit time
	Socio-economic drivers of change in environmental state	Population growth, migration, development	
5. Scale	Availability of information (for criteria 1-4)		e.g., 10 has., 100 has; 10 spp. of migratory birds in 10 has.;
	Manageability of site	size	should be sufficiently large to be manageable, whilst at the same time maintaining ecosystem integrity
	Accessibility of sites	YES/NO	Provide details
6. National significance /priority – government support	Existing national plans	Yes/No	Provide details; what, when, who, how
	Long-term/medium/short-term	Yes/No	Provide details
	General or specific plans Level of plan: village; district; province; national	Yes/No; identify	Provide details
	Commitment with international agreements/ issues	Yes/No	Provide details
	Existing investments	YES/NO	
	Real activities on site	Yes/No	
	Trend of investment	Yes/No	
	Existing status of legislations	Provide information	e.g., proposed, tabled, passed
	Conservation status	Protected/Unprotected	
	Existing support to institutional management	Yes/No	
	Level and quality of site management	Low, medium, high	Assess application of wise-use management
	Long-term sustainability including prospects for revenue generation	Yes/No	Provide details; how revenue is generated; how much revenue/time
	Potential aspects that can be developed wisely in the site	Yes/No; identify potential aspects	
	Variety and level of activities	Identify activities; high, medium, low	Provide details
	Estimated revenue for the activities	Income	
	Level of local revenue generation	High, medium, low over a period of time	Provide details

		(e.g., 5 years)	
	Level of direct stakeholder involvement in management	High, medium, low	Provide details and examples
	Long term environmental perspective	Yes/No	Provide details
	Existing international recognition of importance of the site	YES/NO	Provide details (e.g., Ramsar site; WHA listed)
7. Financial considerations	Level of stakeholder support	High, medium, low	Provide details
	Cost-benefit ratio of investment versus non-investment	ratio	Provide figures
	Potential for external investment	Yes/No	Provide details

ANNEX 8

Schedule of Meetings and Workplan for 2002

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	31
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	31		
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 Wetlands Sub-component: 2002

[illegible]