



**The 8th Meeting of the Project Steering Committee for
the SEAFDEC/UNEP/GEF Project on Establishment and Operation of a Regional System of
Fisheries *Refugia* in the South China Sea and Gulf of Thailand**

23 December 2022
(08:30 – 11:30AM, UTC+7)
Virtual Meeting via Zoom Platform

PROCEDURE AND TIMELINE FOR CLOSURE OF PROJECT

I. INTRODUCTION

The Establishment and Operation of a Regional System of Fisheries Refugia in the South China Sea and the Gulf of Thailand Project was implemented by the Southeast Asian Fisheries Development Center (SEAFDEC) in partnership with the fisheries agencies of the riparian countries bordering the South China Sea, namely: Cambodia, Indonesia, Malaysia, Philippines, Thailand, and Viet Nam. The focus of the Project was establishing a regional system of fisheries refugia, which are fisheries management areas, in the South China Sea and Gulf of Thailand. Initially planned for 48 months from January 2017 until December 2020, this period excluded inception phase in 2016. In addition, the Project duration was extended for two years until 31 December 2022 due to the COVID-19 pandemic and requested from all participating countries.

The objective of this paper is to guide all partner agencies on the procedure and timeline for closure the project. This matter was in advance introduce at the Sixth Meeting of the Regional Scientific and Technical Committee (RTSC7) in July 2022 considering some issues are related to the cost plan by 2022. However, the PCU would like to address these issues at the PSC8 meeting to seek the country cooperation and to ensure that all administrative and finance matters would be properly prepared to meet the set timeline before project closed by 30 June 2023.

II. PROCEDURE AND TIMELINE FOR NATIONAL LEAD AGENCY AND SEAFDEC

A) Submission of all technical and financial reports to PCU

- 1) All national technical activities should be completed by 31 December 2022
- 2) National lead agency should submit the following documents to the PCU:
 - a) Expenditures report, co-financing report, and Inventory report of all non-expendable equipment of Q4/2022 by 6 January 2023
 - b) Submission of technical and meeting reports of Q4/2022 by 10 January 2023
 - c) Submission of Final Country Report by 31 January 2023 (see **Annex 1**)
- 3) A financial audit report of 2022 by 31 March 2023 (participating countries have three months from January-March to complete the 2022 Audit report)

B) Closing of the Agreement between SEAFDEC and National Lead Agency:

- 4) Once the 2022-audit report and all documents mentioned above (A) have been received and accepted by the PCU and SEAFDEC, the financial clearance between SEAFDEC and national lead agency will be performed. Later, an official letter will be issued by SEAFDEC formally closing the agreement.
- 5) It is expected that MoU/LOA/LOI between SEAFDEC and national lead agencies could be closed after 31 March 2023 depend upon the completion of financial clearance.
- 6) The non-expendable equipment purchased under the agreement at each country will be considered by SEAFDEC either to remain the property at country or transferring back to SEAFDEC or UNEP. Regarding this, the final inventory of non-expendable equipment with signatures from each country (**Annex 2**) should be submitted to PCU before the end of April 2023 (linked to article III-C 10-11).

III. PROCEDURE AND TIMELINE FOR SEAFDEC AND PCU

A) Submission of quarterly report of Q4/2022 to UNEP Task Manager

- 7) The quarterly reports for Q4/2022, consisted of expenditures (App.13) and co-financing report (App.14), non-expendable equipment (App.8A), and a progress report (App.10), should be submitted to UNEP by 15 January 2023.

B) Submission of the 2022 consolidated financial statements to UNEP Task Manager

- 8) SEAFDEC/PCU coordinates and compiles the 2022 financial audit reports from participating country. It is expected that from 1 April 2023, the external auditor can start conducting the 2022 Consolidated Financial Statements. As agreed in the contact between SEAFDEC and external auditor, a timeline for completion of the 2022 consolidated financial statements is by 15 June 2023.
- 9) After receiving the Consolidated financial statements, SEAFDEC have 15 days to perform financial clearance, later they can formally close the PCA with UNEP by 30 June 2023.

C) Transferring of Non-expendable equipment

- 10) Referring clause 28 of the Project Coordination Agreement (PCA) between SEAFDEC and UNEP, SEAFDEC shall submit the final inventory of equipment to UNEP and a proposal for the disposal/transfer of the said equipment (**App.8B**) within two months (1 May – 30 June 2023) of the project operational completion date or upon termination of this PCA.
- 11) Regarding this, SEAFDEC should compiled the inventory of non-expendable equipment by end of April 2023.

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ANNEX 1
FINAL COUNTRY REPORT

By end of the project implementation at 31 December 2022, all country partners are requested to submit a final report using the template provided at the RSCT7. This paper focuses on the template of final report consisting of three parts: 1) Background, 2) Project Status, and 3) List of documents. The RSTC7 will further discuss on the timeline for submission this report to the PCU.

A. BACKGROUND INFORMATION

1	Country name:
2	Project starting date:
3	Total budget (USD): (specify contributions by donor)
4	Partners and leveraged resources:
	Describe collaboration with partners and state their role:
	List the additional resources leveraged (beyond those committed to the project itself at time of approval) as a result of the project (financial and in-kind):

B. PROJECT STATUS

1	Information on the delivery of the project	
	Activities/Outputs (as listed in the project document)	Status (complete/ongoing)
		Results/Outcomes (measured against the performance indicators stated in the project document)
Comp.1		
	Fisheries <i>refugia</i> profile reports, including maps and site characterisations, published for priority sites	
	Published management plans and numbers of implementation reports	
	224 quarterly reports of network meetings and activities [including list of participants and results of work]	
	Operational enforcement programmes at priority sites	
Comp. 2		
	1 endorsed revised policies	
	1 published national guidelines on establishing and operating fisheries <i>refugia</i>	
	Endorsed policy and executive orders, provincial/local ordinances and by-laws	
	1 endorsed National Action Plans for the management of	

priority fisheries <i>refugia</i> and associated biodiversity		
Quarterly and annual reports on fish stocks and habitats published online		
1 databases online and populated with datasets		
1 national Geographical Information System online and populated with site-based information		
Characterisations for <i>refugia</i> sites accessible online		
1 regional modelling system online		
4 published reports of the results of demonstrations		
Comp.3		
1 online national catalogue of best practice approaches and measures		
4 communications on best practices published and syndicated		
At least 4 awareness materials published online		
At least 4 reports of outreach programmes at each priority <i>refugia</i> locations, including tracking of extent of community acceptance		
1 online national web portals on fisheries <i>refugia</i>		
1 published GEF IW experience notes on application of fisheries <i>refugia</i> in the South China Sea and Gulf of Thailand		
Comp. 4		
1 NFRC Terms of Reference and Numbers of meeting reports (joint management decisions and participant lists)		
1 NTSC Terms of Reference and 96 quarterly meeting reports (scientific and technical advice and participants lists)		
Management Board Terms of Reference		
Quarterly meeting reports (joint management decisions and participant lists)		
1 NFRC Terms of Reference and		

Numbers of meeting reports (joint management decisions and participant lists)		
2	List lessons learned and best practices:	
3	State how the project has nurtured sustainability. Is the project or project methodology replicable in other countries or regions? If yes, are there any concrete examples or requests?	

C. LIST OF ATTACHED DOCUMENTS

(For example: publications, reports of meetings/training seminars/workshops, lists of participants, etc.)

National Scientific & Technical Focal Point		Fisheries Refugia National Focal Point	
Name:		Name:	
Position:		Position:	
Institution:		Institution:	
Signature	Date	Signature	Date

ANNEX 3

Appendix 8B_Equipment transfer letter_rev.doc



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente
Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة
联合国环境规划署



Reference: Project Reference: SB-

Date:

LETTER OF AGREEMENT/TRANSFER

The United Nations Environment Programme (UNEP) hereby agrees to transfer, free-of-charge, to the (name of executing agency) the items in the appended Annex purchased against the Project (title of project) it being understood that once the transfer has been acknowledged, UNEP shall no longer be responsible for any operating, insurance or maintenance costs of the said items:

On behalf of the United Nations Environment Programme (UNEP)

Name
Title

Date

On behalf of the Executing Agency

Name
Title
Organization Name

Date

P.O. Box 30552, 00100 Nairobi, Kenya, Tel: (254 20) 762 5454. Fax: (254 20) 762 3718/3568

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