



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City, 1128  
Tel. Nos. (632) 8929-66-26 to 29 • (632) 8929-62-52  
8929-66-20 • 8929-66-33 to 35 • 8929-70-41 to 43  
Email: [web@denr.gov.ph](mailto:web@denr.gov.ph); Website: <https://denr.gov.ph>

## MEMORANDUM

**FOR :** **ENGR. WILLIAM P. CUÑADO**  
Director, Environmental Management Bureau

**HENRY A. ADORNADO**  
Director, Ecosystem Research Development Bureau

**MARCIAL C. AMARO, JR., CESO III**  
Director, Forest Management Bureau

**MELINDA C. CAPISTRANO**  
Director, Policy and Planning Service

**THE REGIONAL EXECUTIVE DIRECTORS**  
DENR Regions I, II, III, NCR, CALABARZON, MIMAROPA

**FROM :** **THE DIRECTOR**  
Foreign Assisted and Special Projects Service

**SUBJECT :** **INVITATION TO THE SCS SAP INCEPTION WORKSHOP ON JULY 1, 2021**

In your capacity as members of the National Technical Working Group (NTWG) and Specialized Executing Agencies (SEAs) of the *Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP) Project*, you are invited to attend the **SCS SAP Inception Workshop on 1 July 2021 at 10:00 AM – 2:00 PM.**

The Inception Workshop will launch the SCS SAP Project with all partners and key stakeholders. It aims to present the project and provide an open exchange of information with all stakeholders regarding the project. This event will finally conclude the project's inception phase and start its full implementation phase.

Attached are the following documents for your information and reference:

1. Invitation letter from the SCS SAP Senior Project Manager;
2. Provisional agenda; and
3. Draft Special Order for the Creation of the IMC, NTWG, SEAs and PMU of the Project.

Please confirm your participation on or before **25 June 2021** to Ms. Michelle Yu of the DENR-FASPS through email address [michellyu.denr@gmail.com](mailto:michellyu.denr@gmail.com). The meeting link and other relevant documents will be sent thereafter.

For your information and appropriate action.

**ATTY. JONAS R. LEONES**

Cc: **EDILBERTO DC. LEONARDO**  
Undersecretary for Special Concerns and OIC Director, BMB



Date: 04 June 2021

Ref: SCSSAP/2021/1/PCU/Phi/rm

Dear H.E. Gen. Roy Cimat and Mr. Edilberto Leonardo,

In your capacity as Chairpersons of the Inter-Ministry Committee (IMC) and the National Technical Working Group (NTWG) of the UNEP/GEF *“Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand”* (SCS SAP) project, we are pleased to invite you to the:

- **First Steering Committee Meeting of the SCS SAP Project** on 29-30 June 2021 at 0900-1300 Indochina Time; and
- **SCS SAP Inception Workshop** on 1 July 2021 at 0900-1300 Indochina Time.

Attached are the meeting agendas for the two events for your information and reference. Both meetings will be held online using the ZOOM online meeting platform. We will send the meeting links and other documents to all participants within the next two weeks.

The **Steering Committee Meeting** is the formal decision-making body of the project, consisting of the six participating country IMC and NTWG chairpersons, the United Nations Environment Programme (UNEP) with secretariat support from the United Nations Office for Project Services (UNOPS) and the Southeast Asian Fisheries Development Center (SEAFDEC). The objective of the meeting is to discuss and adopt the detailed activities, work plan and budget and organizational arrangements of the project, among others.

The **SCS SAP Inception Workshop** on 1 July 2021 will launch and kick-start the project engaging all project partners and key stakeholders who will be invited to attend. The objective of the Inception Workshop is to present the project and have an open exchange and share information with all stakeholders regarding the project. This event will finally conclude the project's Inception Phase to start the full implementation phase of the project.

We kindly ask you to confirm your participation at your earliest convenience to both meetings, preferably before the 11<sup>th</sup> June 2021 to Mr. Reynaldo Molina ([reynaldo.molina@scssap.org](mailto:reynaldo.molina@scssap.org), [reynaldom@unops.org](mailto:reynaldom@unops.org)), copying [virginie.hart@scssap.org](mailto:virginie.hart@scssap.org). Should you be unable to attend, please inform us of your alternate who will represent you in the meeting. We also request that key national team members of the project also participate in the meeting to support you during the meeting. Please do not hesitate to contact us should you have any further questions.

Thank you and we look forward to your support and participation in these events. Let's move this important project in the Philippines!

With warm regards,

Dr. Virginie Hart

Senior Project Manager, UNEP/GEF Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand

Email: [virginie.hart@scssap.org](mailto:virginie.hart@scssap.org) and [virginieh@unops.org](mailto:virginieh@unops.org)

H.E. Gen. Roy A. Cimatu  
Secretary  
Department of Environment and Natural Resources (DENR)  
Email: [osec@denr.gov.ph](mailto:osec@denr.gov.ph)

Mr. Edilberto DC Leonardo  
Undersecretary and OIC Director  
Biodiversity Management Bureau (BMB), DENR  
Email: [director@bmb.gov.ph](mailto:director@bmb.gov.ph)

Cc:

Mr. Jonas Leones  
Undersecretary, DENR  
Email: [jonasrleones@hotmail.com](mailto:jonasrleones@hotmail.com), [oueiea.denr@gmail.com](mailto:oueiea.denr@gmail.com)

Ms. Amelita DJ Ortiz  
Assistant Director, BMB, DENR  
Email: [adirector@bmb.gov.ph](mailto:adirector@bmb.gov.ph)

Ms. Analiza Rebuella - Teh  
GEF Operational Focal Point  
Undersecretary, DENR  
Email: [analiza@denr.gov.ph](mailto:analiza@denr.gov.ph), [tehanna08@gmail.com](mailto:tehanna08@gmail.com)

Mr. Angelito Fontanilla  
Director, FASPS, DENR  
Email: [avfontanilla.fasps@gmail.com](mailto:avfontanilla.fasps@gmail.com)

Ms. Armida Andres  
Chief, Coastal and Marine Division  
BMB, DENR  
Email: [armida.andres@bmb.gov.ph](mailto:armida.andres@bmb.gov.ph)

Ms. Katrin Lichtenberg  
Vienna Representative and Head of Programme  
Water and Energy Cluster (WEC), United Nations Office for Project Services (UNOPS)  
Email: [katrinl@unops.org](mailto:katrinl@unops.org)

Ms. Malinee Smithrithee  
Secretary General  
Southeast Asian Fisheries Development Center (SEAFDEC)  
Email: [sg@seafdec.org](mailto:sg@seafdec.org)

Ms. Isabelle Vanderbeck  
UNEP/GEF International Waters Task Manager  
United Nations Environment Programme (UNEP)  
Email: [isabelle.vanderbeck@un.org](mailto:isabelle.vanderbeck@un.org)





## **Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project)**

### **First Meeting of the SCS SAP Steering Committee**

Teleconference, 29-30 June 2021

## **PROVISIONAL ANNOTATED AGENDA**



**UNOPS**

## INTRODUCTION

The objective of the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project) is:

***“To assist countries in meeting the targets of the approved Strategic Action Programme (SAP) for the marine and coastal environment of the South China Sea (SCS) through implementation of the National Action Plans in support of the SAP, and strengthening regional co-ordination for SCS SAP implementation.”***

Participating Countries:	Cambodia, China, Indonesia, Philippines, Thailand and Viet Nam
Implementation Agency:	United Nations Environment Programme (UNEP)
Executing Agencies:	United Nations Office for Project Services (UNOPS) and the Southeast Asian Fisheries Development Center (SEAFDEC)
Funding Agency:	Global Environment Facility (GEF)
Funding:	15 million USD (with approximately 83 million USD in co-financing)
Web-links:	<a href="https://scssap.org">https://scssap.org</a>

The Objective of the SCS SAP Inception Phase was further elaborate on the detailed regional and national level activities, workplan and budget of the SCS SAP, as well as approaches to be undertaken regarding execution and coordination, stakeholder involvements, partnerships, communication and reporting. It also allows for some review of the project outputs, in order to ensure they are fully in line with the current status of SAP implementation and in line with national and regional strategic priorities and also ensure links to new approaches, tools and best practices within and beyond the region. During this Inception Phase of the project three regional inception phase meetings have been held and more than 30 bilateral and national meetings and consultations.

The Inception Phase will be concluded with the adoption of the Inception Phase reports including detailed workplan and budget by the 1<sup>st</sup> Steering Committee meeting (29-30 June 2021) and the launching of the project with key partners at the Inception Workshop (1 July 2021).

The objectives of this Steering Committee meeting include:

1. To present and discuss the Inception Phase Regional Report, and structure of the SCS SAP project;
2. Discuss current status of planned national level activities;
3. Discuss the Terms of Reference (TORs) including the TORs and Rules of Procedure for the Steering Committee; and
4. Discuss and adopt budget and workplan.

The Steering Committee is composed of UNEP and two representatives from each participating country, the chairs of the Interministerial Committee (IMC) and National Technical Working Group (NTWG). The SCS SAP Project Coordination Unit (PCU), SEAFDEC and UNOPs will support the meeting. Key national team members will be invited to support the IMC and NTWG chairs. The meeting will be conducted using Zoom.

## PROVISIONAL ANNOTATED AGENDA

**Tuesday 29 June, 09.00 – 13.00 Indochina time (ICT)**

### **1. Opening of the Meeting**

#### **09.00 – 09.20 1.1. Welcome address**

The UNEP representative as implementing agency will open the meeting and deliver the welcome address on behalf of the Executive Director of UNEP. The UNOPS and SEAFDEC representatives as executing agencies will be invited by the Secretariat to give a short opening statement.

#### **09.20– 09.30 1.2. Introduction of members**

The Secretariat will be invited to introduce the members of the Project Steering Committee and other participants

#### **09.30– 10.00 1.3 Opening statements by Interministerial Committee Chairs (IMC)**

Representatives of participating countries through the IMC Chairpersons will be invited to make opening statements on behalf of their governments.

### **2. Organisation of the Meeting**

#### **10.00– 10.15 2.1. Designation of officers**

In accordance with the draft rules of procedure for the Project Steering Committee Meeting, participants will be invited by the Secretariat to elect a Chairperson, Vice-Chairperson and Rapporteur

#### **10.15– 10.30 2.2. Organisation of work**

The Secretariat will brief participants on the proposed organisation of work, the list of documents available to the meeting and administrative arrangements for the conduct of the meeting. The meeting will be conducted online in plenary. The meeting will be conducted in English.

#### **10.30-10.50 3. Adoption of the Meeting Agenda**

The Chairperson will invite participants to consider the draft agenda prepared by the Secretariat as document SCSSAP PSC.1/1, propose any amendments or additional items for consideration, and adopt the agenda

#### **10.50-11.00 *Short Break and video***

11.00-11.40     **4. Draft Inception Phase Regional Report**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/3: Draft Inception Phase Regional Report of the UNEP/GEF SCS SAP Project, previously circulated. The Inception Phase Regional Report provides further elaboration of the definition and structure, executing arrangements, deliverables, monitoring and evaluation, stakeholder involvement and knowledge management of the SCS SAP Project. Once presented, the Steering Committee is invited to consider, and provide suggestions to the regional report and its sections, which will be subsequently finalized following the meeting.

11.40-13.00     **5. Update on National Activities to Implement the Strategic Action Programme (SAP) by National Technical Working Group (NTWG) Chairs**

The Chairperson will invite representatives of participating countries through the NTWG chairpersons to present their national activities to implement the Strategic Action Programme (SAP), following a template prepared and circulated previously by the Secretariat. The Committee is invited to review, provide comments and consider the proposed national activities.

**Wednesday 30 June, 09.00 – 13.00 Indochina time (ICT)**

**6. Consideration of the Terms of Reference and Rules of Procedure for the Project Steering Committee**

09.00-09.40     **6.1. Terms of Reference for the Committee**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/4: Draft Terms of Reference for the Project Steering Committee of the UNEP/GEF SCS SAP Project, previously circulated. The Committee is invited to consider, amend and adopt the Terms of Reference as outlined in this document.

09.40-10.20     **6.2. Rules of Procedure**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/5: Draft Rules of Procedure for the Project Steering Committee of the UNEP/GEF SCS SAP Project. The Committee is invited to consider adopting the Rules of Procedure as outlined in this document.

10.20-11.00     **7. Discussion of the Agreed Draft Terms of Reference for the Regional and National Committees and Working Groups**

The Chairperson will invite the Secretariat to introduce document SCSSAP PSC.1/6: Draft Terms of Reference for the Regional and National Committees and Working Groups of the UNEP/GEF SCS SAP Project, previously circulated. The Committee is invited to consider, amend and adopt the Terms of Reference as outlined in this document.

11.00-11.10     ***Short Break***

**11.10-11.40 8. Discussion and Adoption of the Workplan for 2021**

The Chairperson will invite the Secretariat to present the draft proposed workplan for 2021 presented in document SCSSAP PSC.1/7. The Chairperson will invite members to discuss, amend and approve the proposed workplan for 2021.

**11.40-12.20 9. Discussion and Adoption of the Budget**

The Chairperson will invite the Secretariat to present the draft proposed budget revision presented in document SCSSAP PSC.1/8. The Chairperson will invite members to consider and approve the proposed budget revision.

**12.20-12.40 10. Any Other Business**

The Chairperson will invite members to consider and discuss any items of business introduced under agenda item 3.

**12.40-13.00 11. Closure of the Meeting**

The Chairperson will call for a formal motion to close the meeting





# **Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project)**

## **INCEPTION WORKSHOP**

## **PROVISIONAL AGENDA**

*Teleconference, 1 July 2021*

*09.00 – 13.00 Indochina time (ICT)*





## INTRODUCTION

The objective of the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project) is:

***“To assist countries in meeting the targets of the approved Strategic Action Programme (SAP) for the marine and coastal environment of the South China Sea (SCS) through implementation of the National Action Plans in support of the SAP, and strengthening regional co-ordination for SCS SAP implementation.”***

Participating Countries:	Cambodia, China, Indonesia, Philippines, Thailand and Viet Nam
Implementation Agency:	United Nations Environment Programme (UNEP)
Executing Agencies:	United Nations Office for Project Services (UNOPS) and the Southeast Asian Fisheries Development Center (SEAFDEC)
Funding Agency:	Global Environment Facility (GEF)
Funding:	15 million USD (with approximately 83 million USD in co-financing)
Web-links:	<a href="https://scssap.org">https://scssap.org</a>

The Objective of the SCS SAP Inception Phase was further elaborate on the detailed regional and national level activities, workplan and budget of the SCS SAP, as well as approaches to be undertaken regarding execution and coordination, stakeholder involvements, partnerships, communication and reporting. It also allows for some review of the project outputs, in order to ensure they are fully in line with the current status of SAP implementation and in line with national and regional strategic priorities and also ensure links to new approaches, tools and best practices within and beyond the region. During this Inception Phase of the project three regional inception phase meetings have been held and more than 30 bilateral and national meetings and consultations.

The Inception Phase will be concluded with the adoption of the Inception Phase reports including detailed workplan and budget by the 1<sup>st</sup> Steering Committee meeting (29-30 June 2021) and the launching of the project with key partners at the Inception Workshop (1 July 2021).

The objectives of this Inception Workshop include:

1. Present the SCS SAP project expected outcomes, outputs and planned activities to all key partners and stakeholders, including national and regional activities; and
2. Discuss partnerships and exchange with stakeholders on additional synergies and opportunities for cooperation.

The Inception Workshop will be attended by the SCS SAP Steering Committee with representatives of participating countries, UNEP, UNOPS and SEAFDEC, key partners in the region and national teams and stakeholders. It will also be open for any interested persons to register and attend.





## PROVISIONAL AGENDA

---

- 1. Opening and Welcome**
- 2. Project presentation**
- 3. Role of co-executing agencies**
- 4. Country presentations and discussion**
  - Cambodia
  - China
  - Indonesia
  - Philippines
  - Thailand
  - Vietnam
- 5. Regional Activities and discussion**
- 6. Key partnerships and synergies**
- 7. Closing Remarks**

*An annotated agenda with time allocations will be sent to all registered participants and links to reports and presentations.*

SPECIAL ORDER  
No. 2021 - \_\_\_\_\_

SUBJECT : **CREATION OF THE INTER-MINISTRY COMMITTEE (IMC), NATIONAL TECHNICAL WORKING GROUP (NTWG), SPECIALIZED EXECUTING AGENCIES (SEAs), AND THE PROJECT MANAGEMENT UNIT (PMU) FOR THE IMPLEMENTATION OF THE SOUTH CHINA SEA-STRATEGIC ACTION PROGRAM (SCS-SAP)**

In the interest of the service and in order to ensure the efficient and effective implementation of the UNEP/GEF funded project entitled “Implementing the South China Sea – Strategic Action Program (SCS-SAP), an Inter-Ministry Committee (IMC), National Technical Working Group (NTWG), Specialized Executing Agencies (SEAs), and Project Management Unit (PMU) are hereby created with members and functions, as follows:

**1. Representatives to the Project Inter-Ministry Committee (IMC)**

**a. Composition**

*Chair:* DENR Secretary

*Alternate:* DENR Undersecretary for Policy, Planning and International Affairs

**b. Functions**

- i. Assume overarching responsibility for the execution of national level activities;
- ii. Provide strategic directions and guidance for implementation of the project towards achievement of project outputs and outcomes;
- iii. Approve the Project Operations Manual, annual progress reports, work-plans and budgets, and as needed, any essential deviations from the original plans and budgets for subsequently to funding institution; and
- iv. Provide guidance on post-project sustainability, institutional and financial arrangements, keeping in view the recommendations of external reviews.

**2. National Technical Working Group (NTWG)**

**a. Composition**

*Chair:* Director, DENR- Biodiversity Management Bureau

*Co-Chair:* Director, University of the Philippines – Marine Science Institute (UP-MSI)

*Members:* Members of the NTWG shall be composed of at least Director level or equivalent:

1. Department of Agriculture – Bureau of Fisheries and Aquatic Resources (DA-BFAR),
2. National Economic Development Authority (NEDA),
3. Philippine Statistics Authority (PSA),

4. DENR- Environment Management Bureau (EMB); Foreign Assisted and Special Projects Service (FASPS); Ecosystems Research and Development Bureau (ERDB); Forest Management Bureau (FMB); Policy and Planning Studies Service (PPSS)
5. PCSD
6. DENR Regional Executive Director, or his designated representative, where Project Pilot Sites are located.

**b. Functions**

- i. Assist the IMC in its oversight responsibilities on scientific and technical matters;
- ii. Review the Project Operations Manual for endorsement to the IMC with recommendations on proposed national and site-based activities, work plans, and budgets;
- iii. Ensure that planned national level project activities are consistent with the national results framework for the project, and that the subsequent monitoring and reporting of project results is undertaken in a standardized and consistent manner;
- iv. Identify additional members, as may be necessary, within or outside of the DENR, in the performance of its functions and;
- v. Undertake other relevant tasks as provided by the Project IMC

### **3. Specialized Executing Agencies (SEAs)**

The DENR- Biodiversity Management Bureau shall oversee all of the components' implementation of the SEAs (Mangrove, Coral Reefs, Seagrass, Wetlands, Economic Valuation and Land-Based Pollution). The composition and mandates of SEAs are as follows:

**a. Composition**

**Mangrove:** DENR- Biodiversity Management Bureau

*Chair: Director, DENR-BMB*

*Alternate: Chief, Coastal and Marine Division (BMB-CMD)*

**Coral Reefs:** DENR- Biodiversity Management Bureau

*Chair: Director, DENR-BMB*

*Alternate: Chief, Coastal and Marine Division (BMB-CMD)*

**Seagrass:** DENR- Biodiversity Management Bureau

*Chair: Director, DENR-BMB*

*Alternate: Chief, Coastal and Marine Division (BMB-CMD)*

**Wetlands:** DENR- Biodiversity Management Bureau

*Chair: Director, DENR-BMB*

*Alternate: Chief, Caves, Wetlands and other Ecosystems Division (BMB-CaWED)*

**Economic Valuation:** Philippine Statistics Authority (PSA)

*Chair:* Undersecretary/ National Statistician and Civil Registrar General

*Alternate:* Assistant National Statistician

**Land-Based Pollution:** Environmental Management Bureau

*Chair:* Director, DENR- EMB

*Alternate:* Assistant Director, DENR-EMB

**b. Functions**

- i. Assume overall responsibility for the execution of the national-level activities in their respective components and as indicated in the Philippine NIR;
- ii. Nominate a *National Focal Point* to (a) act as the main point of contact with the SCS SAP Implementation Unit and UNEP; (b) act as *Chair of the his/her respective National Committee*; and (c) act as *a member of NTWG*;
- iii. Prepare and facilitate endorsement, for the IMC, quarterly costed work plans to guide the execution of national and site-based activities of the project;
- iv. Prepare annual progress reports in their respective components on national-level activities and results of efforts to meet SAP targets;
- v. Prepare and submit quarterly progress reports, expenditure reports, and cash advance requests for endorsement by the IMC and subsequent submission to the National Project Director of the SCS-SAP Implementation Unit;
- vi. Lead national-level efforts to secure co-financing committed to this project and to leverage additional funding required to replicate and scale-up best practices in coastal and marine environmental management generated through this project; and
- vii. Each component of SEA shall identify its members, as may be necessary, in the performance of its functions.
- viii. Undertake other relevant tasks as provided by the Project NTWG

#### **4. Project Management Unit**

A Project Management Unit (PMU) shall be created at the Biodiversity Management Bureau in accordance with the Project Document and will work closely with the NTWG and SEAs in the implementation of the project from its inception to its conclusion.

The PMU shall be in charge of the day-to-day operation of the project. Specifically, the PMU shall perform the following roles and responsibilities:

- i. Ensure that the project meets its budgetary and performance obligations, and that at all times the lines of communication between the executing agency, implementation team and beneficiaries are well maintained and accessible;
- ii. Provide project management guidance, systems and standards in the project execution;
- iii. Act as the secretariat of the NTWG;
- iv. Consolidate and process reports from the NTWG and SEAs;
- v. Attend relevant meetings as necessary; and
- vi. Perform other tasks as provided by the IMC and NTWG.

Expenses incurred in the performance of the tasks under this Special Order shall be charged against the Implementing SCS-SAP funds subject to the existing government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force for the duration of the Project or until revoked in writing.

**ROY A. CIMATU**  
Secretary