



ASEAN Peatland Forests Project (APFP)

Rehabilitation and Sustainable Use of Peatland Forests in Southeast Asia



Enabling poor rural people
to overcome poverty



Annex 2

4th Project Management Meeting (PMM4)

Date : 12-13 June 2011 (Sunday & Monday)
Time : 8.30 a.m – 5.30 p.m
Venue : Atlet Century Hotel, Jakarta

REVISED AGENDA

1. Welcome Remarks
2. Introduction and Confirmation of the Agenda
3. Matters arising from PMM3 and 2nd PSC Meeting
4. Progress of Country Components (National Coordinators)
 - a. Indonesia
 - b. Malaysia
 - c. Philippines
 - d. Viet Nam
5. Progress of Regional Component (RPEA)
6. Issues (procedural/technical) arising from the implementation of country and regional components which may need adjustment/clarification at overall project level
7. Preparation and finalisation of reports:
 - a. Audit Report plus audited financial statement
 - b. Annual Project Implementation Report (PIR)
 - c. Semi-Annual Progress Report (Jan-June 2011)
 - d. Quarterly updates (Jan- Mar/ July-Sept)
8. Updates on project co-financing status and reporting requirements
 - a. EU SEApeat Project
 - b. National co-financing
9. Proposed activities and outputs of the Regional Component
 - a. Preparation of framework for incentives for sustainable management of the pilot sites
 - b. Discussion on proposed SEA Peat network and Peat site directory
 - c. Establishment and pilot testing of peatland fire prediction and warning system
 - d. Appointment of Project Officer for ASEAN Secretariat
10. Strengthening communication and visibility of the APFP
 - a. Communication Plan
 - b. Peat Profile
 - c. Peat Portal
 - d. Video Documentary





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11. Preparation for PMM5 and Third PSC Meeting (November 2011, Viet Nam)
 12. Proposed Calendar of Events for 2011(July-December) and synchronization of national and regional activity schedules
 13. Confirmation of next meeting(s)
 14. Other matters
 15. Adoption of Report of PMM4
 16. Closing
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4th Project Management Meeting (PMM4)

12-13 June 2011

Venue: Board Room 5, 5th Floor, Hotel Atlet Century, Jakarta

Tentative Programme

Day 1 – 12 June 2011 (Sunday)

TIME	PROGRAMME
8.00 - 8.30 am	Registration
8.30 – 8.40 am	Welcome Remarks by Representative from Ministry of Environment, Indonesia Remarks by Dr. Raman Letchumanan, Project Director, ASEAN Secretariat
8.40 – 8.50 am	Introduction and Confirmation of the Agenda
8.50 – 9.30 am	Matters arising from PMM3 and 2 nd PSC Meeting
9.30 – 10.00 am 10.00 – 10.130 am	Progress of Country Components a. Indonesia - Mr. Hermono Sigit, National Coordinator b. Malaysia - Mr. Yusoff Muda, National Coordinator
10.30 – 10.45 am	Tea break
10.45 – 11.15 am 11.15 – 11.45 am	Progress of Country Components (<i>continued</i>) c. Philippines – Ms. Armida Andres, National Coordinator d. Viet Nam - Ms. Nguyen Thi Thanh Tram, National Coordinator/ Dr. Le Phat Quoi, National Expert (to be confirmed)
11.45 – 12.15 pm	Progress of Regional Component Ms. Chin Sing Yun, Acting Regional Project Coordinator, RPEA
12.15 – 12.30 pm	Wrap up discussions on progress of country and regional components
12.30 – 2.00 pm	Lunch break
2.00 – 3.30 pm	Small Group Discussions – country level issues/obstacles for program implementation
3.30 - 4.00 pm	Tea break
4.00-5.30 pm	a. Summary of small group discussions from country components b. Discussion on any issues (procedural/technical) arising from the implementation of project activities which may need adjustment/clarification at overall project level





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Day 2 – 13 June 2011 (Monday)

TIME	PROGRAMME
8.30 – 9.15 am	Preparation and finalisation of reports: <ul style="list-style-type: none"> a. Audit Report plus audited financial statement b. Annual Project Implementation Report (PIR) c. Semi-Annual Progress Report (Jan-June 2011)
9.15 -10.00 am	Updates on project co-financing status and reporting requirements <ul style="list-style-type: none"> a. EU co-funding through GEC – SEApeat project b. Other co-finance c. Reporting on co-finance
11.00 – 12.00 pm	Proposed activities and outputs of the Regional Component <ul style="list-style-type: none"> a. Preparation of framework for incentives for sustainable management of the pilot sites <ul style="list-style-type: none"> • Introduction and proposed framework/concept to countries • Discussion
10.30 - 11.00 am	Tea break
11.00 – 12.00 pm	Proposed activities and outputs of the Regional Component (<i>continued</i>) <ul style="list-style-type: none"> b. Discussion on proposed SEA Peat network and Peat site directory <ul style="list-style-type: none"> • Introduction and proposed framework/concept to countries • Discussion c. Establishment and pilot testing of peatland fire prediction and warning system <ul style="list-style-type: none"> • System working mechanism and coordination
12.00 – 12.30 pm	Communication and visibility of the APFP project <ul style="list-style-type: none"> • New GEF Visibility Guideline • Use of IFAD and GEF logos • Communication templates <ul style="list-style-type: none"> - APFP & co-founded activities (e.g. SEApeat) • Coordination of APFP website
12.30 - 2.00 pm	Lunch break
2.00 - 2.30 pm	Preparation for PMM5 and Third PSC Meeting (November 2011, Viet Nam) <ul style="list-style-type: none"> • Proposed agenda • Confirmation of venue and dates
2.30 – 3.30 pm	Proposed Calendar of Events for 2011 (July-December) and synchronisation of national and regional activity schedules





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TIME	PROGRAMME
3.30 - 4.00 pm	Tea Break
4.00 - 5.00 pm	Confirmation of next meeting(s) Other matters
5.00 – 5.30 pm	Adoption of Report of PMM4
End of Day	