

**ASEAN-IFAD/GEF Project on Rehabilitation and Sustainable Use
of Peatland Forests in Southeast Asia**

Report of the First Project Steering Committee Meeting

24 November 2009, Kuala Lumpur

INTRODUCTION

1. The first meeting of the Project Steering Committee for the ASEAN-IFAD/GEF Project on Rehabilitation and Sustainable Use of Peatland Forests in Southeast Asia was held on 24 November 2009 in Kuala Lumpur. The Meeting was attended by representatives from Indonesia, Malaysia, Philippines, Singapore, Viet Nam, the ASEAN Secretariat, the International Fund for Agricultural Development (IFAD) and the Global Environment Centre (GEC). Representatives from Cambodia and Thailand also attended the Meeting as observers. The List of Delegates is in **ANNEX 1**.

2. The Meeting was chaired by Dr. Raman Letchumanan, Project Director, Head of Environment Division, ASEAN Secretariat.

Agenda Item 1: Adoption of Agenda

3. The Meeting adopted the Agenda for the Meeting, as in **ANNEX 2**.

Agenda Item 2: Overview of the Project

4. Dr. Raman Letchumanan briefed the Meeting on the key features of the Project, as in **ANNEX 3**.

5. The Meeting noted that the Inception Workshop was held in Kuala Lumpur, Malaysia on 23-25 November and was attended by the National Coordinators, national experts and financial managers of the Project Parties, and representatives from ASEC, IFAD and GEC, to discuss and finalise the implementation arrangements, the Annual Work Plan and Budget and the Project Procedures Manual.

Agenda Item 3: Terms of Reference of the Project Steering Committee

6. The Meeting discussed the draft Terms of Reference of the Project Steering Committee (PSC), and agreed on a revised version, as in **ANNEX 4**.

7. The PSC will be composed of National Coordinators or representatives of Brunei Darussalam, Indonesia, Malaysia, Philippines Singapore and Viet Nam, the ASEAN Secretariat, IFAD, the Regional Project Executing Agency; and chaired by

the ASEAN Secretariat. Representatives of other ASEAN Member States, as well as appropriate organisations, may be invited to participate in the PSC as Observers.

8. The Meeting agreed that each ASEAN Member State will confirm its focal point for the PSC. The Meeting also agreed that the Regional Project Executing Agency (RPEA) will act as the Secretariat to the PSC.

Agenda Item 4: Annual Work Plan and Budget for 2010 of the Regional and Country Components

9. The Meeting endorsed the overall AWPB and Component AWPB (CAWPB) for 2010, as in **ANNEX 5**. The AWPBs consist three main parts, namely Part 1: The Narrative Plan, Part 2: AWPB Summary Table and Annex: Procurement Plan.

Agenda Item 5: Project Procedures Manual

10. The Meeting noted the presentations by the RPEA on the Draft Project Procedures Manual (PPM), which was drafted by the RPEA and reviewed during the Inception Workshop.

11. The Meeting considered and endorsed the draft PPM, as in **ANNEX 6**.

Agenda Item 6: Appointment of Regional Project Executing Agency

12. The Meeting recalled that the ASEAN Member States at the 4th Project Planning and Preparation Working Group (PPPWG) Meeting for the PDF-B phase (12-14 February 2008, Kuala Lumpur) agreed to recommend that the Global Environment Centre (GEC) act as the Regional Project Executing Agency (RPEA) for the project. The Meeting also recalled the decision of the 5th PPPWG Meeting (27 May 2009, Hat Yai, Thailand) which endorsed the recommendation from the 4th PPPWG Meeting for the appointment of GEC as the RPEA.

13. The Meeting noted that in accordance with the provision in the Grant Agreement (Schedule 3, Section A.5-Regional Project Executing Agency), the ASEAN Secretariat has conveyed the above decision to IFAD and proposed the appointment of GEC as the RPEA by way of single-source selection. The Meeting also noted that IFAD has indicated its agreement with the proposal and is finalizing its formal response to the ASEAN Secretariat.

14. The Meeting endorsed the appointment of the GEC as the RPEA of the project. The Meeting agreed that a Special Services Agreement be signed between the ASEAN Secretariat and GEC as the RPEA.

15. The representative of the RPEA indicated that it looked forward to working with the Project Parties to implement the project.

Agenda Item 7: Next Steps

16. The Meeting agreed on the following immediate next steps, particularly by the Project Parties:

- Signing of Grant Sub-Agreement
- Confirmation of National Coordinators, core project personnel and setting up of national implementation mechanism
- Establishment of bank accounts, and submission of specimen signature of authorized representative for withdrawal application to the ASEAN Secretariat

Agenda Item 8: Other Matters

17. The Meeting noted that as an effort to promote the Project, a Side Event will be organized at the sidelines of the COP-15 of UNFCCC in Copenhagen, Denmark on 14 December 2009 at 20.00-21.30. The event will be coordinated by ASEAN Secretariat, IFAD and GEC. The Meeting invited representatives of ASEAN Member States attending the COP-15 to attend and, if they wish, to make a presentation at the side event. Regional experts will also be invited to speak at this event.

18. The Meeting noted that GEC has advanced the funds for organizing the Inception and PSC meetings as well as covering the costs for preparation activities. The Meeting agreed that this expenditure could be reimbursed once the funds had been released by IFAD to the ASEAN Secretariat.

19. The Meeting agreed that for the purpose of easy reference, a short form of the project title shall be ASEAN Peatland Forests Project or APFP.

Agenda Item 9: Date and Venue of the 2nd PSC Meeting

20. The Meeting agreed that the 2nd PSC Meeting would be held in the Philippines tentatively in mid-2010. Subsequently, the 3rd PSC Meeting will be held in Viet Nam tentatively in November or December 2010. It was agreed that the meetings would generally be rotated among the Project Parties.

Agenda Item 10: Adoption of Report of 1st PSC Meeting

21. The Meeting adopted the Report of the 1st PSC Meeting by ad-referendum on 25 March 2010.

Acknowledgement

22. The delegates expressed their appreciation to the Forestry Department Peninsular Malaysia, the Ministry of Natural Resources and Environment of Malaysia, and the GEC for the arrangements made for the meeting. The delegates also expressed appreciation to the ASEAN Secretariat for the support provided for the Meeting.

23. The Meeting was held in the traditional spirit of ASEAN cooperation and cordiality.
