

**REPORT OF
NINTH PROJECT MANAGEMENT MEETING (PMM9)
16-17 December 2013, Selangor, Malaysia**

INTRODUCTION

1. The 9th ASEAN Peatland Forests Project (APFP) Project Management Meeting (PMM9) was held on 16-17 December 2013 in Selangor, Malaysia. The Meeting was attended by representatives from Brunei Darussalam, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines and Viet Nam, the ASEAN Secretariat and IFAD; and the Global Environment Centre (GEC) as the Regional Project Executing Agency (RPEA). The List of Participants is in **ANNEX 1**.

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

AGENDA ITEM 1: WELCOME REMARKS

3. Dr. Raman Letchumanan, Head of Environment Division, ASEAN Secretariat, expressed appreciation to all parties involved for the progress achieved so far. He highlighted the project's achievement in coordinating with different ministries for successful implementation, and emphasized the need to continue to use this project as a means to get all relevant agencies to work together to promote sustainable management of peatlands. Based on the experience of the APFP, which focuses on site level work, a regional programme for 2014-2020 has been developed, with specific targets to be achieved by 2020. The ASEAN Environment Ministers have endorsed the development of the Programme in September 2013.

4. Ms. Francesca Tarabella, IFAD, thanked the countries for their constant commitment and dedication to the Project, as well as the invaluable support on the implementation of the Project from the GEC as the RPEA. Last but not least, she expressed that IFAD is very pleased with its first partnership with the ASEAN Secretariat and wished to continue the support in the next phase of the Project.

5. YBhg. Datuk Dr. Abdul Rahim Nik, Deputy Secretary General (Environment), Ministry of Natural Resources and Environment, Malaysia welcomed all delegates to Malaysia and expressed his appreciation to the ASEAN Secretariat and GEC. He highlighted that peatlands are important and unique ecosystem which have key values for biodiversity conservation and climate change regulation. Malaysia is implementing its National Action plan on Peatlands (NAP) in accordance with the ASEAN Peatland Management Strategy (APMS). He strongly proposed APMS to be implemented at State and local levels to manage peatlands and conserve it for current and future directions. He further shared about the Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES), which will undertake assessments on land degradation and restoration, and thematic assessment on sustainable use of biodiversity and environmental services, both relevant to the work of the APFP and sustainable management of peatlands in general.

AGENDA ITEM 2: ADOPTION OF AGENDA

6. The Meeting adopted the Agenda as in **ANNEX 2**.

AGENDA ITEM 3: MATTERS ARISING FROM PMM8

7. The Meeting reviewed the matters arising from the 8th PMM held in July 2013 in Manila, Philippines and noted the respective follow up actions taken, as in **ANNEX 3**.

8. Country components were urged to share news and updates with the RPEA for inclusion in the Newsletter. The Meeting noted the suggestion from the Project Director to have a Special Issue of the Newsletter, highlighting the country components' best practices and the development of the ASEAN Peatland Programme on Sustainable Management of Peatland Ecosystems.

Action 1: Country components to provide regular inputs to the Newsletter and RPEA to produce and circulate regular newsletters.

AGENDA ITEM 4: PROGRESS REPORT & CAWPB 2014

a. Indonesia

9. The Meeting noted the progress of the Indonesia Component and the 2014 Country AWPB, which was presented by Dr. Lailan Syaufina, the National Expert, as in **ANNEX 4**. The Meeting noted that for Indonesia Component, 62.19% of the total budget had been used. Good progress has been made on capacity building and fire prevention which includes, among others, fire assessment in Riau in September 2013, FDRS training in Riau on 2-3 December 2013, and trainings on sustainable peatland management in central Kalimantan, Jambi, and North Sumatra

10. The Meeting noted that for 2014 the activities will focus on: (i) Strengthening coordination with local government and all involved agencies and (ii) Site level activities and community empowerment through the strong support from the local government. The Project Director suggested some revisions on the CAWPB for Indonesia Component, which will be incorporated into the final CAPWB.

b. Malaysia

3. The Meeting noted the progress of the Malaysia Component and the 2014 Country AWPB, which was presented by Mr. Hamdan Napiah, National Coordinator, as in **ANNEX 5**. The Meeting noted that Malaysia has established national/state steering committee and working committee on peatlands, conducted FDRS interpretation and National Forest Inventory, and strengthened the Selangor Forestry Department fire patrol team.

4. The Project Director suggested that that any savings should be used for activities at the pilot site.

c. Philippines

5. The Meeting noted the progress of the Philippines Component, presented by Ms. Armida P. Andres, the National Coordinator for the Philippines, as in **ANNEX 6**. The Meeting noted that Philippines conducted community interviews and filming for video production for IFAD peatland communication materials.

6. The Meeting further noted that Philippines' project office was affected by Typhoon Haiyan in November 2013 and so most, if not all, of its project documents were destroyed and cannot be submitted to IFAD for financial reporting purpose.

Action 2: Philippines was requested to report on the extent of loss of records and any funds as well as the status of the activities and if required need for additional support/adjustment of targets by 31 January 2014.

d. Viet Nam

7. The National Expert for Viet Nam, Dr. Le Phat Quoi, presented the progress of the Viet Nam Component, as in **ANNEX 7**. The Meeting noted that Viet Nam has submitted its National Action Plan to Ministry of Agriculture and Rural Development (MARD) and Ministry of Natural Resources and Environment (MONRE) of Viet Nam. Viet Nam has also developed a draft peatland distribution map in Lower Mekong Delta and U Minh Ha region. Viet Nam informed the Meeting that according to the tax regulation of the Ministry of Finance of Viet Nam, the project needs to pay withholding tax on payments to consultants under the project and this was delaying the finalization of the project accounts.

e. Regional Component

11. Mr. Fuad Shariff, Coordinator for the Regional Component, presented the progress of Regional Component of the Project, as in **ANNEX 8**. The Meeting noted the progress made so far and approved the proposed adjustment to the AWPB project budget.

12. With regard to the ASEAN Peatland Media Award, the Meeting noted that the deadline for entries will be extended up to 31 March 2014. The Award will be given tentatively in conjunction with the Project's closing meeting.

13. The Meeting noted that all components would need to prepare a synthesis or an overall report on the lessons learned from the Project. The documented lessons learned together with the results from all Components will be presented at the closing meeting towards the end of the Project, tentatively in September 2014.

Action 3: RPEA to develop and circulate a format for countries to summarise results and lessons learned to enable a compilation to be presented at the proposed closing meeting in September 2014.

AGENDA ITEM 5: REGIONAL SUPPORT AND HOTSPOT MONITORING

14. The Meeting noted Singapore's presentation on its role in the fire and haze monitoring in ASEAN, which is to conduct assessment and provide regular updates of regional weather and smoke haze situation to local/regional agencies and at haze-related meetings. The presentation is in **ANNEX 9**.

AGENDA ITEM 6: UPDATE ON NAP AND ONGOING EFFORTS ON PEATLANDS MANAGEMENT IN BRUNEI DARUSSALAM

15. The Meeting noted Brunei Darussalam's presentation on its National Action Plan on peatlands (NAP) and the ongoing efforts on peatland management, as in **ANNEX 10**. The Meeting further noted that although Brunei Darussalam had earlier completed its NAP, it will need to undertake further review with other relevant stakeholders to take into account developments in the areas of biodiversity and climate change.

Action 4: Brunei Darussalam to provide a copy of its updated National Action plan on peatlands.

AGENDA ITEM 7: PROJECT MANAGEMENT AND ADMINISTRATION

- a. Project Reporting Schedule
- b. Project and Budget Completion/Closure Procedures
- c. Progress against LFA

16. The Meeting noted the presentation on Procedures for Project Completion/Closure for APFP by IFAD, as in **ANNEX 11**. The Meeting noted that:

- (i) All goods must be delivered, works completed, and services rendered by 30 June 2014.
- (ii) Expenditures from June to December 2014 should be only for preparation of completion report and for key staff (e.g. project coordinator, national expert and finance officer).
- (iii) Reports at completion should consist of summary of audited financial statement and audit opinion and management letter of the recipient, the project parties and RPEA, to be submitted to IFAD through the ASEAN Secretariat.
- (iv) The terminal evaluation by IFAD will be held tentatively in August 2014.

Action 5: IFAD to provide further feedback on the timing of Terminal evaluation and completion meeting and to clarify exactly what expenses could be made during the period between 1 July-31 December 2014.

17. The Meeting noted the following deadlines to meet for project reporting:

AWPB 2014 and procurement plan to be submitted to RPEA	24 December 2013 (APFP) 2 January 2014 (SEAPeat)
SAPR July-Dec 2013	28 February 2014
Audit report and audited financial statements	Annual Financial statements including co-funding reports to RPEA by 28 February 2014 for review NC to submit Audit to RPEA by 30 April 2014 RPEA to summarize and submit to ASEC by 15 June 2014
Terminal Report	July 2014

Action 6: All components to meet the deadlines in the reporting schedule

18. The Meeting noted the progress of project implementation against the Project's Logical Framework, as in **ANNEX 12**.

Action 7: All components to provide updates in relation to progress against the Project Logical framework by January 2014 and ensure that all remaining targets are met by June 2014.

AGENDA ITEM 8: DEVELOPMENT OF THE PROPOSED FOLLOW-UP PROGRAMME

a. Indonesia

19. Indonesia presented the lessons learned from the current phase of the Project and the proposed objectives, outputs and activities for the next phase. Among the proposed main activities are:

- (i) Promoting Agroforestry on peatland;
- (ii) Establishing "haze free villages" Program;
- (iii) Promoting ASEAN Heritage Park for Zamrud Peatswamp Forest in Riau; and
- (iv) Promoting Incentive options for community.

Indonesia's presentation is in **ANNEX 13**.

b. Malaysia

20. Malaysia presented its initial concept note on the next phase of the Project, as in **ANNEX 14**.

c. Philippines

21. Philippines presented the major milestones and achievements from the current phase, particularly from zero knowledge on peatlands in 2005 to a much

increased awareness on peatlands at the grassroots and national levels, with notable increasing support for peatlands protection.

22. Philippines also identified the preliminary possible outputs/activities for the next phase of the project, proposed sites, possible partners and funding source. Philippines' presentation is in **ANNEX 15**.

AGENDA ITEM 9: CALENDAR OF EVENTS FOR 2014 (JAN- JUNE)

23. The Meeting noted the schedule of meetings/events for 2014 as in **ANNEX 16**.

Action 8: Components were requested to provide the RPEA with any additions or changes to the calendar of events.

AGENDA ITEM 10: CONFIRMATION OF NEXT MEETING(S)

24. The Meeting agreed that the next PMM/PSC would be held tentatively in Riau, Indonesia in September 2014 and will serve as the Project completion workshop.

Acknowledgements

25. The delegates expressed their appreciation to Malaysia and the RPEA for the arrangements made for the meeting. The delegates also expressed appreciation to the ASEAN Secretariat for the support provided for the Meeting.

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