

Report

APFP – 10th Project Management Meeting (PMM10)

22 April 2014, Kuala Lumpur, Malaysia

Introduction

1. The 10th ASEAN Peatland Forests Project (APFP) Project Management Meeting (PMM10) was held on 22 April 2014 in Kuala Lumpur, Malaysia. The Meeting was attended by representatives from Brunei Darussalam, Indonesia, Malaysia, Philippines, Singapore and Viet Nam, together with the ASEAN Secretariat, IFAD and the Global Environment Centre (GEC) as the Regional Project Executing Agency (RPEA). Representatives of Lao PDR and Myanmar attended as observers. The List of Participants is in **ANNEX 1**.
2. The Meeting was chaired by Dr. Raman Letchumanan, APFP Project Director, Head of Environment Division, ASEAN Secretariat.

AGENDA ITEM 1: WELCOME REMARKS

3. Dr. Raman welcomed the participants. He emphasized the importance of this meeting to lay the groundwork for the longer term ASEAN Programme on Sustainable Management of Peatland Ecosystems (2014-2020) which was endorsed by the ASEAN Environmental Ministers in 2013. As the final APFP management meeting, the meeting will review progress and actions needed to ensure that all work can be completed by June 2014. It will also discuss project completion and closure procedures.

AGENDA ITEM 2: REMARKS BY IFAD

4. Ms. Kim Sunae, IFAD Desk Officer coordinating the APFP project thanked all countries for their effort to fulfil the project requirements. She requested for closer collaboration as the project nears the finishing line and hoped for active discussion during the meeting.

AGENDA ITEM 3: ADOPTION OF AGENDA

5. The agenda was presented to and accepted by the meeting. It appears as **ANNEX 2**.

AGENDA ITEM 4: MATTERS ARISING FROM 9TH PROJECT MANAGEMENT MEETING

6. The meeting took note of the progress on Matters Arising from the 9th Project Management Meeting (PMM9) as shown in **ANNEX 3**.
8. Progress on matters arising from the 5th PSC in December 2013 was presented as in **ANNEX 4**. The meeting noted that action is being taken on highlighted issues.

AGENDA ITEM 5: PROGRESS ON IMPLEMENTATION OF THE AWPB 2014 AND CHALLENGES FOR COMPLETION BY 30 JUNE 2014

a. Indonesia Component

9. The National Coordinator for Indonesia was absent with apologies. The report for Indonesia component was presented by Dr Lailan Syaufina as in **ANNEX 5**.
11. Regarding the budget, some transfers between project budget components are acceptable in view of project closure.

b. Malaysia Component

12. Mr Hamdan Napiah presented the updates for Malaysia as appears in **ANNEX 6**.
13. The updates and plans for fire control in Raja Musa Forest Reserve was presented by Tn Hj. Mangsor of the Selangor Forestry Department.

Action points:

- *Malaysia to share experience and lessons learned in addressing the fires with relevant departments and partner agencies.*

c. Philippines Component

14. Ms Armida Andres presented the updates for the Philippines as appears in **ANNEX 7**.

Action points:

- *The issue regarding encroachment in Tacloban should be included in the Impacts section of the final report.*

d. Viet Nam Component

14. The update for Viet Nam was presented by Dr Le Phat Quoi as appears in **ANNEX 8**.

Action points:

- *The Chairman requested that Viet Nam finalise government approval for their National Action Plan.*

e. Regional Component

15. The report on the Regional Component was presented by Mr Fuad Shariff as in **ANNEX 9**.

AGENDA ITEM 6: REPORT BY PARTNER COUNTRIES

a. Brunei Darussalam (Progress with NAP)

16. The report from Brunei was presented by Mr Mahmud.

b. Singapore (Progress with regional monitoring)

17. The progress from Singapore was presented by Ms Seow Hui Ching.

AGENDA ITEM 7: PROJECT MANAGEMENT AND ADMINISTRATION

a. Status of financial & audit report 2013

18. The status of the reports was shown as in **ANNEX 10**.

b. Project and budget completion/closure procedures

19. Ms Kim Sunae apprised the meeting on thre budget completion/closure procedures and the proposed format and timing of the terminal project report.
20. The IFAD Project Closure Procedures was presented as **ANNEX 11**.

c. Format and timing of Final Project Report

21. The format for the Project Completion Report was presented as in **ANNEX 12**.

d. Achievement of indicators and targets in the LFA

22. The progress in reaching the targets in the LFA was presented by Mr Faizal Parish, as the Project Senior Technical Adviser. He requested that all country components send their feedback on the draft as in **ANNEX 13** in order to fulfil IFAD requirements.

Action points:

- *All country components to send feedback to RPEA regarding indicators and targets.*

e. Terminal evaluation mission (Terms of Reference and schedule)

23. The draft Terms of Reference for the Terminal Evaluation was shown as in **ANNEX 14**.
24. The tentative schedule for the Terminal Evaluation was presented and discussed as in **ANNEX 15**.

f. Arrangements for audit of 2014 expenses

25. The meeting was informed that all components should make arrangements for any expenditure related to the auditing of the 2014 expenses to be made before the end of 2014 in view of the project closure.

Action points:

- *All components to take necessary action to enable early auditing of the 2014 expenses..*

AGENDA ITEM 8: CALENDAR OF REMAINING EVENTS

26. The meeting was reminded to inform the RPEA of any updates to their schedule/calendar.

AGENDA ITEM 9: CONFIRMATION OF NEXT MEETING(S)

27. The date of the next meeting will be advised as necessary.

AGENDA ITEM 10: OTHER MATTERS

28. There were no other matters discussed

AGENDA ITEM 11: CLOSING

29. The Chairman thanked all participants for their contributions to the meeting and commitment to the project.
30. The Meeting was held in the traditional spirit of ASEAN cooperation and cordiality.

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