

**EAAFP Management Committee Meeting**

**8 September 2022**

**Date: 8 September, 16:30 – 18:30 (KST)**

**Link:** [**https://us02web.zoom.us/j/86007075318?pwd=M1RaWDhhWE5EcVpVek5BOGphODRPdz09**](https://us02web.zoom.us/j/86007075318?pwd=M1RaWDhhWE5EcVpVek5BOGphODRPdz09)

**Participants**

1. **Confirmed:** Robb Kaler (Chair), Shufen Yang (Vice Chair), Nick Davidson (TsC Chair), Martin Spray (FsC Chair), Ward Hagemeijer (Wetland International), Ivan Ramirez on behalf of Tilman Schneider (CMS), Seulki Lee on behalf of Park Soyoung (Ministry of Environment – Korea)
2. **Apologies**: Jittinun Ruengverayudh (Thailand)
3. **EAAFP Secretariat:** Doug Watkins (CE), Hyeseon Do (PO), Vivian Fu (CO), Sujung Joo (FO)

**Agenda**

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| **1. Last Management Committee minutes (report on follow-up actions), 16 December 2021** [**(Last MC Meeting Minutes)**](https://eaafp-my.sharepoint.com/%3Aw%3A/g/personal/ruff_eaaflyway_net/EUBCoE4G8FdCq3faA_duFh4B3Tadx8Ly5qvQQMJafYvmSQ?e=R57KIu)* **Action 3.1**: TsC to investigate the difficulties that have been experienced and share with updates on how to simplify and improve the SIS and nomination procedure – hopefully to report during the next MOP.
* **Action 4.1**: MC members to send comments/suggestions on the ADB MOU (draft) to Yoon by 12 Jan (Wed) 2022. The draft MOU shared between EAAFP and ADB in April and the Secretariat is going to sign on it in 2022.
* **Action 4.2:** New template for Secretariat’s workplan – reflect Resourcing Plan, return to the MC on updates of a percentage figure included in the financial report for each item.
* **Action 4.3**: TsC take on activities:
	+ Provide input and advise ADB RFI, particularly for the site selection framework *(Status: A member of the TsC, Dr. Taej Mundkur, has been consistently contributing to the site selection task of RFI by participating in all the site selection team meetings with BLI)*
	+ Support the ROK WH management and development plans for Phase 1 tidal flats, and advise Phase 2 nomination
	+ Revise 2022 SGF application form
	+ Work on SIS procedure – simplify, efficient and clear
	+ Review the CSR report – once WI makes it available
* **Action 4.4**: Important to clearly report on SU lack of delivery due to funding loss for next MOP, potential training capacity building for SIS to SU
* **Action 5.1**: Draft a pragmatic mechanism to fill in vacancy intersession (if needed) for the committees until next MOP. Ensure there is no potential clash of major meetings of another related process; CMS, Ramsar etc. Increase online meetings to other WG/TFs for more engagement before MOP 11.
* **Action 6.1**: CEPA WG meetings have set an example for other WG/TF meetings to be held regularly and develop workplans.
* **Action 7.2**: ADB proposed the Partnership conduct a mid-term review of the EAAFP Strategic Plan and provide comments on the RFI program. *(Status: ADB is keen to provide support for the mid-term review process by utilizing the information resources stored in their Design and Monitoring Framework. A time frame needs to be proposed)*
* **Action 8.1**: Nearly completed the NP/SP/SSP guideline final draft can be shared with MC members. *(Status: Partnership Guideline docs Re: National and Sister Site Partnerships shared to Partners for review in August* [*(EAAFP Secretariat Partnership Documents)*](https://eaafp-my.sharepoint.com/%3Af%3A/g/personal/ruff_eaaflyway_net/EhFB_v6I1OBEhorrexG52YEBHBeVu1iLgq97icAO8EFShA?e=QijKph)
* **Action 9.1:** Reworking structure of 2022 workplan and budget – to further access work planning across the Partnerships
* **Action 10.1**: CE to share his last 2 years’ performance review by December 2021
* **Action 11.1**:CMS drafting a joint letter to join TF on illegal hunting cooperation with EAAFP TF Illegal Hunting, Taking and Trading of Migratory Waterbirds. EAAFP Secretariat will review the documents. CMS Secretariat can provide related documents, resolution, and TOR regarding TF on illegal hunting with MC members.

**2. Updates from FsC and TsC (** [**FsC Minutes**](https://eaafp-my.sharepoint.com/%3Ab%3A/g/personal/ruff_eaaflyway_net/EVhvfDiIYzxOj8rD4Fj69FwBul_GPTyziwxiJTDngumLpw?e=2uiz7j)**)** The last FsC meeting was held on 14 July 2022. The FsC decisions and progress are as follows:  * **New FsC member from the Ministry of Environment Japan**
* Ms. Sakai Kaoru becomes a new member of FsC as of April 2022, replacing Tomoko Ichikawa. Sakai Kaoru is an Assistant Director at the Wildlife Division, Nature Conservation Bureau, Ministry of the Environment Japan.
* **Report back on the previous Finance Sub-Committee recommendations (held on 14 July 2022)**
* Secretariat to follow up with ADB on the inter-ministerial arrangement for RFI rollout [See Agenda on RFI]
* Secretariat to discuss with TsC to identify the priority works for science matters [Doug]
* Secretariat to send an invoice to AWSG in June or November [Done]
* Secretariat to send an invoice to WWT in September via Dr. James Robinson [Pending]
* Secretariat to send an invoice to Wetland International in September [Pending]
* Secretariat to send an invoice to ICF in early April [Done]
* The Secretariat to submit the list of budget lines to be reallocated with its detailed information – [Done]

 **C. Decisions made at the previous Finance sub-Committee meeting (held on 14 July 2022)*** The Secretariat is advised to raise the salary issues at the MoP11 with a detailed paper that well layouts the major problem, suggestions, and what is needed.
* The Secretariat will research the Secretariat’s utility and energy fee issues.
* The Secretariat will create a clearer and more traceable budget table.
* Attending coastal environment-related events/forums should also be discussed by TsC and MC and the size and scope will be accordingly considered.
* Secretariat does not encourage the engagement of the coal export company in the MoP sponsorship.

  1. **Update on the activities of the EAAFP Secretariat (and the Foundation)**
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| 1. Staff updates: External Relations Manager, Ms. Yoon Lee (till Nov 2023) and Science Officer, Dr. Qing Zeng are both on maternity leave since August. With Yoon on maternity leave, the Secretariat has contracted a young biologist to work in the Secretariat on the RFI, and recently also contracted a second person who is working from the Philippines to support the project planning with RFI countries. The voluntary contribution of a Partner is being used to fund these two fixed term positions
2. New FNS: (EAAF 153) Gochang Getbol, Ro Korea ([link](https://www.eaaflyway.net/gochang-getbol-rok-new-fns/))
3. Potential FNS: Thailand (Buriram Wetlands), DPRK (Rason Wetlands), Myanmar (Pyu Lake, Paleik Lake)
4. MoU with: Korea Marine Environment Management Corporation (KOEM) ([article](https://www.eaaflyway.net/eaafp-koem_mou/)); Seoul Science Center ([on 13 July](https://www.eaaflyway.net/2022_eaafp-ssc_mou/))
5. Hwaseong Wetlands project: Running citizen ecological survey teams ([article](https://www.facebook.com/EAAF142/posts/pfbid033gvg2C1yxXyUeRdV31fiqRdVaR62j7a5sdNMHwVxVBPREAe3pPUqDBUoXTY8gFF1l?__cft__%5b0%5d=AZWHhXnv06CbQy5h1--21skFG-lBYE-7iWcsrUry-JR3xSST3G8ZbxoUhk7whpkprWPCGZH2n-yNeyvuLua1RY-k91oFleveLidE4GKFKx5tMXJgqoY0mQSCFeDPGio6MlQ4UrRGUDKj7IVqVXoqoxsmx7vFNDeG7A4nS7kf9FjmvhzIv_7gejy91Xvvpo3uj59egeUK9zC-21IZ-JgRNUAD&__tn__=%2CO%2CP-R)); Hwaseong Wetlands vision planning, with *WWT* ([article](https://www.facebook.com/EAAF142/posts/pfbid0VbLAmW4kZaoETM6hFni3igGUAoWhrAoC45s1ishVcw8WfiKr48tdnRkjTRhgJVp2l?__cft__%5b0%5d=AZWYz-gMIzR-VgWOTRcqw_aCyc-3NUb4zakNPX4lXKrh8hmash15JHHLJbzPyrnfnqkSlie8kEk8KM6047f9pBJoln12oFud8QScvhzTZcGkiaCbYr3sI3-VsXob2ruUKYIMQudoXipFv5gzNh0W3bu8Axg33g48ZnBVd3zNv-ADY98LWs81G78fUW9DkhGCzHuIGAPQRlo0VAvsoEGmZ4et&__tn__=%2CO%2CP-R));
6. Incheon- Hong Kong Black-Faced Spoonbill (BFS) Sister Site Agreement project: Organizing the 2022 BFS international forum; Revised BFS education material and developing an education program ([article](https://www.eaaflyway.net/2022/05/16/launch-lolo-flying-journey-education-pack-wwf/)); waterbird monitoring in Songdo and Ganghwa ([article](https://www.facebook.com/EAAF142/posts/pfbid0K1Ti2JhaCNdsxRxBSdrjahQXhe1gMxeb68ZFKDo3V68G1WWHus2k3DFaM8n1GNtbl?__cft__%5b0%5d=AZW9ROF0E1tobgMkIQ3dA4tTEZOcqo3VPF5ukFok03dJpmR5M3MfO4MIf6lamaSTpuIxXmyevnh9l0Cz1UIW-QO4h0qwGluS3jZFoMPt-kTOOE-U1vsJv5AJNoR4RR2zK6AXgMJljEOayv7CGZ3U2VNjxzxdMsSM-hlM_TgGfP1wkl026mYanqcIqXK83mUrmBI&__tn__=%2CO%2CP-R)); BFS national census in RoK; Participating in a local BFS network in RoK, Organized a two-day Environmental Education Workshop, with WWF-HK
7. Participated in WLI-Asia conference in Manila in July, WLI-Asia/Oceania combined, EAAFP Secretariat nominated to join the Steering Committee from 2022-2024
8. Participated in RRC-EA led Training of Trainers in Cambodia in August to seek the potential collaboration to enhance EAAF-wide capacity building program
9. Youth Think Tank Competition for EAA Flyway ([article](https://www.eaaflyway.net/eaaf-youth-think-tank-3rd-workshop/)): organized 2 virtual training workshops, 4th workshop in September, competition closing in October
10. Year of the Terns campaign ([webpage](https://www.eaaflyway.net/year-of-the-terns-2022/)): organize with Seabird WG, 1 Photo Contest (ends in Sept), a webinar series in line with World Seabird Day ([article](https://www.eaaflyway.net/year-of-terns_world_seabird_day_webinars/))
11. World Migratory Bird Day: Joined as core organizing team for deciding 2023 theme and organizing a joint webinar with CMS/AEWA/EFTA in October. WMBD Small Grant Fund supporting 18 projects (8 May, 10 October) ([link](https://www.eaaflyway.net/wmbd-small-grant/)). CMS expressed the opportunity to announce EAAFP as an official partner to WMBD (agreement is still in progress)
12. Newcastle Coal Infrastructure Group’s approach to Secretariat: The Secretariat has recently received an email from Hayley Ardagh (Environmental Officer) Newcastle Coal Infrastructure Group, asking about the EAAFP Corporate Champion Program. It is decided that the Secretariat does not encourage the engagement of the coal export company in the sponsorship
* **Foundation activities**
1. Corporate Champions in Ulsan, Republic of Korea (EAAF150) ([link](https://www.eaaflyway.net/corporate-champion-programme/))
2. Following the MOU between EAAFP Secretariat, Ulsan City, and 4 corporates in May 2021, Foundation will join Ulsan Bird Fair and do a Certificate ceremony for 4 Corporate champions in November 2022 and the Ulsan Biodiversity Symposium is planned in 2023 in Ulsan. 4 Corporate champions (Hyundai Motors, S-Oil, Korean Petrochemical Ind. Co. Ltd., and Kyungdong City gas), Ulsan city, Ulsan Biodiversity Center, and local environmental organizations are invited to discuss the role of the public, private and civil society organizations to maintain and improve the conservation of migratory birds and Ulsan FNS.
3. 2022 <Bird Meets Arts> Cooperated Project with Yeonsu Foundation of Art and Culture ([article](https://www.eaaflyway.net/2022-bird-meets-arts-exhibitions/))
4. It is a year-long project with the YSFAC in 2022. 2 Exhibitions, 6 Education programs, and CEPA Workshop is being planned this year. The 6 Education programs proceeded to deliver the conservation message through the arts. The 1st exhibition started on August 4, and the 2nd exhibition will be started on 27 August in Incheon, RoK. The Workshop will be held on 14 September inviting 3 environmental artists and the Communication Officer of EAAFP as speakers.
5. Foundation Small Grant Programme ([link](https://foundation.eaaflyway.net/%EC%82%AC%EC%97%85-%EC%86%8C%EA%B0%9C/%EC%9E%AC%EB%8B%A8-%EC%82%AC%EC%97%85/%EB%AF%BC%EA%B0%84%EB%8B%A8%EC%B2%B4%EC%A7%80%EC%9B%90%EC%82%AC%EC%97%85-2022-2023/)): 7 grantees will be sponsored by EAAFP Foundation this year. Hanns Seidel Foundation Korea office will support one grantee for the inner-boarder project in Korea.
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| * **Asian Development Bank Regional Flyway Initiative**
* ADB and BirdLife all see the importance of the inter-ministerial arrangement and engagement of the local governments in priority sites. The modality and participating agencies for the dialogue, however, vary in each target country. The RFI team consults the focal ministry (MOE) first on how to engage other ministries and try to ensure their country ownership in coordinating stakeholder engagement at the national level.

**Output 1. Site Selection** (BLI, ADB, EAAFP Sec, Paulson Institute, Wetlands International, University of South Hampton, and National University of Singapore)* Countries that approved the No Objection Letter received (6 out of 10): Bangladesh, Cambodia, China, Mongolia, Philippines, and Thailand (In progress: Indonesia, Lao PDR, Malaysia, and Vietnam)
* Priority site lists for all 10 target countries are under the final review process

**Output 2. Stakeholder Engagement and Capacity building** * Stakeholder Engagement Strategy Draft in place
* A brief questionnaire was developed jointly with BirdLife International to help the RFI to generate insights on the capacity development needs of countries and partners in the EAA Flyway in relation to possible future RFI investments. This will be presented to EAAFP national focal point in future meetings
* Bilateral meetings with the national governments ongoing in 2022

**Output 3. Sustainable Financing*** In June, the USAID Regional Development Mission for Asia (RDMA) identified 100,000 USD within the USAID-US Department of Interior Interagency Agreement (USAID DOI IAA) to invest in support of the ADB Regional Flyway Initiative. The USAID DOI IAA is implemented by the DOI-International Technical Assistance Program (DOI-ITAP). Potential areas for DOI-ITAP technical support includeSite-to-site wetland partnerships, Site-based trainings, Wetland restoration demonstration projects, Equipment donation and technical support for wetland monitoring, and Study tours to U.S. coastal wetland sites
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|  **4. MOP 11 Preparation Status** * MOP 11 Document to be reviewed before delivery to Partners: **(Attachment 1)**
	+ Att. 1.1 Timetable for MoP11 Documents submission
	+ Att. 1.2. EAAFP MOP11\_Draft Provisional Agenda
	+ Att. 1.3. MOP11\_Information Note
* Meeting with Australian Government on 17 June, with Dr. Grainne Maguire from BirdLife Australia, as contact point
* Budget for the MOP 11: Total budget estimation for MoP 11 (Secretariat) is 90,000 USD
* EAAFP staff travel cost: 20,000 USD (minimum members are 6 including next new CE)Sponsorship Partners/WG: 30,000 USD ~ 40,000 USD (minimum members are 20)

Extra secured budget for travel cost: 10,000 USD* Farewell reception, Souvenirs, Materials(supplies), Shipment, Contingency, etc.: 20,000 USD
* 2022 budget allocation for MoP 11 is 50,000 USD2023 budget allocation for MoP 11 is 10,000 USD

 \*There’s a gap between budget estimation and allocation – 30,000 USD * The FsC members advised the Secretariat to get reviews from MC members on the MOP11 Sponsorship Package. MOP11 Sponsorship Package **(Attachment 2)**
* The Secretariat developed a [MOP11 sponsor engagement concept note](https://eaafp-my.sharepoint.com/%3Aw%3A/g/personal/ruff_eaaflyway_net/EZT7dZSJ2D1Jic_3lDlqpu8BewbJ6T-wVj53D5nylmudnw?e=eV7MFu) and sponsorship package that describes the engagement approach and the level of requested sponsorship. FsC members reviewed and provided feedback on the MOP11 sponsorship package. (Attachment x)
* Two types of engagements are expected: (1) Type 1: companies from outside of Australia and (2) Type 2: Australia-based companies. Secretariat will identify and approach the Type 1 corporates while BirdLife Australia will oversee engaging Type 2 corporates. The Secretariat had a meeting with BLA (Ms. Grainne Maguire) on 11 August to discuss the division of the role, timeline, and work plans going forward.
* Reporting Templates: Under review. CEPA WG supported drafting 8 questions to supplement the session for Objective 2, KRA 2.1.
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| 1. **Follow Up from Partners Workshop**
* Partnership Guideline docs Re: National and Sister Site Partnerships shared for review [(EAAFP Secretariat Partnership Documents)](https://eaafp-my.sharepoint.com/%3Af%3A/g/personal/ruff_eaaflyway_net/EhFB_v6I1OBEhorrexG52YEBHBeVu1iLgq97icAO8EFShA?e=QijKph)
* **Revised CEPA Action Plan** [**(link)**](https://eaafp-my.sharepoint.com/%3Ax%3A/g/personal/ruff_eaaflyway_net/EZ0VFfSXjTpEvO45MYJ2ekQB7gxuoZZ9_ZEcYku81ItRhA?e=UkGebY) with CEPA WG- This document is the foundation for the revised CEPA AP to be adopted during MOP 11.
* **Decisions made on Day 2 about the new reporting template for Partners**
	+ The Secretariat will work on the reporting template to finalize the consultation phase and get the template ready by September 2022.
	+ The Secretariat will look at possible ways to conduct the reporting process digitally and design the new template in an efficient and simpler way.
	+ The Secretariat will develop and circulate a template for the Terms of Reference for WG/TF and seek WG/TF’s feedback.
1. **New CE’s Recruitment**
* Current CE’s renewed contract will finish on 31st March 2023 (two weeks after MOP 11), Current CE’s contract renewal hasn’t been done yet - processing (Under contract renewal discussion with MOEK)
* To prevent the time gaps between finishing the contract and renewing the contract, the contract renewal process will start 4 months prior to the date of the end of the contract for the next time.
* Approval for making rules that while a contract renewal is not done, the hiring status will stop.
* Documents **(Attachment 3)**
	+ **[Decision to be made by MC]**
	+ Approval for time plan and procedure
	+ Constitution of the hiring panel(committee)
	+ Discussion on how to promote the recruitment
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| 1. **Flyway Issue**
* Avian Influenza, how to enhance communications among partners

 **8. AOB** |