

REPORT OF THE FOURTH PROJECT MANAGEMENT MEETING ASEAN PEATLAND FORESTS PROJECT

12-13 June 2011, Jakarta

INTRODUCTION

1. The Fourth Project Management Meeting (PMM4) for the ASEAN Peatland Forests Project (APFP) was held on 12-13 June 2011 in Jakarta, Indonesia. The Meeting was attended by representatives from Indonesia, Malaysia, Philippines, Viet Nam, the ASEAN Secretariat (ASEC) 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, Head of Environment Division of the ASEAN Secretariat as Project Director.

AGENDA ITEM 1: WELCOME REMARKS

3. Mr. Hermono Sigit, Assistant Deputy Minister for Inland Water Ecosystem Degradation Control on behalf of Mr. Arief Yuwono, Deputy Minister for Environmental Degradation Control and Climate Change, welcomed the delegates to Indonesia. Mr. Sigit took the place of Mr Antung Deddy, the former National Coordinator of Indonesian Component, who has taken up a different portfolio within the ministry.

4. Dr. Raman Letchumanan shared his recent experience in visiting the forest fire control stations in Korea, where they use a combination of surveillance cameras, human patrols and helicopters to quickly detect and put out forest fires before they spread. Although we are not quite as advanced, he expressed hopes that we can improve the systems at our disposal. He also highlighted that the project is closely monitored and reported to the ASEAN Environment Ministers, in various forums, such as the ASEAN Ministerial Meeting on the Environment (AMME), the Conference of the Parties to the ASEAN Agreement on Transboundary Haze Pollution (COP), and the Sub-Regional Ministerial Steering Committee on Transboundary Haze Pollution (MSC) in the southern and Mekong sub-regions.

5. The Meeting expressed condolences on the passing away of Mr. Heddy S. Mukna, former Assistant Deputy Minister for Compliance of Administrative Environmental Law, Ministry of Environment, Indonesia and recognised his efforts and contributions to the project and to the ASEAN's cooperation in transboundary haze pollution in general.

6. Mr. Faizal Parish, Director of GEC, informed the recent changes in the RPEA Team members. The Meeting acknowledged and expressed appreciation for the contributions of Ms. Shashi Kumaran and Mr. David Lee who have left GEC, and welcomed Ms. Chin Sing Yun, Acting Project Coordinator and Ms. Noor Azura Ahmad, Project Officer to the Project.

AGENDA ITEM 2: ADOPTION OF AGENDA

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

AGENDA ITEM 3: MATTERS ARISING FROM THE THIRD PROJECT MANAGEMENT MEETING (PMM3) AND THE SECOND PROJECT STEERING COMMITTEEMEETING (PSC2)

8. The Meeting reviewed the matters arising from the Third Project Management Meeting (PMM3) and the Second Project Steering Committee Meeting (PSC2), and noted progress made. It was agreed that some of the matters arising would be discussed further in the subsequent agenda items.

9. The progress on action from the meetings of PMM3 and PSC2 is in **ANNEX 3**.

AGENDA ITEM 4: PROGRESS ON COUNTRY COMPONENTS

a. Indonesia

10. The Meeting noted the progress of the Indonesia Component, which was presented by Mr. Hermono Sigit, the National Coordinator of Indonesia, as in **ANNEX 4**. The Meeting noted that National Expert and Auditor have been officially appointed. The Meeting also noted that less than USD20,000 has been utilized by the project, which is less than 5% of its projected budget of 2011.

11. The Meeting noted that National Project Implementation Committee (NPIC) has been formalised and endorsed by the Minister of Environment. Similarly, Local Project Implementation Committee (LPIC) in the 3 provinces (Riau, West Kalimantan and Central Kalimantan) have been finalised, and for the LPIC in Riau Province, the letter of approval has been signed by the Governor.

12. Indonesia informed the Meeting that the Ministry of Environment, Indonesia is developing a draft guideline for peatland management based on hydrological units. The Terms of Reference (TOR) for this activity are being finalised and a demonstration plot plan for Masyarakat Peduli Api in Bengkalis has also been developed. A TOR for a study on carbon emission in targeted peatlands in Riau and West Kalimantan has been developed. The Meeting requested Indonesia to share and circulate the TOR once it is ready for other countries to learn.

13. The Meeting noted the various constraints in project implementation, such as administrative processes, coordination with local governments, location of the pilot sites, and concerning behavioural change of the community. Indonesia explained the Bengkalis was included as an additional pilot site with co-funding from the Government of Indonesia.

Action point: Indonesia to share the TOR of the study on carbon emission with the other countries through the ASEAN Secretariat and the RPEA.

b. Malaysia

14. The Meeting also noted the progress of the Malaysia component, which was presented by Mr. Yusoff Muda, the National Coordinator of Malaysia, as in **ANNEX 5**. He elaborated on the delay of project implementation, which was partly due to Treasury requirements regarding the Trust Fund and disbursement of funds. The Meeting noted that many activities continued despite the delay in financial resources, mainly because GEC has been advancing the funds. Malaysia has revised the Country Annual Work Plan and Budget (CAWPB) to bring forward to 2011 the activities planned but not undertaken in 2010. The meeting noted and endorsed this proposal.

15. The Meeting noted that Malaysia is proposing to engage GEC, to provide some technical services to support implementation of the project activities at the pilot site. It was noted that two different teams within GEC would be performing the RPEA function and the Malaysia component. As such, it would not conflict with GEC's role as RPEA. The Meeting noted that formalisation of this appointment is ongoing. The Project Director advised all parties to involve more agencies as stakeholders in the project to make it a truly multi-stakeholder effort.

16. The Meeting noted that the Forest Research Institute of Malaysia (FRIM) will be doing carbon assessment at Raja Musa Forest Reserve. The Meeting agreed that Malaysia will share the TOR of the study with other countries, considering that Indonesia is also doing the study on carbon emission in the selected peatlands in Riau, West Kalimantan and Central Kalimantan to avoid duplication of efforts and ensure coordination among researchers.

Action point: Malaysia to submit the revised 2011 AWPB to ASEC for forwarding to IFAD for approval. Malaysia to share the TOR of the study on carbon assessment in Raja Musa Forest Reserve with the other countries through the ASEAN Secretariat and the RPEA.

c. Philippines

17. The Meeting noted the substantive progress of the Philippine Component, which was presented by Ms. Armida P. Andres, the National Coordinator for the Philippines, as in **ANNEX 6**. A number of training socialization and assessment activities were completed. A video documentation has been produced and is currently at editing stage. The Philippines' Peatland National Action Plan (NAP) has been finalised.

18. The Meeting also noted that from June to December 2010, Philippines has utilised 51% of the first installment of funds from IFAD and that the 49% has been

committed for activities at the site. Philippines has just submitted the next withdrawal request to the ASEAN Secretariat for its 2011 activities.

19. Philippines reiterated its request that payment for foreign consultants be paid directly by RPEA, considering the Government regulation does not allow payments in foreign currency. This was agreed by the meeting.

20. Due to the significant delay in the implementation of project activities, Philippines requested for the extension of its project period from 2 years to 3 years. The Meeting acknowledged and agreed that the project period for the Philippines Component will now be 3 years. The proposal from Philippines to allocate Php 75,000 for audit fee of the Project for the year 2011. The proposal was agreed at the Meeting.

Action point: ASEC will submit the Withdrawal Application for the Philippines to IFAD after the meeting.

d. Viet Nam

21. The National Expert for Viet Nam, Dr. Le Phat Quoi, presented the progress of the Viet Nam Component, as in **ANNEX 7**. Activities implemented include discussing the NAP, setting up of project implementation mechanism, drafting of the peat video. In the first 6 months of 2011, the activities were focused on development of TORs for the various activities planned for 2011.

22. The Meeting noted that now issues on implementation mechanism at national and site levels have been established, and is expected to speed up the implementation of pending activities this year.

23. Due to the significant delay in the implementation of project activities, Viet Nam requested for the extension of its project period from 2 years to 3 years. The Meeting acknowledged and agreed that the project period for the Viet Nam Component will now be 3 years.

Action point: Viet Nam to complete the video production. Viet Nam to facilitate IFAD's evaluation mission during the period of PMM5/PSC3 meetings, including visit to the pilot sites.

AGENDA ITEM 5: PROGRESS ON REGIONAL COMPONENT

24. RPEA presented the progress of Regional Component of the Project, as in **ANNEX 8**. The Meeting noted the significant progress and outputs produced under the Regional Component, as well as the challenges and constraints faced, mainly the delay in receiving funds from IFAD.

25. With regard to the Guidelines for Peatland Rehabilitation, the Meeting noted that the current preliminary guidelines aim to guide countries in implementing the

relevant activities. Guidelines incorporating experiences from the Project will be developed at the end of the project.

AGENDA ITEM 6: PREPARATION AND FINALISATION OF REPORTS

a. Audit report and audited financial statement

26. The Meeting acknowledged that all countries have completed and submitted their audited financial reports.

b. Annual Project Implementation Report (PIR)

27. The Meeting noted that finalisation of the Annual Project Implementation Report (PIR) by the RPEA is dependent upon submission of the SAPRs by the respective countries, therefore it is expected that countries submit the SAPRs on or before the agreed deadline.

c. Semi-Annual Progress Report (January – June 2011)

28. The Meeting agreed that country components will submit their respective SAPRs covering the period of January to June 2011 by 15 August 2011.

d. Quarterly Updates

29. The Meeting agreed that countries will submit the Quarterly Updates 2 weeks after the end of quarter, following the format as in **ANNEX 9**. The Quarterly Update will keep all stakeholders updated on the progress and issues or challenges which country components may be facing in order to seek solutions prior to the half-yearly Project Management Meetings.

30. The Meeting agreed on the schedule for finalisation of reports as follows:

Milestone	Report	Reporting Period	Due date to ASEAN Secretariat	Due date to IFAD	Due date/ Remarks
Progress Reports	Semi Annual Progress Report (SAPR) including unaudited financial statements	Jan-June / Jul-Dec (semi-annually)	NC to submit to RPEA within 2 months RPEA to compile and submit to ASEC within 2 weeks	Within 3 months after reporting period (i.e. 31 Mar and 30 Sep every year)	SAPR Jan-Jun 2011 15 Aug 2011 (NC to RPEA) – Preparation for PIR
GEF Fiscal Year	Annual Project Implementation Report (PIR)	1 Jul – 30 Jun (annually)	RPEA to submit to ASEC by 20 Sept	30 Sep (annually)	Format to be provided by IFAD

Milestone	Report	Reporting Period	Due date to ASEAN Secretariat	Due date to IFAD	Due date/ Remarks
Project Fiscal Year (Jan-Dec)	Audit Report plus audited financial statements	1 Jan – 31 Dec (previous calendar year)	NC to submit to RPEA by 30 Apr RPEA to consolidate and submit to ASEC by 15 Jun	30 Jun	
Quarterly Review	Quarterly Update	Quarter (Jan-Mac/April-June/July-Sept/Oct-Dec)	NC to submit to RPEA 2 weeks after end of quarter RPEA to compile and submit to ASEC within 3 weeks		

Action points: National Coordinator to submit their respective SAPRs covering the period of January to June 2011 **by 15 August 2011**. National Coordinator to submit Quarterly Updates 2 weeks after the end of each quarter, following the agreed format.

AGENDA ITEM 7: UPDATES ON PROJECT CO-FINANCING STATUS AND REPORTING REQUIREMENTS

31. The Meeting noted the updates by RPEA on Project Co-financing Status and Reporting Requirements, as in **ANNEX 10**.

a. EU SEApeat project

32. The Meeting noted the completed activities of the EU SEApeat project from January to May 2011 and the proposed activities for the Year 1 (2011).

33. The Meeting acknowledged that the project provides additional support to expand the project to the Mekong countries and supplement the work in Malaysia and Indonesia as well as extend Philippines and Viet Nam beyond the two years period under the APFP. The Meeting noted that Philippines and Viet Nam need to provide proposals and workplan for 2012-2013 by September 2011 to the RPEA.

b. National Co-financing

34. Each country needs to complete an annual plan and annual report on co-financing in line with Section 6.9 and Annex 12 of the PPM.

AGENDA ITEM 8: PROPOSED ACTIVITIES AND OUTPUTS OF THE REGIONAL COMPONENT

a. Preparation of framework for incentives for sustainable management of the pilot sites

35. The Meeting noted the RPEA's presentation on the proposed framework for incentives for sustainable management of pilot sites, providing an array of possible incentive mechanisms at the regional/national and site levels. An example of conceptual incentives option for the North Selangor Peat Swamp Forest was also provided. The presentation is in **ANNEX 11**.

36. The Meeting discussed in detail the incentive options and the meeting proposed an initial plan for further assessment of incentive options as in **ANNEX 12**.

Action: Each component to follow upon incentive options and report at workshop in November 2011.

b. Discussion on the proposed SEA Peat Network and Peat site directory

37. The Meeting approved the proposal to set up a SE Asia Peat Site Network and SE Asia Peatland expert Network. A plan to implement the activity was approved as in **ANNEX 13**.

Action point: All components to support the implementation in line with the plan.

c. Establishment and pilot testing of peatland fire prediction and warning system

38. RPEA updated the Meeting on the status of testing the FDRS in the pilot site in Malaysia, as in **ANNEX 14**. The Meeting also noted that a round of testing will be conducted in Riau by the RPEA with Indonesian Government starting in September 2011.

39. Philippines Component requested RPEA to send an expert to a workshop on fire prevention and suppression in late June in Mindanao.

Action point: RPEA to follow up with Indonesian Component to make arrangements for testing

d. Appointment of Project Officer for ASEAN Secretariat

40. The Meeting welcomed the appointment of the Project Officer for the ASEAN Secretariat who has been selected and will start working within a few weeks.

AGENDA ITEM 9: STRENGTHENING COMMUNICATION AND VISIBILITY OF THE APFP

a. Communications Plan

41. Each country was asked to follow to the APMS communication plan and develop a national or local plan or strategy for use in the project period.

b. Peat Profile

42. The Meeting recalled the decision of the PSC2 that several volumes on different topics will be produced. The Meeting also noted that the current version of Peat Profile book was produced in February 2011 and it has been disseminated to ASEAN Member States during ASEAN meetings and other relevant events.

43. It was agreed that the other volumes of the Peat Profile would be developed based on further discussions and linkage to different project activities as indicated in **ANNEX 15**.

c. Project Web site

44. The Meeting noted the proposal to enhance the web site. Each country was requested to submit information to include in the website.

d. Video Documentary

45. The Meeting noted the progress with development of country and regional videos and agreed that comments will be taken into consideration to improve the following version.

AGENDA ITEM 10: PREPARATION FOR FIFTH PROJECT MANAGEMENT MEETING (PMM5) AND THIRD PROJECT STEERING COMMITTEE MEETING (PSC3) (NOVEMBER 2011, VIET NAM)

46. The Meeting agreed that the PMM5 and PSC3 meetings will be held in Ho Chi Minh City, Viet Nam on 1-4 November 2011.

47. The Meeting also noted the provisional agenda and programme for the PMM5 and PSC3 meetings, as in **ANNEX 16**.

48. The Meeting noted that IFAD will undertake an evaluation of two of the Country Components at the time of the PSC3, informally likely to be Viet Nam and Philippines.

AGENDA ITEM 11: PROPOSED CALENDAR OF EVENTS FOR 2011 (JULY-DECEMBER) AND SYNCHRONISATION OF NATIONAL AND REGIONAL ACTIVITY SCHEDULES

49. The Meeting noted the proposed calendar of main events and outputs at regional level for 2011 as in **ANNEX 17**.

50. The Meeting noted the revised work plans prepared by each component for the remaining 2011 which are included in **ANNEX 18**.

AGENDA ITEM 12: ADOPTION OF REPORT OF PMM4

51. The Meeting adopted the Report of PMM4.

Acknowledgements

52. The delegates expressed their appreciation to the Government of the Indonesia 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.

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

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- Annex 13: Discussion notes of the SEApeat Network
- Annex 14: Presentation on the Pilot testing of the FDRS
- Annex 15: Discussion notes of the Peat Profile and video documentary
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