

# Architecture of Interim YSLME Commission

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YSLME Secretariat  
December 2017



Empowered lives.  
Resilient nations.



Implementing the Strategic Action Programme for the Yellow Sea Large Marine Ecosystem:  
Restoring Ecosystem Goods and Services and Consolidation of a Long-term Regional  
Environmental Governance Framework (UNDP/GEF YSLME Phase II Project)



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*This document was endorsed by first meeting of the Management, Science and Technical Panel (MSTP), and approved by the first meeting of the Interim Commission Council held in July, 2017. Further comments from RWGs have also been integrated and highlighted. This document, upon approval by the ICC-2, will remain valid until the completion of the UNDP/GEF YSLME Phase II Project when the Commission structure may be modified to meet the new requirements.*

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# I. Terms of Reference for the Interim YSLME Commission

## Background

The Yellow Sea SAP aims to facilitate the protection of marine environment and sustainable use of the marine and coastal resources in the Yellow Sea. To achieve this objective, the SAP contains regional environmental targets and the management actions that are required to meet those targets by 2020.

One of the actions envisaged in the SAP is the establishment of the YSLME Commission as a permanent institutional framework to continue and expand current efforts made under the first phase of the UNDP/GEF YSLME Project. The Commission is envisaged as a soft, non-legally binding, and co-operation based institution that will co-ordinate and enhance regional and national efforts to apply ecosystem based management. With the participation of the Yellow Sea countries, the Commission consist of the following bodies:

- Management, Science and Technical Panel (MSTP);
- Regional Working Groups (RWGs);
- Inter-Ministry Co-ordinating Committee (IMCC);
- National Co-ordinator (NC);
- National Working Groups (NWGs); and
- Secretariat.

The UNDP/GEF SAP implementation project is envisaged as the mechanism through which the Commission is established, with negotiation mechanism, conflicts resolution procedure and its sustainable financing mechanism and agreement. During the period of SAP implementation, it is envisaged that an Interim Commission will be established to serve as the mechanism for discussing and agreeing the final structure and details of the Permanent Commission and as the Project Board sensu UNDP.

## Commission Bodies

**Interim Commission Council**, shall serve as the Project Board responsible for making management decisions for a project in particular when guidance is required by the Project Manager. The Project Board plays a critical role in project monitoring and evaluation by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the project or

negotiates a solution to any problems with external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities.

The Council membership shall consist of: participating countries represented by designated National Focal Points (NFPs) with assistance from the government officials of National Implementing Agencies and the IMCC chairpersons; representatives of UNDP/GEF, UNOPS, and other donor organisations; MSTP chairpersons; and representatives from the private sector and NGOs that are actively contributing to the implementation of the SAP. Regular meetings of the Council shall take place once a year. Special meetings may be convened as required. The Council provides overall strategic policy and management direction, and considers and approves regional activities and budgets suggested by the MSTP, and secures technical and financial resources necessary for implementing SAP management actions.

**Management, Science and Technical Panel (MSTP)**, a permanent body, provides the RWGs with managerial, scientific, and technical guidance and the Interim Commission Council with managerial, scientific, and technical advice. The Panel shall consist of NCs, RWG chairpersons, selected regional experts, and representatives of the private sector and NGOs actively engaged in SAP implementation, together with the Project Manager. Regular meetings are organised once a year, preferably back-to-back with the Council meetings. The Panel co-ordinates regional activities across the RWGs; provides them with suggestions to improve the activities; considers budget allocations for each activity; and makes recommendations to the Council for their approval of budgets, work plans and the execution of activities.

**Regional Working Groups (RWGs)**, The MSTP shall establish such regional working groups as are deemed necessary to effectively plan, co-ordinate and manage the various activities approved by the Interim Commission Council. Initially six such working groups will be established with responsibility for co-ordinating actions at the regional level focusing on: fish stocks (RWG-F); sustainable mariculture (RWG-M); habitat conservation (RWG-H); pollution reduction (RWG-P); monitoring/assessment (RWG-A), and sustainability (socioeconomics and governance (RWG-G). Each Working Group shall consist of experts nominated by the IMCC from each participating country, and representatives from the private sector and NGOs. Each RWG shall organise regular annual meetings to prepare work plans for consideration of the MSTP and approval by the Council. Following Council approval, the RWGs shall monitor and supervise activities, in accordance with the guidance provided by the MSTP. In addition, the RWGs shall provide technical guidance to relevant NWGs and shall provide advice within its sphere of competence to the MSTP through the RWG chairperson.

**Inter-Ministry Co-ordinating Committee (IMCC)** co-ordinates national activities among relevant national ministries and institutions to ensure smooth implementation of national efforts in line with regional directions and objectives. The IMCC membership shall include the NFP and representatives

from relevant ministries in the country. The National Co-ordinator (NC) shall serve as the secretary to the IMCC, and regular meetings shall be convened at least once a year. If more than one meeting is convened in any one year then one of these shall be organised before the annual meeting of the Interim Commission Council. The IMCC reviews the work plans that the NWGs prepare and provides them with guidance for improvement when necessary. The IMCC chairperson serves as a member of the Council and the IMCC reports to the MSTP through the NC.

**National Co-ordinator (NC)**, a full-time position appointed by the IMCC, the NC serves as the primary national contact for the RWGs and the Secretariat. The NC co-ordinates national activities among the NWGs under the direction of the IMCC; and serves as secretary to the IMCC. The NC assists the NFP in organising IMCC meetings and serves as a member of, and reports on national activities to the MSTP on behalf of the IMCC.

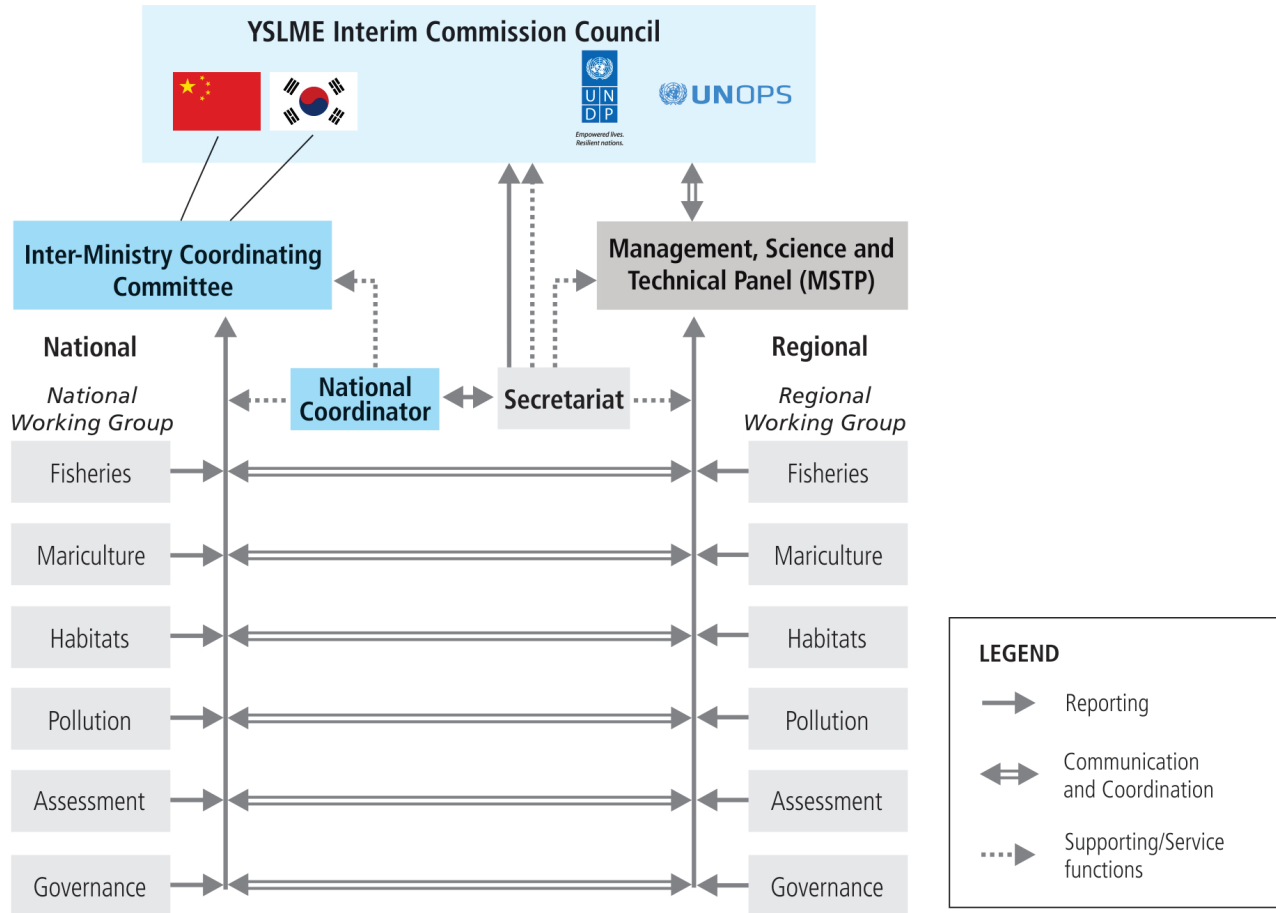
**National Working Groups (NWGs)**, are established at the discretion of the IMCC, and are responsible for the design and implementation of management actions at the national level. Membership shall include environmental managers, scientists, and technical experts in the appropriate field of expertise. In close co-ordination with the respective RWG and the NWGs in other participating countries, each NWG shall prepare national work plans for the IMCC to consider and approve. The chairperson of each NWG reports on its activities to the IMCC.

**Commission Secretariat**, a permanent body, the Secretariat provides administrative support and regional co-ordination among the bodies of the YSLME Commission, such as the Council, the MSTP, the RWGs, and the NCs.

The YSLME Commission Secretariat shall create a "Management Advisory Roster" being an open-ended database of regional environmental managers, scientists, and technical experts, nominated by the IMCCs in the respective countries. Individuals from this pool may be called upon from time to time to assist the Commission in the execution of activities to implement the SAP, including for example, serving as expert members on the various bodies of the Commission, or as consultants and advisors to the Secretariat for specific short term tasks. Considering the requirements of each regional working group, the Secretariat in close consultation with the NCs shall appoint appropriate persons from the roster, as expert members of each RWG. Considering the requirements of each national working group, NCs shall appoint appropriate persons as expert members of each NWG, and report such appointments to the appropriate regional bodies of the Commission.



**Figure 1. Organizational Framework of the Yellow Sea Large Marine Ecosystem (YSLME) Commission**



NWG = National Working Groups; RWG = Regional Working Groups; IMCC = Inter-Ministry Co-ordination Committee; NC = National Co-ordinator; MSTP = Management Science and Technology Panel. National and Regional Working Groups include Fisheries = F; Mariculture = M; Habitats = H; Pollution = P; Assessment = A; and Governance = G.

## II. The Interim YSLME Commission Council

### Terms of Reference of the Interim YSLME Commission Council

The Interim Commission Council is a body that serves as the supreme decision-making authority with respect to the implementation of SAP related activities. During the implementation of the UNDP/GEF SAP Implementation Project (the second phase of the YSLME Project), The Interim Commission Council will be established to serve as the Project Board. The following sections describe the membership, meetings, and functions of this body.

#### Membership

The Interim Commission Council shall consist of:

- Participating countries with assistance from GEF National Implementing Agencies and IMCC chairpersons of each participating country;
- Chairperson of the Management, Science and Technical Panel (MSTP);
- A representative of the UNDP/GEF;
- A representative of UNOPS;
- Representatives from private sector bodies actively engaged in SAP implementation
- Representatives from accredited NGOs actively engaged in SAP implementation.

Additional members including representatives from other relevant government agencies in the participating countries may be added at the discretion of the Council. During the second phase of the YSLME Project, the Project Management Office shall serve as the Secretariat of the Council.

#### Meetings

Regular meetings of the Council shall be convened once a year. A chairperson and a vice-chairperson who shall be responsible for chairing the meetings shall be selected by the members from amongst the members, and shall serve until the commencement of the next regular meeting.

Special meetings may be convened by the chairperson: (i) when a majority of the Council members make a request for such a meeting to the Secretariat; and (ii) at the request of the Secretariat when circumstances demand.

The Council can invite other organisations and projects to attend the meetings as observers.

## Tasks

1. Provide overall strategic policy and management direction in implementing the SAP and executing the UNDP/GEF SAP implementation Project;
2. Review, amend, and approve regional activities, work plans, and budgets for SAP implementation, that are suggested by the MSTP;
3. Co-ordinate the work of the participating countries to ensure that the activities meet regional and national environmental concerns and priorities;
4. Secure technical and financial resources necessary to implement the activities;
5. Review the progress of the activities and provide guidance to the MSTP and the Secretariat for better management and co-ordination;
6. Facilitate necessary actions for policy reform to harmonise national legislation;
7. Promote co-operation with relevant international, regional, and national organisations and projects;
8. Facilitate the participation of the private sector and NGOs in SAP implementation;
9. Disseminate the findings and results of SAP implementation to broad audiences, within and outside the region;
10. The Interim Commission Council established at the commencement of the UNDP/GEF SAP Implementation Project shall finalise and arrange for national approval of all the Terms of Reference for the bodies deemed necessary for the Project including overall organizational structure of the bodies; and,
11. Finalise and arrange for national approval of the membership and Terms of Reference for the permanent Commission Council to be established during the execution of the UNDP/GEF SAP Implementation Project

## Other matters

Notwithstanding the membership and terms of reference specified in this document, the Interim Commission Council shall have the power to amend, from time to time, the membership and terms of reference of the Council.

## Rules of Procedure for the Interim YSLME Commission Council

### Rule 1: Membership

1. The Interim Commission Council shall consist of: representatives from the countries participating in the UNDP/GEF Yellow Sea Project (hereinafter called the “Yellow Sea countries”), the chairperson of the Management, Science and Technical Panel (MSTP), one representative each from UNDP/GEF and UNOPS, and representatives of the private sector and NGOs actively engaged in SAP implementation.

2. Each Yellow Sea country shall be represented by: the GEF National Operational Focal Point (NFP) assisted by the Chairperson of the Inter-Ministry Co-ordinating Committee (IMCC) and a Government Official(s) from National Implementing Agency designated by the NFP.
3. The Interim Council may decide by consensus that other organisations become Council Members.
4. Notwithstanding the Rules contained in this document, the Council has the power to amend, from time to time, the membership of the Council.

## **Rule 2: Meetings**

1. The Interim Commission Council shall hold regular meetings once a year, upon convocation by the Council Chairperson. At each regular meeting, the Council shall decide on the dates and venue of the next meeting. For the role of the Chairperson, see Rule 4 in this document.
2. Special meetings may be convened by the Chairperson: (i) when a majority of the Council members make a request for such a meeting to the Secretariat; and (ii) at the request of the Secretariat when circumstances demand. The Secretariat shall circulate the request for holding a special meeting to all Members and each country's National Co-ordinator (NC) with a deadline for response. The Secretariat shall inform the Members of the consensus response.
3. The Chairperson shall decide on the dates and venue of a special meeting in consultation with the NCs and the Secretariat.

## **Rule 3: Agenda**

1. The Secretariat shall prepare the agenda for each meeting in consultation with the Chairperson.
2. The agenda for a regular meeting shall include inter alia, the following items:
  - a. Adoption of the agenda;
  - b. Activity report of current year (progress report);
  - c. Proposed work plan and budget for the subsequent year and onwards;
  - d. Any other items the inclusion of which has been decided at a previous meeting;
  - e. Items proposed by any Member;
  - f. Outstanding and arising issues; and
  - g. Adoption of the report of the meeting.
3. The agenda for a special meeting shall consist only of those items that are proposed for consideration in the request to convene the meeting.
4. The Secretariat shall circulate a provisional agenda with supporting documents to the Members at least two weeks before the opening of the meeting.

## **Rule 4: Chairperson**

1. The Chairperson of the Interim Commission Council shall be selected from each Yellow Sea country in rotation, in alphabetical order.

2. A Chairperson and a Vice-chairperson who shall be responsible for chairing the meetings shall be selected by the members from amongst the members, and shall serve until the commencement of the next regular meeting. If the Chairperson cannot preside at a meeting or any part thereof, the Vice-Chairperson shall act as the Chairperson with the same powers and duties.
3. The Chairperson shall serve for a period of one year.
4. In addition to exercising the powers and duties conferred upon him/her elsewhere in the Rules, the powers and duties of the Chairperson shall be to:
  - a. Ensure that all the tasks of the Council, as described in the Terms of Reference, are fully carried out;
  - b. Convene regular and any special meetings;
  - c. Declare the opening and closing of each meeting;
  - d. Preside at all meetings: direct discussion, accord the right to speak, and announce decisions;
  - e. Call a speaker to order if their remarks are not relevant to the subject under discussion;
  - f. Ensure observance of the Rules described in this document; and
  - g. Make such decisions and give such directions to the Secretariat, that ensure the business of the Council is carried out efficiently and in accordance with its wishes.

#### **Rule 5: Secretariat**

1. The Project Management Office serves as the Secretariat during the bridging period and second phase of the YSLME Project.
2. In addition to exercising the powers and duties conferred upon it elsewhere by the Rules, the Secretariat shall:
  - a. Issue the invitations to the meetings;
  - b. Prepare the provisional agenda for the meetings in accordance with Rule 3;
  - c. Make all necessary arrangements, including secretarial assistance, for the meetings of the Council and its regional subsidiary bodies;
  - d. Prepare the progress report, work plan, and budget;
  - e. Prepare meeting reports; and
  - f. Perform other functions and tasks, as described in the Terms of Reference, or entrusted to the Secretariat by the Council.

#### **Rule 6: Conduct of business**

1. A majority of the Members shall constitute a quorum.
2. Proposals from any members shall be introduced in writing and submitted prior to the meeting for the Secretariat to circulate to the Members.
3. The decisions of the meetings shall be made by consensus.
4. Where consensus cannot be achieved during a meeting, the Secretariat in consultation with the Chairperson shall facilitate negotiations to seek resolution during the subsequent inter-sessional period. The Secretariat shall report the results of the negotiations to the Members.

5. The Interim Commission Council may adjourn the discussion of any issue on which a consensus cannot be reached and refer it to a working group of the Council. The working group shall be charged with resolving the issue and be required to report the outcome of their work to the Council when the discussion resumes.
6. The record of the meeting, including all the decisions made, shall be kept by the Secretariat which shall circulate the record to the Members in the form of a draft report before the closure of the meeting. Any Member who disagrees with any part of the report may propose an amendment for consideration by all members during the adoption of the report.
7. The Secretariat shall distribute the final version of the report to the Members within two weeks following the closure of the meeting.
8. Between meetings, any proposal for a decision falling within the competence of the Interim Commission Council shall be circulated in writing by the Secretariat to the Members with a specified deadline for reply. On the basis of the responses the Secretariat will inform members in writing of the views expressed and the consensus position.

### **Rule 7: Subsidiary bodies**

1. The subsidiary bodies of the Interim Commission Council shall consist of the regional bodies (MSTP and Regional Working Groups), the national bodies (IMCC and National Working Groups), and the Secretariat.
2. The membership, meetings, and tasks of each subsidiary body shall be defined in their Terms of Reference.
3. The Rules of Procedure of each subsidiary body shall follow those of the Council.

### **Rule 8: Language**

The working language of the Interim Commission Council shall be English.

### **Rule 9: Participation of observers**

1. The Interim Commission Council may invite observers to participate in its meetings.
2. Upon the invitation of the Chairperson, observers may participate in the discussion of issues within their competence or scope of activities, without the right to participate in decision-making.
3. Observers may, upon invitation of the Chairperson, submit written statements that shall be circulated by the Secretariat to the members of the Council or to the concerned subsidiary bodies.

### **Rule 10: Amendments and suspension**

Any Rules contained in this document may be amended or suspended by the Interim Commission Council.

# III. Terms of Reference for the Management, Science and Technical Panel

The Management, Science and Technical Panel (MSTP), a permanent body, provides the Regional Working Groups (RWGs) with managerial, scientific, and technical guidance and the Interim Commission Council with managerial, scientific, and technical advice. The following sections describe the membership, meetings, and functions of this body.

## Membership

The Panel shall consist of:

- The National Co-ordinators (NCs) from each participating country;
- The chairpersons of each Regional Working Group. The relevant experts on social economic and governance fields shall be invited as the member of the Panel;
- Leading regional experts, taken from the Management Advisory Roster, identified by the Secretariat;
- Representatives from private sector organisations actively engaged in SAP implementation;
- Representatives of NGOs actively engaged in SAP implementation; and
- The Project Manager.

During the second phase of the YSLME Project, the Project Management Office shall serve as the Secretariat of the Panel.

## Meetings

Regular meetings shall be convened once a year preferably before the Interim Commission Council meetings. A chairperson and a vice-chairperson who are responsible for chairing the MSTP meetings shall be elected from amongst the members. The chairperson attends the Council meetings to present the recommendations and reports prepared by the Panel.

## Tasks

1. Review and co-ordinate regional activities for SAP implementation, proposed by each RWG;
2. Provide the RWGs with technical guidance and suggestions to improve the activities where necessary;
3. Consider the recommendations of each RWG concerning proposed budget allocations for each activity;

4. Provide the Interim Commission Council with recommendations on proposed regional activities, work plans, and budgets;
5. Facilitate co-operation with relevant international, regional, and national organisations and projects to enhance the effectiveness and efficiency of SAP implementation;
6. Monitor the progress of the regional activities and ensure the quality of outputs; and,
7. Report to the Council through the MSTP chairperson on the progress of activities and SAP implementation.

### **Other matters**

Notwithstanding the membership and terms of reference specified in this document, the MSTP may make recommendations to the Interim Commission Council, to amend, from time to time, the membership and terms of reference of the Panel.



## IV. Regional Working Groups

### General Terms of reference of Regional Working Groups

The Management, Science and Technical Panel (MSTP) shall establish such Regional Working Groups (RWGs) as are deemed necessary to effectively manage and execute the various activities approved by the Interim Commission Council. Initially six working groups will be established with responsibility for co-ordinating actions at the regional level focusing on: fish stocks (RWG-F); sustainable mariculture (RWG-M); habitat conservation (RWG-H); pollution reduction (RWG-P); monitoring/assessment (RWG-A), and sustainability (socioeconomics and governance (RWG-G).

### Membership

Each RWG shall consist of up to 6 members, including:

- Chair and Vice Chair elected by the Working Group. Candidates to the Chair and Vice Chairs must be representatives from each participating country nominated by the IMCCs, and must be the chairpersons of the equivalent National Working Groups;
- 2-4 leading regional experts in an appropriate discipline of natural and/or social science appointed by the Secretariat in consultation with the participating countries as core members. If necessary, more experts can be invited depending on the circumstances;
- 1 representative from the private sector if needed; and
- 1 NGO representative if needed;

### Secretariat

The Project Management Office (PMO) shall serve as Secretariat to the Regional Working Groups, and shall prepare the meeting reports of the RWG meetings. The meeting reports shall be circulated to all members of the RWGs and MSTP and project partners.

### Meetings

In consultation with the Chairpersons of the RWGs, the Secretariat shall convene meetings of the RWGs according to the agreed schedules. Each RWG shall assist to organise its regular meetings in close collaboration with the Secretariat once a year. The chairpersons attend the MSTP meetings to present recommendations and activity reports prepared by the RWG.

### Terms of Reference of Chairs and Vice Chairs of RWGs

- a. Directly communicate with the Commission Secretariat, Chair/Vice Chair of the MSTP, National Coordinators and Chair of the corresponding NWG on issues related with development, implementation and reporting progress of the annual workplan.

- b. In accordance with the TOR and project three year workplan (2017-2019), prepare the RWG workplan and budget in consultation with RWG members with support from the Secretariat.
- c. Coordinate the work of members to ensure achievement of the RWG objectives and deliverables;
- d. With assistance from the Commission Secretariat and in consultation with Vice Chair of the RWG, organize annual RWG meetings, including preparation of meeting program, presiding over the meetings in accordance with the Rules of Procedure of the Interim Commission Council and its Subsidiary Bodies, clearance of the working group report, etc.
- e. Report the progress of the RWG to the MSTP and challenges that need be escalated for consideration and guidance by the Interim Commission Council through the MSTP.
- f. Under the overall coordination of National Coordinator, consult with members of corresponding National Working Group of the participating country he/she represents to ensure the acceptance on the outputs of the RWG.
- g. Draft recommendations or proposal on technical issues under the purview of the RWG for review and endorsement by the MSTP and adoption by the Interim Commission Council.
- h. Advise the Secretariat on partners to be engaged for the RWG to better achieve or in furtherance of the purposes of the RWG.
- i. Propose and develop programs of international and regional symposium and conferences aiming to achieve the objectives of the RWG.
- j. As deemed necessary or at the request of the CTA/Manger, represent YSLME Phase II Project at international conferences and meetings to exchange experiences of UNDP/GEF in application of EBM in YSLME.
- k. Recommend to the MSTP for decision, amendments to the membership and terms of reference of the RWG.

### **Terms of reference of RWG-A: Monitoring and Assessment**

#### **Goal**

To improve the ecosystem carrying capacity (ECC) with respect to supporting services by mainstreaming adaptive management to meet potential challenges, including the climate change impacts on ecosystem processes.

#### **Objectives**

1. To harmonize monitoring and assessment methodologies and to improve understanding the N/P/Si ratios and impact on marine and coastal ecosystem.
2. To improve understanding of the impact of climate change on plankton structure.
3. To improve the monitoring capacity and awareness of jellyfish, HAB and drifting macroalgae blooms.

#### **Deliverables**

1. Technical report on trend in N/P/Si ratio and its impacts on the marine and coastal plankton structure.
2. Technical report on climate-induced ecosystem changes in the Yellow Sea and adaptive management strategies.

3. Regional jellyfish, HAB and drifting macroalgae blooms monitoring programs established and implemented in collaboration with partners.

### **Tasks**

1. Lead the development of regional strategy and systems for monitoring and assessing the long-term trend in N/P/Si ratios and its impacts on the marine and coastal plankton structure with reviewed and harmonized national monitoring and assessment methodologies.
2. Coordinate the development of regional strategies for long-term ecosystem forecast and conduct of modelling and scenario analysis.
3. Facilitate the assessment and monitoring of the impact of climate change and analysis of factors and signs of global climate changes on a regional scale and share findings.
4. Coordinate the preparation of regional adaptive management strategy to enhance the resilience of the YSLME and reduce the vulnerability of coastal communities to climate change impacts on ecosystem processes and other threats identified in the TDA and SAP.
5. Lead the development of regional jellyfish, HAB and drifting macroalgae blooms monitoring programs and establishment of committees, and coordinate the monitoring of the transboundary impact of jellyfish blooms (JBs) and harmful algal blooms (HABs) occurrence in collaboration with international organizations and partners (e.g. IOC/WESTPAC, NOWPAP, PICES etc.).
6. Forecast future changes and developing adaptive management scheme by integrating models and developing scenario-based projections for future ecosystem changes;

### **Terms of reference of RWG-F: Fish Stocks**

#### **Goal**

To improve Ecosystem Carrying Capacity (ECC) with respect to provisioning services by recovering and enhancing depleted fisheries stocks.

#### **Objectives**

1. To assess the progress of SAP Target 1 implementation and make recommendations on targets and actions in the updated SAP
2. To enhance capacity of national and local governments in monitoring and assessment of fish stocks, and effectiveness of licensing, closure and restocking management

#### **Deliverables**

1. Methodologies of joint stock assessment and data management protocols
2. Technical report on status of stocks of selected species in YS using agreed assessment methodologies and recommendations on new targets and actions to improve management effectiveness of licensing, closure and restocking measures
3. Training module on stock assessment and fish restocking

## Tasks

- a. Facilitate the discussion and agreement on sharing of collated data on catches in the Yellow Sea (YS) and analyse patterns of species over the same period of time.
- b. Develop methodologies for improved estimates on fish stock with an aid of stock assessment. Construct models covering patterns of fish stocks using newly initiated methodology being used globally. Analyse relations of fishing efforts, closure, licensing and restocking effectiveness and ecosystem carrying capacity and make recommendations on targets and actions to update SAP.
- c. Assist to rebuild over-exploited marine living resources by improving quality of habitats and fisheries management in line with Ecosystem-Based Fisheries Management (EBFM).
- d. Identify the effect of climate change on fish populations in the YS. Find out distribution shifts of fishes using recently developed models and forecast impacts of climate change on the distribution of fishes in the YS.
- e. Prepare training modules on fish stock assessment and restocking

## Terms of reference of RWG-G: Sustainability (Socioeconomics and Governance)

### Goal

To improve regional environmental governance by strengthening institutional, legislative, and financial capacities of the region and the countries

### Objectives

1. To enhance the capacity of governments at different levels to apply economic analysis in investment decision making.
2. To guide relevant RWGs and coordinate efforts in the development of institutional, policy and financial framework of the YS Commission
3. To advise on the means and approaches for full participation of DPRK for participatory implementation of YSLME project and SAP
4. To strengthen partnership with regional co-operative institutions (2017-2019)

### Deliverables

- a. Revised TDA and SAP 2021-2030 in collaboration with other RWGs and MOU or political statement for signing by participating countries
- b. Rules of Governance and sustainable financing mechanism of YSLME Commission (Yellow Sea Partnership)
- c. Training modules on cost-benefit analysis for wider application in YS region and for better implementation of multilateral environmental agreements including EBM
- d. Regional guideline to incorporate FAO Code of Conduct for Responsible Fisheries

### Tasks

- a. Establish and oversee the tasks forces to develop Rules of Governance and sustainable financing mechanisms of YSLME Commission (Yellow Sea Partnership)

- b. Coordinate the conduct of Cost-Benefit Analysis (CBA) to examine the economy and efficiency of management actions performed by two Parties. Coordinate the development of training module on CBA and its application in the context of YSLME. Organize technical trainings on CBA to build and/or strengthen the capacity of the participating countries.
- c. Provide advice and recommendation on establishment of YSLME Commission including its legal personality. Organize workshops to share ideas on building institutional framework composing of YSLME Commission, Secretariat and its subsidiary bodies. Identify ways and means to engage DPRK's full participation to enhance effectiveness of the work of YSLME.
- d. Lead the review of regional and national measures and actions to improve the implementation of international and regional treaties and guidelines, and coordinate the preparation of training module on synergizing implementation of multilateral environment agreements using ecosystem-based management in LMEs.
- e. Support in development of regional guidelines to incorporate suggested guidelines of the FAO Code of Conduct for Responsible Fisheries into the YSLME Commission's Context.
- f. Strengthen partnerships with existing regional co-operative institutions including PEMSEA, NOWPAP, the Joint Fisheries Commission, etc. Provide guidance on participation of NGOs and communities in climate change adaptation, reduction of marine litter, recovery of fish stocks, and capacity building for NGOs, local governments and communities.

### **Terms of reference of RWG-H: Habitat Conservation**

#### **Goal**

Provide guidance and co-ordination for regional activities to improve the ECC with respect to supporting services by conserving biological diversity and maintaining current areas of habitats.

#### **Objectives**

1. Develop regional conservation plan for biodiversity
2. Develop regional guidelines for assessment of effectiveness of coastal and marine ecosystem restoration projects
3. Maintain and improve the effectiveness of YSLME MPA Network
4. Develop the capacity and public awareness of benefits of biodiversity conservation

#### **Deliverables**

1. Regional biodiversity conservation plan
2. regional guideline for assessment of coastal and marine ecosystem restoration projects
3. Rationalized network of MPA in YSLME that integrate the principles of connectivity
4. A training module on habitat-based and food-chain based approaches for conservation
5. conduct of three YSLME MPA forums

#### **Tasks**

- a. Coordinate the development and implementation of a regional biodiversity conservation plan to preserve habitats that include establishment of regional nature reserves/Marine Protected Areas

(MPAs) for coastal wetlands, endangered and vulnerable species and spawning and nursery ground of critical species. Conduct studies on the Yellow Sea Cold Water Mass (CWM) with regards to threats to biodiversity, identification of causes and areas of improvements and feasibility of taking management measures in coordination with RWG-A.

- b. Coordinate the update the TDA and SAP. Assist in identifying policies for management of estuarine and marine nurseries in both countries. Facilitate development and implementation of regional policies and legal measures. Provide advice on drafting of proposals for improved habitat quality legislation and regulation.
- c. Coordinate the preparation of training modules of habitat-based and food-chain based approaches for conservation. Organize regional training workshops with assistance from the Secretariat. Facilitate the development of regional guidelines for assessment of coastal and marine ecosystem restoration projects, and provide advice on maintaining and strengthening a network of MPAs and on the control mechanisms of new coastal reclamation.
- d. Organize annual regional MPA forum as a longstanding platform for knowledge sharing and exchange among practitioners and MPA managers for improved management effectiveness.

### **Terms of reference of RWG-M: Sustainable Mariculture**

#### **Goal**

To improve the ecosystem carrying capacity (ECC) with respect to provisioning services by enhancing mariculture production and quality and by reducing and controlling pollutant discharge from mariculture.

#### **Objectives**

1. To establish and optimize the integrated aquaculture of bivalve, fish, seaweed, sea cucumber, seagrass, abalone-seaweed and bioremediation technology for increased productivity and reduced marine environmental pollution per unit area
2. To prepare training module and disseminate IMTA experience and knowledge YSLME-wide and to other LMEs
3. To standardize IMTA for commercialization at industrial scale

#### **Deliverables**

1. High proficiency IMTA successfully demonstrated in three sites in Shandong and Liaoning, PR China;
2. GAP of IMTA;
3. Training module of IMTA published;
4. Conduct of three international conferences and training programs on sustainable mariculture

#### **Tasks**

1. Coordinate the development of GAP of IMTA.
2. Prepare training module for IMTA.
3. Conduct regional and international training workshops on IMTA and other sustainable mariculture techniques in collaboration with other partners including IW:LEARN, NACA, SEAFDEC, etc.

4. Conduct field visit to identify demonstration sites, assess the replication potential across YSLME, find out technical constraints, opportunities and enabling conditions to ensure the development of the mariculture sector in the Yellow Sea (YS).
5. Disseminate current knowledge on the environmental effects of mariculture and opportunities of environmentally friendly technologies including IMTA to aquaculture association, local government officials, and international organizations.
6. Identify avenues and ways to replicate the sustainable mariculture technologies for blue economy development in other regions for support by development assistance programs.

### **Terms of reference of RWG-P: Pollution Reduction**

#### **Goal**

To improve the ECC with respect to regulating and cultural services by reducing pollutant levels and strengthening legal and regulatory processes

#### **Objectives**

1. To facilitate the establishment and operation of an YSLME marine environment pollution monitoring network
2. To enhance capacity of national and local government on monitoring, assessment and mitigation of land and sea-based contaminants
3. To promote the application of monitoring and assessment methodologies of marine litter (including microplastics) and advise on approaches to reduce marine litter

#### **Deliverables**

1. Regional marine environment monitoring mechanism for assessing SAP implementation progress
2. Technical report on marine environment status and trend in YS as input to TDA and SAP
3. Regional marine litter (including microplastics) baseline survey report
4. Training module on contaminants from river-sea interaction and atmospheric disposition, and the carrying capacity of LME
5. Regional strategy for using wetland as nutrient sink

#### **Tasks**

- a. Provide advice on enhancing exchange and sharing of pollution data and information at a regional level and on 'Hot Spot' control actions based on loads through scenario analysis and modelling. Assist to update facilities/equipment to control or reduce discharge from industrial and municipal sources to reduce pollution.
- b. Facilitate to establish a guideline for regional routine monitoring and assessment, quality standards and network on marine environmental pollution in the YS. Provide advice on harmonization of regional methodologies and update of regional monitoring guidelines. Hold regional workshops focused on monitoring technology and assessment methodology.

- c. Facilitate the development of diagnostic strategy for identifying sources and sinks of pollutants. Prepare technical report on environmental status and trend in the YS as inputs to revised TDA and SAP.
- d. Coordinate the development of a regional strategy for using wetland as nutrient sink. Support the development of a harmonized regional marine litter (including microplastics) monitoring and assessment guideline.
- e. Prepare a training module on contaminants from river-sea interaction and atmospheric disposition and the carrying capacity of LME. Facilitate exchanges in management of land- and sea-based pollutants including marine litter, including through strengthen partnership with relevant stakeholders and partners and organization of regional workshops with participation of responsible authorities and international organizations (e.g. UNEP GPA).



## V. Terms of Reference for the Inter-Ministry Co-Ordinating Committee

The Inter-Ministry Co-ordinating Committee (IMCC) co-ordinates national activities among relevant national ministries and institutions to ensure smooth implementation of national efforts in line with regional directions and objectives. The following sections describe the membership, meetings, and functions of this body.

### Membership

The IMCC shall consist of:

- Government executive officials at the GEF National Focal Agency (i.e., GEF National Operational Focal Point [NFP]), the GEF National Implementing Agency, and all the other relevant ministries that have responsibilities in marine and coastal issues in the Yellow Sea;
- National Working Group (NWG) chairpersons; and
- Representatives from private sector organisations actively engaged in NSAP implementation; and,
- Representatives of NGOs actively engaged in NSAP implementation.

The National Co-ordinator (NC) serves as a secretary to the IMCC.

### Meetings

Regular meetings shall be convened at least once a year. If more than one meeting is convened in any one year then one of these shall be organised before the annual meeting of the Interim Commission Council. A chairperson and a vice-chairperson responsible for chairing the IMCC meetings are elected from amongst the members. The IMCC chairperson serves as a member of the Council. The IMCC reports to the Management, Science and Technical Panel (MSTP) through the NC.

### Tasks

1. Prepare, on behalf of the government, the national positions on policy issues for the Interim Commission Council to consider and present the positions to the Council through the IMCC chairperson;
2. Nominate regional environmental managers and science and technical experts for inclusion in the Management Advisory Roster;
3. Establish the NWGs with leading experts in the country in line with the requirements, focal areas, and activities of the RWGs;
4. Appoint the NC and the NWG chairpersons based on nominations by the GEF National Focal Agency (i.e., NFP) and the GEF National Implementing Agency;

5. Review and co-ordinate national activities under the NSAP implementation, that the NWGs propose;
6. Provide the NWGs with guidance and suggestions to improve the national activities to meet national and regional environmental concerns and priorities;
7. Secure technical and financial resources necessary to implement the national and regional activities;
8. Monitor the progress of the national activities and ensure the quality of outputs;
9. Facilitate co-operation with relevant national organisations and projects to enhance the effectiveness and efficiency of the national activities;
10. Report to the MSTP through the NC on the progress of the national activities;
11. Facilitate the participation of the private sector and NGOs in SAP/NSAP implementation; and
12. Disseminate the findings and results of NSAP implementation to broad audiences, nationally, regionally, and internationally.

### **Other matters**

Notwithstanding the membership and terms of reference contained in this document, the IMCC shall have the power to amend, from time to time, the membership and terms of reference. Such amendments shall be reported to the next meeting of the Interim YSLME Commission Council.

## VI. Terms of Reference for the National Co-Ordinator

The National Co-ordinator (NC), a full-time position appointed by the Inter-Ministry Co-ordinating Committee (IMCC), shall serve as the primary national contact for the RWGs and the Secretariat. The following section describes the functions of this individual.

### Tasks

1. Serve as a secretary to the IMCC, assisting the National Operational Focal Point in organising IMCC meetings;
2. Assist the IMCC to review and co-ordinate national activities under the NSAP implementation, secure technical and financial resources necessary to implement the national activities, and monitor the progress of the activities to ensure the quality of outputs;
3. Compile a register of national management, scientific and technical experts in maritime affairs for consideration by the IMCC as nominated members of the Management Advisory Roster;
4. Recommend appropriate national experts from the Management Advisory Roster as NWG members to the IMCC;
5. Co-ordinate the national activities among the NWGs under the direction of the IMCC;
6. Report to the Management, Science and Technical Panel (MSTP) on behalf of the IMCC on the progress of national activities;
7. Serve as a member of the MSTP, contributing to the regional co-ordination, the provision of guidance to the RWGs, and the preparation of regional work plans and budgets;
8. Liaise closely with the Secretariat, supporting it on matters regarding SAP/NSAP implementation;
9. Assist the IMCC to facilitate the participation of the private sector and NGOs in SAP/NSAP implementation and to disseminate the findings and results of the implementation to broad audiences; and
10. Such other tasks as the IMCC shall from time to time decide.

## VII. Terms of Reference for the National Working Groups

National Working Groups (NWGs) shall be established at the discretion of the Inter-Ministry Co-ordinating Committee (IMCC), and are responsible for the design and implementation of management actions at the national level. The NWGs are organised in line with the requirements, focal areas, and activities of the RWGs. The following sections describe the membership, meetings, and functions of such bodies.

### Membership

Each NWG shall consist of:

- A chairperson nominated by the GEF National Focal Agency (i.e., National Operational Focal Point [NFP]) and the GEF National Implementing Agency and appointed by the IMCC;
- Leading experts in the relevant fields of natural and social science nominated by the IMCC and appointed by the National Co-ordinator (NC); and
- Representatives from the private sector and NGOs.

The NC shall serve as the Secretariat of the NWG.

### Meetings

Each NWG shall organise its regular meetings as necessary, but at least once a year. The meeting shall preferably be held in advance of the RWG meetings. The chairperson of the NWG attends the IMCC meetings and the RWG meetings, to present recommendations and activity reports prepared by the NWG.

### Tasks

1. Prepare, in close co-ordination with the respective NWGs in other participating countries, national activities with work plans to implement the NSAP for the respective RWG to consider and agree upon;
2. Monitor and evaluate the progress of national activities and amend them, as necessary, in consultation with the RWG;
3. Report to the IMCC through the NWG chairperson on the progress of the national activities;
4. Report to the RWG through the NWG chairperson on the execution of national activities; and,
5. Facilitate the execution at national level of activities identified by the RWG as appropriate to implement the regional SAP, in addition to those activities relevant to the implementation of the NSAP.

### Other matters

Notwithstanding the membership and terms of reference contained in this document, the IMCC, has the power to amend, from time to time, the membership and terms of reference of the NWG, and shall report such amendments to the MSTP.

# VIII. The Secretariat

## Terms of Reference of the Secretariat

Interim YSLME Commission Council Secretariat, a permanent body that provides administrative support and regional co-ordination among: the Interim Commission Council; the Management, Science and Technical Panel (MSTP); the Regional Working Groups (RWGs); and the National Co-ordinators (NCs). During the second phase of the YSLME Project, the Project Management Office (PMO) headed by the Project Manager shall serve as the Secretariat, facilitating regional and national efforts relevant to SAP/NSAP implementation. The following section describes the functions of this body.

### Tasks

1. Organise meetings of the Interim YSLME Commission Council and the regional meetings of the subsidiary bodies as well as other activities relevant to the implementation of the SAP management actions.
2. The Secretariat reports to the Council and the MSTP through the Project Manager.
3. Serve as a secretary to the meetings of the Council, the MSTP, and RWGs, liaise with, and provide administrative support to these bodies in the execution of their responsibilities;
4. Draft policy, managerial, and technical papers on SAP implementation in co-operation with the RWGs and NCs as part of the preparation for the Council and MSTP meetings;
5. Prepare and present activity implementation reports to the Council and the MSTP through the Project Manager;
6. Appoint regional experts as RWG members from the Management Advisory Roster;
7. Assist in organising all the regional meetings, including the ones mentioned above in Terms of References for Council, MSTP, and RWGs, as well as other regional co-ordination activities relevant to the implementation of the SAP;
8. Assists UNOPS in administering contracts for consulting services under SAP implementation, following U.N. rules;
9. Monitor the progress of all regional activities of the Interim YSLME Commission Council and other subsidiary bodies to ensure that activities are implemented in line with the strategic policy and management direction provided by the Council, and that high-quality outputs are secured on time and within budget;
10. Liaise closely with the NCs to ensure smooth implementation of national efforts in line with regional efforts and objectives;
11. Assist the Council and the MSTP in promoting the co-operation with relevant organisations, including the private sector and NGOs; and
12. Assist in disseminating the findings and results of SAP/NSAP implementation to broad audiences nationally, regionally and internationally.

## Other matters

Notwithstanding the terms of reference contained in this document, the Interim Commission Council has the power to amend, from time to time, the terms of reference of the Secretariat.

## Terms of Reference for Key Project Staff

### Chief Technical Advisor (CTA) (Project Manager)

#### Overall Responsibilities

The CTA shall be responsible for the overall coordination, management, monitoring and supervision of all aspects of the GEF Yellow Sea LME Project entitled Implementing the Strategic Action Programme for the Yellow Sea Large Marine Ecosystem: Restoring Ecosystem Goods and Services and Consolidation of a Long-term Regional Environmental Governance Framework (YSLME), under the policy/technical guidance of the Interim Commission Council. He/she shall liaise directly with the Governments of the participating countries and the National Project Coordinators (NPCs) and the representatives of the GEF partners, in order to develop the annual and quarterly work plans and budgets for the project. He/she shall explore all the possibilities in involve all the coastal countries in the YSLME project if the geopolitical situation allows.

He/she shall carry out all necessary political and technical negotiations to ensure the establishment of the YSLME Commission. He/she shall provide necessary political and technical options to the governments of the participating countries and other project partners to facilitate necessary agreements reached necessary for establishing the Commission, including the agreement reaching, conflict solving and sustainable financing mechanisms, based on the agreements of the Interim Commission Council.

He/she shall be responsible for all substantive, managerial and financial monitoring and reporting of the Project. He/she will provide overall supervision for all staff in the Secretariat as well as guiding and supervising all external policy relations. He/she is responsible for the coordination and monitoring of international inputs. While he/she is directly accountable to UNOPS, the CTA shall consult with, coordinate closely with, and report as appropriate to the Principal Project Resident Representative (PPRR), and the UNDP/GEF Task Manager. He/she will also seek additional funding and partners, and integrate their inputs to project workplans and budgets. Funding could be cost-shared or in parallel. He/she should closely liaise with other complementary or parallel initiatives to ensure maximum complementarities.

#### Duties

The CTA will have the following specific duties:

##### (1) Project implementation and management:

- To prepare the annual and quarterly workplans and budgets of the Project on the basis of the Project Document, in close consultation and coordination with the National Project Coordinators, Regional

and National Working Group Chairs to coordinate and monitor the activities described in the work plans, and ensure timeliness and quality of outputs;

- To review the annual and quarterly workplans and budgets of Regional Working Groups (RWGs), and collate them into overall workplans and budgets;
- To coordinate and oversee the implementations of the workplans as approved by the Interim Commission Council, in close consultation with the Chairpersons of RWGs;
- To prepare all the progress and financial reports of the project implementation and submit them to the Interim Commission Council for considerations and approvals;
- To maintain the overall responsibility for the efficient, cost-effective use of project funds, in accordance with UNDP/GEF rules and regulations;
- To prepare and oversee the development of Terms of Reference for consultants and contractors, select in consultations with UNDP PPR, NPCs, the international consultants and contractors; and

**(2) Supervisory functions:**

- To supervise the work of all other Secretariat staff, project consultants (long-term and short-term) to be recruited for the project implementation, and the project staff seconded by the governments of the participating countries;
- To manage the offices of the Secretariat, their staff, budgets, and the imprest accounts established under the project for implementing the project activities;

**(3) Coordinating functions:**

- To liaise with the GEF National Focal Points (NFPs), the National Project Coordinators (NPCs), UNDP (both the country office in China and UNDP/GEF), UNOPS and GEF;
- To liaise with other organization and projects to ensure maximum synergy, avoid duplication with existing efforts and initiatives. To ensure proper coordination and cooperation with other relevant organization and project in implementing the activities within the framework programme for the East Asian Seas region
- To act as Secretary for the Interim Commission Council for its annual and special, whenever necessary, meetings, including preparing all the meeting documents and the reports of the meetings;
- To represent the project at the events when deemed necessary, and to liaise with IW Learn to share project experiences and information.

**Skills and Experience Required**

a. Education

- Post-graduate degree in marine science, environmental management or a directly related field

b. Work Experience

- At least 10 years of experience in the fields related to the assignments, preferably within the UN system, and at least five years' experience at a senior project management level.

### c. Key Competencies

- Proven political and technical knowledge in the region of the region, and in particular, of the Yellow Sea coastal countries would be a strong asset;
- Familiarity with the goals and procedures of UNDP and other international organizations, preferred;
- Demonstrated advanced diplomatic and negotiating skills and excellent interpersonal skills with sensitivity to cultural and political differences;
- Good knowledge and skill in multilateral co-operation, in particular the skill in initiation and negotiation of regional co-operation;
- Demonstrated skill in understanding the roles of local governments in the region and working with them to achieve project objectives assigned tasks and skill to work with the local governments in implementing the project activities;
- Fluent in spoken and written English necessary, good knowledge on one of the languages of the coastal countries of the Yellow Sea is an asset.

## Environment Officer

### Overall Responsibilities

Under direct supervision of the CTA (Project Manager), the Environment Officer will be responsible for the implementation of the project activities based on the workplans approved by the Interim Commission Council, including information capture, exchange and networking between a wide range of participants in the YSLME including government officials, scientists, non-governmental organizations and the public at large. He/she will work closely with the Chairperson of the Regional Working Groups (RWGs) and other project partners to prepare workplans, to manage the implementation of the relevant project activities, prepare reports of the implementation and deliver all the necessary outcomes and outputs. He/she is expected to commit one third of work time in travel for coordination, monitoring, organization of training workshops, field visits, and interaction with local communities in the project demonstration sites.

### Duties

The Environment Officer will have the following specific duties:

- To coordinate and supervise the implementation of the project of those components relevant to natural sciences (including but not limited to fisheries, mariculture, pollution and ecosystem health, ecosystem-based community management), including preparing workplans and budgets for each component, coordinating implementation of the activities within the workplans; preparing the reports of the implementation and deliver in the appropriate forms of the project outcomes and outputs;
- To work with the project team and short-term consultants engaged by the projects in related areas of expertise;
- To liaise with other regional organizations and projects, such as WWF, PEMSEA, UNEP/NOWPAP, IW:Learn, and other organizations involved in establishing and management of marine resources and environments;



- To supervise data exchange and the maintenance of the data communications network, in particular the YSLME data and meta databases established during the first phase of the project;
- To assist with the administration of other information-related technical issues where required by the Coordinator.

### **Qualifications, Education and Experience**

- Post-graduate degree in marine and/or environmental sciences, marine and environment managements or a directly related field;
- At least 5 years' experience in similar international posts dealing with project implementations & management; experiences working with local governments and communities are preferred;
- Familiarity with the environmental problems of the YSLME region would be advantageous.
- Fluent in spoken and written English is a requirement.

## **Environmental Economist**

### **Overall responsibilities**

Under the directives and supervisions of Chief Technical Advisor (CTA, Project Manager), the Environmental Economist will contribute to the environmental economics and sustainable development aspects, and the negotiations of the establishment of the YSLME Commission of the project. He/she will be responsible to oversee the relevant social sciences components of the project. He/she will assist the CTA to implement relevant actions in the necessary negotiations on the establishment of the YSLME Commission, including agreement-reaching, conflict-solving and sustainable financing mechanisms of the Commission. He/she is expected to commit one third of work time in travel for coordination, monitoring, organization of training workshops, field visits, and interaction with local communities for the project implementation.

### **Duties**

The Environmental Economist will have the following specific duties:

- Assist in planning the necessary negotiation processes for the establishment of the YSLME Commission, in particular the sustainable financing mechanism of the Commission;
- Define the economic benefits of the management actions designed in the regional SAP, based on the regional guidelines of economic valuation development during the 1st phase of the project and other relevant guidelines, to present economic benefits of the management actions;
- To provide necessary training activities, in particular to the local governmental officials and communities in the area to incorporate economic benefit arguments and develop investment proposals;
- To be actively involved in knowledge management, capacity building programmes, institutional development, EIA, development of economic tools;
- To coordinate with the Environment Officer in the capture and management of national and regional economic and technical information within the project database;

- To assist in the completion of reports related to environmental economics, including priority investments and pollution hot spots, with special emphasis on costs and benefits of actions aimed at ameliorating the environmental degradation of the YSLME;
- To coordinate activities and outputs of the economic and technical studies, including liaising with consultants and relevant international agencies;
- To assist with the other tasks where required by the CTA.

### **Skills and Experience Required**

- Postgraduate degree in environment economics, business administration and, preferably additional qualifications in environmental management;
- At least 5 years' experience in similar posts in international organizations dealing with relevant negotiations for regional environmental agreement and management projects;
- Familiarity with goals and procedures of international organisations, in particular of the GEF partners;
- Proven experiences in working with local governments and communities;
- Familiarity with environmental problems of the YSLME; and
- Fluent in English.

### **Operations Associate**

#### **Overall responsibilities**

Under the supervision of the Chief Technical Advisor (CTA), the Administrative Assistant will manage the day-to-day operations of the Project Management Office, particularly with respect to finances, procurement (including importation, permits, etc.) and personnel matters (in close cooperation with the counterpart staff of UNOPS and the UNDP Country Office in Beijing). The post holder will be the principal line of liaison between the Secretariat and the UNOPS in all financial and administrative matters.

The post holder will also be responsible for the management of the project's management information systems (MIS) including computer data base management, maintenance of computer-based statistics regarding the management of the project (particularly contracting), project activities and use of the outputs, as well as liaison with UNOPS Headquarter ICT team to ensure UNOPS ICT standards and policies are followed.

#### **Duties**

##### **(i) Administrative Functions: (20%)**

The incumbent will provide routine administrative support on the proper day-to-day functioning of the Secretariat by supervising the provision of all necessary supplies and services including maintenance contracts, office supplies and communications. He/she shall be responsible for the proper running and upkeep of the Project Management Office (PMO) hardware including the computers, copiers, etc.

## **(ii) Finances (30%)**

Under delegated authority the Administrative Assistant will administer the petty cash and imprest account on behalf of the Chief Technical Adviser (CTA) and prepare relevant documents including monthly cash statements, requests for replenishment and budget reviews and revisions. He/she shall be responsible for preparing all relevant documents for administering the imprest account for final approval by the CTA, in conformity with the stipulations of the financial regulations of UNOPS.

The incumbent will provide routine support to CTA in preparing and maintaining the local records of project accounts, particularly those pertaining to the imprest fund. He/she shall provide support in preparing all relevant documents for administering the imprest account for final approval by the CTA, in conformity with the stipulations of the financial regulations of the executing agency. He/she shall prepare bank reconciliations and records of total project expenditure (including, where possible, full records of counterpart contributions to the project).

The incumbent will provide routine support in monitoring Project expenditures with reference to the approved budget. He/she will provide routine support to the CTA in preparing budget proposals and also attend to all financial and budgetary aspects of the implementation of the Project including the following specific duties: to monitor expenditures - this will entail monitoring the relevant contract information (i.e. liaising with the agencies and the Secretariat), monitoring special Components of the YSLME and, Provide support in reviewing the executing agency finance records of expenditures against MODs and budget lines; to assist in preparing draft budget revisions and working budgets in consultation with the Portfolio Manager at UNOPS and the CTA; to assist the project staff to prepare budgets for meetings and activities and to review incoming authorizations to ensure adequate recording against budget lines (and take appropriate action to correct and/or revise requests and alert UNOPS); and to assist CTA to prepare special budget and financial statements and to regularly brief the CTA on the financial status of the project.

## **(iii) Procurement (30%)**

The incumbent will provide basic routine support regarding all duties relevant to local procurement. He/she will maintain records of suppliers, obtain competitive bids for the consideration of the CTA and complete the relevant documentation including that pertinent to the tax status of the PMO. He/she will maintain precise records of all goods purchased on behalf of the Project. The incumbent will also be responsible for maintaining proper equipment inventories as well as for ensuring the proper labelling and recording of equipment delivered to the field. Records will also be maintained of all materials purchased by the other donors and used within the regional network.

#### **(iv) Personnel Matters (10%)**

The incumbent shall assist all the Secretariat staff with personnel matters relevant to the performance of official duties. This work will include the obtaining of visas (a service to be limited to duty travel). Such assistance will be provided in consultation with the CTA and in close liaison with the UNOPS and the relevant sections of UNDP. Assistance will include, supply of forms for personnel services (including medical reimbursements) and advice on their completion where

#### **(v) Management Information System (10%)**

The incumbent will work closely with the Chief Technical Adviser (CTA) and project technical officers on the development and maintenance of a statistical data base on project management. This work will include inter alia, records of all contracts, participation in YSLME events, records of all MODs opened, information regarding the project expenditures within each budget category and for each project thematic area.

#### **Qualifications, Education and Experience**

- Higher educational diploma in administration & finance or a directly relevant field;
- Five years proven experience in administration and budget management;
- Proven experience in implementing and maintaining computer-based systems for effective management of project financial reporting, budgeting, performance statistics, monitoring & evaluation, resource allocation, etc.;
- Proficiency in MS Excel and Word;
- Fluent in English and Korean language.







**UNDP/GEF YSLME Phase II Project Management Office**

Email: [yinfengg@unops.org](mailto:yinfengg@unops.org)

Website: [www.yellowseapartnership.org](http://www.yellowseapartnership.org)

**Incheon Secretariat**

18th floor  
G-Tower  
175 Art center-daero, Yeonsu-gu,  
Incheon 22004  
RO Korea  
Tel: +82 (0)32 859 7711

**Dalian Branch**

National Marine Environment  
Monitoring Center of State Oceanic  
Administration  
P.O. Box 303, Linghe Street 42  
Dalian 116023  
Liaoning  
PR China  
Telephone: +86 (0)411 8478 0700