

REPORT OF THE SEAFDEC DEPARTMENT CHIEFS' MEETING
7 April 2012, Yangon, Myanmar

Participants,

1. Dr. Chumnarn Pongsri, SEAFDEC Secretary-General (SG) and Chief of TD
2. Mr. Kenji Matsumoto, SEAFDEC Deputy Secretary-General (DSG) and Deputy Chief of TD
3. Dr. Magnus Torell, Special Advisor (SA), SEAFDEC Secretariat
4. Mr. Tadahiro Kawata, Technical Coordinator (TC), SEAFDEC Secretariat
5. Mr. Hidenao Watanabe, Assistant Trust Fund Manager (ATFM), SEAFDEC Secretariat
6. Dr. Somboon Siriraksophon, Policy and Program Coordinator (PPC), SEAFDEC Secretariat
7. Ms. Nualanong Tongdee, Information Program Coordinator, *ad interim*, SEAFDEC Secretariat
8. Mrs. Virgilia T. Sulit, Fishery Technical Officer, SEAFDEC Secretariat
9. Ms. Sawitree Chamsai, Policy and Program Officer-I (PPO-I), SEAFDEC Secretariat
10. Ms. Suwanee Sayan, Policy and Program Officer-II (PPO-II), SEAFDEC Secretariat
11. Ms. Saivason Klinsukhon, Information Officer-I (IO-I), SEAFDEC Secretariat
12. Ms. Saowanee Wanothayarnchai, Senior Administration Officer (SAO), SEAFDEC Secretariat
13. Mr. Julasak Markawat, General Service Officer (GSO), SEAFDEC Secretariat
14. Mr. Bundit Chokesanguan, Special Departmental Coordinator of TD
15. Mr. Yeap Soon Eong, Chief of MFRD
16. Dr. Joebert D. Toledo, Chief of AQD
17. Dr. Teruo Azuma, Deputy Chief of AQD
18. Ms. Belen O. Acosta, Special Departmental Coordinator of AQD
19. Ms. Mahyam Mohd. Isa, Chief of MFRDMD
20. Dr. Masaya Katoh, Deputy Chief of MFRDMD
21. Mr. Abu Talib, Special Departmental Coordinator of MFRDMD

SUMMARY OF THE DISCUSSION

I. Follow-up Actions to the Recommendations of the 34th PCM and 14th FCG/ASSP Meetings

1. The Meeting noted the actions required by SEAFDEC Secretariat and Departments in response to the 34th PCM and 14th FCG/ASSP Meetings, the progress of which were preliminarily summarized in **Annex 1**. In this regard, the Secretariat would compile the progress made by each responsible Department to be used as inputs for the forthcoming PCM and FCG/ASSP.

II. Follow-up Actions to the Recommendations of the 44th Meeting of the Council

2. The Meeting noted the actions required by SEAFDEC Secretariat and Departments in response to the recommendations during the 44th Meeting of the SEAFDEC Council (**Annex 2**). In this connection, the Secretariat was requested to identify the follow-up actions required from each Department, the result of which should be communicated with all Departments for them to come up with their respective plans to facilitate following-up by the Secretariat.

3. The Secretary-General emphasized that the role of SEAFDEC as regional technical organization should focus on the development of technologies, and should address the recommendations, among others, and come up with various types of tools appropriate for the unique conditions/situations of the Member Countries. Such actions could include the compilation of lessons learnt from the implementation of pilot projects, methodologies, guidelines, tool kits, and so on. SEAFDEC should also focus on the conduct of training for trainers from the Member Countries to enable them to promote the technologies at the national/local levels, which is the responsibility of the respective national agencies responsible for fisheries development.

4. Considering that many R&D activities have already been undertaken by other organizations, e.g. conservation and management of the Irrawaddy dolphin, certain aquaculture activities, SEAFDEC should not attempt to undertake similar activities but should coordinate with such organizations and promote exchanging of the necessary information. The coordination activities that have been carried should be recorded and reported as and where appropriate. As for the linkage of the SEAFDEC programs with the activities conducted by Lead Countries under the AFCF framework, the Secretariat (PPC Office) should explore the possibility of supporting the regional activities undertaken by the Lead Countries which could be reported through the ASEAN mechanism.

5. On the proposed RTC on the Impact of EC Regulation on Small-scale Fisheries (originally proposed under RPOA-IUU) to be hosted by Vietnam with partial funding support from Singapore, PPC would communicate with Vietnam and Singapore on the support to be extended for the said RTC. The Meeting also noted that the JTF would consider providing additional support for this RTC. In this connection, PPC informed the Meeting that the questionnaire which aims to compile information on the implementation by the Member Countries of the EC-regulation had already been developed by the Secretariat, and would be provided to Vietnam for consideration.

6. Regarding the Guidelines for Collaborating Center of SEAFDEC, the Secretariat would communicate with Singapore to request for a copy of the draft Guidelines which was developed by Singapore in 2007. The draft Guidelines would be circulated to the Member Countries and their comments would be tabled for discussion during the forthcoming PCM as appropriate.

7. As for the development of a framework for Collaborative Research Program in Sulu-Sulawesi Sub-regional Area using SEAFDEC Research Vessels such as the M.V. SEAFDEC 2, PPC would consult with SA to identify other collaborative works related to fisheries management framework that could be conducted in this Sub-regional Area. In addition, PPC would seek possible support from the SEAFDEC-Sida project for the implementation of such collaborative works. The Meeting also noted that the SEAFDEC-Sida project would assist SEAFDEC in following-up additional support from other initiatives, e.g. CTI, RPOA-IUU, to enable SEAFDEC to implement the said activities.

8. With regards to financial matters, the Meeting reiterated the request made by the Council for SEAFDEC to separate the salary of scientists from “Administrative Expenditures”. In order to follow-up on this matter, the Finance Officer of the Secretariat was requested to develop a format for the necessary financial report to enable the Departments to present the salaries and equipment expenditures accordingly as linked with the programs, by the end of April 2012. It was then reiterated that such expenditures would be placed under the “Program Expenditures” starting from 2012.

III. Management of the Center

- **Roles and Functions of SEAFDEC Departments and the Secretariat (Annex 3)**

9. The Meeting also noted that some activities conducted by TD and MFRDMD could be of similar nature such as those on coastal fisheries management. However, in the actual implementation of such activities, there is no duplication of efforts by the two Departments since the mandate of MFRDMD focuses on conservation and management of aquatic species while that of TD focuses on human resource management.

10. Nevertheless, in order to avoid duplication of efforts among the Departments and the Secretariat, all projects should be formulated with clear objectives and goals, and should be planned in line with the SEAFDEC Program Thrusts under the SEAFDEC Program Framework adopted by the Council in 2009. The Meeting also agreed that cooperation and collaboration among the Departments and Secretariat should be enhanced in order to respond accordingly to the requirements of the Program Thrusts.

11. Moreover, in order to strengthen the role and functions of the SEAFDEC Departments and Secretariat to support the Member Countries, the Meeting agreed that the role and functions of each Department could be revised every 5 years through development of the Department's respective strategic Framework. In this connection, the need to consider revising the Plan of Operation and Program of Works of the Departments was also proposed, as means of delineating the activities of the Secretariat and Departments, thus, avoiding any possibility of duplication of efforts. The revised Plan of Operation and Program of Work could be submitted to the PCM as appropriate, for endorsement to the Council.

- **Streamlining Existing SEAFDEC Programs with the Program Thrusts (Annex 4)**

12. During the discussion, the Meeting recommended that the SEAFDEC Program Framework should be used as guide for reporting the results and achievements of the projects. In addition, the 2011 Resolution and Plan of Action should be used as basis for streamlining the projects.

13. In order to reduce the burden of the Departments and Secretariat in the streamlining processes, the Meeting agreed that the format of project proposals could be similar to what had been previously practiced although some parts of the project document would have to be modified as and when necessary, while the objective and goal of each project should be clear to support the corresponding Program Thrust. The Secretariat therefore requested the Departments to provide the necessary information with regards to their respective projects which should match accordingly with the Program Thrust. In addition, the Meeting agreed that in the streamlining processes with respect to the Program Thrust, it would not be necessary to harmonize or re-group or modify those programs that are funded by donors.

14. Furthermore, the Meeting reiterated that in cases where the outcomes or outputs of each existing project also support the other Program Thrusts, reporting of such project should make the necessary linkage as and when appropriate.

IV. Information-related Matters (Annex 6)

15. The Meeting agreed to change the title of "SEAFDEC Information Staff Exchange Program (ISEP) Meeting" to "SEAFDEC Information Staff Program (ISP) Meeting" starting from 2012.

16. In following-up the recommendations of the 12th ISEP Meeting, the Departments should encourage their respective staff to publish more technical materials that meet the needs of target audience rather than just merely recording and reporting on events. The Meeting also suggested that the required end products which include publications should be clearly specified during the project development process, as these could serve as one of the indicators in monitoring and evaluating the progress of the projects.

17. As for the need to enhance the accessibility of SEAFDEC publications, as also noted through the Information Staff mechanism, all SEAFDEC publications should be categorized (*e.g.* popular, technical, scientific publications), the categories of which should be established and agreed upon among the Departments. The said categories would also serve as structure for the development of the SEAFDEC publications database (*e.g.* in the SEAFDEC website) to make the SEAFDEC publications easily accessible by the public. However, there should be limitations with corresponding guidelines on the said accessibility, which should also be agreed upon by the Departments (*e.g.* who can access each category of publications).

18. In order to assess the effectiveness and usefulness of all SEAFDEC information materials, the Departments were encouraged to establish a mechanism for obtaining feedback from the audience, for example through the use of publication evaluation forms, one of which was developed by the Secretariat in coordination with the Departments.

19. For the SEAFDEC Calendar 2013, the Meeting agreed in principle with the themes proposed by MFRDMD which focus on “ecosystem approach to fisheries”. In this regard, MFRDMD was asked to coordinate with the Departments for the development of the concept to cover the 12-month calendar with appropriate pictures (in high resolution). The said concept should be sent to the Secretariat by the end of June 2012. The Secretariat would then communicate with the other Departments to confirm and seek additional pictures to be used for the calendar. However, since TD also proposed another theme which emphasizes on small-scale fisheries communities of the Member Countries, the Meeting agreed that this concept could also be a potential theme for next year’s calendar. Just the same, TD was also asked to submit the necessary information and photographs in case the latter theme would be considered more appropriate for the calendar.

20. With regards to the production of the SEASOFIA, the Meeting reiterated that for the time being, fisheries issues and time series data would be incorporated in the annual Fishery Statistics Bulletin of Southeast Asia considering that the SEASOFIA would be published every five years. However, Departments are encouraged to continue identifying potential issues and gathering relevant information as the Council may reconsider its directive on this matter during the next Council Meeting. Moreover, in the production process of the SEASOFIA, efforts should be continued by the Secretariat in obtaining the necessary information that seemed to affect the trend of fisheries production in each Member Country.

V. Other Matters

- **Proposed Adoption of Logical Framework Approach for SEAFDEC Project Development and Management**

21. The Meeting noted the proposal introduced by the Secretariat on the use of Logical Framework Approach (LFA) as a tool to facilitate planning and implementation of future SEAFDEC programs/activities (**Annex 7**), as well as the experience of AQD in program development and management using the LFA (**Annex 8**). The Meeting agreed that the LFA should henceforth be used as a tool for the development of the master plan of future SEAFDEC programs, which should be broad, and where projects/activities that are funded by various sources should also be included. Within the master plan, gap (s) could also be identified, and that avenues should be provided where additional support from other funding sources could be considered.

22. Nonetheless, it was also noted that although the LFA and the accompanying log-frame matrix could be used by SEAFDEC in the near future, the requirements and protocol of the existing donors would still have to be complied with.

- **Harmonization of DSA for Project’s Implementation**

23. MFRDMD raised the concern on the provision of DSA to participants at events organized by the Departments, noting that the DSA provided by TD and Secretariat has recently been adjusted (**Annex 9**). In this regard, it was clarified that for the events of TD and Secretariat, several rates for DSA are used, *e.g.* for local and regional events, and for different levels of officers. Meanwhile, for events supported by the Japanese Trust Fund, expenses for food and accommodations would not be provided if such provisions are already covered by the DSA.

24. In this regard, the Finance Officer of the Secretariat was requested to communicate with the Departments and provide more detailed information on the DSA rates used by TD and the Secretariat. The Departments could then consider making appropriate adjustments as and where appropriate although the final decision and management lie within the individual Department.

- **Others**

25. The Meeting noted that the forthcoming Meeting of SEAFDEC Program Committee to be hosted by MFRD would be organized on 26-28 November 2012 in Chiang Mai, Thailand. This would be followed by the FCG/ASSP Meeting on 29-30 November 2012. Meanwhile, the forthcoming SEAFDEC Information Staff Program Meeting (2-3 days) would be organized in early November in Singapore which would also be hosted by MFRD.

26. Considering that the nomination for the Chief of AQD has not yet been finalized by the Philippine Government, and since the term of the present AQD Chief is completed on 7 April 2012, the Meeting was informed that Dr. Teruo Azuma would serve as the Acting Chief of AQD starting 8 April 2012 until such time that the official nomination of the AQD Chief by the Philippine Government is made and considered by the SEAFDEC Council by *ad referendum*. In this regard, the Secretary-General and all SEAFDEC members expressed their appreciation to Dr. Joebert Toledo for the services he extended to SEAFDEC particularly in the effective and efficient implementation of AQD activities which resulted in a great deal of progress and achievement.