



**Integrated Island Waste Management (IIWM) Project  
Project Steering Committee Meeting Minutes  
Tuesday, 28 September 2021 @ 10.00am  
Virtual Meeting via Zoom**

**Attendance:**

1. Hj Yusaini Amir Bin Mohd Nor, SUK Terengganu
2. Puan Adilah Balkiah Binti Musa, BPEN Johor
3. Ms. Cher Chua Lassalvy, TIC
4. Ms. Tanya Leibrick, TIC
5. Y.M Tengku Chik Abu Bakar Bin Tengku Ibrahim, SUK Terengganu
6. Encik Muhammad Faaizuddin Bin Mohd Salleh, SUK Terengganu
7. Encik Mohamad Sufi Azmee, Majlis Bandaraya Kuala Terengganu
8. Encik Azrul MDB Bin Mohd, Engineering Department, Besut, Terengganu
9. Ms. Manon Bernier, UNDP Malaysia (Chairperson)
10. Ms. Gan Pek Chuan, UNDP Malaysia
11. Ms. Ange Tan Seok Ling, UNDP Malaysia
12. Ms. Fong Yun Tin, UNDP Malaysia
13. Ms. Genevieve Roman, UNDP Malaysia
14. Mr. Patrick Pee, UNDP Malaysia
15. Dr. Haniza Khalid, UNDP Malaysia
16. Cik Yusra Zakaria, UNDP Malaysia
17. Ms. Laura W.Y. Lee, UNDP Malaysia (Notetaker)

**Absent with Apologies:**

1. Ministry of Finance

**Opening Remarks**

Ms. Manon Bernier (MB) welcomed all to the first Project Steering Committee (PSC) meeting. Subsequently, introductions across the meeting were presented individually.

Islands due to their geographical isolation and tourism driven economy faced great challenges in the past year due to the Covid-19 pandemic. Project is to ensure sustainability in waste management and marine conservation. The pandemic increased challenges as livelihoods depended upon tourism, fisheries, and natural resources-based activities.

MB thanked Ministry of Finance for their funding support for helping local communities to build back better with a more sustainable approach to waste management. UNDP worked closely with SUK Terengganu and TIC and look forward to pilot approaches in waste management as well as documenting best practices and lessons learnt to help future approaches for better managing waste management.

MB further explained to the meeting that the main purpose of the PSC meeting is to:

1. Review and endorse Terms of Reference (TOR) of the PSC. The TOR covers roles and responsibilities of members
2. Present the Initiation Plan, multi-year work plan and procurement plan in 2021 & 2022 by the Project Manager; and
3. Presentation on the Responsible Party's implementation plan

MB then gave the floor to Ms. Gan Pek Chuan (GPC), Acting Head of Sustainable and Resilient Development, to explain the TOR of the PSC to the meeting.

### **PSC TOR**

The PSC is responsible for setting the policy direction and taking corrective action as needed to ensure the project achieves the desired results. To ensure UNDP's ultimate accountability, PSC's decisions should be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. In case when consensus cannot be reached within the PSC, the Chair of the NSC will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.

Subsequently, GPC presented the details of the specific responsibilities of the PSC (refer to powerpoint deck). She then went on to cover the composition of the PSC and their roles which included the:

1. Beneficiary Representatives:
  - i) State Secretary's Office, Johor
  - ii) State Secretary's Office, Terengganu
  - iii) Local CSO/NGO who are active in Johor and Terengganu islands
  - iv) Any other relevant stakeholders
2. Development Partner is Ministry of Finance; and
3. Project Assurance is under UNDP as main Implementing Partner for the project.

She concluded her presentation by presenting on the governance structure for the project.

MB requested for comments/feedback/questions on the role of the PSC, but none was presented. TOR was endorsed and approved by the PSC.

### **Project Initiation Plan**

Project Manager, Ms. Ange Tan (AT) presented the project initiation plan via PPT slides to the meeting. She introduced herself as the Project Manager and Ms. Fong Yun Tin as the Project Assistant.

AT highlighted that in budget 2021, Ministry of Finance announced the allocation of RM10,000,000 to implement an Integrated Island Waste Management project for islands around Johor and Terengganu, in an effort to improve waste management practices towards environmental preservation and protection of biodiversity such as the coral reefs and the various diverse marine life.

Next, AT shared with the meeting the Project Description, detailing information on the Implementing Partner, Project Partners, budget, and timelines. Consequently, she highlighted the Development Challenge for the project, providing details that can be found in the PPT slides. She then moved to the Project Objective which is to develop and implement sustainable and integrated waste management solutions for islands in Malaysia, towards environmental preservation and improved community livelihoods.

This will be achieved through:

1. Implementing pilot demonstrations of integrated waste management systems for Pulau Redang, Pulau Perhentian and Pulau Besar, to assess and enhance existing waste management practices and provide a reference model for potential replicability on other islands within Malaysia; and
2. Building capacity of local communities and service providers within Pulau Redang, Pulau Perhentian and Pulau Besar on responsible waste management and tourism practices, to ensure sustenance of the pilot projects and to increase the level of environmental awareness within communities

Project Outputs are:

1. Full Project Document – for the project titled “Integrated Island Waste Management in Malaysia” for consideration and possible implementation in future budget cycles
2. Initiation Phase Report – summarising the results, best practices and lessons learned from the implementation of Initiation Plan
3. Knowledge Products – featuring success stories and lessons from the pilot demonstrations

It was noted that any additional studies, reports and knowledge products produced by the project partners under this Initiation Plan are for future references of MOF and UNDP.

Following that, AT presented on the following:

1. Project Outcomes and Activities
  - Gender Analysis
  - Action Plan
2. Workplan and Budget
  - Multiyear Work Plan
  - Procurement Plan
3. Risk Register Pre-Social and Environmental Standards Procedure (SESP)
  - Inform decision making to minimize negative impacts and maximize positive ones

AT concluded her presentation after going through the details of the abovementioned three areas highlighted in the PPT slides.

Q&A Session

1. Will the gender and safeguard expert hired be able to provide any training for the implementing teams on the ground?

AT responded that apart from conducting the gender analysis and developing the gender action plan, we can include the requirement for the expert to provide training for project partners. TIC agreed it would be great and beneficial to the teams on the ground.

MB further sought feedback from members on any areas of concern/queries at the meeting.

AT added there will be one or two more discussions scheduled to finalize the work plan and some specific budget lines, as well as the agreements for project partners and questions/concerns/feedback can also be provided then.

GPC stated that there were great collaborative efforts between UNDP and SUK Terengganu and TIC. We are still trying to finalize project activities on the ground and project budget. What AT presented was an overview of what we intend to do in the project over the next 15 months. Details need to be finalized in the next couple of weeks and then activities on the ground can commence, hopefully ahead of the monsoon period that will hit us.

MB added that we hope the baseline assessment can be carried out and the Responsible Party Agreements are underway and being finalized after PSC meeting.

SUK Terengganu, Tuan Haji was requested for comments, and he responded that they were ok with the project so far. He hopes the project can start before the monsoon season kicks in, especially in November and December when they cannot go into the islands. Documentation to be completed before the monsoon season and after monsoon season, the project activities can be implemented. MB asked GPC and AT on the realistic timelines and GPC stated that agreements can be finalized by the middle of October or earlier. Following PSC meeting, detailed discussions will be held with SUK Terengganu and TIC. If all goes well, baseline assessment can start before mid-October.

TIC was also in similar predicament over the monsoon season. They will have time in October to do the surveys (marine surveys). Tourism is opening up in Johor in October 2021 and they have a nice window of opportunity to get baseline waste data from the islands with people on it more than the skeleton crew and staff during the lock down periods. They have the potential to get quite a lot done in October 2021.

TIC informed that they have less severe monsoon in Johor than Terengganu. October is one of the best times of the year to go into the islands. They can still work through to November 2021 as their peak monsoon season often hits in December. People might keep key tourism opened longer than expected. Usually, tourism will close around mid-November, after Deepavali.

MB concluded that the Initiation Plan is agreed in principle and there will be further detailed discussions carried out with project partners.

The meeting next focussed on the presentations by the Responsible Parties:

1. SUK Terengganu
2. Tengah Island Conservation (TIC)

### **Presentation by SUK Terengganu**

Muhammad Faaizuddin shared the salient points for the project from their draft plan to the meeting. The sites were Pulau Redang and Pulau Perhentian. He shared some photos taken during the site visits to the islands, highlighting proposed locations for composting centres.

Next, he presented the 15 months timeline and share details of each milestone. There will be construction of the food waste composting centre. The tender processes will go up to February 2022. From March 2022, construction will begin for 6 months. Proposed completion will be in October 2022 where the food waste composting machines can be installed. Their capacity building programme will run concurrently with workshops, seminars and programmes from early March 2022 right through to October 2022. The analysis and study will commence in November 2021 before construction starts and at the end the following year in November 2022.

No comments or feedback after the said presentation. Details will be further worked out in the next discussions.

### **Presentation by Tengah Island Conservation**

Cher Chua Lassalvy (CCL) introduced TIC to the meeting and informed on where they were based in Johor. Pulau Besar will be their project site. TIC team members will be based from the islands throughout the project period.

Consequently, CCL covered the aspects of implementation consisting of the following broad activities:

1. Conduct a baseline assessment of current waste generation and management practices, and an analysis on the impacts of waste on environmental health and social well-being for Pulau Besar
2. Implement an effective waste management system for Pulau Besar through the application of suitable technology, infrastructure, and methodologies (pilot)
3. Develop and conduct upskilling programmes on waste management, and sustainable and community-led tourism practices for local communities and service providers on Pulau Besar

Next, she shared on the details of outcomes TIC is aiming for before giving the floor to Tanya Leibrick (TL), who presented on the project timelines and detailed activities. They will kick off the project with stakeholder consultations and local communities will be consistently engaged throughout the project. Community campaigns will be carried out as part of awareness raising. The project will have Phase 1 and 2. Sustainable Tourism Workshops as they relate to Waste Management will be conducted. They will also work with local operators on how to reduce the amount that goes into the waste management system. TL also spoke about separating waste, i.e. food waste from solid waste and recycling of waste with the appropriate processes.

Following that, TL shared about the PEDAS programme run by TIC. It is an education programme created by TIC in collaboration with MDM and PPD Mersing, of which various NGOs and agencies in Mersing are members. There are various modules developed and taught to school students in Mersing.

Work done on the project will contribute towards the sustainable tourism initiative in Mersing through capacity building and awareness. TL further elaborated that marine monitoring will be part of the project and highlighted the locations where the waste impact surveys will be carried out. She concluded her presentation by highlighting details on impact for the project which can be found in their PPT slides.

MB had a query on whether we can measure changes in the water and marine life in the short duration of the project. TIC replied that water samples will be taken for analysis, and they will look at other impacts like solid waste and hope to see a reduction.

There were no further comments/queries from the meeting. AT shared that the Responsible Party Agreement are in the final rounds of discussions with TIC and will proceed to signing very soon.

GPC added that for Terengganu, we will also initiate a similar baseline assessment, looking at the before and after state of what is the integrated waste management system, focussing more on the composting machines being installed. Hopefully the machines can contribute to conservation resulting in better health of coral reefs around the islands. This can be discussed with SUK Terengganu and one of their partners on the ground, which is University Malaysia Terengganu.

MB stated that at the 3 different sites, as the project evolves, knowledge can be shared and the 3 sites can learn from one another.

Summary:

1. TOR for PSC agreed with meetings scheduled every 6 months or 1 year
2. No objections to the Initiation Plan
3. Agreements with both parties will be discussed in more details with GPC and AT and move towards signing
4. Higher risk will be the monsoon season which is beyond our control. Project activities can commence after monsoon season.
5. Comment on gender and will be taken into consideration in the Initiation Plan.
6. Making sure knowledge exchange takes place

Ministry of Finance is very interested in the project and the learnings that will come out of it and they will be joining the next PSC meeting.

GPC concluded that UNDP very much look forward to kick start the project and MOF is interested in Phase 2 of the project, maybe under budget 2023. Hopefully this project can generate some really good results for us to replicate and scale up what we have done well in this project into other islands or maybe expanding to other existing islands in Terengganu and Johor. She then thanked all the partners on the ground in advance.

MB thanked partners, UNDP colleagues and the project team.

Being no further matters for discussions, the meeting adjourned at 11.40am.