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**Government of Malaysia – UNDP-GEF Project on
Biodiversity Conservation in Multiple-use Forest Landscapes in Sabah, Malaysia.**

3RD (FINAL) PROJECT BOARD (PB) MINUTES OF MEETING FOR YEAR 2019

Date : 12th December, 2019 (Thursday)

Time : 2.25 p.m. – 4.30 p.m.

Venue : The Residence, Lobby Level, Hyatt Regency, Kota Kinabalu, Sabah.

Agenda:

Part I: Previous Minutes of Meeting and Wrap Up

1. Welcoming remarks by the Chairman
2. Adoption of Agenda
3. Confirmation of Previous Minutes
4. Matters Arising:
 - (a) Annual Work Plan 2019:
 - i) Project Expenditure
 - ii) Activities:
 - State-wide PES and Conservation Finance – The Drafting of ECF Enactment
 - Project-supported Capacity Buildings/Trainings
 - 10-year Integrated Landscape Management Plan (ILMP) for the Kalabakan Multiple-use Forest Landscape
 - Project-supported Participation in Conferences
 - iii) Progress on the ground
 - (b) Conditions in the MOU between SFD and UNDP – Progress reporting
 - (c) Progress at Outcome and Output level
 - (d) Progress of Mid-term Review's Follow-up Actions

Part II: Discussions

5. (a) Terminal Evaluation Report and Management Response on the Terminal Evaluation's Recommendations– preliminary management response
- (b) Annual Progress Report (APR) 2019
- (c) Proposed Budget for year 2020
- (d) Lessons Learned and Best Practices for Scale-up (e.g. FOLUR project, etc.)
- (e) Any other business

Part III: Closing Ceremony

6. (a) Closing remarks by SFD and UNDP
- (b) Photo session

Present:

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| 1. Mr. Gerald Jetony (GJ) | Chairman on behalf of Secretary of Natural Resources Office |
| 2. Mr. Frederick Kugan (FK) | DC(PM) cum National Project Director (NPD), SFD |
| 3. Ms. Ange Tan (AT) | Environment Analyst, UNDP Malaysia |
| 4. Mr. Hj. Ahmad Yusop (HAY) | Senior Asst. Sec. (H), Natural Resources Office |
| 5. Mr. Jeflus S. Sinajin (JSS) | Project Manager (PM) |
| 6. Mr. Lim Ming Siang (LMS) | Asst. Director, State Economic Planning Unit |
| 7. Dr Rebecca Jumin (RJ) | Head of Conservation Sabah, WWF-Malaysia |
| 8. Mr. Marcellinus Gidung (MG) | Operation Manger, Forestry Division, Yayasan Sabah Group |
| 9. Prof Dr Berhaman Ahmad (BA) | Lecturer, Universiti Malaysia Sabah |
| 10. Mr. Haji Hussin Tukiman (HHT) | Head of FSP Division, SFD |
| 11. Ms. Siti Zubaidah S. Abdullah (SZA) | Project Counterpart Officer, SFD |

Secretariat:

- | | |
|--------------------------|-------------------|
| 1. Ms. Lee Ka Han (Sec.) | Project Assistant |
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Apology:

- | | |
|--------------------------------------|---|
| 1. Mr. Arief Iskandar Bin Mohamad | Ministry of Water, Land & Natural Resources |
| 2. Mr. Muhammad Firdaus Bin Muhammad | Ministry of Economic Affairs |
| 3. Ms. Anthea James Jipanus | Ministry of Finance, Sabah |
| 4. Mr. Miklin Ationg | Department of Irrigation & Drainage Sabah |
| 5. Dr Yap Sau Wai | CEMD, Yayasan Sabah Group |
| 6. Mr. Osman Bangkong | Kalabakan District Forestry Office, SFD |
| 7. Mr. Augustine Tuuga | Sabah Wildlife Department |

Item	Description	Action
1.	<p>Welcome Remarks by the Chairman</p> <p>The meeting was called to order at 2.25 p.m. with a welcoming remarks from the Chairman. The Chairman then invited the National Project Director to deliver his remarks.</p> <p>The National Project Director informed that although the project is closing, there are proposed activities and budget from the remaining funds for implementation in 2020, which will be discussed in the meeting.</p>	<p>Info</p> <p>Info</p>
2.	<p>Adoption of Agenda</p> <p>The tentative agenda was adopted with no amendment/ addition.</p>	<p>Info</p>
3.	<p>Confirmation of Minutes</p> <p>The 2nd Project Board Minutes of the Meeting for year 2019 was endorsed with no amendment/addition.</p>	<p>Info</p>
4.	<p>Matters Arising</p>	
a.	<p>Annual Work Plan 2019</p> <p>(i) Project Expenditure</p> <p>The project expenditure as of 9th December, 2019 is \$330,601.46 or 52.3% of the AWP budget for 2019.</p> <p>The total project expenditure (2012 – 9th December, 2019) is \$4,098,744.98 or 93.1%.</p> <p>Also refer item 5(c).</p>	<p>Info</p> <p>Info</p>
(ii)	<p>Activities:</p> <p>(1) State-wide PES and Conservation Finance – The Drafting of ECF Enactment</p> <p>Following the progress briefed by Mr. Juprin in previous meeting, the first draft enactment was submitted to UNDP and project team on 1st November, 2019. The draft was subsequently revised and submitted to UNDP and project team on 7th November, 2019 and 29th November, 2019, respectively.</p> <p>Thereafter, a technical committee meeting was held on 29th November, 2019 to discuss the latest draft enactment. Written comments received from UNDP on 28th November, 2019 were also being further deliberated in the meeting. Several decisions and suggestions made in the meeting on 29th November, 2019 are as</p>	<p>Info</p>

Item	Description	Action
	<p>follows:</p> <ol style="list-style-type: none"> 1. The meeting agreed that the enactment should not use the word 'tourist' to avoid controversy with existing Federal's enactment. 2. The meeting agreed to use 'visitor' instead of 'tourist'. Members may propose to Mr. Juprin the definition of 'visitor' that deem fit to be spelled out in the enactment. 3. The meeting agreed that it is more suitable to use the term 'Ecosystem Conservation Authority' instead of 'Ecosystem Conservation Board'. 4. The meeting agreed that several more discussions are needed to finalise the enactment. Hence, the meeting proposed to UNDP the followings: <ol style="list-style-type: none"> (i) Extend Mr. Juprin's contract, which will expired after 15th December 2019 to a later date. (ii) Conduct next discussions in Putrajaya/Kuala Lumpur to include UNDP key persons, i.e., Ms. Gan Pek Chuan and Ms. Preetha Sankar, both who are currently not fit to travel. <p>Ms. Ange informed that UNDP could not extend Mr. Juprin's contract as the project is officially closed by 21st December 2019. However, UNDP and Mr. Juprin had made common understanding that the latter will continue to assist on the finalisation of the enactment beyond his contract period. His travel cost to the upcoming workshop in Kuala Lumpur will be borne by UNDP.</p> <p>The meeting agreed that the next workshop, tentatively to be held in Kuala Lumpur on 30th and 31st December, 2019, are to be rescheduled to 6th and 7th January, 2020 as most of the members are still away for their year-end holidays.</p>	<p>Info</p> <p>Info</p> <p>Sec.</p>
	<p>(2) Project-supported Capacity Building/Trainings - Deviation of expenditure from the approved budget of Project-supported, SFD-conducted Intensive Training for PROTECT Team</p> <p>Following the recommendation by Project Board in previous meeting, the Sabah Forestry Department submitted written justification to UNDP and request the latter's approval to pay the bills. All documents for payments were cleared and vendors were paid on 25th November, 2019.</p>	<p>Info</p>
	<p>(3) 10-year Integrated Landscape Management Plan (ILMP) for the project landscape</p> <p>Following the PB's endorsement on the content of the ILMP and suggestions for next step, ten (10) hardcopies of the ILMP was printed and duly signed by the Chief Conservator of Forests on 14th November, 2019. The signed copies were extended to the Sabah's Chief Minister, Director of Yayasan Sabah, UNDP, and Sabah Forestry Department's Deputy Chiefs, Heads of Division and Kalabakan District Forestry Officer on 21st November, 2019.</p>	<p>Info</p>

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	<p>The total payment made for this contract is RM 242,777.98 (US\$ 58,806.46) out of RM 256,744 (US\$ 64,363).</p> <p>This consultancy was finalised and closed.</p>	<p>Info</p> <p>Info</p>
	<p>(4) Project-supported participation in conferences</p> <p>The project supported part-of the costs of participations of two staffs of Sabah Biodiversity Centre, each to the following international conferences:</p> <ol style="list-style-type: none"> 1. Regional Workshop on OECMs to Accelerate Progress on Aichi Target 11 Implementation in the East and Southeast Asia Region, 4th & 5th November, 2019 in Los Banos, Laguna, Philippines. 2. 8th Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA), 11th – 16th November, 2019 in Rom, Italy. <p>Ms. Ka Han informed that she is awaiting several more documentation for reimbursement from Sabah Biodiversity Centre.</p> <p>Chairman informed that Ms. Nayang who attended the Regional Workshop in Philippines will not request for reimbursement as the organiser had covered her expenses.</p>	<p>Info</p> <p>Info</p> <p>Info</p>
(iii)	<p>Progress on the ground</p> <p>No issues on the ground to be raised. It is expected that the existing contractors will continue operation based on their respective Forest Management/Development Plan, while overall management of the landscape should be guided by the 10-Year Integrated Landscape Management Plan for the Kalabakan Multiple-use Forest Landscape.</p>	<p>Info</p>
b.	<p>Conditions in the MOU between SFD and UNDP – Progress Reporting</p> <p>No changes to the last reporting, whereby all the agreed actions and principles were managed by the Sabah Forestry Department. Management of the landscape from year 2020 onwards should be guided by the 10-Year Integrated Landscape Management Plan for the Kalabakan Multiple-use Forest Landscape.</p>	<p>Info</p>
c.	<p>Progress at Outcome and Output level</p> <p>No changes to the last reporting.</p>	<p>Info</p>
d.	<p>Progress of Mid-term Review's Follow-up Actions</p> <p>No further issues to be raised from the status reported in last reporting.</p>	<p>Info</p>

Item	Description	Action
e.	<p>Terminal Evaluation and preliminary management response</p> <p>The final Terminal Evaluation (TE) report was submitted to UNDP.</p> <p>Meanwhile, a mini workshop to provide management response to the TE's recommendations was held on 20th November, 2019 between the Sabah Forestry Department and Yayasan Sabah.</p> <p>Also refer item 5(a).</p>	<p>Info</p> <p>Info</p>
f.	<p>Project Closure – list of to-do</p> <p>The project closure activities including the followings:</p> <ol style="list-style-type: none"> 1. Briefing on project closure activity and HACT (Harmonised Approach Cash Transfer) spot-check by UNDP on 24th and 25th October, 2019. 2. Project Final Report and Workshop - The draft Final Project Report was submitted to UNDP and National Project Director on 6th November, 2019. The contents of the report were presented in the Project Final Workshop held in the morning of 12th December, 2019. The Project Final Report will be finalised by the PM before project closure. 3. Project knowledge products – UNDP is assisting on the procurements of communication and media agencies/personnel, and outputs are expected to be available in 2020. 4. Finalisation of the Terminal Evaluation Report and the Management Response to the TE's recommendations. 5. Project Completion Check List – to be resolved and signed by UNDP Resident Representative. 6. Final Project Board meeting; which was held in the evening of 12th December, 2019. 	<p>Info</p> <p>PM</p> <p>Info</p> <p>Info</p> <p>UNDP</p> <p>Info</p>
Part II: Matters discussed / approved		
5a.	<p>Terminal Evaluation Report and Management Response on the Terminal Evaluation's Recommendations</p> <p>The meeting noted that the report has been presented during the Terminal Evaluation Concluding Workshop on 15th October, 2019. As there are no more issue to be raised, the meeting agreed and endorsed the Terminal Evaluation Report for the project.</p> <p>The draft management response to the Terminal Evaluation's recommendations was presented in the meeting. After perusal and deliberations, the meeting endorsed the management response with additional key actions to be included, which are as follows:</p> <ul style="list-style-type: none"> • Key Recommendation 1: Name the agencies which the Sabah Forestry Department is in discussion and collaboration with to identify promising areas to 	<p>Info</p> <p>Sec.</p>

Item	Description	Action
	<p>replicate ecological connectivity in Sabah.</p> <ul style="list-style-type: none"> Key Recommendation 2: Include a new key action, i.e., set-up a research committee between the Sabah Forestry Department (SFD) and Universiti Malaysia Sabah, as well as other relevant agencies, to look into existing initiatives by SFD at wider scope. 	
5b.	<p>Annual Progress Report (APR) 2019</p> <p>The draft Annual Progress Report (APR) 2019 was tabled in the meeting. The meeting had no further comments and inputs, hence, endorsed the report for submission to UNDP.</p>	Info
5c.	<p>Proposed Activity and Budget for year 2020</p> <p>Ms. Ange briefed that the project will have a remaining balance of funds by the end of the project, which amount is more or less USD221,000. Therefore, UNDP and project team had worked out a list of activities to be implemented in the remaining project period and 2020, in order to fully utilize the project funds for the benefit of Sabah.</p> <p>The proposed list of activities and budget was presented to the members. Ms. Ange briefed the meeting on the details of the proposed activities and budget.</p> <p>Overall, the meeting has no objection to the proposed list of activities and budget. Salient points discussed and agreed are as follows:</p> <ul style="list-style-type: none"> The meeting noted that part of the funds will be reimbursed to the Sabah Forestry Department (SFD) as the project's implementing partner, and hence, will be responsible for the execution of the proposed activities in 2020, including meeting/workshop on Ecosystem Conservation Authority Enactment, study on Willingness to Pay for Water Catchment Conservation Fee, and stakeholder socialization activities on upcoming project on GEF-7, FOLUR Impact Program on Integrated Landscape Management in the Heart of Borneo Landscapes in Sabah and Sarawak. The funds to be reimbursed to SFD also include reimbursement to SFD's trust account for being the payment of EPF and SOCSO for the Project Manager and six research assistants in December 2019. The meeting also noted that several activities are to be conducted before end of December 2019, including appointment of one environmental legal specialist to review and provide written inputs for Ecosystem Conservation Authority Enactment (ECAE), procurement of hotel in Kuala Lumpur for upcoming workshop on ECAE, and procurement of advocacy materials and IT equipment. These activities are to be supported by UNDP using the other part of the funds. 	<p>Info</p> <p>Info</p> <p>Info</p>

Item	Description	Action
	<ul style="list-style-type: none"> • The meeting has no objection to Ms. Ange's proposal that the left over budget from the workshop/meeting on ECAE is to be utilized for meetings on FOLUR project preparation phase. • The meeting noted that the proposed activities are to be implemented latest by third quarter 2020. • The meeting agreed that some advocacy materials which are to be printed with the Sustainable Development Goals (SDG) should not be restricted to SDG 15 only. • The meeting noted that UNDP will request part of the advocacy materials and IT equipment for several activities/projects by UNDP in 2020. <p>The meeting agreed that the proposed activities and utilization of the remaining funds should be monitored. Therefore, the members unanimously agreed to extend the Project Board beyond the project duration which ends on 21st December, 2019 for the post-project activities in 2020.</p>	Info
5d.	<p>Lessons Learned and Best Practices for Scale-up (e.g. FOLUR project, etc.)</p> <p>Mr. Fred briefed that the socialization period for upcoming FOLUR project in 2020 is important to take on board recommendations, lessons learned and best practices from the current project. He highlighted the importance of the socialization period to raise awareness among project beneficiaries and recipients, as well as, to identify villages in the project landscape that are ready for the project implementation.</p> <p>Chairman added that the FOLUR project landscape has other on-going socializing activities by other parties. Therefore, the project should alert on the on-going activities and must incorporate existing plans of the areas during both project preparation and implementation phases.</p>	Info Info
5e.	Any Other Business	
i.	<p>Next activity on GEF-7 FOLUR IP Project on Integrated Landscape Management in the Heart of Borneo Landscapes in Sabah and Sarawak</p> <p>Ms. Ange informed that next meeting/workshop on the preparation phase for FOLUR project will be on 8th January, 2020, to be back to back with the workshop on Ecosystem Conservation Authority Enactment. Hence, she requested relevant members to block their dates for the two events that will be held in Kuala Lumpur.</p> <p>Mr. Frederick Kugan then added that next actions from Sabah are to (i) request letter of co-financing commitment from the Ministry of Rural Development; (ii) prepare a road map for socialization activities</p>	All concerned


Item	Description	Action
	in 2020; and (iii) call next coordination meeting, to be chaired by State Economic Planning Unit.	FK
Part III: Closing Ceremony		
6a.	Closing remarks by National Project Director Mr. Frederick thanked Mr. Jeflus and Ms. Ka Han for their work done for the project. He informed that Ms. Ka Han will continue to work with UNDP and SFD on the upcoming FOLUR project. He also expressed gratitude to Mr. Gerald for his unconditional support to the project, in particular as the Chair of the Project Board on behalf of the Secretary of Natural Resources Office since the board was established back in 2013.	Info
6b.	Closing remarks by Chairman Mr. Gerald thanked everyone for their commitment to the project. He stated that personally he learned a lot as to compare to his contribution. He was happy that meetings were coordinated mannerly and expressed his appreciation to all members of the board for their participation and willingness to cooperate. He also highlighted that the project had somehow removed barriers between different departments, especially through the outputs on sustainable financing for Sabah.	Info
7.	With no further matters to be discussed, the meeting was adjourned at 4.30 p.m. with a note of thanks from the Chairman.	Info
8.	The date of post-project meeting is yet to be decided.	Info

Prepared by,



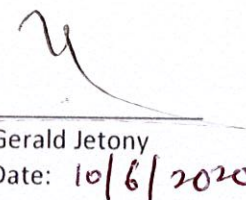
Lee Ka Han
Date: 18th December, 2019

Checked by,



Frederick Kugan
Date: 05/06/2020

Endorsed by,



Gerald Jetony
Date: 10/6/2020