



**Northwest
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Action Plan**



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Nineteenth Intergovernmental Meeting of
the Northwest Pacific Action Plan
Moscow, Russian Federation, 20-22 October 2014

Report of the Meeting

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Introduction

1. The 1st Intergovernmental Meeting (IGM) held on 14 September 1994 in Seoul, Republic of Korea, adopted the Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the Northwest Pacific Region (NOWPAP). The 2nd IGM (20 November 1996, Tokyo, Japan) approved the geographic scope of the Action Plan as well as a tentative scale of contributions to the NOWPAP Trust Fund. The 4th IGM (6-7 April 1999, Beijing, People's Republic of China) agreed to establish four Regional Activity Centres (RACs). The 5th IGM (29-30 March 2000, Incheon, Republic of Korea) adopted a procedure for the establishment of the NOWPAP Regional Coordinating Unit (RCU), as well as its Terms of Reference. The 8th IGM (5-7 November 2003, Sanya, People's Republic of China) approved the text of the Memorandum of Understanding (MoU) on Regional Cooperation on Preparedness and Response to Oil Spills in the Marine Environment of the Northwest Pacific Region and the related Regional Oil Spill Contingency Plan for the NOWPAP region.

2. Since the inception of NOWPAP, the member states have acknowledged the importance of setting up a RCU as a fundamental prerequisite for the successful implementation of the Action Plan. In Resolution 2 of the 6th IGM, the NOWPAP members decided to accept the offers of the Governments of Japan and the Republic of Korea to co-host RCU offices in Toyama (Japan) and Busan (Republic of Korea), respectively. Following the request of NOWPAP members, UNEP has recruited six staff members for the RCU; the RCU offices were inaugurated on the 1st and 2nd November 2004, in Toyama and Busan respectively.

3. The 10th IGM (24-26 November 2005, Toyama, Japan) decided to start the Marine Litter Activity (MALITA) in the NOWPAP region, to expand the geographical coverage of the NOWPAP Oil Spill Regional Contingency Plan (RCP) and to initiate new directions of work for the NOWPAP RACs. The 11th IGM (20-22 December 2006, Moscow, Russian Federation) decided to carry out the evaluation of the performance of NOWPAP RACs in 2007 in order to further enhance their efficiency and effectiveness. The meeting approved the revised Terms of Reference (ToR) for the NOWPAP RCU and the Focal Points Meetings of CEARAC, MERRAC and POMRAC, and also adopted the General NOWPAP Policy on Data and Information Sharing to facilitate information exchange among the member states and related organizations.

4. The 13th IGM (20-21 October 2008, Jeju, Republic of Korea) decided to conduct RCU performance review with a focus on assessing effectiveness, efficiency and relevance of RCU activities related to overall goal and objectives of NOWPAP, including achievements of planned outputs. The 13th IGM also approved NOWPAP Regional Oil and HNS (Hazardous and Noxious Substances) Spill Contingency Plan. The 14th IGM (8-10 December 2009, Toyama, Japan) discussed the enhancement of NOWPAP RCU performance, based on the performance review, and requested NOWPAP RCU, in close consultation with all NOWPAP RACs, to develop a draft NOWPAP Medium-term Strategy (MTS) to facilitate an effective and efficient implementation of the Action Plan. The 15th IGM (16-18 November 2010, Moscow, Russia) requested NOWPAP RCU to further revise MTS in close collaboration with RACs to reflect suggestions of member states. The meeting agreed that the Korean Government will prepare a draft paper addressing future financial situation of NOWPAP to be discussed at the 16th IGM.

5. The 16th IGM (20-22 December 2011, Beijing, China) adopted revised TOR of NOWPAP RCU and reviewed the NOWPAP MTS 2012-2017 (adopted later on by correspondence). While appreciating the increased contribution of Russia to the Trust Fund, the meeting agreed that the Korean Government would further revise the draft paper addressing future financial situation of

NOWPAP and circulate among member states for their comments and suggestions before the 17th IGM. The 17th IGM (1-2 November 2012, Jeju, Republic of Korea) requested the RCU to prepare a scoping paper by June 2013 on possible measures to address financial situation of NOWPAP for consideration at the 18th IGM. The meeting also requested NOWPAP RCU to continue working closely with UNEP and IMO in order to obtain an observer status for NOWPAP at IMO meetings by finalizing an agreement of cooperation.

6. The 18th IGM (4-6 December 2013, Toyama, Japan) agreed on the scale of contribution to the NOWPAP Trust Fund for the next two years reflecting increased Korea contribution starting from 2014. The meeting approved the Agreement of cooperation with IMO granting NOWPAP observer status at the IMO meetings and conferences. Activities on marine litter and a suggestion to organize a symposium next year to mark the 20th anniversary of NOWPAP were agreed upon. As some important decisions were not made during the meeting, the member states adopted the meeting resolutions through correspondence in April 2014. The Meeting agreed to hold an extraordinary IGM in Korea in April 2014 to consider possible decisions on measures to address the concerns of the hosting countries over financial sustainability of the RCU in compliance with the Host Country Agreements. The meeting asked UNEP to conduct an audit of RCU financial and staff performance.

7. The First Extraordinary NOWPAP IGM (EO IGM) held in Seoul, Republic of Korea, on 9-10 April 2014 decided to revise the total number of RCU staff members of the UNEP to a maximum of four and requested UNEP to conduct a functional review of NOWPAP RCU offices two years after the recruitment of last staff member. The meeting also decided to discuss functions of new posts for the two RCU offices at the 19th NOWPAP IGM to be held in Russia in the second half of 2014, in order to conclude discussion on appropriate measures regarding financial sustainability of the RCU offices.

8. Following the offer by the government of the Russian Federation to host the 19th NOWPAP IGM, the meeting was held on 20-22 October 2014 in the Ministry of Natural Resources and Environment of the Russian Federation in Moscow.

9. The meeting was attended by representatives of the NOWPAP member states, namely the People's Republic of China, Japan, the Republic of Korea and the Russian Federation (hereinafter referred to as China, Japan, Korea and Russia). Directors of the NOWPAP RACs, representatives of UNEP Headquarters and RCU staff members also attended the meeting. The draft Resolutions discussed at the meeting are attached in Annex I to this report. The full list of participants is attached as Annex II and the list of documents as Annex III.

10. Prior to the meeting, the NOWPAP 20th Anniversary Commemorative Symposium was held in the morning of 20 October 2014 at the same venue as the 19th NOWPAP IGM.

Agenda Item 1: Opening of the meeting

11. The 19th NOWPAP IGM was opened at 14:30 on Monday, 20 October 2014, in Moscow, Russian Federation, by Mr. Kazuhiro TAKAHASHI, the Head of Delegation of Japan, hosting state of the 18th NOWPAP IGM. He invited member states to deliver their opening remarks.

12. On behalf of the hosting government, Mr. Nuritdin INAMOV, the Head of Delegation of Russia, welcomed all the participants to Moscow for this meeting. He briefly repeated some highlights of the NOWPAP 20th anniversary symposium held in the morning which reviewed the

major achievements of NOWPAP and suggested future development of NOWPAP towards a more efficient regional cooperation mechanism. He commended NOWPAP for playing an important role as a framework with its established governance and operational structure to address such issues as oil spills, marine litter, and biodiversity, among others. NOWPAP implementation is in line with UNEP Regional Seas Programme, promoting regional cooperation among the countries and with other international organizations. He noted that some issues and challenges raised at the anniversary symposium were actually beyond the NOWPAP mandate. Looking into the future, he encouraged further cooperation among various sectors in each country and hoped that this 19th IGM would contribute to the further implementation of NOWPAP. Concluding his remarks, he wished the meeting a success.

13. Mr. Yu TONG, the Head of the Delegation of China, also praised the achievements made in the last 20 years and many activities carried out according to the Medium-term Strategy of NOWPAP. He expressed his gratitude to the Russian government and RCU for hosting and preparing for the 19th IGM and wished participants to leave Moscow after the meeting with a sense of satisfaction.

14. Mr. Hyung-jong LEE, on behalf of the Delegation of Korea, expressed thanks to the Russian government for hosting the meeting. He pointed out that this year marked the 20th anniversary of NOWPAP and was critical for NOWPAP which has many challenges to be addressed in order to put NOWPAP on the right track. He suggested considering a two-year term working group to look at the issues and challenges raised by presenters at the symposium.

15. Mr. Takahashi, representing Japan, expressed his gratitude to the Russian government and RCU for hosting and preparing the meeting. He shared the views expressed by Russia and China stressing the importance of the 20th anniversary for NOWPAP. Mentioning the outcome document from Rio+20 Conference and the “Samoa Pathway”, he pointed out the increasing importance of conservation of marine environment and ecosystems. Concerning the financial sustainability of RCU operations, he stressed the urgency of the situation and the need to restructure the RCU along with suggestions made by Japan in order to guarantee the RCU financial sustainability for the next 10 years. He expressed his hope that other delegations share the same feelings.

16. On behalf UNEP, Ms. Jacqueline ALDER said the UNEP team was happy to be at the meeting at the time of celebrating the 20th anniversary of NOWPAP. Knowing that NOWPAP was at the crossing point at the moment, UNEP has provided information to help member states making informed decisions on the RCU restructuring. She introduced the UNEP team comprised of DEPI Director, Funds Management Officer, and representative of the United Nations Office at Nairobi (UNON) who were ready to support countries during the meeting. She was grateful for the support that has been given by the member states to NOWPAP during the last 20 years.

Agenda Item 2: Organization of the Meeting

Agenda Item 2(a): Election of officers

17. According to the NOWPAP practice, the Chairperson of the IGM is the representative of the hosting state, the Rapporteur is the representative of the member state to host the next IGM, and two Vice Chairpersons are the representatives of the remaining two member states,

respectively. The Meeting agreed to elect the following officers among the representatives of the NOWPAP member states attending the meeting:

Chairperson: Mr. Vladimir IVLEV, Russian Federation
 Vice-Chairperson: Mr. Kazuhiro TAKAHASHI, Japan
 Vice-Chairperson: Mr. Hyung-jong LEE, Republic of Korea
 Rapporteur: Mr. Yu TONG, People's Republic of China

Agenda Item 2(b): Organisation of work

18. The meeting participants agreed that the rules of procedures of the United Nations Environment Assembly (UNEA) would be applied for the meeting with necessary adjustments (e.g., meeting will be conducted in English and decisions will be made by consensus).

Agenda Item 2(c): Adoption of the agenda

19. After the Chairperson introduced the provisional agenda and annotated provisional agenda (UNEP/NOWPAP IG. 19/1 and UNEP/NOWPAP IG. 19/2), Japan suggested (and was supported by Korea) that the agenda item 7 should be considered before other agenda items as it was most important for this meeting. China and Russia insisted the meeting should stick to its original agenda order as this meeting was an ordinary IGM and should not focus only on the issue of RCU financial sustainability (agenda item 7). After lengthy discussion, the meeting agreed on a compromise solution: to proceed in the order of agenda items of 3-5, 7, 6, 8-11. With this change in sequence, all agenda items were adopted.

Agenda Item 2(d): Presentation of credentials

20. Upon the request of the Chairperson, NOWPAP Coordinator confirmed that the delegates of the China, Japan, Korea and Russia presented their credentials to the Secretariat, which were reviewed and accepted (minor editorial mistakes were disregarded).

Agenda Item 3: Report of the UNEP Executive Director on the progress in the implementation of the Northwest Pacific Action Plan

21. Upon the invitation of the Chairperson, NOWPAP Coordinator presented the report of the UNEP Executive Director (UNEP/NOWPAP IG. 19/3). He briefed on the major outcomes achieved in 2013 and 2014 by the four RACs and mentioned that the detailed reports of the four RACs would be presented by the RAC Directors under agenda item 4.

22. He also reported on coordinating of RAC activities, building partnerships, raising public awareness, mobilizing external resources, and implementing NOWPAP RAP MALI. He introduced also the restructuring of the NOWPAP RCU, referring in particular to the discussion at the 1st EO IGM and the UNEP views and recommendations related to possible implications of RCU restructuring which were presented at the 1st EO IGM. He introduced the status of the implementation of the resolutions adopted at the 18th Intergovernmental Meeting, reminding the meeting that most of the resolutions have been implemented while two of them (related to development of new project proposals for resource mobilization) were not implemented due to the departure of three RCU staff members in July-August 2014. He introduced also the status of

the NOWPAP Trust Fund and contributions by the NOWPAP members, and suggested each member state to contribute US\$ 125,000 to the Trust Fund starting from 2015.

23. After the Chairperson opened the floor for discussion, comments and questions were provided by the member states.

24. In response to the question by Japan on early notification of staff members' departure, the NOWPAP Coordinator informed the meeting that he could not inform the member states as the leaving staff members requested him to keep it internal before their departure was announced officially. Ms. Anouk PAAUWE, the UNON representative, confirmed that the NOWPAP Coordinator had no right to disclosure personal information about staff member leaving if he was requested by the staff member not to do so. In response to the question on paragraph 48 regarding NOWPAP evolution in the UNEP ED report, the NOWPAP Coordinator replied that all the wording there were exactly copied from the meeting document (UNEP/NOWPAP IG. EO1/2) representing UNEP views and recommendation on possible RCU restructuring. Japan also questioned the "loss of institutional memory" mentioned in the document arguing that change of staff members happens all the time in any organizations.

25. Mr. Hyung-jong Lee of Korea felt regrettable as NOWPAP failed to find the external funding resources and hoped that RCU could enhance efforts on resource mobilization. He said that member states should be provided with detailed financial statements for NOWPAP. He also asked about the status of the RCU audit carried out by the OIOS. In response to the questions, the NOWPAP Coordinator explained that the RCU always provided whatever information was requested by member states on financial issues and would continue doing so if requested. Financial information is also always included in the UNEP ED report to NOWPAP Intergovernmental Meetings. He reminded the meeting that RCU was indeed successful with resource mobilization (as shown in the UNEP ED report presented) but simply could not finalize the project proposals due to the fact that two professional staff members have left the RCU in July-August. Mr. Didier SALZMANN from UNEP informed the meeting that the audit has been conducted as planned: two auditors from OIOS visited Toyama and Busan RCU offices in August 2014 and came up with preliminary report. Before final clearance by OIOS in New York, the report is considered as a confidential document at the moment.

26. Ms. Li Gu of China congratulated the RCU with the achievements mentioned in the UNEP ED report and said that China is ready to adopt the report. She asked what would be the next steps to be taken regarding resource mobilization, given the fact that the responsible staff members had left the RCU. She confirmed that China would contribute US\$ 100,000 to the Trust Fund in 2015, the same level as in 2014 (increased from US\$ 40,000 in 2013). She informed the meeting that efforts had been made to increase further the Chinese contribution but due the current situation with the RCU being downgraded, it would be logically very difficult to convince the Ministry of Finance to do so. In response to her question, the NOWPAP Coordinator indicated that it was up to the member states to decide how to reflect the resource mobilization in the job descriptions of the new posts in the RCU.

27. The meeting adopted the UNEP ED report.

Agenda Item 4: Reports on the implementation of NOWPAP Programme of Work in 2013 and 2014 by RACs

28. Upon the invitation of the Chairperson, Directors (or representatives) of RACs, Mr. Kazuya KUMAGAI for CEARAC, Mr. Feng YAN for DINRAC, Mr. Seong-Gil KANG for MERRAC and Mr. Anatoly KACHUR for POMRAC, presented the reports on their activities in 2013 and 2014 (UNEP/NOWPAP IG. 19/4/1-4).

29. Mr. Lee of Korea expressed his thanks to all RACs for the activities implemented. He suggested the meeting to review the NOWPAP Medium-term Strategy 2012-2017 and asked RCU to prepare a mid-term review document for the next IGM.

30. Ms. Natalia KUTAEVA of Russia commended the efforts made by MERRAC for implementation of its activities.

31. The NOWPAP Coordinator reminded the meeting of two issues. First, as POMRAC has problem to be exempt of taxation for UN funds in Russia, other RACs and RCU helped POMRAC in concluding MOUs with experts and other operations (e.g., annual Focal Points Meetings). Second, although activities related to ballast water management and climate change impacts and mitigation were suggested in the Medium-term Strategy 2012-2017, MERRAC Focal Points were reluctant to implement such new activities arguing that they are beyond the current capacity of the Focal Points and experts. The NOWPAP Coordinator wanted the meeting to take note of these issues while reviewing the NOWPAP Medium-term Strategy 2012-2017 implementation next year. He also provided examples of CEARAC and DINRAC who were successful in mobilizing external funds, replacing some Focal Points and, as a result, initiate new activities in line with NOWPAP Medium-term Strategy 2012-2017.

32. Though some disagreement was expressed by a representative of Russia and by MERRAC secretariat on of how to implement new activities for MERRAC, the meeting suggested MERRAC to prepare a concrete proposal for the next IGM looking into the issue, including possible modification of the Terms of Reference for MERRAC and its Focal Points Meeting.

33. As all member states agreed upon, the meeting decided to have a review of the implementation of NOWPAP Medium-term Strategy 2012-2017 at the next IGM, which would involve all RACs.

Agenda Item 5: Reports by NOWPAP member states and partners on issues related to NOWPAP implementation

34. A representative of Korea briefed the meeting on 2014 NOWPAP International Coastal Cleanup (ICC) held in September 2014 in Boryeong, Korea, indicating a great success of the event which comprised a beach clean-up and a workshop on marine litter management with wide participation of school kids, general public, and presence of Korean minister and deputy minister from the Ministry of Oceans and Fisheries.

35. The NOWPAP Coordinator briefed the meeting on the statements (UNEP/NOWPAP IG. 19/5/1-3) prepared by NOWPAP partners: IOC WESTPAC, PEMSEA and PICES (not present personally at the meeting). Stressing the importance of building partnerships and successful cooperative activities with NOWPAP in the past, the three partners expressed their interest to

continue close collaboration and identified areas for future cooperation including, among others, the East Asian Seas Congress 2015, developing Ecological Quality Objectives, biodiversity conservation, pollution (oil spills) response, training on Integrated Coastal Management, and harmful algal blooms (HAB). A joint PICES-NOWPAP Study Group had been established and convened the first meeting during the PICES 2014 annual meeting in October 2014.

36. A representative of Russia briefed the meeting that as it was important to protect the ecosystems from degradation in the Russian Far East, Russia had been making efforts towards the sustainable ocean management through legal and institutional arrangements. Emphasising the well-established framework of NOWPAP RACs, she commended the activities carried out in line with the NOWPAP Medium-term Strategy (especially by POMRAC and MERRAC). She informed the meeting of the NOWPAP DELTA oil spill exercise which was happening on 21 October 2014 in Vladivostok. She confirmed that Russia would continue to support NOWPAP through contribution to the NOWPAP Trust Fund stressing that such contributions would be earmarked for the current year only, not for covering the arrears accumulated in the past.

Agenda Item 6: Status of implementation of the NOWPAP Programme of Work for 2014-2015 and NOWPAP budget for 2015

37. NOWPAP Coordinator presented status of implementation of the NOWPAP Programme of Work for 2014-2015 (UNEP/NOWPAP IG. 19/6) and NOWPAP budget for 2015 (UNEP/NOWPAP IG. 19/7). While indicating that available funds were allocated for most of the activities, he informed the meeting that overall NOWPAP projects were delayed in 2014 as member states only approved the budget for NOWPAP activities in April 2014. Then he asked the meeting to consider and approve NOWPAP budget for 2015.

38. Responding to the question raised by Japan on the US\$ 29,000 allocated for public awareness, the NOWPAP Coordinator explained that the approved amount was expected to cover, among other activities, the organization of the NOWPAP 20th Anniversary Commemorative Symposium which was held in the morning of 20 October at the same venue as the 19th IGM, but so far no cost was incurred. Responding also to the comment made by Japan that the impact of the symposium was limited as it was held inside the Ministry of Natural Resources and Environment which prevented the public participation, he agreed that it would be better if the symposium could be held elsewhere. However the Chairperson and Russian representative didn't agree arguing that public awareness and impact of the symposium could be realized through media coverage, website news highlights, and other means.

39. The Chairperson shared the concern about the delayed work due to late approval of NOWPAP Programme of Work (PoW) and budget for 2014 and asked member states to approve the budget for 2015.

40. A representative of Russia agreed to approve the 2015 budget in order to avoid further delay of implementation of NOWPAP activities. She also suggested considering and approving NOWPAP PoW and budget for the whole biennium at the next IGM.

41. A representative of Korea didn't agree suggesting instead (supported by Japan) to link the approval of 2015 budget with the agreement on RCU restructuring.

42. A representative of China expressed her concern regarding how China would host the next IGM if there would be no budget for 2015 and asked UNEP what would be the consequences of the budget being not approved.

43. A representative of UNEP replied that if no budget is approved for 2015, release of funds for all NOWPAP activities would be terminated. UNEP and RCU hosting countries (Japan and Korea) would then have revisit the Host Country Agreements regarding the operation of the RCU offices.

Agenda Item 7: Appropriate measures to secure the future financial sustainability of the NOWPAP RCU offices

7.1. Functions and levels of newly suggested posts for the NOWPAP RCU

44. A representative of Japan referred to the meeting document (UNEP/NOWPAP IG. 19/10) reflecting Japan's restructuring proposition for the RCU Toyama office. Clarifying that having a joint P3 administrative officer with IETC is no more an option, given that the officer in IETC Osaka has already left and that the information related to financial and administrative implications was not clear, he suggested the meeting to consider the RCU Toyama office with two staff members only: P4 Coordinator and P2 administrative officer. Indicating that the deficit would be incurred in 2015 for RCU Toyama office, he stressed and reconfirmed (after a clarification was requested) that the RCU has only two months to operate if no agreement would be reached at the meeting.

45. A representative of Korea noted that some progress was made on RCU restructuring in the past but still there was no final agreement reached. He referred to working document (UNEP/NOWPAP IG. 19/11) reflecting Korea's restructuring proposition of the RCU Busan Office which also suggested only two posts: a P3 and a G4.

46. Ms. Mette WILKIE, DEPI Director, shared the sense of urgency regarding the RCU sustainability as host country contributions could not meet the staffing cost of RCU offices. She noted the discussion at the previous IGMs and suggestions proposed by RCU hosting countries, Japan and Korea. However, as was pointed out by UNEP before, while considering restructuring the RCU and downgrading posts, member states should not expect the same tasks which had been given before to the RCU to be implemented in full. It is not possible for RCU with 4 people to carry out functions of 6 people. Member states needed to decide what would be the new tasks, or at least essential tasks for the suggested new RCU staff members. In terms of cost implications, there are options such as changing the location of RCU offices, combining offices, moving RCU to less expensive country, delegating tasks from RCU to RACs, hiring consultants, outsourcing services in UN offices/duty stations in Bangkok or Nairobi, or not having UNEP to administer NOWPAP at all. She suggested three steps for member states to consider: 1) decide the new tasks of RCU or consider the tasks which RCU would no longer undertake, prioritize the tasks provided in the RCU staff job descriptions; 2) then, based on that information, types and levels of posts would be decided, corresponding to the tasks required; 3) configuration of the posts would be followed taking into account the location, timing of implementation, and available budget. She suggested the meeting to start with step 1 on deciding the tasks for the RCU in order for UNEP to proceed further.

47. Korea considered the UNEP approach more complicated insisting that essential staff posts and levels should be decided depending on available funds. The UNEP representative repeated

that choosing the tasks for RCU was essential for UN to look at the posts and matching levels with the tasks required, taking into account the desired posts and levels suggested by the member states.

48. Russia agreed to take the steps the UNEP representative suggested.

49. Japan indicated again that changing location of RCU offices could not be an option for discussion, for it would evoke a political controversy, and the RCU hosting countries proposals had to be considered. He repeated that as RCU had only two months to operate from financial perspective, going through the three steps that UNEP suggested would take too long time.

50. The UNEP representative responded that UN posts could not be advertised without description of tasks and suggested member states to go through the document UNEP/NOWPAP IG.19/9 on formulation of job descriptions of the newly suggested posts in the NOWPAP RCU.

51. Responding to Korean inquiry on practices of other Regional Seas Programmes, the UNEP representative informed the meeting that there was no standard set of structure or job descriptions. What UNEP prepared was a draft list of job descriptions based on the 6 staff members of NOWPAP RCU, which member states could look through and decide what they think would be necessary for the new RCU.

52. The representative of UNON explained the UN procedures of recruitment of staff, going through job description, then classification of post, and then advisement, selection and recruitment.

53. A representative of China explained that she could not agree with Japan and Korea approach. As the first EO IGM decided reducing the RCU staff number from 6 to 4, she agreed with UNEP approach that the new tasks needed to be decided first as 4 people could not simply do the jobs of 6 people without eliminating some tasks. She further stressed that while considering RCU restructuring, not only financial issues should be looked into, but other issues as well.

54. Japan compared the RCU with a dying patient who needed urgent surgery, while UNEP approach seemed focusing on measuring the height of patient rather than performing the urgent surgery. Russia suggested not to overly dramatize the case saying that if RCU host countries had difficulties with supporting the RCU offices, then the Host Countries Agreements signed with UNEP should be revisited and necessary actions to be considered.

55. The UNEP representative explained that UNEP did share the urgency of the issue and had several meetings with Japan at the UNEP headquarters. UNEP prepared the paper for the meeting in order to facilitate the process and member states could look at it even during lunch break and come up with their desired tasks for the new RCU.

56. Responding to a comment that it would not be sufficient to check the job description during lunch time, the NOWPAP coordinator explained that the UNEP paper had been shared with meeting participants 6 weeks before the meeting and 1st EO IGO decided to discuss functions of new posts for the two RCU offices at the this 19th IGM.

57. As member states could not reach agreement on how to proceed with the discussion, they had an intersessional consultation during lunch time (of the second day of the meeting) and came out with an agreed table with suggested titles and levels of the new RCU posts

(“minimum” and “maximum” scenarios) and asked UNEP to fill in the table with job descriptions for further discussion.

58. UNEP team agreed to provide a list of tasks/responsibilities according to the table suggested by the member states, but asked for some flexibility on maximum and minimum scenarios. As preparing the table needed some time, UNEP asked member states to use the document UNEP/NOWPAP IG.19/9 and be ready to provide guidance during the discussion on the last day of the meeting.

59. UNEP prepared a table (shown below) containing the maximum and minimum scenarios which member states suggested and a “middle ground” proposal suggested by UNEP as a possible compromise solution. Then UNEP presented job descriptions for P-level officers for each scenario marking essential and optional elements and asked member states to consider.

	Maximum scenario as proposed at the meeting on 21.10.2014	New UNEP proposal	Minimum scenario as proposed at the meeting on 21.10.2014
Toyama RCU office	P5 Coordinator	P5 Coordinator	P4 Coordinator
	P3 Administrative Officer	JPO (or UNV) on communications and outreach	G4* Team Assistant [P2 Associate Administrative Officer]
	G4* Team Assistant (half time)	G4 Team Assistant (full time)	
Busan RCU office	P4 Deputy Coordinator G6 Programme Assistant	P4 Programme Officer	P3 Programme Officer
		G6 Programme Assistant	G6* Programme Assistant
Additional resource requirements	HQ support (limited)	HQ support for finance and administration	HQ support for finance, administration and meetings as well as on substantive matters
	Consultants	Optional RACs support	Consultant on communications and outreach
	Increased RACs responsibilities		Senior consultant on strategic issues and resource mobilization

Note: Asterisk (*) indicates deviation from original proposals made by Japan and Korea

60. After the UNEP presentation, both Japan and Korea felt that what UNEP team prepared was indeed helpful. UNEP confirmed that these three options could be the starting point for moving the discussion forward.

61. After several rounds of consultations between UNEP, Japan and Korea, an option for RCU offices restructuring was presented as shown in Table 3 of the draft Resolution 3 (Annex I attached). The suggested structure of the RCU was a P4 Coordinator and G6 Programme Assistant in Toyama and a P3 Programme Officer and G4 Team Assistant in Busan. Member states agreed to discuss this option further once the information on the cost implications and changes in functions of the suggested posts in the RCU offices was provided by UNEP.

62. Japan proposed an extraordinary IGM to continue the discussion and Korea proposed to have it convened in Korea in 2015, to which China and Russia agreed.

7.2. Possible ways to establish working capital reserve for the QNL and PNL funds

63. While waiting for UNEP team to finalize the table with the RCU posts suggested by member states, other items under Agenda 7 were discussed. Mr. Salzmann of UNEP introduced draft Financial Rules and Procedures for the NOWPAP funds (UNEP/NOWPAP IG. 19/8) stressing that the rules and procedure were requested by UN and UNEP to be established to govern the financial administration of NOWPAP. One of the important elements requested by the rules and procedures was to establish working capital reserve (WCR) for the QNL and PNL funds to maintain the activities under the two funds in case of emergency. He stressed also that it would be a living document which could be revisited by member states if they wish. He suggested member states to determine the level of the WCR at this meeting bearing in mind the desirability of bringing its level to the recommended UN rate of 15% of the average annual budget for the biennium.

64. After clarification that WCR was needed for both QNL and PNL and correction of minor mistake (Action Plan instead of Convention), UNEP modified the document taking into account also the written comments provided by Korea. UNEP reminded the meeting that a new UN information management system (Umoja) would be operational by the mid-2015, so earlier adoption of the document would be desirable to secure funding under the PNL and QNL accounts. After discussion and consultation between UNEP, Japan and Korea, countries agreed in principle to consider adoption of the NOWPAP financial rules and procedures by correspondence before the 20th IGM.

Agenda Item 8: Preparation of the twentieth Intergovernmental Meeting

65. A representative of China informed the meeting that China would like to host the 20th NOWPAP IGM probably in the 4th quarter of 2015. Exact time and venue will be communicated to member states and RCU later on.

66. A representative of Korea asked China to consider inviting Democratic People's Republic of Korea (DPRK) to the 20th IGM given the fact the DPRK had no technical difficulty for attending meetings held in China. Japan indicated that they would have internal consultation later on regarding DPRK participation.

67. The NOWPAP Coordinator indicated that the RCU could invite DPRK for the next IGM if member states decide so.

Agenda Item 9: Other business

68. There were no other issues raised.

Agenda Item 10: Adoption of the resolutions of the meeting

69. The meeting discussed the three draft meeting resolutions prepared by RCU in consultation with the Chairperson and shown in Annex I.

70. The meeting agreed on the Resolution 2 on sustainability of the NOWPAP Trust Fund (Annex I). After very lengthy discussion on wording of Resolutions 1 and 3, member states almost managed to reach agreement. However, at the very last moment, Japan indicated that they could not approve the NOWPAP budget for 2015. As a consequence, paragraphs shown in square brackets in Resolutions 1 and 3, suggested to be considered by member states as a package, remained unapproved (Annex I).

71. The meeting agreed that the Chairman will issue a statement summarizing the results of the 19th IGM with recommendations for next steps, including approval of the Resolutions.

Agenda Item 11: Closure of the meeting

72. The Chairperson declared the meeting closed at 23:35 on 22 October 2014.

Annex I

Resolution 1
PROGRAMME OF WORK FOR THE 2014-2015 BIENNIUM

Acknowledging RACs and RCU efforts in implementing the NOWPAP activities in 2013 and 2014,

Recognizing the importance of the regional approach to protecting the shared marine environment and sustainable management of natural resources by engaging neighbouring countries in comprehensive and specific regional actions,

Taking note that implementation of the 2014-2015 NOWPAP Programme of Work (PoW) was delayed due to late approval of budget for 2014,

The Nineteenth Intergovernmental Meeting,

1. Approves the Report of the Executive Director of UNEP (UNEP/NOWPAP IG. 19/3) on the progress of the implementation of NOWPAP activities during the 2013-2014 biennium,
2. Approves the reports of the four Regional Activity Centres of NOWPAP (CEARAC, DINRAC, MERRAC and POMRAC) on the progress of the implementation of NOWPAP Programme of Work during the 2013-2014 biennium,
3. **[Approves the NOWPAP Budget for 2015 as shown in Table 1 (UNEP/NOWPAP IG. 19/7),]**
4. Requests RAC directors, in consultation with their Focal Points, to implement the NOWPAP 2014-2015 Programme of Work in accordance with the quarterly milestones set in their respective work plans,
5. Requests NOWPAP RCU, within its current capacity, to facilitate the implementation of the NOWPAP 2014-2015 Programme of Work by providing coordination, support and assistance to the RACs,
6. Encourages NOWPAP RCU and RACs to continue their best efforts to develop and maintain partnerships with related organizations, programmes and projects.
7. Decides to consider at the 20th Intergovernmental Meeting in 2015 the status of implementation of the NOWPAP Medium-term Strategy 2012-2017 (mid-term review).

Table 1. NOWPAP workplan and budget for the 2014-2015 biennium

Activity	Responsibility for implementation	Biennium budget (US\$ 1,000)	Approved 2014 budget (US\$ 1,000)	2015 budget (US\$ 1,000)
CEARAC	CEARAC	125	62.5	62.5
DINRAC	DINRAC	125	62.5	62.5
MERRAC	MERRAC	125	62.5	62.5
POMRAC	POMRAC	125	62.5	62.5
RAP MALI	RCU and RACs	70	35.0	35.0
Public Awareness	RCU and RACs, 20th Anniversary Commemorative Symposium	29	14.5	14.5
Coordination of RACs	RCU	16	8.0	8.0
Implementation of NOWPAP	RCU	83	41.5	41.5
RCU Operation	RCU	78	39.0	39.0
Resource Mobilization	RCU and RACs	20	10.0	10.0
Sub-total		796	398.0	398.0
Programme Support Cost (13% of the sub-total)		104	52.0	52.0
TOTAL		900	450.0	450.0

Resolution 2**SUSTAINABILITY OF THE NOWPAP TRUST FUND**

Recognizing the need to initiate new activities while implementing current NOWPAP projects,

Also recognizing the necessity to increase the total amount of contributions of member states to the NOWPAP Trust Fund to the target amount of US\$ 500,000, as agreed at the 2nd Intergovernmental Meeting,

The Nineteenth Intergovernmental Meeting,

1. Agrees to the contributions to the NOWPAP Trust Fund in 2015, as presented in Table 2.
2. Encourages NOWPAP member states to make their utmost efforts to increase their annual contributions to meet the target amount of US\$ 500,000.
3. Encourages NOWPAP member states and NOWPAP RACs to continue seeking additional funding and in-kind contributions to support NOWPAP activities, particularly in line with NOWPAP MTS 2012-2017.
4. Agrees that the financial rules and procedures for the funds of NOWPAP (UNEP/NOWPAP IG. 19/8/Rev. 1), after taking into account comments from member states, are to be approved by correspondence before the 20th NOWPAP IGM.
5. Agrees to establish working capital reserve for the PNL fund (NOWPAP activities) and two QNL funds (staffing costs) starting from 2016-2017 biennium.

Table 2. Scale of contributions for 2015

Member States	Annual contribution (US\$)
People's Republic of China	100,000
Japan	125,000
Republic of Korea	125,000
Russian Federation	125,000
Total	475,000

Resolution 3
NOWPAP EVOLUTION

Taking note of the discussion on possible measures to address the financial situation of NOWPAP at the 16th, 17th, 18th and 19th IGM,

Recalling the decision of the 1st Extraordinary IGM to discuss functions of new posts for the two RCU offices in order to conclude discussion on appropriate measures regarding financial sustainability of the RCU offices,

Taking note that the Governments of Japan and Korea, in consultation with UNEP, have worked out the option for RCU offices restructuring shown in Table 3,

The Nineteenth Intergovernmental Meeting,

1. [Requests UNEP to provide all member states with information on cost implications and changes in the functions of staff of RCU offices by 1 November 2014 and job descriptions for new RCU posts by 1 January 2015,]
2. [Agrees in principle to consider the proposal on restructuring of the NOWPAP RCU, [as shown in Table 3], job descriptions and cost implications as mentioned in para 1, to be provided by UNEP, before adopting final decision on this issue,]
3. [Agrees to have an extraordinary IGM in the first quarter of 2015 in Korea.]

Table 3. Suggested RCU structure

Toyama RCU office	Busan RCU office
P4 Coordinator	P3 Programme Officer
G6 Programme Assistant	G4 Team Assistant

Annex II

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Annex III

List of documents

Working documents

UNEP/NOWPAP IG. 19/1	Provisional Agenda
UNEP/NOWPAP IG. 19/2	Annotated Provisional Agenda
UNEP/NOWPAP IG. 19/3	Report of the UNEP Executive Director on implementation of the Northwest Pacific Action Plan in 2013 and 2014
UNEP/NOWPAP IG. 19/4/1	CEARAC Report of Activities in 2013 and 2014
UNEP/NOWPAP IG. 19/4/2	DINRAC Report of Activities in 2013 and 2014
UNEP/NOWPAP IG. 19/4/3	MERRAC Report of Activities in 2013 and 2014
UNEP/NOWPAP IG. 19/4/4	POMRAC Report of Activities in 2013 and 2014
UNEP/NOWPAP IG. 19/5	Statements of NOWPAP partners
UNEP/NOWPAP IG. 19/6	Status of implementation of the NOWPAP Programme of Work for 2014-2015
UNEP/NOWPAP IG. 19/7	NOWPAP budget for 2015
UNEP/NOWPAP IG. 19/8	Rules and procedures for the NOWPAP funds
UNEP/NOWPAP IG. 19/9	Formulation of job descriptions of newly suggested RCU posts
UNEP/NOWPAP IG. 19/10	Japan's restructuring proposition for the RCU Toyama office
UNEP/NOWPAP IG. 19/11	ROK's restructuring proposition for the RCU Busan office

Information documents

UNEP/NOWPAP IG. 19/INF/1	Provisional list of documents
UNEP/NOWPAP IG. 19/INF/2	Provisional list of participants
UNEP/NOWPAP IG. 19/INF/3	Provisional timetable
UNEP/NOWPAP IG. 19/INF/4	Host Country Agreements between UNEP, Japan, and the Republic of Korea
UNEP/NOWPAP IG. 19/INF/5	Job descriptions of current RCU staff members
UNEP/NOWPAP IG. 19/INF/6	Generic job descriptions of UN staff members (professional and general service staff)
UNEP/NOWPAP IG. 19/INF/7/Rev. 1	Considerations for the restructuring of the NOWPAP RCU offices
UNEP/NOWPAP IG. 19/INF/8	Establishment of working capital reserve
UNEP/NOWPAP IG. 18/10/2/Rev. 1	NOWPAP Programme of Work 2014-2015

UNEP/NOWPAP IG. 18/12

Eighteenth Intergovernmental Meeting of the Northwest Pacific Action Plan: report of the meeting

UNEP/NOWPAP IG. 18/12/Add. 1

Resolutions of the 18th NOWPAP IGM adopted by correspondence on 3 April 2014

UNEP/NOWPAP IG. EO1/3

First Extraordinary Intergovernmental Meeting of the Northwest Pacific Action Plan: report of the meeting
