

SUSTAINABLE CITY DEVELOPMENT IN MALAYSIA PROJECT

Activity Title : NATIONAL STEERING COMMITTEE MEETING NO. 1/2017		Time / Date : 12.45 p.m., 2 May 2017
Document Title : MINUTES OF MEETING		Venue : Straits Room 1, Avillion Legacy Hotel Melaka
		No. of pages : 8 pages
Attendees :		
Committee Members :		
No	Organisation	Name & Designation
1.	Ministry of Urban Wellbeing, Housing and Local Government (KPKT)	YBhg. Dato' Dr. Tam Weng Wah (Deputy Secretary General, Development.
2.	Economic Planning Unit (EPU)	Dr. Ramli Nordin (Deputy Director, K-Economy)
3.	Ministry of Finance (MOF)	Mr. Nazaruddin Abu (Principal Assistant Director, Budget)
4.	Ministry of Green Technology, Energy and Water (KeTTHA)	Mr. Asdirhyme Abdul (Under Secretary, (Regulatory and Industrial Development)
5.	Ministry of International Trade and Industry (MITI)	Ms. Sabariah Ghazali (Director, Trade and Other Related Emerging Issues)
6.	Ministry of Communication and Multimedia Malaysia (KKMM)	Mr. Azizul Akram Abdul Kamal (Senior Assistant Secretary, Development.
7.	Melaka State Economic Planning Unit (UPEN)	Mr. Shamsul Ambia Abd Aziz (Under Secretary Development)
8.	Kuching North City Hall (DBKU)	Mr. Jumaini Haili (Director)
9.	Malaysian Institute of Planners (MIP)	Mr. TPr Ihsan Zainal Mokhtar (President)
By Invitation :		
1.	United Nations Industrial Development Organization (UNIDO)	Mr. Jossy Thomas (UNIDO Project Manager for Sustainable City Development in Malaysia Project)
Secretariat :		
1.	Malaysian Industry-Government Group for High Technology (MIGHT)	YBhg. Datuk Nik A. Faizul Abd Mallek, National Project Director (Head of Secretariat)
2.	Ministry of Urban Wellbeing, Housing and Local Government (KPKT)	Dr. Siti Muhaza Sheikh Zainal (Under Secretary Policy and Inspectorate Division)
3.	Ministry of Urban Wellbeing, Housing and Local Government (KPKT)	YBhg. Datin Elya Juliana Abdul Wahab (Senior Principal Assistant Secretary, Policy and Inspectorate Division)
4.	Ministry of Urban Wellbeing, Housing and Local Government (KPKT)	Ms. Nor Azhan Ahmad (Senior Assistant Secretary, Policy and Inspectorate Division)
5.	Ministry of Urban Wellbeing, Housing and Local Government (KPKT)	Mr. Mohd Suzairi Mohd Shafi'i (Assistant Secretary, Policy and Inspectorate Division)
6.	Malaysian Industry-Government Group for High Technology (MIGHT)	Ms. Siti Nur Fatimah Noodin (Project Assistant)
Ex-Officio :		
1.	Melaka Green Technology Corporation (PTHM)	YBhg. Datuk Kamarudin Md Shah (CEO)
2.	PLANMalaysia	Ms. Nor Faedah Aman (Townplanner)
4.	Melaka Green Technology Corporation (PTHM)	Mr. Hafizam Mustaffa, Operation Manager.

Item	Discussion	Action By
1.0	OPENING REMARKS	
1.1	The Chairman, welcomed all the members and ex-officio to the meeting.	Info
1.2	The Chairman started the session with a short brief introduction of the project and the agenda of the meeting, and subsequently handed the meeting to the National Project Director (NPD) to guide on the detailed agenda.	Info
2.0	UPDATE ON PROJECT IMPLEMENTATION PHASE	
2.1	<p><u>Formalisation of the Project (Slide 5) :</u></p> <p>The NPD started the presentation with a brief introduction on the project which is now at the implementation stage through Letter of Acknowledgement has been issued by UNIDO to MIGHT on 6 February 2017. The letter updated on the endorsement of the project by the Global Environment Facility (GEF) and has been approved by the UNIDO Executive Board.</p> <p>UNIDO also acknowledged that MIGHT will act as the Implementation Agency and extended thank you remarks to KPKT for accepting the role as the Lead Ministry.</p> <p>Subsequent to the Project Preparatory Grant (PPG) Phase in the year 2016, the official start date for the Implementation Phase of the project is 6 February 2017.</p>	Info
2.2	<p><u>Global-National-Local Connectivity (Slide 6) :</u></p> <p>Global and national context, the NPD explained on the connectivity on the city agenda at the global, national and local levels as follow :</p> <ul style="list-style-type: none"> i. Global level - Sustainable Development Goal (SDG) No. 11 on Sustainable Cities and Communities which drives the city agenda all over the globe. ii. National level - the Eleventh Malaysia Plan (2016-2020) identified city agenda as one of the game changer through Competitive Cities. iii. Local level – Based on the 1st National Workshop held during the Preparatory Grant (PPG) Phase, an initial holistic City Framework has been developed. 	Info
2.3	<p><u>Sustainable City Development in Malaysia as part of Global Pilot Project (Slide 8) :</u></p> <p>NPD explained that the Sustainable City Development in Malaysia Project is part of a Global Sustainable Cities Approach Pilot Project funded by the Global Environment Facility (GEF) :</p> <ul style="list-style-type: none"> i. There are 27 cities from 11 countries participating in this global project. ii. The total Global budget from GEF is USD 130.0 million with anticipated co-financing of USD 1.4 billion from participating countries. iii. For Malaysia, Melaka has been chosen as the Demonstration City with USD 3.0 million grant from GEF and USD 20.0 million for co-financing from KPKT, KeTTHA, Melaka Government and MIGHT. iv. From the USD 3.0 million grant, an amount of USD 0.25 million 	Info

	<p>has been utilized for the PPG Phase and the balance of USD 2.75 million will be utilized for the Implementation Phase.</p> <p>v. NPD also added on the next 7th fund replenishment cycle (GEF7) window will opens in June 2017. UNIDO explained that GEF allocation to each country is based on thematic area such as climate change which is one of GEF Focal area. UNIDO is preparing the proposal of next cycle and will be engaging later with GEF Focal Point for Malaysia.</p> <p>vi. KeTTHA explained that there are several other projects under GEF where some of the projects are under KeTTHA and other ministries.</p>	
2.4	<p><u>Co-Financing for the Project (Slide 7A) :</u> The NPD briefed on the details of co-financing as follow :</p> <p>i. Melaka State is the highest contributor due to con-current projects such as Smart Meters (by TNB) and Low Carbon Transport (by Malaysian Green Technology Corporation).</p> <p>ii. In replying to MITI's query, NPD explained the total amount of grant and co-finance are for the whole 5-year project implementation.</p> <p>iii. UNIDO added on co-financing ratio where as normal guideline, each recipient country needs to contribute in the form of co-financing in the multiplier of six from the base grant amount.</p>	Info
3.0	PROPOSED PROJECT GOVERNANCE	
3.1	<p><u>Project Governance Structure (Slide 10) :</u> The NPD explained on the project governance structure as follow :</p> <p>i. The National Steering Committee (NSC) oversees the overall policy and progress of the project.</p> <p>ii. The NSC is supported by the various Technical Committees covering the four key components of the project namely policy, awareness, capacity building and demonstration project.</p> <p>iii. The project is also supported by international linkages namely UNIDO (Project Manager for Malaysia), The World Bank (Global Coordinator) and Global Science and Innovation Advisory Council (GSIAC) Smart Cities Alliance.</p> <p>iv. To facilitate policy implementation, the NSC will also be linked to the existing National Physical Planning Council, chaired by Prime Minister where PLANMalaysia is the Secretariat. Another existing platform is the Local Government Council chaired by Deputy Prime minister where Local Government Department of KPKT is the Secretariat to the council. The Secretariat is requested to review these platforms and assess its relevancy to the project.</p> <p>v. In response to EPU's query on the responsible party for each of project component, the NPD explained that the Leader of of each Technical Committee will be deliberated further with KPKT and finalise at the upcoming workshop No.1 in June 2017.</p> <p>vi. The Secretariat for the NSC will be jointly supported by both KPKT and MIGHT, whereas the Head of the Secretariat is the NPD.</p>	Secretariat
3.2	<u>Composition of National Steering Committee (NSC) Members and Ex-Officio to the NSC (Slide 11) :</u>	

	<p>The NPD presented the list of NSC members and ex-officio. Following are issues of deliberation :</p> <ol style="list-style-type: none"> i. DBKU explained again that based on State Secretary that UPEN should be the committee members and DBKU will be the ex-officio. the Chairman noted and subject of approval by Secretary General of KPKT ii. MITI queried on how the other element of sustainable city such as water, solar, wind and waste to be monitored by the NSC. Due to budget constraint, the NPD explained the project focus on the smart grid as demonstration project (per approved project document). However, new element may be included in the next fund replenishment cycle when the window for new proposals opens in June 2017. iii. NPD seek the committee's views on the addition of private sector representative as a member of the NSC. EPU in the opinion that private sector can participate in the Technical Committee instead of the NSC. iv. In responding to EPU's query, the NPD clarified that the role of the Ex-officio is to support the Secretariat in substantive matters on the project. 	KPKT
3.3	<p><u>Proposed Terms of Reference (TOR) for NSC (Slide 13) :</u> The NPD presented the outline of the TOR as follow :</p> <ol style="list-style-type: none"> 1. To provide strategic guidance to the project while ensuring no overlap with other development projects and add value to the 11th Malaysia Plan; 2. To facilitate the coordination and implementation of project activities across institutions, including collaboration with Industry; 3. To review and approve on each year's proposed work plan, deliverables and budget; 4. To monitor the continued applicability of project benefits; 5. To approve requests for changes (e.g. changes in scope, schedule, personnel); 6. The Committee shall meet at least twice a year. 7. The quorum necessary for the running of the Committee Meeting shall be at least five (5) Committee Members (including the chairman). <p>KeTTHA suggested the item on Personnel in the TOR to be omitted because the Government servant placement structure.</p> <p>The Chairman advised the meeting that the detailed TOR is attached and members of meeting to give feed back to the Secretariat.</p>	Secretariat NSC Members
4.0	PROPOSED FOCUS AREAS FOR PROJECT	
4.1	<p><u>Proposed Focus Areas for the four Output of the Project (Slide 15) :</u> The NPD seek for the committee views and inputs on the proposed focus areas for each of the project output as follow :</p>	Info

No	Project Output	Proposed Focus Areas
1	<p>To develop both National & State policies and strategic direction for Implementation of sustainable and resilient cities improved/developed; supported by enabling programs (funding models, green procurement, PPPs, etc.) & projects :</p> <ul style="list-style-type: none"> • To develop the National Framework for Sustainable Cities • To develop the Sustainable City Masterplan for Melaka 	<ul style="list-style-type: none"> • Integrated Approach Review on Sustainable City Implementation in Malaysia • Smart City Implementation
2	<p>To develop and implement Institutional capacity of policy-makers at the national, state and local levels;</p>	<ul style="list-style-type: none"> • Competitive Cities • Smart Cities • Municipal Finance • City GHG Emissions Inventories
3	<p>To plan and implement Awareness raising events for policy-makers, industry and end-users organized at all levels for dissemination of tangible benefits/results of the project;</p>	<ul style="list-style-type: none"> • Project launching • Other stakeholders & media engagements.
4	<p>To adopt renewable energy (RE) integrated Smart Grid facilitated through demonstration activities of distributed RE systems, solar-powered EV charging facilities, battery energy storage, Energy Efficiency (EE) and RE applications in buildings, related policies, capacity building and ICT systems.</p>	<p>Smart Grid demonstration project in Melaka (as part of project scope).</p>

The meeting provided feedback as follow :

1. Output 1.1.1 – National and State Level Policies :

i. EPU queried on how the proposed National Framework for Sustainable Cities relates to the National Physical Planning Policy (NPPP).
ii. MIP explained that the NPPP that is the overarching physical planning policy in the country. Hence, other initiatives and framework should be align to it.
iii. The NPD explained that the Secretariat will rationalize the linkages between National Framework for Sustainable Cities and the NPPP, with the support of PLANMalaysia as the ex-officio.

Secretariat/
PLANMalaysia

	<p><u>2. Output 1.1.2 – Institutional Capacity Building :</u> The NPD clarified that the initial proposed areas are identified based on the global trend and directions. However, detailed needs analysis will also be carried for national and state level stakeholders.</p> <p><u>3. Output 1.1.3 – Awareness Building :</u> The NPD clarified that the awareness activity has commenced through the launching of the project in conjunction with the Melaka Sustainable Cities Conference and Green Exhibition 2017 on 2 May 2017. Partnership with the media and other related events are being planned for 2017. Detailed roll-out plan will be deliberated and outlined at the National Workshop No.1 to be held in June 2017.</p>																
4.2	<p><u>Proposed 5 Year Work Plan (Slide 15A) :</u> The NPD presented the overall five-year project plan per approved by UNIDO as follow :</p> <table border="1"> <thead> <tr> <th>Outputs :</th> <th>Description :</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td>1.1.1</td> <td>National and State Level Policies</td> <td>Yr 1 to Year 3</td> </tr> <tr> <td>1.1.2</td> <td>Institutional Capacity Building</td> <td>Yr 1 to Year 5</td> </tr> <tr> <td>1.1.3</td> <td>Awareness building</td> <td>Yr 1 to Year 5</td> </tr> <tr> <td>1.2.1</td> <td>Smart Grid Project</td> <td>Yr 1 to Year 4</td> </tr> </tbody> </table>	Outputs :	Description :	Timeline	1.1.1	National and State Level Policies	Yr 1 to Year 3	1.1.2	Institutional Capacity Building	Yr 1 to Year 5	1.1.3	Awareness building	Yr 1 to Year 5	1.2.1	Smart Grid Project	Yr 1 to Year 4	Info
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4.3	<p><u>General Scope for Output 1.1 (Slide 18) :</u> The NPD presented the details for the National Framework for Sustainable Cities and the State Sustainable City Masterplan for Melaka as the two key deliverables for Output 1.1.1. The meeting provided the following input and comments :</p> <ol style="list-style-type: none"> i. MIP viewed that the proposed framework need to be synergized with the National Physical Planning Policy. ii. MITI suggested that the framework to be ready by end of 2017 instead of 2018. The Chairman took note as it has been KPKT's intention to finish ahead of the 5 year timeline. iii. MITI suggested that Malaysia could learn from the other cities in this global project. The NPD noted and explained that there are global meetings organized by World Bank (as global coordinator) where all the participating cities will gather and share their best practices and experiences. 	Info															
4.4	<p><u>Smart Grid Demonstration Project (Slide 16) :</u> The NPD presented the Smart Grid demonstration which is the objective to demonstrate a holistic and integrated approach in energy management involving value adding to the existing smart meter project (by government), time of us (TOU), solar, energy storage and electric mobility.</p>																

	MIP also suggested that the demonstration project to be renamed to Special Project because there are other cities initiatives and projects in Malaysia. The Secretariat took note and will address accordingly.	Secretariat															
5.0	PROPOSED PROJECT PLAN FOR YEAR 2017																
5.1	<p><u>Proposed Project Plan for Year 1, 2017 (Slide 19) :</u> The NPD presented the Project Plan for 2017 as summarized below :</p> <table border="1"> <thead> <tr> <th>Outputs:</th> <th>Description :</th> <th>Key Activities for 2017</th> </tr> </thead> <tbody> <tr> <td>1.1.1</td> <td>National and State Level Policies</td> <td> <ul style="list-style-type: none"> • National Workshop No.1 • Technical Committee engagements. • National Framework development </td> </tr> <tr> <td>1.1.2</td> <td>Institutional Capacity Building</td> <td> <ul style="list-style-type: none"> • Training session on 3 May 2017 • E-Learning Module development • GPSC global meetings • Training in conjunction with seminars by others. </td> </tr> <tr> <td>1.1.3</td> <td>Awareness building</td> <td> <ul style="list-style-type: none"> • Project launching • Quarterly stakeholders engagements. • IGEM Green Conf. 2017 (Oct'17) • Asia Smart Cities Conference • Related seminars of others. </td> </tr> <tr> <td>1.2.1</td> <td>Smart Grid Project</td> <td> <ul style="list-style-type: none"> • National Workshop No.1 • Technical Committee engagements. </td> </tr> </tbody> </table> <p>KeTTHA suggested the Secretariat to also consider hands-on training in combination with e-learning, in order to provide greater impact.</p> <p>MITI suggested through the smart grid project, a supporting policy also need to be incorporated that issues such as electricity rates could be addressed.</p>	Outputs:	Description :	Key Activities for 2017	1.1.1	National and State Level Policies	<ul style="list-style-type: none"> • National Workshop No.1 • Technical Committee engagements. • National Framework development 	1.1.2	Institutional Capacity Building	<ul style="list-style-type: none"> • Training session on 3 May 2017 • E-Learning Module development • GPSC global meetings • Training in conjunction with seminars by others. 	1.1.3	Awareness building	<ul style="list-style-type: none"> • Project launching • Quarterly stakeholders engagements. • IGEM Green Conf. 2017 (Oct'17) • Asia Smart Cities Conference • Related seminars of others. 	1.2.1	Smart Grid Project	<ul style="list-style-type: none"> • National Workshop No.1 • Technical Committee engagements. 	Info
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6.0	OTHER MATTERS																
6.1	KeTTHA also suggested the Secretariat to consult GreenTech Malaysia, GBI and CIDB on the Carbon Inventory Methods.	Secretariat															
7.0	ADJOURNMENT																
7.1	Meeting Adjournment : As there was no further matters, the meeting was adjourned at 1.45 p.m.	Info															