



SPC/GEF-R2R/RSC.1/6
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Inception Workshop and 1st Regional Steering Committee Meeting for the GEF/SPC/UNDP Project Entitled: *“Ridge to Reef – Testing the Integration of Water, Land, Forest & Coastal Management to Preserve Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods in Pacific Island Countries”*

Nadi, Fiji Islands, 10th– 14th October, 2016

PROVISIONAL TERMS OF REFERENCE FOR THE RSC AND RSTC

PROVISIONAL TERMS OF REFERENCE FOR THE REGIONAL STEERING COMMITTEE

1. Rationale and Purpose of the Regional Steering Committee

1.1 To facilitate the achievement of the goals and objectives of the UNDP/SPC project entitled “*Ridge to Reef – Testing the Integration of Water, Land, Forest and Coastal Management to Preserve Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods in Pacific Island Countries*”, a Regional Steering Committee (RSC) will be established as the primary policy-making body for the project.

1.2 The RSC’s role will be to provide managerial and governance advice to the project, and to guide the Regional Coordination Unit (RCU) housed in the Geoscience Division of the Pacific Community (SPC) in the implementation and monitoring of the overall regional project. The RSC will also provide a regional forum for reviewing and resolving national concerns, reviewing and approving annual work plans and budgets, and provide a regional forum for stakeholder participation. One of the first activities during full project implementation will be to reconfirm and/or reconstitute the membership of the RSC, agree on meeting procedures, and finalise Terms of Reference for the RSC.

2. The Regional Steering Committee Shall:

2.1 Provide direction and strategic guidance to the Regional Coordinating Unit (PCU) and to National Lead Agencies regarding project implementation and execution of agreed activities over the entire period of the project;

2.2 Meet on an annual basis during the operational phase of the project to guide the timely execution of project activities;

2.3 Receive, review, and approve reports from the Regional Coordination Unit (RCU) regarding the outputs and outcomes of project activities;

2.4 Assist the Regional Coordination Unit in ensuring co-ordination among national site-based activities and other national level activities to further enhance national capacity to develop integrated approaches to environmental and natural resource management for sustainable development;

2.5 Review stakeholder involvement in project activities and take action where necessary to ensure appropriate levels of government, NGO, community, and private sector engagement;

2.6 Ensure compatibility between the activities of site and other national level activities;

2.7 Approve annual progress and results reports for transmission to the Implementing Agency UNDP and the GEF Secretariat;

2.8 Assist the RCU in realising required project co-financing and additional funds that may be required from time to time;

2.9 Work with the RCU and National Lead Agencies in mainstreaming integrated approaches to environmental management and the replication of project successes at the national level and within other Pacific Small Island Developing States;

2.10 Agree at their first meeting: a) the membership, meeting arrangements, and terms of reference of the committee; and b) such standing orders and manner of conducting business as may be considered necessary by the committee.

3. Proposed Membership for the Regional Steering Committee

3.1 Full members of the Regional Steering Committee (RSC) shall consist solely of representatives of all participating countries in the project. Each country shall designate two members: one member shall be the GEF Operational Focal Point (or his or her representative); the other shall be the Head of the National Lead Agency for the project (or his or her representative). Coordinators of the National STAR projects and national activities of the International Waters may also participate as full members.

3.2 The UNDP Task Manager will participate as an observer in RSC meetings;

3.3 The RSC shall elect a Chairperson and a Vice-Chairperson from amongst its full members with responsibility for chairing each formal meeting of the Committee and for acting as Chairperson and Vice-Chairperson of any meetings convened during the subsequent inter-sessional period; and

3.4 The RSC may agree, by consensus at the commencement of each meeting to co-opt additional experts as observers or advisors to any meeting or meetings of the Committee or part thereof, as the committee shall deem appropriate.

4. Secretariat of the Committee

4.1 The Regional Programme Coordination of SPC's RCU shall act as Secretary to the meetings of the Committee.

4.2 Other staff of SPC's RCU may provide Secretariat and technical support to the meetings of the RSC as required.

5. Meetings of the Committee

5.1 The RCU shall convene regular annual meetings of the RSC immediately following the Regional Scientific and Technical Committee meeting when the latter is convened at an appropriate time.

5.2 *Ad hoc* meetings may be convened by the Chairperson: when a majority of the Committee members make a request for such a meeting to the Regional Coordination Unit; and at the request of the Regional Coordination Unit when circumstances demand.

6. Conduct of Committee Business

6.1 The Committee shall operate and take decisions on the basis of consensus, regarding any matter relating to project execution that has regional significance. Where full consensus cannot be achieved in reaching agreement during a full meeting of the Committee, on any matter relating to project execution that has regional significance, the Secretariat shall, in consultation with the Chairperson, facilitate negotiations during the subsequent inter sessional period with a view to seeking resolution, and will report the results of these negotiations to the Committee members.

PROVISIONAL TERMS OF REFERENCE FOR THE REGIONAL SCIENTIFIC AND TECHNICAL COMMITTEE

1. Rationale and Purpose of a Regional Scientific and Technical Committee

1.1 To facilitate the achievement of the goals and objectives of the UNDP/SPC project entitled “*Ridge to Reef – Testing the Integration of Water, Land, Forest and Coastal Management to Preserve Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods in Pacific Island Countries*”, a Regional Scientific and Technical Committee (RSTC) will be established with responsibility for: overseeing the scientific and technical elements of the project; ensuring effective implementation of activities undertaken during project execution; and providing sound scientific and technical advice to the Project Steering Committee.

1.2 The RSTC will also be responsible for ensuring that scientific and technical aspects of this project meet International standards. Specifically, it will review the substantive activities of the project to: (1) conduct diagnostic analysis of threats to priority coastal areas to guide investment in integrated environmental and natural resource management; (2) improve State of Coast reporting and its mainstreaming in national Strategic Action Planning for Ridge to Reef approaches to Sustainable Development Planning; (3) enhance information management and knowledge management and sharing in support of the national uptake of best practice management approaches and technologies; (4) guide the establishment and operation of regionally appropriate results-based management and reporting systems, including monitoring of the effectiveness of management actions; and (5) strengthen national and regional cooperation and coordination in the operation of the Pacific Ridge to Reef programme.

2. Role and Function

2.1 As the over-riding scientific and technical body for the project, the RSTC shall provide sound scientific and technical advice to the Project Steering Committee regarding matters requiring decision and shall provide direction and strategic guidance to the national level activities of the Pacific Ridge to Reef initiative as required.

3. The Regional Scientific and Technical Committee Shall:

3.1 Regional Activities

3.1.1 Review and co-ordinate regional scientific and technical activities of the Pacific Ridge to Reef initiative;

3.1.2 Review and evaluate, from a scientific and technical perspective, progress in implementation of the Pacific Ridge to Reef initiative, and provide guidance for improvement when necessary;

3.1.3 Provide the Project Steering Committee with recommendations on proposed regional activities, work plans, and budgets;

3.1.4 Provide the Project Steering Committee with technical guidance and suggestions to improve project activities where necessary, including reforms of national and regional policy and planning frameworks for integrated approaches to environmental and natural resource management;

3.1.5 Facilitate co-operation with relevant international, regional, and national organisations and projects to enhance the effectiveness and efficiency of the Pacific Ridge to Reef initiative;

3.1.6 Monitor the progress of the project’s regional activities and ensure the quality of outputs.

3.2 National Activities

3.2.1 Review and evaluate, from a scientific and technical perspective, progress in implementation of the national activities of the International Waters pilot projects, and provide guidance for improvement when necessary;

3.2.2 Receive, and review reports, data and information from national level activities of the System for the Transparent Allocation of Resources (STAR) projects and oversee the regional syntheses of this information to identify overall needs and priorities for strengthening scientific and technical support to the operation of a regional Ridge to Reef initiative;

3.2.3 Receive, review, and comment on drafts of national policies and/or action frameworks; and

3.2.4 Advise the regional Project Coordinating Unit and National Focal Points of the need for public awareness, information materials and knowledge sharing concerning integrated approaches to environmental and natural resource management.

4. Proposed Membership for the Regional Scientific and Technical Committee

4.1 SPC's PCU, in consultation with National Focal Points, shall nominate no more than 5 regional experts to ensure a balance of expertise and specialisation consistent with the mandate of the Committee. The membership of the RSTC shall be formally established at the first meeting, of the committee.

4.2 At the commencement of each meeting the committee shall elect a Chairperson and a Vice-Chair from amongst the members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson. The Chairperson and Vice-Chair shall participate in the annual meetings of the Regional Project Steering Committee at which they shall present the reports and recommendations of the RSTC.

5. Secretariat

5.1 The Regional Coordination Unit shall act as Secretariat to the RSTC and shall ensure that reports of the meetings are circulated to all members of the regional Regional Steering Committee.

6. Meetings of the Regional Scientific and Technical Committee

6.1 The Regional Coordination Unit in consultation with the Chairperson shall convene meetings of the RSTC according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

6.2 The first meeting of the RSTC will be convened during project inception to: agree on the detailed activities, work plan and timetable for the twenty-four months leading to the project's mid-term evaluation: and to provide guidance to the project's emerging scientific and technical needs.

7. Conduct of Regional Scientific and Technical Committee Business

7.1 The Committee shall operate and take decisions on the basis of consensus, regarding any matter relating to project execution that has regional significance. Where full consensus cannot be achieved in reaching agreement during a meeting of the Committee, the Chair, Vice Chair and Regional Programme Coordinator shall decide on the least contentious course of action to be adopted.

8. Participation of Observers in Regional Scientific and Technical Committee Meetings

8.1 The RSTC may invite observers to participate in its meetings;

8.2 Upon the invitation of the Chairperson, observers may participate in the discussion of issues within their competence or scope of activities, without the right to participate in decision-making; and

8.3 Observers may, upon invitation of the Chairperson, submit written statements that shall be circulated by the Regional Coordination Unit to the members of the RSTC.