



CONCEPT NOTE

Terms of Reference for the SPREP Pacific BioScapes Programme Steering Committee

Preamble:

This Terms of Reference document applies to the Pacific BioScapes Programme Steering Committee (PSC).

The creation and management of a Programme Steering Committee is a requirement of the contractual agreement with the European Union Delegation for the Pacific to guide the development and implementation of the Pacific BioScapes Programme.

Materials and committee outputs will be reported to the Pacific BioScapes Member Countries and SPREP Senior Leadership Team.

Requirements for the Pacific BioScapes Programme Steering Committee

The Programme Steering Committee will:

- coordinate technical delivery of the actions across the programme including synergies between the diverse actions with particular reference to regional scale actions;
- review progress of the actions and provide overall strategic advice on technical delivery of the programme;
- ensure coordination, complementarity and synergies of the annual work programme with other programmes taking place in the P-ACP countries and in the region; and
- share and coordinate lessons learned across the diverse actions particularly with regard to communications and outreach, mainstreaming gender and human rights-based approaches.

Membership

- Membership of the Steering Committee will comprise of
 - One Senior Manager or technical staff from each of the 11 participating Pacific Island Countries, i.e. Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu, or their delegate
 - One senior representative from SPREP, or his/her delegate
 - Representatives from the EU Delegation for the Pacific
 - the Pacific BioScapes Programme Manager.
- Representatives from other organisations or agencies (government and non-government) may attend meetings as observers upon invitation from the Chairperson, but will not be present during confidential discussions.

Meetings & Operations

- The Project Steering Committee will meet in person on an annual basis in the third quarter of each year (July – September) and at the end of the implementation of the action (meeting schedule to be confirmed at the inaugural meeting of the Steering Committee).
- Financial support for member Countries to attend and participate in the Steering Committee meetings will be provided by SPREP as part of the Pacific BioScapes implementation budget.
- The inaugural Steering Committee meeting will be chaired by SPREP with support from the EU Delegation.
- The Pacific BioScapes Programme Manager, assisted by the PMU, will act as the secretary of the Programme Steering Committee and be responsible for meeting coordination, the preparation of the agenda, all meeting documents and official minutes.
- The documents to be discussed and endorsed by the Programme Steering Committee will be provided no later than 10 calendar days prior to the Steering Committee meeting.

END
