

TERMS OF REFERENCE

STEERING COMMITTEE

PACIFIC ISLANDS ROUNDTABLE FOR SUSTAINABLE DEVELOPMENT (SC-PIRSD)

1. Background

As the lead regional organisation charged with the protection and sustainable development of the region's environment, The Secretariat of the Pacific Regional Environment Programme (SPREP) continues to lead efforts to respond to and manage environmental sustainability and sustainable development issues facing the region. Environmental governance plays a critical role in these efforts and is at the core of the Secretariat's ongoing efforts to address the triple planetary crises of biodiversity loss, climate change and pollution.

Regional Goal 4 of SPREP's Strategic Plan 2017-2026 focuses on 'Pacific people and their environment benefit from commitment to and best practice of environmental governance'. To implement Regional Goal 4, the Secretariat assists Members and the region in providing policy advice, technical assistance, capacity building and training, facilitating knowledge sharing, supporting engagement at relevant international processes, and forging partnerships on environmental governance and sustainable development issues through its Environmental Governance (EG) Programme. At its fourth meeting in September 2024, the SPREP Executive Board endorsed the establishment of a Pacific Island Roundtable for Sustainable Development (PIRSD) before the end of 2025 as a SPREP-led regional coordination mechanism.

2. Purpose

The purpose of the Steering Committee (SC-PIRSD) is to provide guidance and oversight on the governance of the PIRSD Roundtable. The Steering Committee will enable the Roundtable to be administered and managed by a dedicated body that will oversee its organisation, operation, programme development and long-term strategic planning.

The SC-PIRSD will also determine the approach and modality of engaging with government sector, practitioners, donors, private sector, civil societies, NGOs, academic and research institutions in making sure that the objectives of the roundtable are met which would include:

- a) To facilitate the sharing of knowledge, lessons learnt and scaling up of best practice on environmental governance and sustainable development issues for the Pacific Islands region.
- b) To facilitate and maintain effective partnerships for enabling and enhancing access to sustainable financing, technical support, capacity building opportunities and expertise for addressing environmental governance and sustainable development issues in the region.
- c) To embed and retain learnings and achievements of environmental governance and sustainable development initiatives for the Pacific Islands region.
- d) To harmonise and maximise efforts and support of SPREPs technical partners for SPREP Members.

3. Specific Roles

The Steering Committee (SC-PIRSD) shall perform the following roles:

1. Provide overall guidance and advice on the organisation of the roundtable including:
 - Setting the theme of the Roundtable.
 - Overseeing the development of the programme and associated sessions.
 - Securing and selection of the key speakers for the Roundtable.
 - All other issues related with the running of the Roundtable.
2. Develop the overall long term strategic focus and direction for the Roundtable.
3. Provide guidance to and be informed by the PIRSD Technical Working Groups (TWGs) established under the Roundtable to coordinate action and collaboration on technical issues falling within the four key themes¹ of the Roundtable.
4. Develop a resource mobilisation plan to secure resources for the organisation of the Roundtable and associated activities.
5. Promote and facilitate new memberships to the PIRSD
6. Provide guidance and advice on procuring resources for the running of the PIRSD. This will include approaching potential donors/sponsors/supporters in the procuring of resources to run the Roundtable
7. Develop awareness raising and advocacy products to promote the PIRSD.
8. Determine the Steering Committee meetings, venue, date, format of the meeting.
9. Make all decisions for the preparation and organisation of the PIRSD including the dates and venue of the Roundtable, the programme, the format of the meeting.

4. Composition

The Steering Committee (SC-PIRSD) shall be composed of fifteen (15) members to be nominated through a simplified nomination process. These are as follows:

1. Six (6) members from Pacific Island Countries and territories - Two (2) representatives from each of the sub-regions: Micronesia, Melanesia and Polynesia;
2. Six (6) Member Observers – One (1) representative each from relevant stakeholders, including: CROP agencies; civil society; non-government organisations (NGOs); private sector; academic/research sector; and development partners/donor agencies; and
3. Three (3) SPREP staff members, including Director Environmental Governance, SPREP;
4. Nominations shall, if possible, include an alternate representative from each organisation.
5. The members of the Steering Committee shall be stakeholders of recognised standing and with direct or indirect involvement and experience in environmental governance and/or sustainable development work and initiatives in the Pacific islands' region.

5. Duration of Tenure

The members of the Steering Committee shall serve for a term of no more than four (4) years.

6. Principles of Membership in the Steering Committee

The members of the Steering Committee (SC-PIRSD):

- Shall be committed to the objectives of the PIRSD;
- Are required to fully participate in all functions of the PIRSD and the Steering Committee as specified in these Terms of Reference;

¹ Sustainable Development, Environmental Impact Assessment/ESS, Environmental Data for monitoring and reporting, Blue Economy and Oceans

- Must be willing to commit the time required and serve on Steering Committee as reasonably required;
- Must be willing to objectively and respectfully consider the views of the other members;
- Must be willing to interact and communicate with other members of the Steering Committee in promoting the PIRSD in an open, honest and respectful manner; and
- May, as appropriate, bring experts to provide additional information and share experiences in the meetings of the CPRT Steering Committee.

7. Steering Committee Secretariat

SPREP shall act as the secretariat for the Steering Committee and shall, within available resources, provide administrative and secretariat services required by the Steering Committee (SC-PIRSD), including coordination of meetings, arrangement of virtual meetings, taking meeting minutes, maintenance of records, and circulation of documents to members.

8. Frequency of Meetings of the Roundtable

The Steering Committee (SC-PIRSD) shall meet once a year.

9. Date and Venue of the Ordinary Meetings of the Steering Committee

The date and venue of each ordinary meeting of the Steering Committee (SC-PIRSD) will be determined by the Secretariat of the Roundtable in consultation with members.

10. Rules of Procedure

1. The members of the Steering Committee (SC-PIRSD) shall elect by consensus a Chair and Vice-Chair of the Steering Committee from among its members to serve for a period of four (4) years.
2. Election of the Chair of the Steering Committee to be elected by the nominated members within their own groupings;
3. The Steering Committee shall, in its inaugural meeting, establish the meeting schedules of the Committee.
4. The Chair, in consultation with SPREP (the secretariat), shall convene, in-person, the ordinary meetings of the Steering Committee once a year.
5. Extraordinary meetings may be convened by the Chair, where required, in consultation with committee members (and SPREP/Secretariat).
6. Following each meeting, the Secretariat shall provide the members with a draft report of the meeting to check for accuracy before finalisation. Meetings will be conducted in English only.
7. The Steering Committee will strive to operate by consensus and collaboration. Decision-making will be through a process of problem identification, assembling of facts, brainstorming, evaluating solutions, obtaining commitment to solutions, and continuous improvement and the outcomes relayed to the PIRSD for endorsement and approval for implementation.
8. The Steering Committee shall determine its own methods of work, including preparation of its agenda, format of the meetings, establishment of special groups, keeping of records and other procedures, and reporting during the roundtable and TWG meetings.