



Terms of Reference
PacWaste Plus Project Steering Committee
January 2019

Preamble:

This Terms of Reference document applies to the PacWaste Plus Project Steering Committee.

The Creation and management of a Project Steering Committee is a requirement of the contract with the European Unions (EU) Delegation for the Pacific to guide the development and implementation of the PacWaste Plus Project, ensuring a fair and reasonable decision-making process for project priorities and funding allocations.

Materials and Committee outputs will be reported to the PacWaste Plus member Countries, SPREP Senior Management Team and the EU Delegation.

Responsibilities of the Steering Committee

- The Project Steering Committee will:
 - provide strategic guidance to the PacWaste Plus Project Management Unit (PMU)
 - Provide guidance and input on the design of the project activities.
 - Provide guidance on the planning, coordination, facilitation and implementation of the project activities.
 - Ensure that Pacwaste Plus activities are harmonised with other national and regional waste management activities
 - endorse the annual work plan
 - monitor the overall implementation of the action.

Membership

- Membership of the Steering Committee will comprise of
 - One Senior Manager or technical staff from each of the 15 participating Pacific Island Countries (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu and Vanuatu) or their delegate
 - One senior representative from SPREP
 - One senior representative from USP
 - One senior representative from SPC
 - One senior representative from the Pacific Islands Forum Secretariat (PIFS)
 - Representatives from the EU Delegation for the Pacific
 - The PacWaste Plus Programme Manager.

- Member country Committee Member nominations will be confirmed through either a Memorandum of Understanding (MoU) or a Letter of Agreement (LoA) between the countries and SPREP to be confirmed during the Inception Phase.
- Other council staff that have relevant expertise or are required for individual projects may attend meetings and be included in correspondence, as required and approved by the Steering Committee.
- 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 first quarter of each project Financial Year (July – September) and at the end of the implementation of the action (meeting schedule to be confirmed at the project inception meeting).
- Where additional meetings are required, virtual meetings will be scheduled and facilitated as required.
- The Steering Committee will be chaired by a beneficiary country representative (on a rotating basis) with support from the EU Delegation.
- Financial support for member Countries to attend and participate in the Steering Committee meetings will be provided by SPREP as part of the PacWaste Plus Project implementation budget.
- The PacWaste Plus Project Manager, assisted by the PMU, will act as the secretary of the Project 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 Project Steering Committee will be provided no later than 10 calendar days prior to the Project Steering Committee meeting.

Accountability & Governance

- The Project Steering Committee provides direction to the PMU, and endorsement of the annual work plan of the PacWaste Plus Project
- Members represent their Countries /Organisations and are responsible for:
 - ensuring appropriate accountability and reporting back to the organisation they represent, and
 - providing input and data to the group on waste related activities of their organisation.
- Outcomes of the Steering Committee Meetings will be provided to all participating Countries, the EU Delegation and the Senior Management Team of SPREP only when there is a “general consensus” from the Committee members.
- Determination of project activities to fund through the PacWaste Plus Project will occur through the use of the following Decision Support Framework:

Needs based a prioritisation	Needs based a prioritisation process informed by findings of the initial country consultations and analyses (to be confirmed during Inception Meeting), evidence from the stocktake, and advice from Technical Advisory Panels (TAP) members.
Complementarity	Coherence of actions being supported across the four Key Result Areas (KRAs) of PacWaste Plus

	Complementarity of initiatives across PacWaste Plus, as well as those being supported by other donors, so that the work can be scaled-up (proof-of-concept, pilot, and broader application).
Cost Efficiency	Ensure the most cost efficient investment of European Union (EU) funds that result in positive social and environmental outcomes for the region
Sustainability	The investment will provide ongoing outcomes for countries, rather than a single point in time resolution, and/or provide sustainable funding to continue the intervention into the future.
Regional Applicability	Projects that have the ability to be applied in other countries (based on outcomes and learnings) will be prioritised.
Reduced Environmental Harm	Projects must provide positive environmental outcomes
Adaptation	Projects that assist in adapting to new systems and adapting to a changing climate will be prioritised.
Gender-sensitive and rights-based approach	Projects adopt a gender-sensitive and rights-based approach in design and delivery including: <ul style="list-style-type: none"> i. Seek equal representation on decision-making committees and participation in the development of practices that can affect health and well-being and livelihoods. ii. Ensure participation in training is inclusive and provides opportunities for women and youth. iii. Support activities that empower women and youth through the promotion of green jobs in the waste sector (social enterprises and private and public partnerships). iv. Monitor, evaluate and report activities in ways that show accountability and transparency and demonstrate the adoption of a gender-sensitive/rights-based approach

- Decision factors may be modified, removed or added only with the approval of the Steering Committee.
- Steering committee decisions will be determined by majority consensus

Sharing of information and resources (including confidential materials)

- Steering Committee members are encouraged to share information and resources relevant to the activities of the Steering Committee to relevant staff in their organisations.
- Any confidential materials (such as commercial in confidence) and copyright issues must be raised by Committee members before sharing amongst the group

Changes to the Terms of Reference

- These Terms of Reference will be reviewed on an annual basis.