

Terms of Reference For the Pacific Climate Change Centre (PCCC) Advisory Board

(21 March 2019)

1. Introduction

- a) Pacific Island Leaders have consistently stated that climate change is the biggest threat facing the region, with the potential to affect a range of sectors vital for the survival and sustainable development of Pacific Island communities and their unique environments.
- b) In response, the SPREP Meeting in 2012 endorsed the Secretariat proposal to request support from the Government of Japan to construct a Pacific Climate Change Centre (PCCC) on the SPREP campus. The proposed Centre has since been endorsed by Pacific Islands Leaders Meeting (2013). The Government of Japan approved the application developed by SPREP and submitted through the Government of Samoa for construction of the Centre. Construction of the Centre began in May 2018 and is expected to be completed in July/August 2019.
- c) The 2016 SPREP Meeting established a Steering Committee to develop the PCCC operating concept, and in 2017 a set of principles was agreed to capture commitments already made and guide further work on the functions and governance structure of the Centre¹.
- d) The Steering Committee successfully guided the development of the PCCC Strategy and Business Plan and, as stated the aforementioned Plan, should now be succeeded by an Advisory Board.
- e) This Terms of Reference is a tool to guide the PCCC Advisory Board membership, governance, meetings and principles of engagement and provide a record of how the Members Advisory Board would like to work together, with a view to achieving a common understanding on its role, capacity and framework of operation.

2. Vision and objectives

- a) The vision for the PCCC is as follows:
The Pacific Climate Change Centre (PCCC) is highly valued by Pacific Island countries and territories as it provides practical support, knowledge and training to address their adaptation and mitigation priorities. It is underpinned by strong partnerships with Pacific Governments, applied research institutions, donors and the private sector. It is a trusted source of user-friendly, scientifically robust information. This leads to better decision-making and innovative products which are increasing resilience in the Pacific.

¹ Further details of the 28th SPREP Meeting 2017 can be found here: <https://www.sprep.org/sprep-meeting/meeting-reports>

- b) The PCCC Advisory Board will support the PCCC Management and staff to achieve this vision by providing guidance and advice regarding the strategic direction of the PCCC. The Board will also help in maximizing the linkages between the PCCC and existing programmes and projects to ensure that the Centre is a truly regional collaboration which maximises the benefits for Pacific Island countries and Territories.

3. Roles and Functions of the PCCC Advisory Board

- a) The Advisory Board will support the delivery of the main functions of the Pacific Climate Change Centre by:
- Providing strategic direction for the Centre with regard to country needs, emerging research and partnership opportunities;
 - Ensuring that future priorities advanced by the PCCC are a) in line with the PCCC Strategy and b) are in the interests of Pacific Island Countries and Territories
 - Reviewing progress and alignment of PCCC activities with the objectives and vision as outlined in the PCCC Strategy (as endorsed at the SPREP Executive Board Meeting in 2018)
 - Receiving and provide feedback on reports received from PCCC Manager on PCCC activities, partnerships and priorities
 - Providing inputs and ideas regarding the sustainability and future funding of PCCC-related activities;
 - Supporting the promotion of PCCC outputs, events and activities a) within partner institutions and b) at national, regional and international fora.
- Working with the SPREP Director of Climate Change Resilience to report to the biennial SPREP Meeting and the SPREP Executive Board in alternate years.

4. Membership

- a) The PCCC Advisory Board will comprise of representatives from the following:
- i) 3 countries (one from each sub-region on an annually rotating basis²);
 - ii) 1 Representative of the Government of Samoa,
 - iii) 1 Representative of government of Japan or JICA;
 - iv) The Chair of the Pacific Meteorological Council (PMC);
 - v) The Chair of the Pacific Resilience Partnership (PRP) Taskforce;
 - vi) 1 Representative of CROP (on a rotating basis);
 - vii) 1 Development Partner representative (selection process to be determined);
 - viii) 1 Representative of SPREP
- b) If deemed appropriate, up to two PCCC partner research organisations would be invited to attend as non-permanent members. We believe this composition provides an appropriate balance of Pacific Island country representation (in order to articulate needs and ensure relevance) alongside scientific and policy input.
- c) The position of Chair and Vice-Chair will rotate annually and will be selected by the Board.
- d) Board Members will be expected to serve on behalf of their constituencies and will be expected to establish reporting procedures to their constituency.

² One from each sub-region, where the 3 countries will be those on the SPREP Executive Board. An additional country from each sub-region will be selected each year in case the primary country is unavailable.

5. Governance

- a) The SPREP Meeting Rules of Procedure will apply to the Advisory Board meetings.
- b) The Advisory Board will hold its first meeting in March 2019 based on the endorsement of the PCCC Strategy and Business Plan at the SPREP Executive Board Meeting in Samoa in 2018. The Advisory Board will be operating within the bounds of the legal framework of the SPREP Agreement.
- c) The PCCC Advisory Board shall provide reports to the biennial SPREP Meeting and SPREP Executive Board in alternate years and other key stakeholders as appropriate on decisions and resolutions and other relevant outcomes from its meetings. Board members are also expected to inform their respective constituencies. The Board will also report on actions taken in response to requests from relevant regional bodies such as the PMC, PRP and CROP governing councils.
- d) All annually rotating positions will take effect directly after each SPREP Meeting.
- e) Secretariat support for the Advisory Board shall be provided by the PCCC Manager and SPREP CCR as required. This includes planning and logistical support for Advisory Board meetings and for managing documentation and procedures relating to planning and administration.

6. Meetings

- a) The Advisory Board will generally meet biannually (twice yearly), but may meet on additional occasions in exceptional circumstances as determined by the Chair. Every 12 months this meeting should include an 'open session' with PCCC partners 'in residence' at the PCCC.
- b) The Chair and Vice-Chair shall serve annually, working closely with the Secretariat and PCCC Manager to ensure that decisions agreed by the Advisory Board are acted upon, and that adequate preparations are made for forthcoming meetings, including the timely preparation of relevant working papers and reports.
- c) Secretariat support to the meetings of the Advisory Board shall be provided by the SPREP PCCC Manager.

7. Principles of Engagement

- a) The PCCC Advisory Board subscribes to the following key principles:
 - An open, trusting and safe environment: The Advisory Board will work to enhance transparency and accountability of the PCCC through open dialogue and reporting.
 - Participatory approach: The Advisory Board will promote a participatory and inclusive environment incorporating gender equity which will continue to strengthen its participatory approach to decision-making. Decisions will be made by consensus and through a consultative process. Where this should prove unfeasible, the Chair will decide, taking into account the majority of the views expressed by the Board

- Working as a team: The PCCC is a regional initiative and will only succeed with full and active engagement of regional institutions and countries. The Advisory Board members are committed to working as a team while acknowledging the diversity of views and priorities within the institutions from which members are drawn.

8. Update of the Terms of Reference

- a) The PCCC Advisory Board may update this Terms of Reference as the need arises.

9. Funding

- a) A budget will need to be designated to support the various constituencies involved in the Advisory Board.