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**Terms of Reference**  
**Sustainable Waste Actions in the Pacific (SWAP)**  
**Project Steering Committee**  
**July 2019**

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**Preamble:**

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

The creation and management of a Project Steering Committee is a requirement of the Agreement with the Agence Française De Développement (AFD) to guide the development and implementation of the SWAP Project, ensuring a fair and reasonable decision-making process for project priorities and funding allocations.

Committee outputs will be reported to the SWAP member countries, SPREP Senior Management Team and the AFD Office.

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**Responsibilities of the Steering Committee**

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

**Membership**

- Membership of the Steering Committee will comprise of
  - One Senior Manager or Technical Officer from each of the seven (7) participating Pacific Island Countries (Fiji, Samoa, Solomon Islands, Tonga and Vanuatu) and French territories (French Polynesia and Wallis and Futuna) or their designated representative;
  - One senior representative from SPREP; and
  - Representatives from the AFD
- Committee Member nominations from participating countries will be confirmed through either a Memorandum of Understanding (MoU) or a Letter of Agreement (LoA) between the countries and SPREP during the Inception phase (normally first 6 months of the project).

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- Representatives from other organisations may be invited to attend as observers, as required and approved by the Steering Committee, including those from other waste projects to facilitate complementarity of delivery of actions.

### **Meetings & Operations**

- The Project Steering Committee will meet face to face on an annual basis preferably in the last quarter of each project Financial Year (January to December) with the last meeting to be adjusted to allow preparation of the Terminal Report. The meeting dates may also be aligned with other regional meetings, if possible. The indicative meeting dates will be determined during the 1<sup>st</sup> Steering Committee meeting.
- Where special 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) to be decided before each regular meeting.
- Financial support for member Countries to attend and participate in the Steering Committee meetings will be provided by SPREP as part of the SWAP Project implementation budget.
- The SWAP Project Manager, assisted by the PMU, will act as the secretary of the Project Steering Committee and be responsible for coordination, preparation of the agenda, all relevant documents and official minutes of the meeting.
- 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 SWAP 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 Committee and the PMU on waste related activities of their organisation.
- Outcomes of the Steering Committee Meetings will be provided to all participating Countries, the AFD Office and the Senior Management Team of SPREP after each meeting.
- Determination and prioritisation of project activities and approval of to fund through the SWAP Project will be based on the following considerations:
  - a. Concept note approved and endorsed;
  - b. Coherence with the objectives of SWAP Project;
  - c. Complementarity with other actions supported by other projects or donors;
  - d. Cost efficiency in the use of AFD funds but leading to positive social and environmental outcomes for the region;
  - e. Sustainability of the actions beyond the project life;
  - f. Regional Applicability;
  - g. Promoting gender-sensitivity and human-rights based approach;

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- The above decision considerations will be confirmed by the Committee on its initial meeting and can be modified as needed only with the approval of the Steering Committee; and
  - 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.