

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

(28 January 2021)

## 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. Construction of the Centre began in May 2018 and completed in 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 Centre<sup>1</sup>.
- d) The Steering Committee successfully guided the development of the PCCC Strategy and Business Plan and, was succeeded by an Advisory Board.
- e) The 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 of the 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:

*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.*

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<sup>1</sup> Further details of the 28<sup>th</sup> 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 advice and insights which can be used to guide the strategic direction of the PCCC. The Board will also help in maximizing the linkages between the PCCC and existing institutions, programmes and projects to ensure that the Centre is a Centre of Excellence to deliver on its four key functions on Knowledge Brokerage, Capacity Building, Applied Research and Innovation at the same time maximizes the benefits for Pacific Island Countries and Territories.
- c) The PCCC reports directly to the Advisory Board on a quarterly basis through the Advisory Board Meeting. The PCCC will provide support to the Advisory Board including the planning, organising and coordination of the PCCC Advisory Board meetings & activities including logistics support. The PCCC will also Provide Secretariat support including the development and provision of meeting reports and minutes as well as maintenance of all records of Advisory Board meetings

### 3. Roles and Functions of the PCCC Advisory Board

- a) The Advisory Board will support the delivery of the main key functions of the Pacific Climate Change Centre. It should provide a constructive and open platform to support further development of the PCCC and its activities to benefit Pacific Island countries and Territories. Noting that the Advisory Board will meet quarterly, the focus of its role should be on strategic issues and priorities. More specifically it will provide:
  - Provide overall guidance and direction to the PCCC, ensuring it remains within any specific constraints.
  - Review and provide direction and recommendation of work plans developed by the Manager, PCCC in line with the PCCC Strategy and Business Plan and the interests of Pacific Island Countries and Territories.
  - Review and provide direction and recommendation of progress reports provided by the Manager PCCC to ensure alignment of PCCC activities with the objectives and vision as outlined in the PCCC Strategy and Business Plan. Advice regarding country needs, emerging research, and partnership opportunities.
  - Inputs and ideas regarding the sustainability and future funding of PCCC-related activities,
  - Support in promoting PCCC outputs, events and activities within their respective constituencies.
  - Support inputs to the biennial SPREP Meeting (and the SPREP Executive Board in alternate years) through the Climate Change Resilience Programme.
  - Provide guidance on new PCCC risks, and agree on possible countermeasures and management actions to address specific risks
  - Provide ad hoc direction and advise for exceptional situations where the PCCC manager's tolerance are exceeded
  - Assess and decide to proceed on changes through appropriate revisions
  - Address PCCC issues as raised by the PCCC Manager
  - Other support agreed by the Advisory Board and SPREP.

- b) In addition to the collective responsibilities outlined above, Board Members will be expected to serve on behalf of their constituencies and will be expected to establish reporting procedures to their respective constituency.
- c) The PCCC will make use of existing decision-making systems. In order to ensure the smooth and effective running of the PCCC:
  - Major strategic or budgetary decisions would be referred to SPREP SLT based on the recommendations of the PCCC Manager and the PCCC Advisory Board
  - In the interests of accountability, where SPREP SLT takes a formal decision regarding the PCCC they will note in the minutes if, and how, the views of the PCCC Advisory Board were considered in the decision-making process. This will be reported back to the Manager PCCC and Members of the PCCC Advisory Board.

#### 4. Membership

- a) The PCCC Advisory Board will comprise of representatives from the following:
  - i) 3 countries (one from each sub-region on a two-year rotating basis<sup>2</sup>);
  - 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 representation (in order to articulate needs and ensure relevance) alongside scientific and policy input.
- c) The position of Chair and Vice-Chair is to be considered from SPREP Members of the Advisory Board only and will rotate annually and be selected by the Board.

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<sup>2</sup> 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 held its first meeting in March 2019 based on the endorsement of the PCCC Strategy and Business Plan at the SPREP Executive Board Meeting in 2018. The advisory board 2<sup>nd</sup> meeting was conducted on the 4<sup>th</sup> of December with the endorsement to review the ToRs of the PCCC Advisory Board. The Advisory Board will be operating within the bounds of the legal framework of the SPREP Agreement.
- c) All rotating positions will take effect directly after each SPREP Meeting.

## 6. Meetings

- a) The Advisory Board will generally meet quarterly but may meet out of session 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 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 for the Advisory Board shall be provided by the PCCC Manager and the PCCC team as required. This includes planning and logistical support for Advisory Board meetings and for managing documentation and procedures relating to planning and administration.

## 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.