

Terms of Reference

ISLANDS Pacific Child Project Steering Committee

09 March 2022

Preamble:

This Terms of Reference document applies to the ISLANDS Pacific Child Project Steering Committee.

The creation and administration of a Project Steering Committee is a requirement of the Project Cooperation Agreement (PCA) with the United Nations Environment Programme (UNEP) for the Pacific to provide timely reviews of project implementation, ensuring a fair and reasonable decision-making process for project plans and budgets.

Materials and Committee outputs will be reported to the ISLANDS Pacific Child Project member Countries, SPREP Senior Leadership Team and UNEP's GEF Chemicals and Waste Unit.

Responsibilities of the Steering Committee

- The Project Steering Committee will:
 - Provide strategic guidance to the ISLANDS Pacific Child Project's 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 ISLANDS Pacific Child Project activities are harmonised with other national and regional waste management activities including waste and chemicals multilateral environmental agreements
 - Endorse annual progress report prepared by SPREP
 - Review and approves annual workplan and budget
 - Monitor the overall implementation of the project.

Membership

- Membership of the Steering Committee will comprise of
 - One Senior Manager or technical staff from each of the 14 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, Tonga, Tuvalu and Vanuatu) or their delegate

- One senior representative from UNEP
 - One senior representative from the CCKM Project
 - Representatives from the GEF
 - One representative from Parties to the Waigani Convention
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- Member country Committee Member nominations will be confirmed through invitational letters and nomination forms that will be sent to respective country authorities soon after the Inception Meeting.
 - Other individuals and organizations 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 or virtually on an annual basis in the first quarter of each project Financial Year (July – September) and at the end of the implementation of all project activities (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 PMU.
- Financial support for member Countries to attend and participate in the Steering Committee meetings will be provided by SPREP as part of the ISLANDS Pacific Child Project implementation budget.
- The ISLANDS Pacific Child 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 and budget of the ISLANDS Pacific Child Project.
- Members represent their Countries /Organisations and are responsible for:
 - ensuring appropriate accountability and reporting back to the organization they represent, and
 - providing input and data to the group on waste related activities of their organization.
- Outcomes of the Steering Committee Meetings will be provided to all participating Countries, the UNEP and the Senior Leadership Team of SPREP only when there is a “general consensus” from the Committee members.
- Changes to confirmed country priorities and Country Priority Frameworks are not allowed except under exceptional circumstances. Changes will only occur through the use of a Decision Support Framework to be approved by the Steering Committee
- 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.