

## ADOPTED

### TERMS OF REFERENCE FOR THE PROJECT STEERING COMMITTEE

#### 1. RATIONALE AND PURPOSE OF THE PROJECT STEERING COMMITTEE

1.1 To facilitate the achievement of the goals and objectives of the SEAFDEC/UNEP/GEF project entitled *“Establishment and Operation of a Regional System of Fisheries Refugia in the South China Sea and Gulf of Thailand”*, a Project Steering Committee (PSC) will be established as the primary policy-making body for the project.

1.2 The PSC’s role will be to provide managerial and governance advice to the project, and to guide the Project Coordination Unit (PCU) of the Southeast Asian Fisheries Development Center (SEAFDEC) in the implementation and monitoring of the overall regional project. The PSC will also provide a regional forum for reviewing and resolving national concerns, reviewing and approving annual work plans and budgets, and provide a regional forum for stakeholder participation. One of the first activities during full project implementation will be to reconfirm and/or reconstitute the membership of the PSC, agree on meeting procedures, and finalise Terms of Reference for the PSC.

#### 2. THE PROJECT STEERING COMMITTEE SHALL:

2.1 Provide direction and strategic guidance to the Project Co-ordinating Unit (PCU) and to National Lead Agencies regarding project implementation and execution of agreed activities over the entire period of the project;

2.2 Meet on an annual basis during the operational phase of the project to guide the timely execution of project activities;

2.3 Receive, review, and approve reports from the Project Co-ordinating Unit (PCU) regarding the outputs and outcomes of project activities;

2.4 Assist the Project Co-ordinating Unit in ensuring co-ordination among national site-based activities and other national level activities to further enhance national capacity to develop integrated approaches fisheries and environmental management;

2.5 Review stakeholder involvement in project activities and take any action where necessary to ensure appropriate levels of government, NGO, community, and private sector engagement;

2.6 Ensure compatibility between the activities of site and other national level activities;

2.7 Approve annual progress reports for transmission to the SEAFDEC Council, the Implementing Agency UN Environment and the GEF Secretariat;

2.8 Assist the PCU in leveraging required project co-financing and additional funds that may be required from time to time;

2.9 Work with the PCU and National Lead Agencies in mainstreaming integrated fisheries and environmental management and the replication of project successes at the national level;

2.10 Agree at their first meeting: a) the membership, meeting arrangements, and terms of reference of the committee; and b) such standing orders and manner of conducting business as may be considered necessary by the committee.

#### 3. PROPOSED MEMBERSHIP FOR THE PROJECT STEERING COMMITTEE

3.1 Full members of the Project Steering Committee (PSC) shall consist solely of representatives of all participating countries in the project. Each country shall designate two members: one member shall be the Chairperson of the policy-level, National Fisheries *Refugia* Committee; the other shall be the Chairperson of the National Scientific and Technical Committee;

3.2 The UNEP Task Manager will participate as an observer in PSC meetings;

3.3 The PSC shall elect a Chairperson and a Vice-Chairperson from amongst its full members with responsibility for chairing each formal meeting of the Committee and for acting as Chairperson and Vice-Chairperson of any meetings convened during the subsequent inter-sessional period; and

3.4 The PSC may agree, by consensus at the commencement of each meeting to co-opt additional experts as observers or advisors to any meeting or meetings of the Committee or part thereof, as the committee shall deem appropriate.

#### **4. SECRETARIAT OF THE COMMITTEE**

4.1 The Project Director of SEAFDEC's PCU shall act as Secretary to the meetings of the Committee.

4.2 Other staff of SEAFDEC's PCU may provide Secretariat and technical support to the meetings of the PSC as required.

#### **5. MEETINGS OF THE COMMITTEE**

5.1 The PCU shall convene regular annual meetings of the RSC immediately following the Regional Scientific and Technical Committee meeting when the latter is convened at an appropriate time.

5.2 *Ad hoc* meetings may be convened by the Chairperson: when a majority of the Committee members make a request for such a meeting to the Project Co-ordinating Unit; and at the request of the Project Co-ordinating Unit when circumstances demand.

#### **6. CONDUCT OF COMMITTEE BUSINESS**

6.1 The Committee shall operate and take decisions on the basis of consensus, regarding any matter relating to project execution that has regional significance. Where full consensus cannot be achieved in reaching agreement during a full meeting of the Committee, on any matter relating to project execution that has regional significance, the Secretariat shall, in consultation with the Chairperson, facilitate negotiations during the subsequent inter sessional period with a view to seeking resolution, and will report the results of these negotiations to the Committee members.