

Terms of Reference for the Steering Committee of the Caribbean Large Marine Ecosystem (CLME) Project

Background

The CLME Project focuses on assisting Caribbean countries to improve the management of their shared living marine resources. A preliminary Transboundary Diagnostic Analysis (TDA) identified three priority transboundary problems that affect the CLME: unsustainable exploitation of fish and other living resources, habitat degradation and community modification, and pollution. It found weak governance to be the major factor responsible for these problems. The final TDA will serve as the science basis for development of an agreed program of interventions including fishery reforms, conservation measures and pollution control. A Strategic Action Programme (SAP) with a shared vision for the CLME will be developed, and required priority interventions, reforms and investments agreed to. Spiny lobster and reef fish pilot projects as well as focussed activities on large pelagics, flyingfish and shrimp and groundfish resources will trial governance models at the local, national and sub-regional levels.

The CLME Project will be guided by a Steering Committee (SC) comprising representatives or National Focal Points (NFPs) of the participating states, the GEF implementing and executing agencies, co-financing partners and other strategic stakeholders. The SC will review and approve all technical documents, review budgets and financial reports and provide general strategic and implementation guidance to the Project Coordination Unit (PCU). It will meet once a year and all its decisions will be made on the basis of consensus.

Membership

The SC is comprised of:

Full Members:

- A representative from each of the 23 GEF-eligible countries;
- A representative from each of the two associate countries Cuba and Venezuela and from each of the Caribbean territories;
- A representative from the Implementing Agency (UNDP);
- A representative each from the Executing Agencies (UNOPS and IOC/UNESCO); and
- Representatives from each co-financing partner (WECAFC/FAO, UNEP, CRFM, OSPESCA, OLDEPESCA, CERMES/UWI, NOAA, RSMAS, CoML, The Cropper Foundation, TNC and IUCN).

With observer status:

- Representatives from strategic Caribbean partners (ACS, CANARI, CCCCC, CEHI, OAS, OECS, ECLAC, WWF), other appropriate Non-Governmental Organizations, relevant GEF projects in the region (IWCAM), key industry sectors, and any other groups agreed to by the countries, the Implementing Agencies, the Executing Agency and the PCU.

The Steering Committee may decide, at its absolute discretion, to vary this membership through the addition of representatives from other IGOs, NGOs, and the private sector, particularly significant co-financiers.

Responsibilities

The SC will act as the main policy body overseeing the project execution. The SC will review project progress, make recommendations and adopt the work plan and budget. The SC will also be responsible for reviewing and providing feedback on all Project products. The SC will meet once every year. The Regional Project Coordinator (RPC) will act as Secretary for the SC. However, the role of the SC has to be functional within the policies and conditions of the UN and GEF. The UN has policies and regulations on such matters as contracting, procurement of equipment and materials, staff salaries, etc. All project activities must conform to these regulations.

Specific Duties

Specific functions of the Steering Committee will include:

- Provide overall strategic policy and management direction to the Project;
- Annually review Project activities to assess the progress of the Project;
- Annually review and approve the Project work plan and budget and any changes thereto, in accordance with GEF, UNDP and UNOPS guidelines;
- Provide strategic direction on the work plan;
- Assist in identifying and allocating Project support for activities consistent with Project objectives;
- Facilitate and support the TDA and SAP development process;
- Review the TDA and SAP products and provide feedback;
- Facilitate and promote regional and national inter-project coordination;
- Share and disseminate Project-funded and Project-generated results and experiences, and seek additional funding to support the outputs and activities of the Project.
- Any other business brought before the SC by one of its members.

As the SC will provide overall guidance to the Project it will not be expected to deal with day-to-day management and administration of the Project. This will be handled by the Regional Project Coordinator (RPC), in coordination with the Executing Agencies, and under guidance from the Offices of the Lead Implementing Agency (to ensure conformity with UN's requirements).

The SC is especially responsible for evaluation and monitoring of Project outputs and achievements. In its formal meetings, the SC will be expected to review the Project work plan and budget expenditure, based on the RPC's report. The SC should be consulted for supporting any changes to the work plan or budget, and is responsible for ensuring that the Project remains on target with respect to its outputs. Where necessary, the SC will support definition of new targets in coordination with, and approval from, the Executing/Implementing Agencies.

Frequency and Conduct of Meetings

The SC will be expected to meet formally at least once every 12 months. The members of the SC will be expected to communicate via e-mail and telephone conference on urgent Project-related matters.

The RPC will be responsible for ensuring close liaison within the SC. Formal meetings will be scheduled and arranged by the RPC in consultation with, and at the request of, the other SC members (with tentative dates for the following meeting being agreed under Any Other Business). Meetings of the SC will normally be summoned by at least one months notice via e-mail.

Cost of Participation in SC

The cost of participation in meetings of the SC will be met by the Project for GEF-eligible countries and organisations. The definition of the location of the SC will be guided first and foremost by budgetary considerations.