

## **RULES OF PROCEDURE FOR THE REGIONAL PROJECT STEERING COMMITTEE**

### **I - MEMBERSHIP**

#### **Rule 1**

##### **Full members**

Full members of the Regional Project Steering Committee (RSC) shall consist solely of representatives of all participating countries in the project. Each country shall designate two members.

- One member, the National (GEF) IWRM Focal Point, shall represent the government with authorisation to make decisions on project matters;
- One member should be the National Demonstration Project Manager with good knowledge and experience of Integrated Water Resource Management and Water Use Efficiency and shall provide guidance on the implementation of the country demonstration component of the project.

#### **Rule 2**

##### **Designation of members**

The Lead Agency shall notify the Regional Project Co-ordinating Unit (PCU) of their designated members, 4 weeks (20 working days) before the RSC meetings.

#### **Rule 3**

##### **Alternate members**

In the event that a full member is unable to participate in a meeting of the Committee an alternate representative may be designated to represent the member concerned. Approval for the attendance of an Alternate Member shall be sought through written notification by the Head of the Lead Agency, to the PCU 4 weeks (20 working days) before the RSC meeting, which the alternate member will attend. Alternate members shall only attend if written approval is provided by the PCU prior to said meeting and shall have the same powers and duties as a full member of the Committee. Emergency situations will be dealt with on a case-by-case basis but attendance by alternates will be at the discretion of the PCU.

#### **Rule 4**

##### **Amendment of the membership**

Notwithstanding the rules contained in this document the Regional Project Steering Committee shall have the power to amend, from time to time, the membership of the Committee.

#### **Rule 5**

##### **Co-opted members**

The RSC may agree, by consensus at the commencement of each meeting to co-opt to any meeting or meetings of the Committee or parts thereof, as the Committee shall deem appropriate:

- additional experts as observers or advisers.

### **II - SESSIONS**

#### **Rule 6**

##### **Regular sessions**

The Project Co-ordinating Unit shall convene regular annual meetings of the Regional Project Steering Committee. Each regular session of the Regional Project Steering Committee shall be held at a date and location, fixed by the Committee at its previous session, and immediately following meetings of the Regional Technical Advisory Group when such meetings are scheduled at an appropriate time.

## **Rule 7**

### ***Ad hoc meetings***

*Ad hoc* meetings may be convened by the Chairman:

1. When the majority of members make a request for such a meeting to the Project Coordinating Unit;
2. At the request of the Project Co-ordinating Unit when circumstances demand; and
3. Via internet/teleconference if so agreed by a simple majority of member countries.

## **III - ROLE AND FUNCTIONS OF THE COMMITTEE**

### **Rule 8**

#### **Powers of the Committee**

The Regional Project Steering Committee shall operate on the basis of consensus to:

- i. Provide direction and strategic guidance to the Regional Project Co-ordinating Unit (PCU) and to Lead Agencies regarding project implementation and execution of agreed activities over the entire period of the project;
- ii. Meet annually during the operational phase of the project to guide the timely execution of project activities, particularly National Demonstration Projects;
- iii. Receive, review, and approve reports from the Project Management Unit (PCU) regarding the outputs and outcomes of project activities;
- iv. Assist the Project Co-ordinating Unit in ensuring co-ordination among national demonstration projects and other national level activities undertaken during the course of the project to further enhance national capacity to develop integrated approaches to water resource management;
- v. Review stakeholder involvement in project activities and take action where necessary to ensure appropriate levels of government, NGO, community, and private sector engagement;
- vi. Ensure compatibility between the activities of national demonstration projects and other national level activities for Integrated Water Resource Management;
- vii. Review and evaluate progress in implementation of the project, and provide guidance for improvement to the PCU when necessary;
- viii. Approve annual progress reports for transmission to the SOPAC Governing Council, the Implementing Agencies and the GEF Secretariat;
- ix. Assist the PCU in leveraging required project co-financing and additional funds that may be required from time to time;
- x. Work with the PCU and National Lead Agencies in mainstreaming integrated, reef-to-ridge approaches to water resource management and the replication of project successes at the national level;
- xi. Ensure that project activities link to the programmatic approach of the GEF-PAS and are consistent with the overall framework, including linking IWRM project M&E to GEF-PAS M&E.
- xii. 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.

## **IV - AGENDA**

### **Rule 9**

#### **Drawing up of the provisional agenda**

The Regional Project Manager shall submit to the Regional Project Steering Committee the provisional agenda. The provisional agenda shall include all items proposed by members of the Regional Project Steering Committee and by the Project Co-ordinating Unit. Items proposed by members shall be accompanied by an explanatory memorandum and, if possible, by background documentation which shall be submitted to the PCU at least 4 weeks (20 working days) prior to the meeting. A provisional annotated agenda will be prepared from the provisional agenda and shall make reference to all relevant discussion and information documents.

### **Rule 10**

#### **Distribution of the agenda**

The Project Co-ordinating Unit shall communicate the provisional agenda and provisional annotated agenda of each Regional Project Steering Committee meeting together with all background documentation, to the members at least 2 weeks (10 working days) in advance.

### **Rule 11**

#### **Adoption of the Agenda**

At the commencement of each RSC meeting, subject to Rule 13 and following the election of officers as required under Rule 14, the RSC shall adopt the agenda for the meeting on the basis of the provisional agenda.

### **Rule 12**

#### **Agendas for special *Ad hoc* meetings**

The provisional agenda for a special meeting of the RSC shall consist only of those items proposed for consideration in the request for the holding of the meeting. The provisional agenda shall be transmitted to RSC members 3 weeks (15 working days) in advance.

### **Rule 13**

#### **Revision of the agenda**

During a meeting, the RSC may revise the agenda for the session by adding, deleting, deferring or amending items. Notwithstanding Rule 10 the RSC may at its absolute discretion agree to amend the agenda in order to enable the Committee to discuss urgent and important matters for which documentation was not distributed in advance.

## **V – OFFICERS**

### **Rule 14**

#### **Elections of Officers**

At the commencement of each RSC meeting the Committee shall elect a Chairperson, Vice-Chairperson and 2 Rapporteurs from among its members.

### **Rule 15**

#### **Terms of office**

The Chairperson, Vice–Chairperson and Rapporteurs shall hold office until the subsequent meeting of the Regional Project Steering Committee. The Vice-Chairperson shall act as the Chief Rapporteur. The Vice–Chairperson will become the Chairperson at the subsequent meeting. The Vice-Chairperson and 2 Rapporteurs will be elected at each subsequent meeting. None of them may hold office once their membership of the Committee is terminated by the country of which they are a representative.

## **Rule 16**

### **Acting Chairperson**

If the Chairperson cannot preside at a meeting or any part thereof, the Vice-Chairperson shall act as Chairperson.

## **Rule 17**

### **Powers of the Acting Chairperson**

The Vice-Chairperson, acting as Chairperson shall have the same powers and duties as the Chairperson.

## **VI – SECRETARIAT**

## **Rule 18**

### **Secretariat**

The Project Co-ordinating Unit, under the direction of the Regional Project Manager, shall act as Secretariat to the Committee. The secretariat shall:

1. receive and circulate the documents of the RSC;
2. publish and circulate the decisions, reports and relevant documentation of the RSC;
3. have the custody of the documents in the archives of the PCU and generally perform all other work that the RSC may require; and,
4. prepare reports on project progress and future workplans for consideration by the RSC.

## **Rule 19**

### **Role of the Regional Project Manager in the convening and conduct of meetings**

The Regional Project Manager shall:

1. act as Secretary to all meetings of the RSC.
2. designate when appropriate any officer of the Project Co-ordinating Unit to act as his/her representative;
3. make oral and written statements to the RSC concerning any question under consideration;
4. be responsible for the necessary arrangements being made for meetings including the preparation and distribution of working documents in accordance with these rules; and,
5. prepare and deliver reports on project progress and plans to appropriate international meetings of other bodies.

## **VII - CONDUCT OF BUSINESS**

## **Rule 20**

### **Quorum**

A simple majority of the members of the Committee shall constitute a quorum.

## **Rule 21**

### **Powers of the Chairperson**

In addition to exercising the powers conferred upon them elsewhere by these rules, the Chairperson shall declare the opening and closing of each meeting of the RSC, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, and announce decisions. The Chairperson may also call a speaker to order if their remarks are not relevant to the subject under discussion.

## **Rule 22**

### **Conduct of committee business**

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. The Secretariat will report the results of these negotiations to the Committee members after which the Chairperson will again seek consensus.

## **Rule 23**

### **Adjournment of debate**

During the discussion of any matter on which a clear consensus fails to emerge, a representative may move the adjournment of the debate and its referral to a working group of the committee. The working group shall be charged with resolving the matter and shall be required to report the outcome to the full committee at the time of resumption of the debate. Any such motion shall have priority. In addition to the proposer of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion.

## **Rule 24**

### **Points of order**

During the discussion of any matter, a member may raise a point of order. In this case, the Chairperson shall immediately state his/her ruling. If the ruling is challenged, the Chairperson shall forthwith submit their ruling to the Secretariat for decision, and it shall stand unless overruled.

## **Rule 25**

### **Closure of debate**

A representative may at any time move the closure of the debate whether or not any other representative has signified a wish to speak. Not more than two Members may be granted permission to speak against the closure. The Chairperson shall take the sense of the Secretariat on a motion for closure. If the Secretariat is in favour of the closure, the Chairperson shall declare the debate closed.

## **Rule 26**

### **Decisions and amendments**

Draft decisions, and substantial amendments or motions, shall be introduced in writing and handed to the Secretary of the Committee, who shall circulate copies to the Members before they are discussed and decided upon, unless the Committee decides otherwise. Upon the request of any member, any motion and amendment thereto made by any speaker shall be given to the Chairperson in writing and shall be read by them before any further speaker is called upon. The Chairperson may direct that any motion or amendment be circulated to the members present. This rule shall not apply to formal motions such as one for closure or adjournment.

## **Rule 27**

### **Language of meetings**

English shall be the working language of the RSC.

## **Rule 28**

### **Records of the meeting**

Records of the meetings of the RSC shall be kept by the Secretariat. They shall be prepared in the form of a draft report by the Secretary to the Committee working with the Rapporteur and presented in draft to the members of the RSC before the closure of the meeting. Members shall inform the Rapporteur of any changes they wish to have made. Any disagreement concerning such changes shall be referred to the Chairperson, whose decision shall be final. These amended records will be the official minutes of the meeting.

## **Rule 29**

### **Distribution of meeting reports**

The corrected version of the records of RSC meetings shall be distributed as soon as possible following closure of the meeting in accordance with the usual practice of SOPAC. This shall include distribution to the GEF Secretariat, the Implementing Agencies, Lead Agencies in participating countries and to other organisations as considered appropriate by the PCU or as directed by the RSC.