

## **ANNEX 4**

**Agreed Terms of Reference and Rules of Procedure  
for the Regional Project Steering Committee of the GEF Project entitled:  
“Implementing Sustainable Water Resources and Wastewater Management  
in Pacific Island Countries”**

### **TERMS OF REFERENCE FOR THE REGIONAL PROJECT STEERING COMMITTEE**

#### **1. MEMBERSHIP OF THE COMMITTEE**

- 1.1 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 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 scientific and technical aspects of the project.
- 1.2 UNDP and UNEP will participate as the ex-officio members of the RSC.
- 1.3 The RSC 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.
- 1.4 The RSC 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.

#### **2. SECRETARIAT OF THE COMMITTEE**

- 2.1 The Regional Project Manager shall act as Secretary to the meetings of the Committee.
- 2.2 Staff of the Regional Project Co-ordinating Unit (PCU) and SOPAC may provide Secretariat and technical support to the meetings of the RSC as required.

#### **3. MEETINGS OF THE COMMITTEE**

- 3.1 The PCU shall convene regular annual meetings of the RSC immediately following the Regional Technical Advisory Group meeting when the latter are convened at an appropriate time.
- 3.2 *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;
  - at the request of the Project Co-ordinating Unit when circumstances demand.

#### **4. TERMS OF REFERENCE**

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 on annual basis 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.

#### **5. 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, and will report the results of these negotiations to the Committee members.

#### **6. OTHER MATTERS**

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