

Annex 4: Project Steering Committee Terms of Reference

Integrating Watershed & Coastal Areas Management (IWCAM) PROJECT MANAGEMENT ARRANGEMENTS

PROJECT STEERING COMMITTEE Terms of Reference

Introduction

The Global Environment Facility (GEF) has funded a full sized Project to support 13 Participating Caribbean SIDS (Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent & the Grenadines and Trinidad & Tobago) address issues related to the management of watersheds and coastal areas in an integrated manner. It will specifically support pilot demonstration activities on IWCAM to address priority issues at the national level with potential for replication across the region and in other SIDS regions.

The overall objective of the IWCAM Project is to strengthen the commitment and capacity of the participating countries to implement an integrated approach to the management of watersheds and coastal areas, with a long-term goal of enhancement of the capacity of the countries to plan and manage their aquatic resources and ecosystems on a sustainable basis.

The project recognises the highly integrated and closely interlinked nature of watersheds and coastal areas in small islands and aims to develop a more sector-coordinated management approach, both at the national and the regional level, with a strong emphasis on an expanded role for all stakeholders within a participatory management framework. The project further recognises the constraints on the development and implementation of such an integrated and sectoral-coordinated management approach in the absence of applicable and cost-effective solutions to many of the primary threats and their root causes at the grass-roots level. In this respect, the Project aims to develop and secure a more effective landscape for coastal and watershed management in the Caribbean SIDS through a logical framework of components and activities. To this effect, project components will focus on:

1. On-the-ground Demonstrations targeted at national hotspots where specific threats to national, regional and global environmental amenities have been identified. Emphasis will be on cross-sectoral management approaches, institutional/infrastructure realignment and policy reform; sectoral and stakeholder participation and coordination, related capacity building, and the replication and transfer of best lessons and practices from these demonstrations.
2. Identification of impact indicators for measuring IWCAM efficacy (including indicators of improvements in process, stress reduction, and the overall status of the coastal and watershed environment), and to support a programme of monitoring which can drive policy reforms.
3. Overall national and regional policy and legislative reforms (using lessons developed through the Demonstrations), alongside institutional improvements.

- High priority will be given to assisting the countries to meet the commitments required in the ratification process for important regional legal agreements such as the Cartagena Convention and its protocols (especially the Protocol on Land-Based Sources of Pollution). A specific outcome from the project will be the development of effective Integrated Water Resources Management plans for each country, followed by assistance to identify strategies for implementing these plans.
4. Establishing mechanisms for regional integration and networking to develop active partnerships for IWCAM (e.g. in public awareness, stakeholders participation, policy-level sensitisation, evolution of educational materials and curricula, training, secondment) and the development of a long-term strategy for sustainable IWCAM at the regional level.
 5. Effective management and coordination of the overall regional project and the hotspot demonstrations with an emphasis on developing long-term, sustainable management and coordination approaches.

Consequently, the project aims to demonstrate the development of an effective regional strategy for IWCAM, in parallel with demonstrating and replicating geographically targeted national solutions to common Caribbean SIDS issues, through a series of interconnected components that capture best practices and translate these into replicable actions.

Project Steering Committee

In accordance with the Project Brief for the IWCAM project approved by the GEF, a Project Steering Committee (PSC) is to be established to monitor progress in project execution, to provide strategic and policy guidance, and to review and approve annual work plans and budgets. The Committee meeting will be chaired by a national representative elected from the group (on a rotational basis) and will consist of the national focal points from all participating countries and representatives of the two GEF Implementing Agencies and two Executing Agencies, and GPA. The CARICOM Secretariat and OAS shall be invited to participate as observers, and the Project Coordination Unit will provide the Secretariat to the Committee. The Steering Committee may decide, in its absolute discretion, to vary this membership through the addition of representatives from other IGOs, NGOs, and the private sector, particularly significant co-financiers.

Day-to-day management and administration of the project will be handled by the Regional Project Coordinator (**RPC**), acting in conformity with the guidelines and procedures of the Implementing Agencies (UNEP & UNDP) and under the guidance of the Co-executing Agencies: the Caribbean Environmental Health Institute; and the Secretariat of the Cartagena Convention (UNEP CAR/RCU).

The overall regional project, through the PCU and through with the approval of the Steering Committee, will adopt a Regional Technical Advisory Group (R-TAG). The R-TAG will advise the Steering Committee and the PCU on IWCAM technical issues within the region. Each country will nominate a suitable technical representative to this R-TAG for adoption by the Steering Committee, taking into consideration the focus of the relevant demonstration project, as appropriate.

The PSC will act as the main policy body overseeing the project execution. The PSC will review project progress, make recommendations and adopt the work plan and budget. make decisions on major issues such as the reviewing and endorsing of status reports from the demonstration projects, adoption of and revisions to the work plan or budget, and endorsement of the Regional Project Coordinator's/PCU's reports. However, the role of the PSC has to be functional within the policies and conditions of the UN and GEF. The UN has strict 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 functions of the Steering Committee will include:

- Review of Demonstration Project Status Reports
- Endorsement of the final reports from project experts and consultants
- Approval of the Annual Project Workplan and budget respectively and any changes thereto, in accordance with GEF, UNEP and UNDP guidelines;
- Annual review of project activities to assess project development
- Any other business brought before the PSC by one of its members.

The PSC will be guided and advised on all technical aspects of project, through the National Intersectoral Committees (NICs). In designating the representative from each participating country on the PSC, consideration will be given as far as possible to provide for both continuity and appropriate linkages between NIC and the demo project team, in consultation with the NFP. The Chairman of each NIC will be the National Project Focal Point and represent the participating country on the PSC.

As the PSC 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 PSC is especially-responsible for evaluation and monitoring of project outputs and achievements. In its formal meetings, the PSC will be expected to review the project work plan and budget expenditure, based on the RPC's report. The PSC 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 PSC will support definition of new targets in coordination with, and approval from, the Executing/Implementing Agencies.

Other than these Terms of Reference, the PSC will set its own guidelines and procedures for operating.

Composition

The PSC will comprise representatives of the following:

- National Focal Points for all 13 Participating Countries (Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent & the Grenadines and Trinidad & Tobago);

- CEHI
- UNEP CAR/RCU (Secretariat to the Cartagena Convention)
- UNEP/DGEF
- UNDP
- CARICOM Secretariat (Observer)
- Organisation of American States (Observer)
- UNEP Coordination Office of the Global Programme of Action for Protection of the Marine Environment from Land-Based Activities (GPA)
- Demonstration Project Coordinators (observer)- budget allowing
- Others at discretion of PSC (such as IGOs, NGOs, significant co-financiers)

Frequency and Conduct of Meetings

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

The RPC will be responsible for ensuring close liaison within the PSC. Formal meetings will be scheduled and arranged by the RPC in consultation with, and at the request of, the other PSC members (with tentative dates for the following meeting being agreed under Any Other Business). Extraordinary meetings of the PSC can be requested by any of its members, and will be considered and may be approved by the Executing and Implementing Agencies within the budget limitations of the project

Meetings of the PSC will normally be summoned by at least one months notice via e-mail.

The PSC will establish its own Rules of Procedure, based on the principle of consensus. However, if consensus cannot be reached on a given matter, and all efforts are exhausted, voting will be considered.

Cost of Participation in PSC

The cost of participation in meetings of the PSC will be met by the project. Every effort will be made to reduce the financial burden on the project by scheduling PSC meetings to coincide with other regional meetings at which the members of the PSC may be present, such as meetings of CEHI, UNEP CAR/RCU or other GEF-funded projects being implemented in the Caribbean.

IWCAM Project Coordination Unit
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