

RULES AND PROCEDURES FOR THE CLME+ PROJECT STEERING COMMITTEE

ROLE AND FUNCTIONS OF THE COMMITTEE

Overall Responsibilities

The Project Steering Committee (PSC) will provide strategic policy and management direction for the project and play a critical role in reviewing and approving the project planning & execution conducted by the CLME+ Project Coordination Unit (PCU) and the Executing Agency and Co-Executing Agencies. In line with the adoption of an adaptive management approach, the PSC will review project progress, make recommendations and adopt the project work plans and budgets and, where applicable, their revisions.

As the Project Steering Committee 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 CLME+ Project Coordinating Unit, in coordination with the Executing Agency, and under guidance from the Offices of the GEF Agency (to ensure conformity with GEF/UNDP/UNOPS requirements, rules and regulations).

Specific Duties

Rule 1

Specific functions of the Project Steering Committee include:

- Provide strategic policy and management direction to the Project;
- Review and evaluate Project activities to assess progress with the implementation of the Project, and provide guidance to the PCU and/or Executing Agency and Co-Executing Organizations when necessary;
- Review and approve the Project Work Plan and Budget and any changes thereto, in accordance with applicable GEF, UNDP and UNOPS guidelines, rules & procedures;
- Provide strategic direction on the Project Work Plan and its revisions;
- Approve the Annual Project Report;
- Assist in identifying and allocating Project support for activities consistent with the Project objectives;
- Facilitate and promote regional and national inter-project coordination;
- Share and disseminate Project-funded and Project-generated results and experiences;
- Assist the PCU in ensuring co-ordination among sub-projects undertaken during the course of the project;
- Assist the PCU in the Monitoring & Evaluation of Project implementation;

- Assist the PCU in leveraging required project co-financing and additional funds that may be required; and
- Any other business brought before the PSC by one of its members.

Rule 2

The PSC is also responsible for monitoring and evaluating Project outputs and outcomes/achievements. In its meetings, the PSC will be expected to review the Project Work Plan and Budget Expenditure, based on the reporting of the PCU. The PSC must be consulted for supporting any major 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 GEF Agency and the Executing Agency.

MEMBERSHIP

Membership

Rule 3

The CLME+ Project Steering Committee is composed of the following:

- a National Focal Point (or Deputy National Focal Point or representative) from each CLME+ Project participating State that has endorsed the CLME+ Project;
- a National Focal Point (or Deputy National Focal Point or representative) from each CLME+ Project participating Overseas Territory in the region (France, Netherlands, United Kingdom, United States) that has endorsed the CLME+ Strategic Action Programme (SAP) and submitted a co-financing commitment letter for the CLME+ Project;
- a Representative of the CLME+ Project GEF Agency (UNDP);
- a Representative of the CLME+ Project Executing Agency (UNOPS);
- a Representative of each of the following governance bodies: UNEP-CEP, WECAFC-FAO, UNESCO-IOC, CRFM, OSPESCA, OECS Commission

Amendment of the membership

Rule 4

The PSC shall have the power to amend the membership of the Project Steering Committee based on proposals brought to the attention of the PSC by its members and in accordance with the formal decision making process outlined under Rule 9.

Participation of Observers

Rule 5

On behalf of the PSC, the PCU may invite observers to participate in its meetings. The observers may participate in the general discussions.

SESSIONS

Frequency and Conduct of Meetings

Regular Sessions

Rule 6

It is anticipated that there will be at least three regular meetings of the PSC during the duration of the CLME+ Project. These full meetings are anticipated to take place at the following times:

- Project Inception
- Project Midterm
- Project End

Inter-Sessional Meetings may be convened by the PSC Chairperson, with the support of the PCU, for example, when urgent matters need to be brought to the attention of the PSC for their consideration. These meetings may take the form of teleconferences or electronic communications.

Rule 7

Formal meetings will be scheduled and arranged by the PCU in consultation with the PSC members. A quorum is required for a meeting to take place (see Rule 8).

Rule 8

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

DECISION-MAKING

Rule 9

1. Decisions of the Project Steering Committee shall be reached by consensus.
2. The Chairman of the Project Steering Committee may defer the taking of a decision in order to facilitate further negotiations whenever it appears that all efforts at achieving consensus have not been exhausted.
3. In the absence of consensus decisions shall be deemed adopted, if supported by a majority of (2/3) of the Members comprising the Project Steering Committee.
4. Every Member of the Project Steering Committee shall have one vote.
5. Observers shall not have the right to vote at meetings of the Project Steering Committee.

CONFLICT OF INTEREST

Rule 10

1. A PSC member shall excuse himself or herself from deliberations of the PSC which involve situations in which the member has a conflict of interest or cannot participate fairly and impartially in the decision-making process.

2. A conflict of interest will arise when a member of the PSC who has to make a decision stands to unfairly gain from the decision.
3. The member who is excused from a matter before the PSC may not participate in the discussion or decision making unless they are called in to clarify issues on the matter or discuss the matter with other members of the PSC.

COST

Cost of Participation in CLME+ PSC meetings

Rule 11

Project funding is available to financially support participation in the meetings of the PSC of one representative for each PSC Member that represents a GEF-eligible country or organisation (subject to the availability of funds and giving priority to the participating GEF Eligible countries, and in accordance with applicable GEF/UNDP/UNOPS rules & regulations).

AGENDA

Drawing up of the provisional PSC Meeting agendas

Rule 12

The CLME+ PCU shall submit the provisional agenda to the PSC members for their review and comments. A revised provisional agenda would be prepared based on the recommendations and proposal of the PSC. The provisional agenda shall include all items proposed by members of the PSC, the PEG and by the PCU. Items proposed by the members shall be accompanied by an explanatory memorandum and, if possible, by background documentation which shall be submitted to the PCU at least 6 weeks prior to the meeting. A provisional annotated agenda will be prepared from the provisional agenda.

Distribution of the PSC Meeting agendas

Rule 13

The CLME+ PCU shall share the provisional agenda and provisional annotated agenda of each Regular PSC meeting together with all background documentation to the PSC members 4 weeks (20 working days) in advance.

The provisional agenda for Inter-Sessional Meetings 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 PSC members 2 weeks (10 working days) in advance of the meeting.

Adoption of a PSC Meeting Agenda

Rule 14

At the commencement of each PSC meeting, and following the election of officers as required under Rule 15 (as applicable), the PSC shall review, revise (as applicable) and adopt the final agenda for the meeting on the basis of the provisional agenda.

OFFICERS

Elections of Officers

Rule 15

At the commencement of each Regular PSC meeting the Committee shall elect a Chairperson, Co-Chairperson (Deputy Chairperson) and a Rapporteur from among the participating countries.

Duration of Chairperson and Co-Chairperson Position

Rule 16

The Chairperson, Co-Chairperson (Deputy Chairperson) and Rapporteur's responsibilities as outlined under Rule 20 will extend beyond the duration of the Regular PSC meeting itself, and last until the next Regular PSC Meeting.

Rule 17

Powers and duties of the Officers will be the same for the Regular PSC Meeting, and Inter-Sessional Meetings.

SECRETARIAT

Secretariat

Rule 18

The CLME+ PCU, under the direction of the CLME+ Regional Project Coordinator (RPC), shall act as Secretariat to the PSC. The Secretariat shall:

1. prepare and/or receive, and circulate the documents for the PSC meetings, including the project work plans and budgets, and reports on project progress, for consideration and approval by the PSC;
2. publish and circulate the decisions, reports and relevant documentation of the PSC meetings;
3. have the custody of the documents in the archives of the PCU;

Role of the Regional Project Coordinator in the convening and conduct of meetings

Rule 19

The Regional Project Coordinator shall:

1. act as Secretary to all meetings of the PSC;
2. designate when appropriate any officer of the CLME+ PCU to act as his/her representative;
3. make oral and written statements to the PSC concerning any question under consideration;
4. be responsible for the necessary meeting arrangements, including the preparation and distribution of working documents in accordance with these rules and procedures.

CONDUCT OF BUSINESS

Powers of the Chairperson, Vice Chairperson and Rapporteur

Rule 20

The Chairperson shall declare the opening and closing of each meeting. He/She shall also direct the discussions, ensure the observance of applicable rules and procedures, and shall accord the right to speak, and announce decisions. The Chairperson may also call a speaker to order when interventions are not relevant to the subject under discussion. The Vice-Chairperson shall take on the responsibilities of the Chairperson if he/she is unable to perform their duties. The Rapporteur shall be responsible, with the assistance of the Secretariat, for recording the meeting proceedings and presenting the Meeting Decisions to the Committee for their review and approval.

Decisions and Amendments

Rule 21

Draft decisions, and substantial amendments or motions, shall be presented in writing and be circulated by the Secretariat to the PSC members before they are discussed and decided upon, unless the PSC decides otherwise.

Working Languages

Rule 22

Meetings shall be conducted in the following languages: English and Spanish.

Records of the meetings

Rule 23

Records of the meetings shall be kept by the Secretariat. They shall be prepared by the Secretary in collaboration with the Rapporteur, and presented in the form of a draft report to the members of the PSC no later than four weeks after the concerned meeting. Following this, any requests for changes and amendments to the report should be communicated to the PCU and shared with the PSC members as soon as possible. These amended records will be the official minutes of the meeting.

Distribution of meeting reports

Rule 24

The final version of the meeting records shall be distributed to the members of the PSC within ten weeks following the closure of the concerned meeting.