



**PACIFIC ISLANDS FORUM SECRETARIAT &
THE DELEGATION OF THE EUROPEAN UNION FOR THE PACIFIC**



TERMS OF REFERENCE
FOR REGIONAL STEERING COMMITTEE FOR THE PACIFIC

Introduction

1. The European Union (EU) is committed through its longstanding partnership with the Pacific, in particular through the ACP-EU Partnership Agreement to provide effective assistance to achieve the objectives and priorities which the African, Caribbean and Pacific (ACP) States have set in the context of regional cooperation and integration.
2. Regional organisations play an important role in the process of regional integration, but their impulse and coordination are only meaningful when working effectively with all other actors in the region, such as the national administrations, technical organisations, non state actors, regional development banks and all other relevant stakeholders.
3. In the Pacific region, such role is given to the Pacific Islands Forum Secretariat (PIFS), which has been duly mandated by the Forum Leaders to coordinate and assist in implementing the decisions of the Leaders including facilitating the delivery of development assistance decisions.
4. In this context, programming is to be prepared as a shared responsibility by the EU and the PIFS, the “duly mandated regional organisation” (DMRO) defined in the Programming Guidelines¹, in close collaboration with the Pacific ACP (PACP) States, and according to the principles of ownership, subsidiarity, transparency, accountability and complementarity.
5. To this purpose, and to ensure strong inclusion of all stakeholders in the EDF11 a Regional Steering Committee (RSC)² is set up. Its role, composition, organisation and mode of operation are described hereunder.

Roles & Responsibilities

6. The Regional Steering Committee for the Pacific (RSCP) is primarily a consultative body for effective mobilisation of the EU and PACP stakeholders, as well as a tool combining strategic guidance, coordination and monitoring functions. This Committee does not intend to dilute the governance of the Pacific Regional Indicative Programme (PRIP), the latter remaining under the joint leadership of the PIFS and the EU, but rather to strengthen it. Indeed, by creating a link with all the PACP stakeholders concerned, the RSCP will provide the PIFS and the EU with the consultative mechanism necessary to support strategic guidance at every stage of the PRIP (during initial programming, formulation as well as during reviews) with the view to maximising impact and to promote result-oriented use of resources.
7. The roles of the RSCP will be as follows:
 - In the programming phase but also during the formulation and review, it will identify the needs and constraints on regional integration, enabling consensus building on the priorities on which the PRIP will focus. It will provide explanation of the agreed approach and define the criteria under which stakeholders can access 11th EDF PRIP funding;
 - The RSCP will create a space for policy dialogue and will thus improve the monitoring of regional integration, since the state of play of related policies and strategies, regardless of their level (national, cross-national, regional), can be examined whenever deemed

¹ 11th EDF Regional Programming Orientations – December-2013

² Section 4.1. and 4.2. of the Programming Guidelines

opportune by the PIFS and the EU. It will in particular enhance the communication, coordination and dialogue between the regional and national level, in view of maximising synergies and complementarities between regional initiatives and national priorities.

In this respect, collaboration between the PACPS and the Overseas Countries and Territories (OCTs) will be further developed to expand regional integration through improved sharing of expertise and technical know-how in specific priority areas;

- It will make recommendations at the formulation stage of PRIP funded projects, taking into consideration regulatory frameworks and strategies put in place in the Pacific region;
- It will also oversee implementation of PRIP funded projects, on the basis of annual reports and other relevant documents.

Composition

8. The RSCP will comprise three groups:
- a) Permanent Members and Co-Chairs will include the European Union, represented by the Delegation of the European Union for the Pacific, and the Pacific Islands Forum Secretariat, the “Duly Mandated Regional Organisation”
 - b) Members will include National Authorising Officers of Pacific ACP countries
 - c) Observers will include OCT TAOs, CROP agencies, sub-regional organisations, Non State Actors, Development Partners and technical agencies. OCTs will be invited in all meetings, whereas other groups will be called by the co-chairs on need basis.

An institutional structure is attached in **Annex A**

9. The roles and functions of the co-chairs and members of the RSCP are spelled out in **Annex B** to this document

Organisation of Meetings

10. The RSCP will meet formally once a year and more often if necessary. The meetings may be conducted using video conferencing facilities where practical.
11. The day-to-day work of the RSCP will be undertaken by a sub-committee consisting of the European Union and the DMRO.
12. RSCP meetings will be called formally by both co-chairs at least one month in advance. Where possible they will be organised back to back with other regional events, to minimise the burden on officials concerned.
13. Draft agendas, letters of invitation and discussion papers will be circulated to all RSCP Members and Observers prior to the date of the meeting
14. RSCP Members can, introduce questions and clarifications on items listed on the draft agenda which will have been circulated.
15. Draft Summary Notes will be submitted for comments/inputs to all RSCP Members and Observers

Once revised and cleared by the two co-chairs, the summary decisions will form the basis of acceptance, either during the next formal sitting of the RSCP, or following the written procedure (spelled out under item 22 here after).

Mode of Regional Steering Committee Decision-Taking³

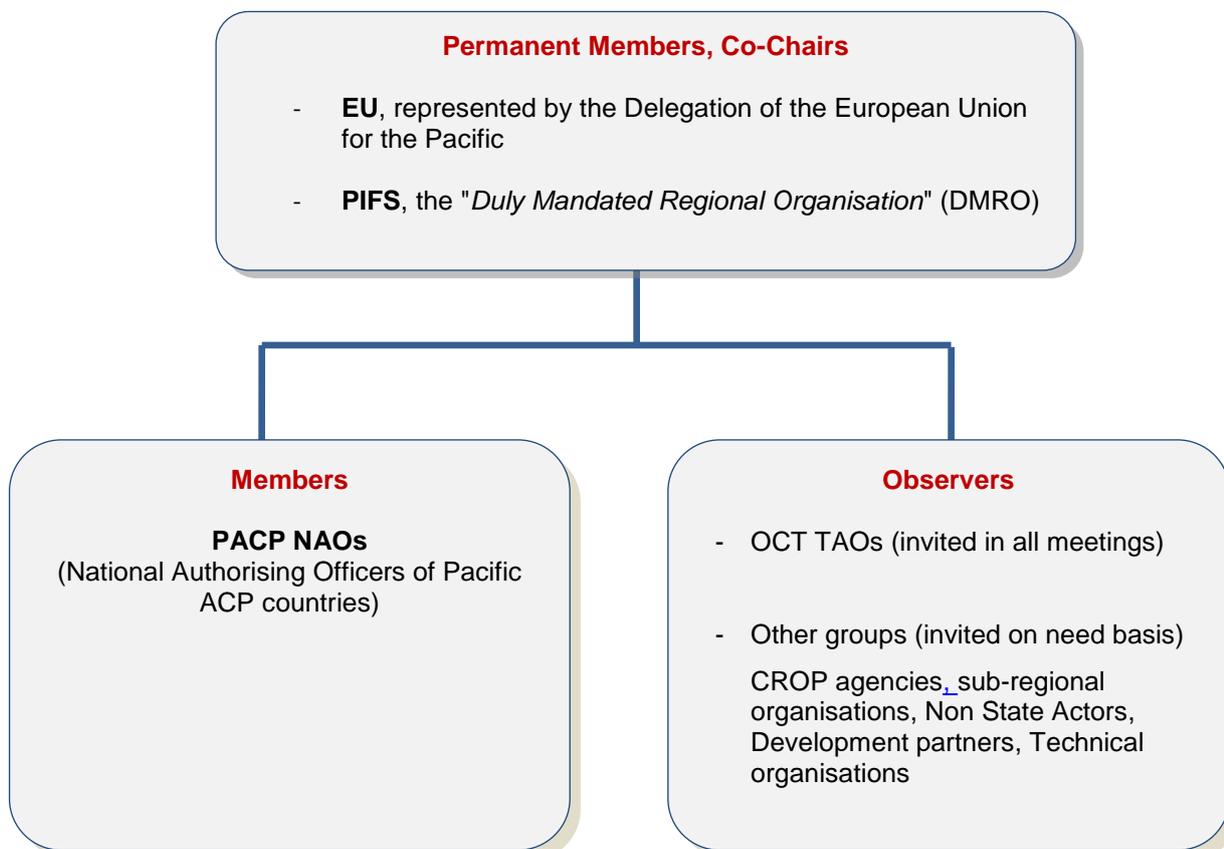
16. Meetings of the RSCP will be co-chaired by a senior representative of the European Union and a senior representative of the DMRO. One or other co-chairs will lead discussions depending on the topic.
17. As a rule, the RSCP will discuss matters and issues in a cohesive manner, and will take its decisions by consensus. Co-chairs will guide and facilitate the discussions
18. Where necessary and depending on the matter to be discussed, the RSCP can delegate part of its consultative work to existing structures, such as relevant Working Groups at the regional level. In that case, proceedings of the meetings will be facilitated by the RSCP sub-committee Secretariat and communicated to all RSCP Members.
19. While the RSCP will take most of its decisions during its formal sittings, nothing shall preclude the RSCP from taking decisions outside such formal meetings. Whenever necessary for the sake of programme efficiency and expediency, decisions may be taken by “written procedure”. The RSCP Co-chairs will circulate by email relevant documentation to all RSCP Members, clearly detailing the matter on which decisions are required and provide its recommendation. Should Members fail to object to the recommendation within a defined period of working days, the recommendation will be deemed to have been accepted by the RSCP.
20. All decisions taken by such “written procedure” will be listed in a communication to be noted at the subsequent formal RSCP meeting.
21. When approving the summary notes at the subsequent RSCP meeting, corrections should only pertain to material and language errors. Issues of substance will not be reopened for debate.

Programme Steering Committee Secretariat

22. The PIFS will do all preparatory and follow up work to facilitate the organisation and conduct of the RSCP meetings. The following tasks will be undertaken:
 - Facilitate administrative and logistical arrangements for the organisation of the RSCP meetings
 - Prepare draft agendas, letters of invitation and any support documentation within the agreed time frame
 - Draft summary notes for preliminary approval by the two co-chairs
 - Facilitate the circulation of summary notes to all RSCP Members and ensure follow up of their feedback and proposed amendments
 - Facilitate the work of RSCP working groups/sub-committees⁴ where appropriate

³ The term “Decisions” refers to recommendations that the RSCP will formulate as a consultative body

⁴ Such Working Groups/Sub-Committees may be set up in instances where technical policy issues require specific expert advice

Annex A – Institutional Structure of the Regional Steering Committee for the Pacific**TASK 1 : Programming/review of the PRIP**

- Preparation of the PRIP : validate draft to be submitted to EU HQs
- Provide strategic guidance during reviewing process of the PRIP

TASK 2 : Regional Integration

- Oversee progress of regional integration process

TASK 3 : Implementation of the PRIP

- Make recommendations at the formulation stage of PRIP funded projects
- Oversee result-oriented implementation of projects financed by PRIP

Annex B – Roles and responsibilities of the RSCP entities

The Pacific Islands Forum Secretariat (PIFS), the "Duly Mandated Regional Organisation"

As co-chair of the RSC, the PIFS is an essential pillar of the regional programming architecture. It will ensure oversight of the regional cooperation process through the following prerogatives:

- Programming will result from an "exchange of views" between the EU and the PIFS (art 8 Annex IV Cotonou agreement)
- It will largely be informed on the 2014 revised Pacific Plan and will also take into account the EU strategies for the region and any relevant Policy document.
- The PRIP is co-drafted and adopted/signed by PIFS, in joint agreement with the EU (art 10 annex IV Cotonou Agreement)
- The PIFS is the Duly Mandated Regional Organisation (DMRO), identified in the PRIP, and corresponding, in principle, to its core mandate and responsibilities (notably of coordination) in terms of regional integration. For this purpose, it will have access to direct funding within one (or more) of the priority areas of the PRIP
- It will inform the RSCP on (i) the implementation of initiatives on the regional integration process; (ii) the implementation of the 11th EDF PRIP
- PIFS is systematically kept informed of the proposals (identification/action fiches; IFP submissions; etc.) to be submitted to EU Headquarters. It will review the consistency of the envisaged actions, with the provisions of the PRIP and with the regulatory frameworks and strategies put in place at the regional level. Moreover, it can make recommendations regarding the content of the proposals.
- Jointly with the Delegation of the European Union for the Pacific, it manages the Technical Cooperation Facility (TCF).
- It can act as Implementing Agency for specific parts of the PRIP.

The European Union

The European Union is the other important pillar of the whole regional programming architecture:

- As co-chair of the RSCP and together with the PIFS, it ensures oversight of the regional cooperation process
- The EU collaborates with the PIFS in the drafting of the PRIP
- The EU jointly conducts the policy dialogue with the regional organisations and other relevant stakeholders
- Jointly with the PIFS, the EU drafts the identification/action fiches for the actions implemented under the 11th EDF PRIP
- Jointly with the PIFS, it manages the TCF.

The National Authorising Officers (NAOs) of the PACP Countries and Territorial Authorising Officers

- They are associated to the preparation and review of the 11th EDF PRIP
- They will be consulted at the identification/formulation, implementation and monitoring stages for the 11th EDF PRIP;
- NAOs/ inform the RSCP on the implementation of regional commitments at national level⁵
- OCT TAOs will report on developments on their regional programme (and possible links to Pacific ACP regional programme)

The other organisations from the Pacific region

Upon invitation of the co-chairs:

- They will be consulted during the preparation and review of the 11th EDF PRIP;
- They will be consulted at the identification/formulation, implementation and monitoring stages for the 11th EDF PRIP;
- They will inform the RSCP on implementation of EDF related regional/sub-regional/national commitments in which they are actively involved

⁵ Regional commitments at national level refer to

- Activities funded under the 11th EDF RIP which are being implemented at national level
- Activities funded under respective 11th EDF NIPs which have a cross-national or regional/sub-regional scope