



**Implementing the Strategic Action Programme
for the South China Sea and Gulf of Thailand (SCS
SAP Project)**

First Meeting of the SCS SAP Steering Committee

Teleconference, 29-30 June 2021

**DRAFT TERMS OF REFERENCE FOR THE
PROJECT STEERING COMMITTEE**



Draft Terms of Reference for the Project Steering Committee

1. THE SCSSAP STEERING COMMITTEE: RATIONALE AND PURPOSE

1.1 To facilitate the achievement of the goals and objectives of the UNEP/GEF project entitled “*Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand*”, a Project Steering Committee (PSC), will be established as the primary governance body for the project.

1.2 The SCS SAP Steering Committee’s role will be to provide managerial and governance advice to the project, and to guide the Project Coordinating Unit (PCU), in the implementation and monitoring of the overall regional project. The SCS SAP Steering Committee will also provide a regional forum for reviewing and resolving national concerns, reviewing and approving annual work plans and budgets, and provide a regional forum for stakeholder participation. One of the first activities during full project implementation will be to reconfirm and/or reconstitute the membership of the PSC, agree on meeting procedures, and finalise Terms of Reference for the Project Steering Committee.

2. THE SCS SAP STEERING COMMITTEE SHALL:

2.1 Provide strategic guidance to the Project Coordinating Unit (PCU) and to National Lead Agencies regarding project implementation and execution of agreed activities over the entire period of the project;

2.2 Meet at least on an annual basis, or as required during the operational phase of the project to guide the timely execution of project activities;

2.3 Receive, review, and approve reports from the PCU regarding the outputs and outcomes of project activities;

2.4 Assist the PCU in ensuring co-ordination among national site-based activities and other national level activities to further enhance national capacity to achieve the targets of the Strategic Action Programme for the South China Sea;

2.5 Advise on stakeholder involvement in project activities and offer support where necessary to ensure appropriate levels of government, NGO, community, and private sector engagement;

2.6 Provide guidance to support compatibility between the activities of site and other national level activities;

2.7 Assist the PCU in leveraging required project co-financing and additional funds that may be required from time to time;

2.8 Work with the PCU and National Lead Agencies in mainstreaming best practices and the replication of project successes at the national level;

2.9 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.

3. PROPOSED MEMBERSHIP FOR THE SCS- SAP IMPLEMENTATION COMMITTEE

3.1 Full members of the PSC shall consist of representatives of all participating countries in the project. Each country shall designate two members: one member shall be the Chairperson of the policy-level, Inter-Ministry Committee; the other shall be the Chairperson of the National Technical Working Group; SEAFEDEC and UNOPS are ex-officio members of the SC without voting rights.

3.2 The UNEP Task Manager will participate as a member in PSC meetings;

3.3 The PSC 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; and

3.4 The PSC 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.

4. SECRETARIAT OF THE SCS SAPSCS SAP STEERING COMMITTEE

4.1 The Senior Project Manager of PCU shall act as Secretary to the meetings of the PSC.

4.2 Other staff of the PCU may provide Secretariat and technical support to the meetings of the PSC as required.

5. MEETINGS OF THE SCS SAPSCS SAP STEERING COMMITTEE

5.1 The PSC shall convene regular annual meetings of the SCS SAPSCS SAP Steering Committee immediately following the Regional Scientific and Technical Committee meeting when the latter is convened at an appropriate time.

5.2 *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 PSC; and at the request of the PSC when circumstances demand.

6. CONDUCT OF SCS SAP STEERING COMMITTEE BUSINESS

6.1 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.