



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

RULES OF PROCEDURE FOR THE PROJECT STEERING COMMITTEE



Rules of Procedure for the Project Steering Committee for the UNEP/GEF Project entitled: “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand” (SCS SAP Project)

ESTABLISHMENT OF THE COMMITTEE

The Project Steering Committee (PSC) is established under the project brief for the UNEP/GEF Project entitled: “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand” (SCS SAP Project), endorsed by the GEF CEO on the and the sixteenth meeting of the Global Environment Facility (GEF) CEO on the November 03, 2016, as follows:

“The Project Steering Committee as the supreme decision-making body of the project, will be composed solely of representatives of the participating countries of the project and UNEP. The Committee shall be responsible for reviewing and approving on an annual basis, project activities including the location of demonstration sites to be funded by the GEF project. The Senior Project Manager will act as Secretariat of the Committee. UNOPS and SEAFDEC officials responsible for the execution of the project will support the Senior Project Manager and other PCU staff. During the execution of the project, decisions of the Project Steering Committee will be made through consultation and on the basis of consensus by all participating countries of the project”.

Rules of Procedure

I - MEMBERSHIP

Rule 1

Full members

Full members of the PSC shall consist solely of representatives of all participating countries in the Project. Each country shall designate two members:

1. One member shall represent the government with authorisation to participate in decisions of the committee on project matters.
2. One member should be a regionally recognised, national expert with good knowledge and experience in the marine environment and shall provide guidance on the scientific and technical aspects of the project.

Rule 2

Designation of members

Following the establishment of the Inter-Ministry Committees in each country, the Chairperson of the IMC shall notify the Project Co-ordinating Unit of their designated members, 6 weeks (30 working days) before the PSC meetings.

Rule 3

Alternate members

In the event that a full member is unable to participate in a meeting of the Committee an alternate representative may be designated to represent the member concerned. Alternate Members shall be designated through written notification by the Chairman of the IMC, to the Project Coordinating Unit (PCU)

4 weeks (20 working days) before the PSC meeting, which the alternate member will attend. Alternate members shall have the same powers and duties as a full member of the Committee.

Rule 4

Amendment of the membership

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

Rule 5

Observers

The Chairperson and Vice Chairperson of the Regional Scientific and Technical Committee (RSTC) shall participate as observers in meetings of the Committee to present the reports, advice and recommendations of the RSTC to the PSC.

Rule 6

Co-opted members

The PSC may agree, by consensus at the commencement of each meeting to co-opt to any meeting or meetings of the Committee or parts thereof, as the Committee shall deem appropriate:

1. additional experts as observers or advisers; and
2. alternate representatives who have not been designated under rule 3 as full members.

II - SESSIONS

Rule 7

Regular sessions

The Project Co-ordinating Unit shall convene regular annual meetings of the Project Steering Committee. Each regular session of the Project Steering Committee shall be held at a date and location, fixed by the Committee at its previous session.

Rule 8

Ad hoc meetings

Ad hoc meetings may be convened by the Chairman:

1. When the majority of members make a request for such a meeting to the Project Coordinating Unit.
2. At the request of the Project Co-ordinating Unit when circumstances demand

III - ROLE AND FUNCTIONS OF THE COMMITTEE

Rule 9

Powers of the Committee

The Project Steering Committee shall operate on the basis of consensus to:

1. Provide direction, and strategic guidance to the Project Co-ordinating Unit and to the national Inter-ministry Committees regarding project implementation and execution of agreed activities over the entire period of the project;
2. Review and approve the annual work programme and budget for project execution;

3. Facilitate co-operation and co-ordination among the participating countries, particularly in transboundary environmental issues and inter-country technical co-operation;
4. Review and evaluate progress in project implementation and execution, and provide guidance to the PCU regarding areas for improvement;
5. Assist UNEP and the PCU in raising such additional co-financing as may be required from time to time;
6. Consider and approve such recommendations as shall be presented to the Committee by the Project Co-ordinating Unit and the Regional Scientific and Technical Committee; and
7. Agree at their first meeting: the membership, meeting arrangements, terms of reference of the committee and the rules of procedure as contained in draft in this document.

IV - AGENDA

Rule 10

Drawing up of the provisional agenda

The Senior Project Manager shall submit to the Project Steering Committee the provisional agenda. The provisional agenda shall include all items proposed by members of the Project Steering Committee and by the Project Co-ordinating Unit. Items proposed by members shall be accompanied by an explanatory memorandum and, if possible, by background documentation which shall be submitted to the PCU at least 4 weeks (20 working days) prior to the meeting. A provisional annotated agenda will be prepared from the provisional agenda and shall make reference to all relevant discussion and information documents.

Rule 11

Distribution of the agenda

The Project Co-ordinating Unit shall communicate the provisional agenda and provisional annotated agenda of each Project Steering Committee meeting together with working documents to the members at least 4 weeks (20 working days) in advance, whereas information documents will be sent at least 2 weeks (10 working days) in advance.

Rule 12

Adoption of the Agenda

At the commencement of each PSC meeting, subject to Rule 10 and following the election of officers as required under Rule 15, the PSC shall adopt the agenda for the meeting on the basis of the provisional agenda.

Rule 13

Agendas for special *Ad hoc* meetings

The provisional agenda for a special meeting of the PSC 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 3 weeks (15 working days) in advance.

Rule 14

Revision of the agenda

During a meeting, the PSC may revise the agenda for the session by adding, deleting, deferring or amending items. Notwithstanding Rule 11 the PSC may at its absolute discretion agree to amend the agenda in order

to enable the Committee to discuss urgent and important matters for which documentation was not distributed in advance.

V – OFFICERS

Rule 15

Elections of Officers

At the commencement of each PSC meeting the Committee shall elect a Chairperson, Vice-Chairperson and a Rapporteur from among its members.

Rule 16

Terms of office

The Chairperson, Vice–Chairperson and Rapporteur shall hold office until the subsequent meeting of the Project Steering Committee. They shall be eligible for re-election no more than once. None of them may hold office once their membership of the Committee is terminated by the country of which they are representative.

Rule 17

Acting Chairperson

If the Chairperson cannot preside at a meeting or any part thereof, the Vice-Chairperson shall act as Chairperson.

Rule 18

Powers of the Acting Chairperson

The Vice–Chairperson, acting as Chairperson shall have the same powers and duties as the Chairperson.

VI - SECRETARIAT

Rule 19

Secretariat

The Project Co-ordinating Unit, under the direction of the Senior Project Manager, shall act as Secretariat to the Committee. The secretariat shall:

1. receive and circulate the documents of the PSC;
2. publish and circulate the decisions, reports and relevant documentation of the PSC;
3. have the custody of the documents in the archives of the PCU and generally perform all other work that the PSC may require; and,
4. prepare reports on project progress and future workplans for consideration by the PSC

Rule 20

Role of the Senior Project Manager in the convening and conduct of meetings

The Senior Project Manager shall:

1. act as Secretary to all meetings of the PSC and shall be assisted during meetings by a PCU staff member;
2. designate when appropriate any officer of the Project Co-ordinating Unit 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 arrangements being made for meetings including the preparation and distribution of working documents in accordance with these rules; and,
5. Prepare and deliver reports on project progress and plans to appropriate international meetings of other bodies.

VII - CONDUCT OF BUSINESS

Rule 21

Quorum

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

Rule 22

Powers of the Chairperson

In addition to exercising the powers conferred upon them elsewhere by these rules, the Chairperson shall declare the opening and closing of each meeting of the PSC, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, and announce decisions. The Chairperson may also call a speaker to order if their remarks are not relevant to the subject under discussion.

Rule 23

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 or transboundary 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 or transboundary significance, the Secretariat shall, in consultation with the Chairperson, facilitate negotiations during the subsequent inter-sessional period with a view to seeking resolution. The Secretariat will report the results of these negotiations to the Committee members.

Rule 24

Adjournment of debate

During the discussion of any matter on which a clear consensus fails to emerge, a representative may move the adjournment of the debate and its referral to a working group of the committee. The working group shall be charged with resolving the matter and shall be required to report the outcome to the full committee at the time of resumption of the debate. Any such motion shall have priority. In addition to the proposer of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion.

Rule 25

Points of order

During the discussion of any matter, a member may raise a point of order. In this case, the Chairperson shall immediately state his/her ruling. If the ruling is challenged, the Chairperson shall forthwith submit their ruling to the Secretariat for decision, and it shall stand unless overruled.

Rule 26**Closure of debate**

A representative may at any time move the closure of the debate whether or not any other representative has signified a wish to speak. Not more than two Members may be granted permission to speak against the closure. The Chairperson shall take the sense of the Secretariat on a motion for closure. If the Secretariat is in favour of the closure, the Chairperson shall declare the debate closed.

Rule 27**Decisions and amendments**

Draft decisions, and substantial amendments or motions, shall be introduced in writing and handed to the Secretary of the Committee, who shall circulate copies to the Members before they are discussed and decided upon, unless the Committee decides otherwise. Upon the request of any member, any motion and amendment thereto made by any speaker shall be given to the Chairperson in writing and shall be read by them before any further speaker is called upon. The Chairperson may direct that any motion or amendment be circulated to the members present. This rule shall not apply to formal motions such as one for closure or adjournment.

Rule 28**Language of meetings**

English shall be the working language of the PSC.

Rule 29**Records of the meeting**

Records of the meetings of the PSC may be kept by the secretariat. They shall be prepared in the form of a draft report by the Secretary to the Committee working with the Rapporteur following the meeting. Members shall inform the Rapporteur of any changes they wish to have made. Any disagreement concerning such changes shall be referred to the Chairperson, whose decision shall be final. These amended records will be the official minutes of the meeting.

Rule 30**Distribution of meeting reports**

The corrected version of the records of PSC meetings shall be distributed as soon as possible following closure of the meeting in accordance with the usual practice of the United Nations. All reports will be available on the web-site (www.scssap.org).