DRAFT version 1

3 January 2012

TERMS OF REFERENCE

Regional Steering Committee for the Pacific Climate Change Portal

Objective of the steering committee

To oversee the collaborative development, content-building and maintenance of the climate change portal, ensuring that the portal objectives are achieved.

Background

Regional and national institutions in the Pacific Island region hold an enormous amount of climate change-related information and tools. This information, however, is not always readily accessible or accessible in a coordinated and user-friendly manner. There are also gaps in information, particularly at the national level.

The Pacific climate change portal will provide a platform for institutions and governments in the Pacific region to share such information in a manner that can be readily accessed and that information gaps can be filled, by linking for example…. ***[CROP agencies – please provide some examples – eg SPC stats database; PACC; Pacific Islands Global Ocean Observing System; others]***

It is anticipated that this effort will improve and strengthen understanding of the issues related to climate change by a greater number of people in the Pacific region. More so, it is anticipated that improved access to information will strengthen and enhance communication and collaboration to cope with climate change regionally and locally. ***[This is an objective of the portal. Are there others that should be stated here? Please provide.]***

The major target groups expected to use the portal are national stakeholders (PICTs), regional stakeholders (CROP agencies) and development partners. A broader audience, however, is not excluded.

Activities

Activities of members of this steering committee are related to governance and content. Members will be expected to:

- Promote use of the portal by the target groups:
    - Pacific Island Countries and Territories (PICTs),
    - Council of Regional Organisations in the Pacific (CROP agencies), and
    - Development partners;
- Oversee and determine the overall direction of the Programme;
- Give guidance on the work plan priorities;
- Assess programme monitoring reports and provide feedback;
- Advise on issues relevant to the communication of information and science of climate change via the portal;
- Advise on major tasks and arising issues;

- Address resourcing and funding issues;
- Ensure Q&A;

[suggestions please]

Structure and Membership

The portal reflects both the degree of cooperation among the CROP agencies as well as the quality of communication between regional and national entities. Therefore, a steering structure with representation from the regional and national levels is required. It members must also be able to address issues of content, as well as governance. Representation will be chosen as follows:

- 1 representative from each of the three sub-regions ***[Who should these reps be in terms of responsibilities? Should there be a reference to at least one representative coming from the Territories?]***
- 1 representative each from CROP agencies
- Nominated technical specialists
- 1 representative of major regional programmes other than CROP (suggested that GIZ CCCPIR takes this up initially)

Other relevant NGOs and development partners may be invited attend as observers.

Qualifications for membership: ***[What is the technical level of skills required is for committee members, ie should they all work in climate change? or IT? or both?]***

The Secretariat for the Committee shall rest with the Climate Change Division of SPREP, Apia, Samoa. ***[This is only a suggestion for the first year; process and terms to be discussed and decided by the steering committee.]***

Meetings

The Regional Steering Committee of the Pacific Climate Change Portal meets face-to-face as required, preferably back –to-back with other regional cc meetings.

Other means of communication (telephone-conferences, email discussions) will supplement the regular meetings as needed.

Rules of procedure

Rules of procedure will be elaborated within a separate document and address voting, quorum, alternate members, repeated absences, etc