Annex 2

SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME (SPREP)

# TERMS OF REFERENCE FOR
# THE CLEAN PACIFIC ROUNDTABLE

## I. BACKGROUND

The *Pacific Regional Waste Management and Pollution Control Strategy 2025* (Cleaner Pacific 2025) was adopted by the 26th SPREP Meeting held in Apia, Samoa in September 2015. The Strategy outlines a vision of "A *cleaner Pacific environment*" and a mission of "To implement practical and sustainable solutions for the prevention and management of waste and pollution in the Pacific". It also outlines 15 strategic actions in 6 thematic areas towards the achievement of 4 strategic goals.

The Cleaner Pacific 2025 recognizes six common approaches to implementation as follows:

- ✓ Data collected across the region;
- ✓ Policies and regulations developed;
- ✓ Public Private Partnerships will be promoted;
- ✓ Best practices will be implemented;
- ✓ Human capacity will be improved; and
- ✓ Best practice will be promoted through regional exchange and community education programmes.

With the progress being made in waste management and pollution control in the region, largely through donor-funded projects, Cleaner Pacific 2025 seeks to further strengthen regional cooperation and collaboration in line with the above approaches and understandings.

In addition, there is also a need for a more concerted and coordinated approach to monitoring and reporting on the implementation progress of the Cleaner Pacific 2025, which must involve the main waste management stakeholders in the Pacific region. This will assist in minimizing duplication and improving coordination between similar programmes and activities at the national and regional levels.

This will occur primarily through an endorsed "Clean Pacific Roundtable" (CPR) mechanism that will facilitate waste management and pollution control (WMPC) dialogue and networking in the region. The Clean Pacific Roundtable (CPR) will also provide a forum to share experience on WMPC and to disseminate information on new and existing opportunities.

## II. PURPOSE

Clean Pacific Roundtable (CPR) is a group of national officers, donors, partners, and other key stakeholders involved in waste management and pollution control in the PICTs. The purposes of the CPR are as follows:

- ➢ To coordinate and facilitate WMPC dialogue and networking in the region;
- ➢ To support the monitoring and progress reporting of Cleaner Pacific 2025; and
- ➢ To share experience on waste management and pollution control and disseminate information on new and existing funding opportunities.

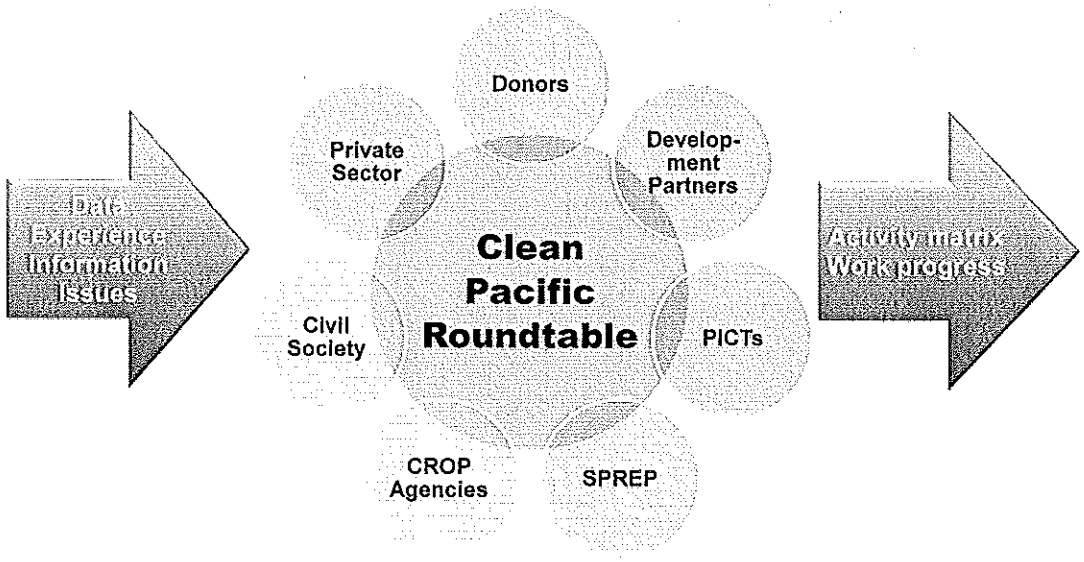
## III. EXPECTED OUTCOMES

- Timely implementation of agreed activities.
- Better understanding of gaps and opportunities, and mobilisation of technical and financial resources to fill the gaps.
- Development of regional networking for recycling/composing/capacity development (PIDOC)/etc.
- Updating of country profiles.

## IV. FUNCTIONS

The functions of the CPR are:

Fig. Concept of CPR




- To provide bi-ennial meetings (every two years) for information and knowledge sharing on national, regional and international programmes in WMPC.
- To assist in development and maintenance of a comprehensive list of interventions in WMPC throughout the region, which can be used to guide future interventions.
- To collect and share information and progress on WMPC programmes and projects in PICTs through each member's individual network.
- To advise SPREP on measures to improve the monitoring of the Cleaner Pacific 2025.
- To provide input and advice to SPREP on the design of regional WMPC projects.
- To assist in facilitating communication and liaison between the PICTs.
- To improve the dissemination of outcomes and experiences in waste chemicals and pollution management.
- To develop and improve national data collection and monitoring systems.
- To Strengthen recycling systems in the Pacific (for sustainable Resource Circulation in the Pacific) linked to the Goal 12 of the SDGs.
- To develop and improve human capacity through regional coordination/collaboration of integrated WMPC training programmes
- To develop and promote options for private and public sector partnerships (PPP) on WMPC.
- To strengthen the regional network through the establishment of working groups (WG) under the CPR on a need basis. For example:
    - A land fillers group (high and low island options);
    - Waste collection systems (including specific financial mechanisms - gate fee/waste levy/pre-paid bag);

- Reverse logistics group;
  - Metal recyclers/E-waste/ulabs (including specific financial mechanisms - CDL/ARF);
  - Non-metal recovery - plastics, glass, cardboard (island options if export is not feasible);
- Green waste management (mulch/composting - including financial mechanisms); and
- Disaster waste management.

## V. PRINCIPLES OF MEMBERSHIP

The CPR is led by a steering committee approved by the roundtable for a two-year period. The Steering committee members include:

- Chair of the CPR;
- SPREP (coordinator, roundtable secretariat);
- A representatives from Micronesia, Melanesia and Polynesia; and
- Representatives from CROP agencies, civil society, private sectors, development partners, and donor agencies.

Members of the CPR:

- Shall be representatives of national WMPC agencies, donors, partners, regional organisations in the Pacific, and other key stakeholders involved in WMPC in the PICTs, and have good links with national and regional waste management committees and communities;
- Shall be committed to the objectives of the CPR;
- Are required to fully participate in the functions of CPR as specified in these Terms of Reference and must be willing to commit the time required and serve on CPR for at least twice a year;
- Must be willing to objectively and respectfully consider the views of others on the CPR;
- Must be willing to interact and communicate with other members of the CPR in an open, honest and respectful manner; and
- May as appropriate bring experts to provide additional information and share experience in the meetings of the CPR.

## VI. CHAIRPERSON

The Chairperson of the CPR shall be elected by majority vote.

## VII. SECRETARIAT AND ADMINISTRATIVE SUPPORT

Within available resources, SPREP will provide for administrative and secretariat services required by the CPR including arrangement of video and tele-conferences, taking meeting minutes, maintenance of records, and distribution of documents.

## VIII. METHODS OF WORK AND DELIVERABLES

The CPR shall determine its own methods of work, including preparation of its agenda, establishment of special groups, keeping of records and other procedures, and reporting.

## IX. MEETINGS

The CPR shall be held bi-ennially. The first CPR is planned to be held on the 25-28 July 2016.

The CPR steering committee will endeavour to meet through electronic and online means at regular intervals, but no more than once every quarter. Extraordinary meetings may be called when required. Face-to-face meetings will be arranged and conducted as the situation permits, such as attendance by The CPR members at common events such as the SPREP Meeting, Waigani or Noumea COP meeting, other relevant international, regional and sub-regional conference, and Meetings conducted by donors.

Following each meeting, the Secretariat shall provide the members with a report of the meeting to check for accuracy before finalisation.

Meetings will be conducted in English only.

## X. DECISION-MAKING

The CPR will strive to operate by consensus and collaboration. Decision-making will be through a process of problem identification, assembling of facts, brainstorming, evaluating solutions, obtaining commitment to solutions, and continuous improvement.