

ANNEX 6:
TERMS OF REFERENCE (TORS) FOR INSTITUTIONAL FRAMEWORK

**CONSIDERATION AND ADOPTION OF THE PROVISIONAL TERM OF REFERENCE (TORS)
FOR INSTITUTIONAL FRAMEWORK**

I. INTRODUCTION

1.1 Refers to the adopted Project Document of the “SEAFDEC/UNEP/GEF Project on Establishment and Operation of a Regional System of Fisheries *Refugia* in the South China Sea and Gulf of Thailand”, It is suggested, to support the effective implementation of the project at all national and regional levels, that the regional institutions including Project Steering Committee (PSC), the Regional Scientific and Technical Committee (RSTC) and the Project Coordinating Units needed to be established. In addition, for National Institutional levels, there are: National Fisheries *Refugia* Committee (NFRC), the National Scientific and Technical Committee (NSTC), and the Side-based Management Board.

1.2 Even though the TORs of these all institutions have been introduced during the Inception Workshop in November 2016, but there is no endorsement by the Project Steering Committee yet. In addition, there are some few points on the member of the PSC which addressed in the provisional TOR that need to be finalized. The PCU therefore put this agenda for consideration and discussion and adoption by the PSC1.

II. INSTITUTIONAL FRAMEWORK

A) REGIONAL INSTITUTIONS FOR REGIONAL DECISION MAKING AND PLANNING

Project Steering Committee (Annex 6.a)

2.1 A Project Steering Committee will be established and operated to oversee and act as a principal decision making body for the project. The PSC's role will be to provide managerial and governance advice to the project, and to guide the Project Coordination Unit (PCU) of the Southeast Asian Fisheries Development Centre (SEAFDEC) in the implementation and monitoring of the overall regional project. The PSC will also provide a regional forum for reviewing and resolving national concerns, reviewing and approving annual work plans and budgets, and providing a regional forum for stakeholder participation.

2.2 The PSC will meet annually, and its membership shall consist solely 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, National Fisheries *Refugia* Committee; the other shall be the Chairperson of the National Scientific and Technical Committee. The UNEP Task Manager will participate in PSC meetings and the Project Director shall serve as Secretary of the committee.

Regional Scientific and Technical Committee (Annex 6.b)

2.3 A Regional Scientific and Technical Committee will be established and operated as a bridge between the scientific community and decision-makers involved in the establishment and operation of a regional system of fisheries *refugia*. The RSTC is responsible for ensuring that scientific and technical aspects of the fisheries *refugia* project meet International standards. Specifically, it will review the substantive activities of the project and provide sound scientific and technical advice to the Project Steering Committee regarding matters requiring decision.

2.4 The RSTC shall also provide direction and strategic guidance to the National Fisheries *Refugia* Committees and Site-based Management Boards as required. The RSTC will meet biannually and its membership shall consist of the Chairpersons of the National Scientific and Technical Committees (NSTC); a representative of SEAFDEC; and selected regional experts. The Project Director shall serve as Secretary of the committee.

B) NATIONAL INSTITUTIONS

National Fisheries Refugia Committees (Annex 6.c)

2.5 National Fisheries *Refugia* Committees (NFRCs) will be established and operated to strengthen cross-sectorial coordination in the establishment and management of fisheries *refugia*. The NFRC's will assume overarching responsibility for the execution of national level activities of the project and will, inter alia: receive, review, and approve reports from the management boards of *refugia* sites; consider advice from the National Scientific and Technical Committees in decision-making; meet on a quarterly basis to guide the timely execution of project activities; provide direction and strategic guidance to the National Lead Agencies (**Annex 6.f**) and *refugia* management boards; assess and advise on stakeholder involvement in fisheries and environmental management; and approve annual progress reports for transmission to the SEAFDEC PCU and UNEP.

2.6 The NFRCs shall meet on a quarterly basis. Provisional memberships of the NFRCs were determined for each participating country during project preparation and these membership lists are included in the National Project Documents appended to this document.

National Scientific and Technical Committees (Annex 6.d)

2.7 National Scientific and Technical Committees (NSTCs) will be established and operated in the participating countries to harness national scientific and technical expertise and knowledge to inform reforms for fisheries *refugia* management. The NSTCs will assume overarching responsibility for the review and co-ordination of national scientific and technical activities of the project and will, inter alia: provide the NFRC with recommendations on proposed national and site-based activities, work plans, and budgets; provide the NFRC with technical guidance and suggestions to improve project activities where necessary, including the reform of policy, legislation and institutional arrangements; facilitate co-operation with relevant national and provincial organisations and projects to enhance the information and science base for *refugia* management; compile and evaluate national level sources of information and data for sharing at the regional level through the Regional Scientific and Technical Committee; and ensure that planned national level activities are consistent with the national results framework for the project, and that the subsequent monitoring and reporting of project results is undertaken in a standardized and consistent manner.

2.8 The NSTCs will meet biannually. Provisional memberships of the NSTCs were determined for each participating country during project preparation and these membership lists are included in the National Project Documents appended to this document.

Site-based management boards (Annex 6.e)

2.9 Site-based management boards, as a catalysing community-led action at priority fisheries *refugia* sites, will be established at each of the 14 priority fisheries *refugia* sites. These management boards will inter alia: plan and guide the timely execution of site-based activities; review and take action where necessary to ensure appropriate levels of government, NGO, community, and private sector engagement in site-level activities; ensure compatibility between the recommendations for action at the fisheries *refugia* site with other local level activities for fisheries and coastal habitat management; prepare and endorse quarterly progress reports for transmission to the meetings of the

NFRC; facilitate the approval and implementation, by the competent local authority, of management plans and courses of action developed during the course of project execution; and identify best practices for replication and scaling-up as well as the mainstreaming of the fisheries *refugia* approaches at the local level.

2.10 The site-based management boards will meet quarterly. Provisional memberships of each of the 14 management boards were determined during project preparation and these membership lists are included in the respective National Project Documents appended to this document.

III. NATIONAL LEAD AGENCY

3.1 The National Lead Agencies, as a supporting national coordination for this project, namely the Fisheries Administration of Cambodia, the Directorate General of Capture Fisheries (Indonesia), the Department of Fisheries (Malaysia), the National Fisheries Research and Development Institute (Philippines), the Department of Fisheries (Thailand), and the Directorate of Fisheries (Viet Nam), shall: assume overall responsibility for the execution of the national-level activities in their respective countries; nominate a National (political) Focal Point who shall act as the Chairperson of the NFRC; nominate a national Technical Focal Point who shall act as the Chairperson of the NSTC, and Secretary of the NFRC.

3.2 The National Focal Point shall act as the main point of contact with SEAFDEC and UNEP, and shall participate in annual regional Project Steering Committee meetings; plan and direct the implementation of activities based on the results framework, work plan and timetable contained in the respective National Project Documents; and submit all planning, progress and financial reports to the regional Project Co-ordinating Unit in a timely manner.

IV. PROJECT CO-ORDINATING UNIT

4.1 A regional Project Co-ordinating Unit (PCU), as a regional coordination and management, was established within SEAFDEC and led by a Project Director with support from SEAFDEC'S policy, technical and financial units. The PCU will be responsible for: overall leadership, management and technical oversight of the fisheries *refugia* project; regional project governance, monitoring and reporting; policy/technical advice and advocacy; regional and national coordination, including the establishment of partnerships and networking; and external communications.

4.2 The PCU will also: promote the role of the regional system of fisheries *refugia* in harmonizing fisheries and environmental management in regional forums and the media; establish and maintain a regional collaborative network of experts to guide the scientific, policy, and legal arrangements for the management of *refugia* in national waters; and provide Secretariat support to the RSTC and PSC.

V. DISCUSSIONS

5.1 Refers to para 2.2, the PCU would like to consult to the PSC on the designate two members by country that whether we should name the National Focal Point (NFP) as one of the candidates and as a policy level of the NFRC. NFP would plays an important role not only to coordinate between Country and PCU, but also a key person to PSC meeting.

5.2 To support the above para 3.1, please refers to the TOR of the National Lead Agency (**Annex 6.f**) as appeared as clause 3: The Lead agency to “Nominate a National Focal Point (NFP) to (a) act as the main point of contact with SEAFDEC, UN Environment, Chairs of the NFRC, NSTC and site-based management boards, and (b) participate in annual regional Project Steering Committee meetings”

VI. ACTION BY THE PROJECT STEERING COMMITTEE

- The committee is invited to consider the para 5.1 and 5.2 for further finalizing the Annex 6.a. and related ANNEX 6.f, in addition provide comments on all provisional TORs in the Annex 6.
- The committee is requested to adopt all TORs as appeared in Annex 6.