

## ANNEX 4

**Terms of Reference for the Regional Technical Advisory Group for the  
GEF Pacific IWRM Project entitled:  
“Implementing Sustainable Water Resources and Wastewater Management  
in Pacific Island Countries”**

### BACKGROUND AND CONTEXT

The goal of the GEF funded, SOPAC executed project entitled “*Implementing Sustainable Water Resources and Wastewater Management in Pacific Island Countries*” (hereafter called the GEF Pacific IWRM Project) is aligned with the GEF Pacific Alliance for Sustainability umbrella programme and will “*contribute to sustainable development in the Pacific Islands Region through improvements in natural resource and environmental management*”. The overall objective is “*to improve water resource and wastewater management and water use efficiency in Pacific Island Countries in order to balance overuse and conflicting uses of scarce freshwater resources through policy and legislative reform and implementation of applicable and effective Integrated Water Resource Management (IWRM) and Water Use Efficiency (WUE) plans*”.

The project consists of four components. Component C1 will use country-driven and designed demonstration activities focusing on sustainable water management to utilise Ridge to Reef IWRM approaches to bring significant environmental stress reduction benefits. Demonstration projects will act as catalysts for replication and scaling-up approaches to improve national water resources management, and regionally to support the Pacific in reducing land based pollutants from entering the ocean. Component C2 will develop an IWRM and WUE Regional Indicator Framework based on improved data collection and indicator feedback and action for improved national and regional sustainable development using water as an entry point. Component C3 will focus on Policy, Legislative, and Institutional Reform for IWRM and WUE through supporting institutional change and re-alignment to enact National IWRM Plans and WUE strategies, including appropriate financing mechanisms and supporting and building further political will to endorse IWRM policies and plans to accelerate and support pre-existing SAP and other Pacific Regional Action Plan work. Component C4 provides a Regional Capacity Building and Sustainability Programme for IWRM and WUE, including Knowledge Exchange and Learning and Replication.

### RATIONALE AND PURPOSE OF A REGIONAL TECHNICAL ADVISORY GROUP

To facilitate the achievement of the goals and objectives outlined above, a Regional Technical Advisory Group (RTAG) for the GEF Pacific IWRM Project was established during the project’s Second Regional Steering Committee Meeting with responsibility for: overseeing the scientific and technical elements of the project; ensuring effective implementation of activities undertaken during project execution; providing sound scientific and technical advice to the Regional Project Steering Committee (RSC).

### ROLE AND FUNCTION

As the over-riding scientific and technical body for the project the RTAG shall provide sound scientific and technical advice to the Regional Project Steering Committee regarding matters requiring decision and shall provide direction and strategic guidance to the National IWRM Demonstration Projects.

### THE REGIONAL TECHNICAL ADVISORY GROUP SHALL:

#### *Regional Activities*

- Review and co-ordinate regional scientific and technical activities of the GEF Pacific IWRM Project, including development of a Regional Indicator Framework;
- Review and evaluate, from a scientific and technical perspective, progress in implementation of the GEF Pacific IWRM Project, and provide guidance for improvement when necessary;
- Provide the Regional Project Steering Committee with recommendations on proposed regional activities, work plans, and budgets;

- Provide the Regional Project Steering Committee with technical guidance and suggestions to improve project activities where necessary, including development of replication and sustainability plans for IWRM;
- Facilitate co-operation with relevant international, regional, and national organisations and projects to enhance the effectiveness and efficiency of the Pacific IWRM initiative;
- Provide advice to the Regional Project Steering Committee with respect to integrating climate variability and change considerations into IWRM in Pacific Island Countries; and
- Monitor the progress of the project's regional activities and ensure the quality of outputs.

### ***National Activities***

- Review and evaluate, from a scientific and technical perspective, progress in implementation of the National IWRM Demonstration Projects, and provide guidance for improvement when necessary;
- Receive, and review reports, data and information from the IWRM Demonstration Projects and oversee the regional syntheses of this information to identify overall needs and priorities for IWRM and improved Water Use Efficiency;
- Receive, review, and comment on drafts of national water policies and/or legislation; and
- Advise the regional Project Coordinating Unit and National IWRM Focal Points and Demonstration Project Managers of the need for public awareness and information materials concerning IWRM and Water Use Efficiency in the Small Island States of the Pacific region.

### **PROPOSED MEMBERSHIP FOR A REGIONAL TECHNICAL ADVISORY GROUP**

The Regional Technical Advisory Group of the GEF Pacific IWRM Project shall consist of:

- the Chairperson of the Regional Project Steering Committee (RSC);
- a CROP Agency representative;
- a GEF Implementing Agency representative;
- selected regional experts;
- representatives from Public Water Utilities/State Owned Enterprises actively engaged in water resource management and sanitation in Pacific Island Countries;
- representatives of NGOs actively engaged in water resource management; and
- the Regional Manager of the GEF Pacific IWRM Project.

The Regional Project Coordinating Unit in consultation with National IWRM Focal Points and IWRM Demonstration Project Managers shall nominate no more than six regional experts to ensure a balance of expertise and specialisation consistent with the mandate of the Committee.

The membership of the RTAG shall be formally established at the first meeting, at which they shall elect a Chairperson and a Vice-Chair from amongst the members. The Vice-Chair shall act as Chairperson of meetings in the absence of the Chairperson.

The Chairperson and Vice-Chair shall participate in the annual meetings of the Regional Project Steering Committee at which they shall present the reports and recommendations of the RTAG.

### **SECRETARIAT**

The Regional Project Co-ordinating Unit shall act as Secretariat to the RTAG and shall ensure that reports of the meetings are circulated to all members of the Regional Project Steering Committee.

### **MEETINGS OF THE REGIONAL TECHNICAL ADVISORY GROUP**

The Regional Project Coordinating Unit in consultation with the Chairperson shall convene meetings of the RTAG according to an agreed schedule, which will form part of the agreed work plan and timetable for the work of the Committee.

The first meeting of the RTAG will be convened in conjunction with the Second Meeting of the Regional Project Steering Committee to: agree on the detailed activities, work plan and timetable for

the twenty-four months leading to the project's mid-term evaluation: and to provide guidance to the project's emerging scientific and technical

#### **CONDUCT OF REGIONAL TECHNICAL ADVISORY GROUP BUSINESS**

1. A majority of the Members shall constitute a quorum.
2. Proposals from any members shall be introduced in writing and submitted prior to the meeting for the Regional Project Coordinating Unit to circulate to the Members.
3. The decisions of the meetings shall be made by consensus.
4. Where consensus cannot be achieved during a meeting, the Regional Project Coordinating Unit in consultation with the Chairperson shall facilitate negotiations to seek resolution during the subsequent inter-sessional period. The Regional Project Coordinating Unit shall report the results of the negotiations to the Members.
5. The Regional Project Steering Committee may adjourn the discussion of any issue on which a consensus cannot be reached and refer it to a working group of that Committee. The working group shall be charged with resolving the issue and be required to report the outcome of their work to the Regional Project Steering Committee when the discussion resumes.
6. The record of the meeting, including all the decisions made, shall be kept by the Regional Project Coordinating Unit which shall circulate the record to the Members in the form of a draft report before the closure of the meeting. Any Member who disagrees with any part of the report may propose an amendment for consideration by all members during the adoption of the report.
7. The Regional Project Coordinating Unit shall distribute the final version of the report to the Members within one month following the closure of the meeting.
8. Between meetings, any proposal for a decision falling within the competence of the Regional Project Coordinating Unit shall be circulated in writing by the Regional Project Coordinating Unit to the Members with a specified deadline for reply. On the basis of the responses the Regional Project Coordinating Unit will inform members in writing of the views expressed and the consensus position.

#### **PARTICIPATION OF OBSERVERS IN REGIONAL TECHNICAL ADVISORY GROUP MEETINGS**

1. The Regional Technical Advisory Group may invite observers to participate in its meetings;
2. Upon the invitation of the Chairperson, observers may participate in the discussion of issues within their competence or scope of activities, without the right to participate in decision-making; and
3. Observers may, upon invitation of the Chairperson, submit written statements that shall be circulated by the Project Coordinating Unit to the members of the Regional Technical Advisory Group.

#### **AMENDMENTS AND SUSPENSION OF ABOVE**

Any Rules contained in this document may be amended or suspended by the Regional Project Steering Committee.