

Strengthening the Resilience of Our Islands and our Communities to Climate Change Programme (SRIC-CC)

**Porokaramu akamatutu'anga o te iti tangata i te tuatau
manakokore'ia no te tau'anga reva**



ADAPTATION FUND



Office of the Prime Minister



SRIC - PROGRAMME ADVISORY COMMITTEE (PAC) TERMS OF REFERENCE (COMMITTEE-TOR)

INTRODUCTION:

The Joint National Action Plan for Disaster Risk Management and Climate Change Adaptation (JNAP) provides a roadmap to guide the Cook Islands in implementing priority 5 (Resilience) of the National Sustainable Development Plan 2011-2015. The Goal is to achieve “a resilient and sustainable Cook Islands where our people are resilient to disasters and climate change and able to achieve sustainable livelihoods”. The two key objectives are to ensure that our people are prepared for disasters and climate change impacts, and that the impacts of disasters and climate change are reduced.

The strengthening the resilience of Islands and Communities to Climate Change (SRIC-CC) Programme is financed by the Adaptation Fund, and implemented with the support of the UNDP as the Multinational Implementing Entity (MIE). The Programme is designed to support activities that strengthen the resilience of Pa Enua communities to disasters and climate change.

The success of SRIC-CC sits with having a strong and dedicated Programme Advisory Committee (PAC) to support the appointed SRIC Programme Management Unit (PMU), including the National Programme Manager and Programme Director.

SRIC - CC:

“Strengthening the resilience of our Islands and communities to Climate Change”

GOVERNANCE:

The Programme Advisory Committee that will support the SRIC PMU is herein referred to as the “SRIC-PAC” and will have such flexibility to add members as needed during the lifetime of SRIC.

MEMBERS:

The core membership of SRIC-PAC will consist of representatives from;

- CCCI – Climate Change Cook Islands
- EMCI – Emergency Management Cook Islands
- CIMS – Cook Islands Meteorological Services
- PEGU – Pa Enea Governance Unit
- DCD – Development and Coordination Division and
- Professor John Hay – Technical Advisor to SRIC

SRIC-PAC STRUCTURE

SRIC-PAC will nominate a Chairman/ person and will rotate this role amongst members, as is practical.

- Chairman/ Chairperson (see Annex A)
- Secretary (see Annex B)
- Members

STANDING ORDERS OF SRIC-PAC

SRIC-PAC is to function actively and accordingly to these ***standing orders***;

- a) The quorum for the meeting will be 4 of the list of permanent (6) members
 - b) Tabled papers will always have recommendations even if there are no options
 - c) Tabling of papers at the meeting to be kept to a minimum
 - d) Meetings to be planned by the NPM in consultation with SRIC-PAC members so that there is adequate time to deal with the matters to be discussed without undue pressure
 - e) Adhere to the set of timetables of regular meetings for the duration of the SRIC program cycle – Once every two weeks, or more frequently if urgent matters arise.
 - f) Members must be well prepared for all meetings including other (informal) meetings with regards to information on DRR/DRM or CCA programs and projects.
 - g) Decisions by consensus where at all possible is paramount to the SRIC-PAC decision making process
 - h) Once a decision is made all members are expected to support it and provide relevant assistance where required and necessary
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SRIC-PAC:

The role of SRIC-PAC is;

1. Provide direct operational oversight of implementation, and **support** the integration of SRIC actions into the Medium Term Budgetary Framework and annual work/business plan and budgets of the relevant Ministries.
 2. Provide feedback to the SRIC programme management unit on work plans, reports and project proposals including the monitoring and evaluation framework to support SRIC.
 3. Ensure that lessons learned from monitoring and evaluation system are accounted for in the on-going implementation of SRIC.
 4. SRIC-PAC will provide overall strategic and policy guidance to ensure the successful implementation of SRIC related CCA/DRR programmes. Specifically;
 - Review and approve programme plans and reports including audits, quality control, lessons learned and evaluations
 - In conjunction with development partners and SRIC programme management unit authorise any major deviation from agreed plans
 - Provide advice or support to SRIC programme management unit to ensure barriers and risks to successful implementation are resolved (e.g. conflict resolution, risk management profiles, barrier removal)
 - Final sign off of recruitment of full time or part time staff or consultants for SRIC activities implementation.
 - Provide guidance to ensure alignment to government and development partners policies, procedures and legislation
 - SRIC-PAC will provide 6 monthly progress reports to the JNAP-Committee
 5. Support effective communication with key stakeholders (government, development partners, private, NGO's and communities) and decision-making mechanisms for CCA/DRR programmes
 6. All PMU members will endeavour to attend SRIC-PAC meetings for relevant project decisions as required
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ANNEX A

The role of the ***Chair***;

- a) The Chairperson takes a leadership role ensuring SRIC-PAC functions properly and matters of concern are followed up.
- b) The Chairperson shall not be a project manager.
- c) His/her responsibilities include;
 1. Ensuring that discussions follow the agenda of the meeting

2. Ensuring all SRIC-PAC members have an opportunity to fully participate in the decision making and that any minority voice is heard
 3. Ensuring SRIC-PAC minutes endorsement as true and correct.
 4. Ensuring that proper records are kept of all proceedings of the meeting
 5. Ensuring that the credibility and integrity of SRIC-PAC is maintained
 6. Making sure that the discussions are not dominated by any particular member, but that all members have the opportunity to contribute
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ANNEX B

The role of the Secretary will be performed by the PMU

PMU will be responsible for;

- a. Preparing and distributing all papers by email at least by the day preceding all formally convened meetings of SRIC-PAC.
 - b. Arrange fortnightly meetings or more frequently if there is a need to address important issues.
 - c. Recording minutes of SRIC-PAC meetings
 - d. Sending draft minutes to SRIC-PAC members within 5 working days.
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Annex C

In relation to meetings, the NPM will arrange to;

- a. Prepare and distribute all PMU papers (that will be tabled in the meeting) by email at least by the day preceding all formally convened meetings of SRIC-PAC.
 - b. Hold urgent meetings if there is a need to address important issues.
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Endorsement

This Terms of Reference was endorsed via agreement of SRIC- PAC members and is in effect as of Tuesday 27th November 2012.

Mrs. Ana Tiraa-Passfield
Programme Director
