

**FFA**

FORUM FISHERIES COMMITTEE
ONE HUNDRED AND TWENTY FOURTH MEETING

28 October 2022

Honiara, Solomon Islands

Agenda Item:	8
Paper Number:	<i>FFC124-WP.06-rev01</i>
Title:	PIPSM, CDEC and SPLP Project Implementation Steering Committee Terms of Reference

Summary:

In accordance with the FFA Management Response to the Mid-Term Review Recommendations for three New Zealand Ministry of Foreign Affairs and Trade (NZMFAT) funded projects, the Secretariat had the opportunity to present revised draft Terms of References (ToR) for the respective Project Implementation Steering Committees (PISC) for consideration and feedback from Members.

Recommendations:

The Committee is invited to consider and approve:

- the ToR for the PISC for the Pacific Island Port State Measures (PIPSM) and Catch Documentation and Enhancing Compliance (CDEC) projects; and
- the ToR for the PISC for the South Pacific Longline Project (SPLP).

Introduction

The findings and recommendations of the Mid-Term Review (MTR) undertaken for the New Zealand Ministry of Foreign Affairs and Trade (NZMFAT) funded *Pacific Islands Port State Measures (PIPSM)*, *Catch Documentation and Enhancing Compliance (CDEC)* and the *South Pacific Longline Project (SPLP)* were presented to Members at the Audit Risk Committee (ARC122) meeting and subsequently to the FFC122 in May 2022.

The FFA Management Response to the MTR recommendations was tabled for Members' noting and an update on the Status of actions taken to address the MTR recommendations was presented.

Background

The Secretariat held its Project Implementation Steering Committee (PISC) meetings for the three NZMFAT projects on Monday 17th October 2022. These were scheduled as follows:

- *6th PISC meeting for the PIPSM project,*
- *5th PISC meeting for the CDEC project, and*
- *6th PISC meeting for the SPLP.*

At these meetings, the Secretariat noted that the role of the Project Implementation Steering Committee (PISC) needed to be strengthened to achieve the oversight role envisaged in the Activity Design Documents (ADDs) for all three projects.

The Secretariat had the opportunity to present revised draft Terms of References (ToR) for the Project Implementation Steering Committees (PISC) for Members' consideration and feedback.

Members agreed to the Secretariat's proposed approach to combine the PISC for the PIPSM and CDEC projects and tasked the Secretariat to refine the PISC TORs (See Annexes 1 and 2) to ensure that its role is clarified and does not undermine the role of the FFC.

See Annex 1_*ToR for the PISC for the Pacific Island Port State Measures (PIPSM) and Catch Documentation and Enhancing Compliance (CDEC) projects*

See Annex 2_*ToR for the PISC for the South Pacific Longline Project (SPLP).*

Annex 1 Project Implementation Steering Committee (PISC)**Pacific Islands Port State Measures and Catch Documentation and Enhancing Compliance*****Rev1_ Draft Terms of Reference (ToR)***

Draft PISC ToR for PIPSM	13 October 2022
Draft PISC ToR for CDEC	13 October 2022
Rev1 of Draft PISC ToR for PIPSM and CDEC	25 October 2022

1. Background

The Pacific Islands Forum Fisheries Agency (FFA) is the recipient of funding from the New Zealand Ministry of Foreign Affairs and Trade (NZMFAT) to implement the Pacific Islands Port State Measures (PIPSM) and Catch Documentation and Enhancing Compliance (CDEC) project activities which ensure that tuna stocks are sustainably caught and that benefits from the tuna fishery are returned to Pacific countries.

The Project Implementation Steering Committee (PISC) is established to deliver the Activity Design Document (ADD) requirements of NZMFAT in the implementation and delivery of the PIPSM and CDEC projects.

2. Purpose

The PISC will provide strategic guidance and oversight in the delivery of project activities to ensure there is efficient implementation to meet set outcomes and provide feedback and recommendations to strengthen the activities under each Output, taking budget implications into account.

3. Membership¹ of the Project Implementation Steering Committee**FFA Secretariat**

- Fisheries Management Advisers, MCS Policy Advisers, Legal advisers, and IT advisers (Note that personnel may change during life of the Activity)

Donor (NZMFAT)

- Activity Manager, Pacific Ocean and Fisheries, Pacific and Development Group

FFA Members

- Representatives from FFA Pacific Island member countries implementing or with interests in, and developing port States measure and catch documentation schemes.

¹ Any conflicts of interests arising from the projects will be appropriately recorded and addressed.

SPC

- Representatives from the division of Fisheries, Aquaculture and Marine Ecosystems, Oceanic Fisheries Program

FFA will work closely with other parties and stakeholders, such as PNAO, WCPFC and international NGOs who may be invited to contribute to specific agenda items.

4. Role

The key role of the PISC is to:

- provide feedback and recommendations to strengthen the activities under each Output, taking budget implications into account;
- consider the annual progress report submitted by the Secretariat to NZMFAT;
- note the brief report of the NZMFAT projects Technical Working Group ²;
- review the implementation of activities focusing on key issues and ensure alignment to members priorities and needs as identified by the FFC;
- confirm the monitoring arrangements that will be established with regard to the results framework, narrative and financial reporting templates and systems;
- ensure close collaboration with other fisheries investments;
- identify risks and their appropriate mitigation;
- confirm the need to involve any third parties in implementing the project and the sustainability of project activities;
- report the outcomes of the PISC to the FFC and seek decisions where required. This can be provided as INFO papers. The report would be drafted by the Secretariat and signed off by the PISC Chairperson;
- To provide guidance in addressing the Mid-term Review recommendations and ensure progress on port State measures and catch documentation schemes; and
- Any other issues that may arise.

5. Meeting arrangements

- a. The Committee is to meet annually, around the margins of the pre-MOC and FFC meetings (October). If not possible, then the meeting is to be held at a location where it is possible to take as many people to be physically present, otherwise a virtual meeting option may be explored.
- b. Submission of annual costed work plan and budget, and annual progress report to the PISC is to be at least 2 weeks from the meeting date to ensure the full engagement of the members.
- c. Dates will be set in advance at the end of the previous meeting.
- d. The FFA will send out notices of meetings, provide agendas and circulate minutes of the last PISC meetings (members have 5 working days to provide feedback so that

² The Technical Working Group (TWG) is an FFA internally established group consisting of representation from across the FFA Divisions, with oversight from the Executive Management. The TWG meets fortnightly and covers matters relating to implementation that requires specific technical, operational and legal focus and coordination within the FFA Secretariat. The TWG will provide a brief annual report to the PISC.

corrected minutes can be promptly circulated within 10 working days of the PISC meeting).

6. Accountability

The **FFA** is accountable to NZMFAT in the delivery of the project, as per the Grant Funding Agreement (GFA). **NZMFAT** is accountable for delivery of funding, as per the Grant Funding Agreement (GFA). The **PISC** does not have financial, risk, or project design accountability.

Annex 2

Rev1_ Draft Terms of Reference (ToR)

South Pacific Longline Project Implementation Steering Committee

1. Background

The Pacific Islands Forum Fisheries Agency (FFA) is the recipient of funding from New Zealand through its Ministry of Foreign Affairs and Trade (MFAT) to implement the South Pacific Longline Project (SPLP) activities which ensure that tuna stocks are sustainably caught and that benefits from the tuna fishery are returned to Pacific countries.

The Project Implementation Steering Committee is established to deliver the Activity Design Document (ADD) requirements of NZ MFAT in the implementation and delivery of this programme.

2. Purpose

To ensure there is efficient implementation of the project with meeting the set out outcomes. This is through oversight in the implementation of the project activities and outputs; to provide strategic guidance and ensure timely and accurate monitoring and reporting of the activities to NZMFAT and regularly advise FFC on the progress of the project.

3. Proposed membership³ of the Project Steering Committee:

FFA Secretariat

- Fisheries Management Advisers, MCS Policy Advisers, Legal advisers, and IT advisers (Note that personnel may change during life of the Activity)

Donor (NZMFAT)

- Activity Manager, Pacific Ocean and Fisheries, Pacific and Development Group

FFA Members

- Representatives from FFA Pacific Island member countries implementing or with interests in, and developing port States measure and catch documentation schemes.

SPC

- Representatives from the division of Fisheries, Aquaculture and Marine Ecosystems, Oceanic Fisheries Program

FFA will work closely with other parties and stakeholders, such as PNAO, WCPFC and international NGOs who may be invited to contribute to specific agenda items.

4. Role

The key role of the PISC is to:

³ Any conflicts of interests arising from the project will be appropriately recorded and addressed.

- provide feedback and recommendations to strengthen the activities under each Output, taking budget implications into account;
- consider the annual progress report submitted by the Secretariat to NZMFAT;
- note the brief report of the NZMFAT projects Technical Working Group ⁴;
- review the implementation of activities focusing on key issues and ensure alignment to members priorities and needs as identified by the FFC;
- confirm the monitoring arrangements that will be established with regard to the results framework, narrative and financial reporting templates and systems;
- ensure close collaboration with other fisheries investments;
- identify risks and their appropriate mitigation;
- confirm the need to involve any third parties in implementing the project and the sustainability of project activities;
- report the outcomes of the PISC to the FFC and seek decisions where required. This can be provided as INFO papers. The report would be drafted by the Secretariat and signed off by the PISC Chairperson;
- To provide guidance in addressing the Mid-term Review recommendations and ensure progress on port State measures and catch documentation schemes; and
- Any other issues that may arise.

5. Meeting arrangements:

- The Committee is to meet around the margins of the FFC meetings (May). If not possible, then the meeting is to be held at a location where it is possible to take as many people to be physically present, otherwise using zoom or other mode of virtual meetings.
- Submission of reporting and work plans/budgets to the SC for their meetings is to be at least 2 weeks from the meeting date. Late papers will limit engagement of the SC, and could require a rescheduling of the Committee meeting if information is not available in accordance with this agreed TOR.
- Dates will be set in advance at the end of the previous meeting. FFA will send out notices of meetings, provide agendas and circulate minutes of meetings (members have 5 working days to provide feedback so that corrected minutes can be promptly circulated within 10 working days of the SC meeting).

⁴ The Technical Working Group (TWG) is an FFA internally established group consisting of representation from across the FFA Divisions, with oversight from the Executive Management. The TWG meets fortnightly and covers matters relating to implementation that requires specific technical, operational and legal focus and coordination within the FFA Secretariat. The TWG will provide a brief annual report to the PISC.

1. Accountability

The FFA Sec is accountable to NZMFAT in the delivery of the project, as per the donor funding arrangements. NZMFAT is accountable for delivery of funding, as per the donor funding arrangements. The SC does not have financial, risk, or project design accountability.