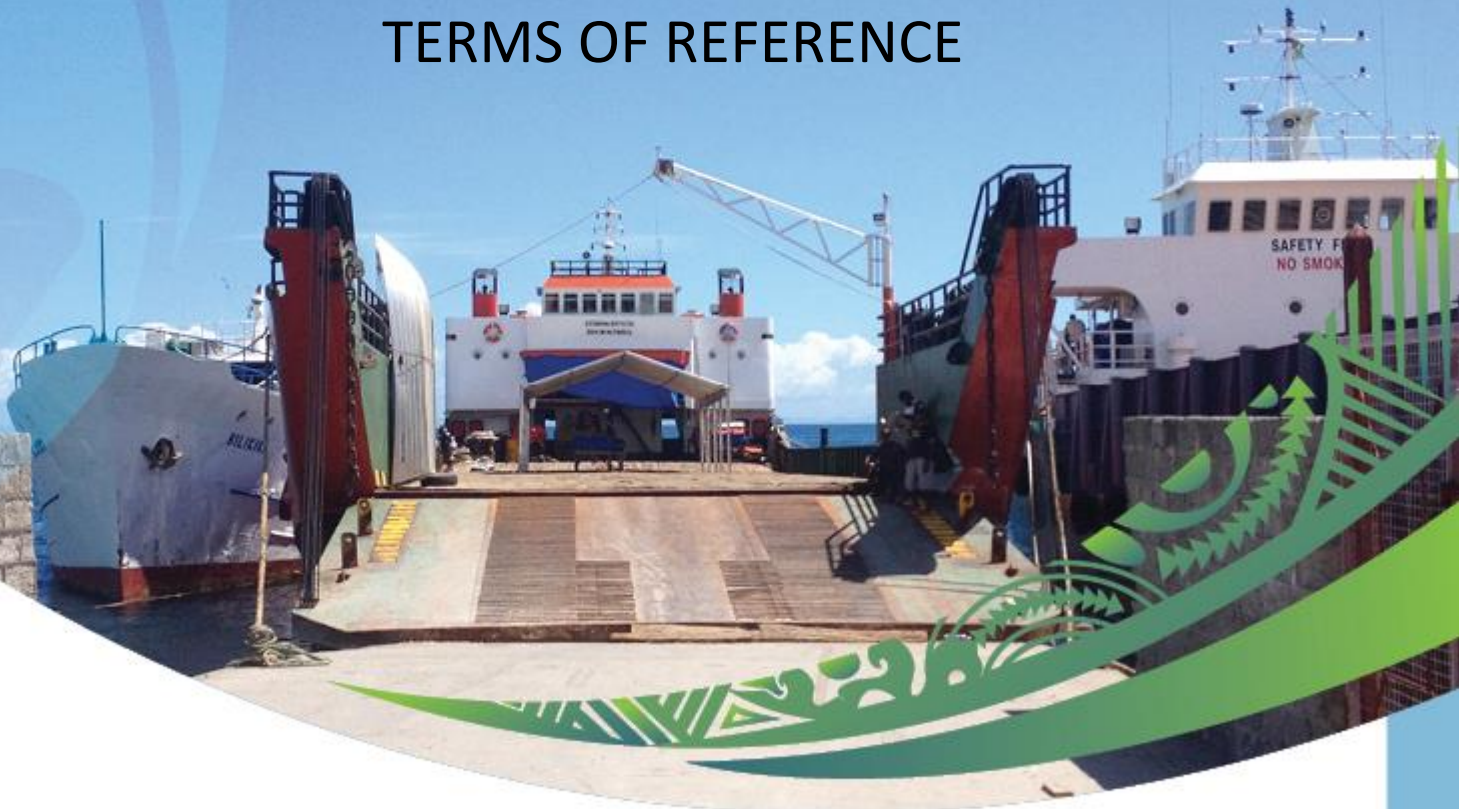


MARITIME TECHNOLOGY COOPERATION CENTRE IN THE PACIFIC (MTCC-PACIFIC)

CAPACITY BUILDING FOR CLIMATE MITIGATION IN THE MARITIME SHIPPING INDUSTRY
THE GLOBAL MTCC NETWORK (GMN) PROJECT

MTCC-PACIFIC STEERING COMMITTEE TERMS OF REFERENCE



Contents

1.	Background	3
2.	Basis for action	3
3.	Purpose	4
4.	Governance.....	4
5.	Membership.....	4
6.	Roles and responsibilities.....	5
7.	Responsibilities of MTCC-Pacific and its Steering Committee.....	5
8.	Meetings	6
9.	Finance/Funding	6
10.	Quorum and Decision Making	6
11.	Term	6
12.	Amendment, Modification or Variation	6

1. Background

The Pacific Community (SPC) in collaboration with the Secretariat of the Pacific Regional Environment Programme (SPREP) form the consortium of host institutions to establish the Maritime Technology Cooperation Centre in the Pacific (MTCC-Pacific). MTCC-Pacific is one of the five centres of excellence of the Global MTCC Network (GMN), a project funded by the European Union and implemented by the International Maritime Organization (IMO). GMN – formally titled “Capacity Building for Climate Mitigation in the Maritime Shipping Industry” – initiative unites MTCCs in targeted regions into a global network. Together, they are promoting technologies and operations to improve energy efficiency in the maritime sector and help navigate shipping into a low-carbon future. The MTCCs act as regional focal points for a wide range of activities to: i) improve compliance with existing and future international energy-efficiency regulations; ii) help participating countries develop national energy-efficiency policies and measures for their maritime sectors; iii) promote uptake of low-carbon technologies and operations in maritime transport; and iv) establish voluntary pilot data-collection and reporting systems to feed back into the global regulatory process.

The establishment of MTCC-Pacific at SPC Regional Office in Suva, Fiji is the result of an international tender for which SPC and SPREP developed and submitted a technical and financial proposal to establish and operate MTCC-Pacific in the scope of the GMN project requirements. Consequently, the MTCC-Pacific project is subject to a service contract between SPC and IMO for the delivery of capacity-building activities and pilot-projects in addition to the establishment process and communication and visibility actions. The establishment and operations of MTCC-Pacific is a project implemented from 12 May 2017 to 31 December 2019. The overall objective is to support targeted PICTs (Fiji, Kiribati, Marshall Islands, Samoa, Solomon Islands, Tuvalu and Vanuatu) with reducing their Green House Gas (GHG) emissions and the reliance on fossil fuel through the implementation of standards, best practises and innovative solutions by maritime transport operators contributing to their national objectives. MTCC-Pacific has 5 expected results are: i) MTCC-Pacific formed and established; ii) MTCC-Pacific delivered capacity building workshop (national and regional); iii) pilot project on “uptake of ship energy efficient technologies and operations” implemented; iv) pilot project on “fuel oil consumption data collection and reporting”; and v) MTCC-Pacific delivered all agreed communication and visibility actions.

In the technical proposal SPC and SPREP have proposed to support MTCC-Pacific through a governance structure that will advise the Centre and ensure its objectives and activities are aligned with the regional frameworks for actions and SPC-SPREP own strategies. In addition, it is proposed to establish a mechanism facilitating partnerships, collaboration and coordination with international and regional partners. The present Terms of Reference (ToR) for a MTCC-Pacific Steering Committee are designed to support this mechanism.

2. Basis for action

The objectives of the MTCC-Pacific Steering Committee are:

- Share lesson learnt, experiences and provide expert advice to facilitate regional coordination and access to complementary expertise;
- Identify opportunities and maximise existing initiatives for future replication;
- Actively support and advise on trial projects to identify possible best practises that will facilitate the implementation of future initiatives and projects;
- Share data and information to optimise the development of future efficient and cost-effective national and regional initiatives.
- Review and analyse performance;
- Champion and support the initiatives and programmes of MTCC-Pacific.

3. Purpose

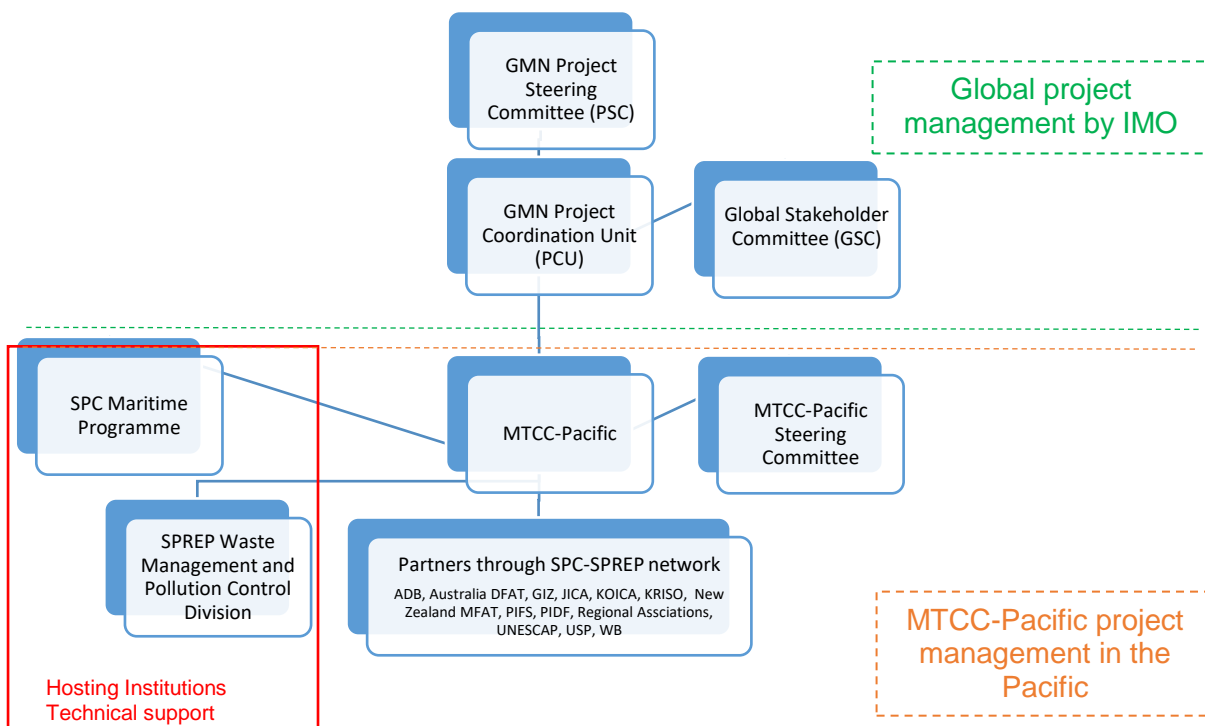
The purpose of the MTCC-Pacific Steering Committee is to guide MTCC-Pacific to achieve its goals through expert advice, information sharing and performance review.

4. Governance

The below pattern shows the governance structure in place to implement the MTCC-Pacific project. SPC and SPREP ensures collaboration and coordination as the consortium of host institutions.

SPC has signed the project Contract with IMO and has the sole responsibility to deliver the project activities and ensure the activities are conducted and reported in compliance with the Contract and IMO requirements and guidelines.

As the host country, Fiji through its government participates in the implementation of MTCC-Pacific activities in its own country and review performance of MTCC-Pacific and the implementation of its annual workplan.



5. Membership

One representative of each of the following organisation will be members of the Steering Committee:

- Fiji Ministry of Infrastructure and Transport (Chair);
- Pacific Community (SPC);
- Secretariat of the Pacific Regional Environment Programme (SPREP);
- Fiji Delegation of the European Union
- Maritime Safety Authority of Fiji (MSAF)
- Marshall Islands;
- Samoa;
- Solomon Islands;
- Fiji Maritime Academy (FMA);
- Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH;
- Pacific Islands Development Forum (PIDF);
- Pacific Islands Forum Secretariat (PIFS);

- University of the South Pacific (USP);
- Private sector shipping representative.

Members nominate individuals to represent their organisation who have the level to engage and commit their own organisation in the scope of members' responsibilities stated in the present ToR.

The above countries and organisations volunteered to be member of the MTCC-Pacific Steering Committee. Other countries in the Pacific region and partners may be invited to participate in meetings of the Steering Committee as observers. Membership could evolve upon decision of the Steering Committee.

6. Roles and responsibilities

The Steering Committee assumes the following role and responsibilities:

- Governance:
 - ✓ Review MTCC-Pacific performance
 - ✓ Assist with resolving strategic level issues and risks;
 - ✓ Use influence and authority to assist the MTCC-Pacific project in achieving its outcomes;
 - ✓ Engage at the national level to promote, support and implement MTCC-Pacific objectives and results;
 - ✓ Foster collaboration and coordination between all private and public stakeholders at the regional and national levels to achieve the objectives of MTCC-Pacific;
 - ✓ Participate to MTCC-Pacific regional events.
- Technical advice:
 - ✓ Share experience and technical solutions to address the challenges in transition to low-carbon maritime transport including for a Regional Strategy for low-carbon Pacific maritime transport;
 - ✓ Provide technical advice for the implementation of pilot-projects on the uptake of new technologies and energy efficient ship and port operations;
 - ✓ Assess project progress and report on project to senior management and higher authorities;
 - ✓ Provide advice and guidance on business issues facing the project;
 - ✓ Participate to MTCC-Pacific capacity-building activities.

7. Responsibilities of MTCC-Pacific and its Steering Committee

The MTCC-Pacific's responsibilities are:

- Preparation and organisation of the Steering Committee meetings;
- Steering Committee meeting rapporteuring;
- Advise and work closely with the Chairperson;
- Provision of documentation requested by the Steering Committee in relation to MTCC-Pacific pilot-project activities and analysis of data and statistics;
- Information sharing related to MTCC-Pacific performance.

The Steering Committee Chairperson's responsibilities are:

- Ensure the implementation of the Steering Committee ToR, and members and MTCC-Pacific play their role as agreed;
- Facilitate the discussions and debates to reach a consensus and clear decisions and assignments;
- Ensure that meeting agenda and supporting materials are delivered to members in advance of meetings;
- Approve the agenda for each meeting Steering Committee.

The Steering Committee members' responsibilities are:

- Actively participate in meetings through attendance, discussion, and review of meetings minutes, papers and other related documents;
- Share information and experience to facilitate discussion among the members and provide relevant advice;
- Contribute to discussions to achieve a consensus;
- Take a genuine interest in the MTCC-Pacific's outcomes and overall success;
- Understand the goals, objectives, and desired outcomes of MTCC-Pacific;
- Support MTCC-Pacific activities;
- Participate to MTCC-Pacific and its partners' communication and visibility.

8. Meetings

The Steering Committee will meet at least twice a year. Efforts will be made to hold the meetings back-to-back or as side-event of regional events organised by SPC.

9. Finance/Funding

MTCC-Pacific with the support of SPC and SPREP will bear the costs of the venue and catering during the meeting. Members and observers attend the Steering Committee at their own costs. However, efforts will be made to hold the meetings back-to-back or as side-event of regional events organised by SPC to ensure cost-effectiveness for members and observers.

10. Quorum and Decision Making

A minimum of six (6) members is required for the Steering Committee to make decision. Each member of the Steering Committee has one voting right. All matters discussed by the Steering Committee shall be decided by consensus based on informed advice. In case of disagreement, the chairperson will propose to vote and decision will be made by a majority vote.

11. Term

This ToR will be implemented by MTCC-Pacific and the Steering Committee members from the 31st August 2017 until the end of the MTCC-Pacific project on 31st December 2019.

12. Amendment, Modification or Variation

The ToR may be amended, varied or modified in writing after consultation and agreement by the Steering Committee members.