

TERMS OF REFERENCE FOR THE CORAL TRIANGLE INITIATIVE FOR CORAL REEFS, FISHERIES AND FOOD SECURITY

COORDINATION MECHANISM WORKING GROUP (CMWG)

1. BACKGROUND

Section IV of the Regional plan of Action describes that *“the successful implementation of the CTI Plan of Action – with its wide ranging and ambitious scope – will require a set of well-structured and highly effective coordination mechanisms across multiple levels of organization. In addition, it will require a large and diverse group of implementation partners from within and outside the region including local governments, local communities, NGOs, major funding institutions, multilateral and bilateral organizations, private sectors companies and others.”*

In the 10th Senior Officials’ Meeting (SOM-10), held in November 2014 in Timor-Leste, the CTI-CFF member-countries noted that there have been project development initiatives carrying the name of Coral Triangle Initiative. The CTI-CFF member countries wish that any project contributing to CTI-CFF RPOA goals/targets, operating in CTI geography, and carrying Coral Triangle brand will have official endorsement from the CTI-CFF prior to its implementation.

This concern is presented to SOM-10 to seek clarification and guidance on CTI-CFF policy on the use of CTI-CFF (or CTI) in future project development and other related fund-raising initiatives. The decisions then during the session on “Development of Guidelines/Recommendations on the Use of CTI-CFF for Project Development Pursuits and Other Related Fund-Raising Initiatives” were:

- a. To task the CMWG in collaboration with the Regional Secretariat to develop guidelines on the use of CTI-CFF RPOA goals/targets, Coral Triangle geography, and Coral Triangle brand in the process of securing funding for project and other fund-raising activities; and
- b. The guidelines may cover provisions such as approval and endorsement mechanisms, program alignment with RPOA and NPOA, resource allocation to the Regional Secretariat, monitoring and evaluation and overall management services under the auspices of CTI-CFF.

Several milestones were achieved and was reported at SOM-12 in Papua New Guinea in November 2016. These were reflected in the decisions:

- a. Endorsed the publication of the Establishment of the CTI-CFF Regional Secretariat which includes the Rules of Procedures; Staff Regulations; and Financial Regulations taking into consideration the approved amendments that have been endorsed by SOM-12;
- b. Acknowledged the publication of the CTI-CFF Regional Plan of Action (RPOA);
- c. Acknowledged the progress of the drafting and design of the History of CTI-CFF and the CTI Leaders’ Declaration to be completed prior to the next SOM;
- d. Acknowledged and endorsed amendments to the CTI-CFF logo; Approved and endorsed the use of the CTI-CFF Communication Strategy (including Work Plan and Branding Guidelines) upon review by all NCC by 30 November 2016; and
- e. Acknowledged the provision for the CTI Workspace and for Regional Secretariat to provide training and information of use for the Workspace.

The main deliverable for the CMWG was the setting up of the permanent Regional Secretariat and since this has been achieved in April 2015 with the appointment of the first Executive Director, the CMWG now have the responsibility to ensure that the **“Development of Guidelines/Recommendations on the Use of CTI-CFF for Project Development Pursuits and Other Related Fund-Raising Initiatives” is achieved and implemented.**

2. MANDATE

The Council of Senior Officers (CTI-CSO) through the 10th and 11th Senior Officials' Meeting mandated the Coordination Mechanism Working Group (CMWG) to work on the “Development of Guidelines / Recommendations on the Use of CTI-CFF for Project Development Pursuits and Other Related Fund-Raising Initiatives” and its implementation.

3. OBJECTIVES

The main objective of the CMWG in relation to the mandate given is to ensure that together with the Regional Secretariat through the Project Preparation Facility (PPF) that the process of new programs / projects to support the goals and targets of the Regional Plan of Action; cross cutting themes¹ and new emerging issues can be assessed and implemented under the Coral Triangle Initiative brand through a systematic and comprehensive framework.

4. KEY DUTIES / SCOPE OF WORK

The mandate and objectives of the Coordination Mechanism Working Group (CMWG) translates to four (4) main scope of work:

I. DEVELOP CTI-CFF PROGRAM / PROJECT DEVELOPMENT GUIDELINE

II. ASSESSMENT AND IMPLEMENTATION OF POTENTIAL PROGRAMS

Potential programs can be submitted to the CMWG using the CTI-CFF Program / Project Development Guideline developed by the CMWG as a guide. Proposals can address various issues from the following bodies addressing existing and emerging issues (list not exhaustive):

- i. CTI-CFF Regional Plan of Action (RPOA) goals through the respective Technical Working Groups (TWGs);
- ii. Emerging issues to be brought forward through:
 - a. Regional Secretariat's Program Services;
 - b. CT6 National Coordinating Committees (NCCs);
 - c. Cross Cutting Themes (CCTs) groups: (Women Leaders Forum (WLF); Regional Business Forum (RBF) / Business Advisory Group (BAC); Local Government Network (LGN); and Capacity Building);
 - d. Development Partners;

¹ Cross Cutting Themes includes the Women Leaders Forum (WLF) and youth programs; Regional Business Forum (RBF) / Business Advisory Group (BAC); Local Government Network (LGN); Scientific Advisory Group (SAG) and Capacity Building.

- e. Members of University Partnership;
- f. Others (e.g. other organizations)

The CMWG reviews selected sections of the proposals and the Scientific Advisory Group (SAG) shall undertake technical assessment and provides further recommendations for implementation through the appropriate TWGs or CCTs or other mode of implementation agencies within the CTI-CFF framework.

IMPLEMENTATION AND FUNDING

Once the project / program is deemed to be feasible and meets the evaluation criteria, the CMWG shall then forward the applications to the Financial Resources Working Group (FRWG) for further funding procedures through the operation of the Project Preparation Facility (PPF)² within the Regional Secretariat.

MONITORING, EVALUATION AND REPORTING

Program implementation shall be monitored and evaluated by the Monitoring and Evaluation Working Group (MEWG) working closely with the implementing TWGs and other relevant internal bodies for reporting purposes and continues until the project / program closes.

*Attachment 2 reflects the project development framework described above.

III. RESPOND TO CALL FOR PROPOSALS

The CMWG is also responsible to coordinate efforts by various CTI bodies in the submission of proposals / concept notes as and when call for proposals are issued by funding agencies through the assistance of the Scientific Advisory Group (SAG).

IV. COMMUNICATION

The CMWG is responsible to guide and advise the Regional Secretariat on the content of the official CTI website and the management of depository for all relevant publications and documentations (e-library).

Information includes program updates from the cross-cutting themes chapters and other relevant updates.

² Project Preparation Facility (PPF) as recommended in the CTI-CFF Financial Architecture Final Report presented to the Financial Resources Working Group (FRWG).

5. COMPOSITION / MEMBERSHIP

The CMWG shall be composed of the following:

(Resident members)

- i. Two representatives from each of the CT6 (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste) at Director or equivalent level; and a technical expert. The NCC of CT6 countries shall designate representatives to the CMWG meetings.
- ii. Chairs of Technical Working Groups (TWGs).

(Members – as per needs arises)

- iii. Representatives from Cross-Cutting Themes; i.e. the Scientific Advisory Group (SAG); Women Leaders Forum (WLF); Regional Business Forum (RBF) / Business Advisory Group (BAC); Local Government Network (LGN); and Capacity Building.
- iv. Development Partners / Collaborators.

Resource persons and assistance may be identified and appointed as per needs basis; e.g. CTI-CFF Regional Secretariat.

6. ELECTION OF CHAIR AND VICE-CHAIR

The appointment of the Chair and Vice Chair shall be on consensus basis among the CMWG members. This shall be communicated / informed during the subsequent Senior Officials' Meeting (SOM).

7. TERM OF CHAIR AND VICE CHAIR

The term of the Chair and Vice Chair shall be two years starting on 01 January of the year. The start date shall be in effect upon endorsement by CTI-CSO at SOM.

8. MEETING ARRANGEMENTS

The CMWG shall conduct at least one meeting annually to guide and assist Regional Secretariat to prepare any reports and guidelines within its capacity towards the development of guidelines/recommendations on the use of CTI-CFF for Project Development Pursuits and Other Related Fund-Raising Initiatives and submit to the SOM. The schedule of the meetings will take into consideration planned CTI regional events and SOM / MM meetings. In addition to the annual meeting, conference calls may be arranged among the CMWG focal points to keep the CT6 abreast with the developments on the CMWG work plans across the CT6.

The Chair shall inform the CMWG focal points of all CT6 Member States at least two weeks prior to the date of the conference call.

Meetings shall be chaired by the appointed Chair and supported by the vice-chair with secretarial assistance from the Host Country and Regional Secretariat.

Report of meeting shall follow a pre-determined template (Attachment 1).

9. AGENDA ITEMS

Upon consultation with the Chair of FRWG, all agenda items will be forwarded by the Regional Secretariat to the CMWG Members by close of business thirty (30) working days prior to the next scheduled meeting for comments and feedback. Upon receipt of feedback, the provisional agenda, with attached meeting papers, will be distributed at least fourteen (14) working days prior to the next scheduled meeting.

10. MINUTES AND MEETING PAPERS

The minutes of each meeting will be prepared by the Regional Secretariat; approved by the Chair and distribute to all NCCs upon the approval.

Full copies of the minutes, including attachments, will be provided to all members no later than fourteen (14) working days following each meeting for comments from members. The comments should be sent to the Regional Secretariat within fourteen (14) days from the date of the submission of the minutes for further action. Upon receipt of comments and feedbacks, and consultation with the Chair, the Regional Secretariat shall re-distribute the minutes with amendments (if any) and its accompanying attachments to all members for their reference.

11. DELIVERABLES

The deliverables for the FRWG are the activity report and recommendations made during FRWG meeting to the Council of Senior Officials (CTI-CSO) during Senior Officials Meetings (SOMs).

12. RESOURCES

- i. Working Group Activities Implementation: The Regional Secretariat shall provide assistance to the CMWG in mobilizing the working group's activities; and
- ii. CMWG Meeting: Support for organization of the CMWG meeting (such as meeting package, travel and accommodation) are shared between the Host Country and Regional Secretariat. The CMWG should also seek additional / alternative support from Development Partners to organize the meeting.

13. EVALUATION & REPORTING

The CMWG shall report to the Council of Senior Officials (CTI-CSO) during Senior Officials Meetings (SOMs).

14. TIME LIMITATION

The Chair, with the Regional Secretariat are responsible in communicating with all members of CMWG for consent / comments / feedback and if there are no response within 14 working days, decisions shall be made based on response received from one or more CT6 Member Parties or based on proposed course of action by the Chair if no response received from any of the CT6 Member Parties.

15. AMENDMENTS

The content of this Terms of Reference (TOR) can be amended as and when needs arises upon consensus of members of the CMWG and to be forwarded to the Council of Senior Officers (CTI-CSO) for approval and endorsed by the Council of Ministers (CTI-COM). The proposer shall write to the Chair of CMWG of the recommended change and this shall be communicated to all members of CMWG for deliberation.

16. REFERENCES / GUIDING DOCUMENTS

Program / Project Development Guideline (being revised as per current date)

- Concept Note template
- Full Proposal template

ATTACHMENT 1: MINUTES OF MEETING TEMPLATE



**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



Coordination Mechanism Working Group (CMWG) Meeting Report

[date]

[location]

I. **Background**

(to be inserted by Regional Secretariat)

II. **Objectives**

(to be inserted by Regional Secretariat)

III. **Opening Session**

(to be inserted by Regional Secretariat)

IV. **Proceeding of the Meeting**

(to be inserted by Regional Secretariat)

V. **Meeting Outcomes and Recommendations**

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- a. ...
- b. ---

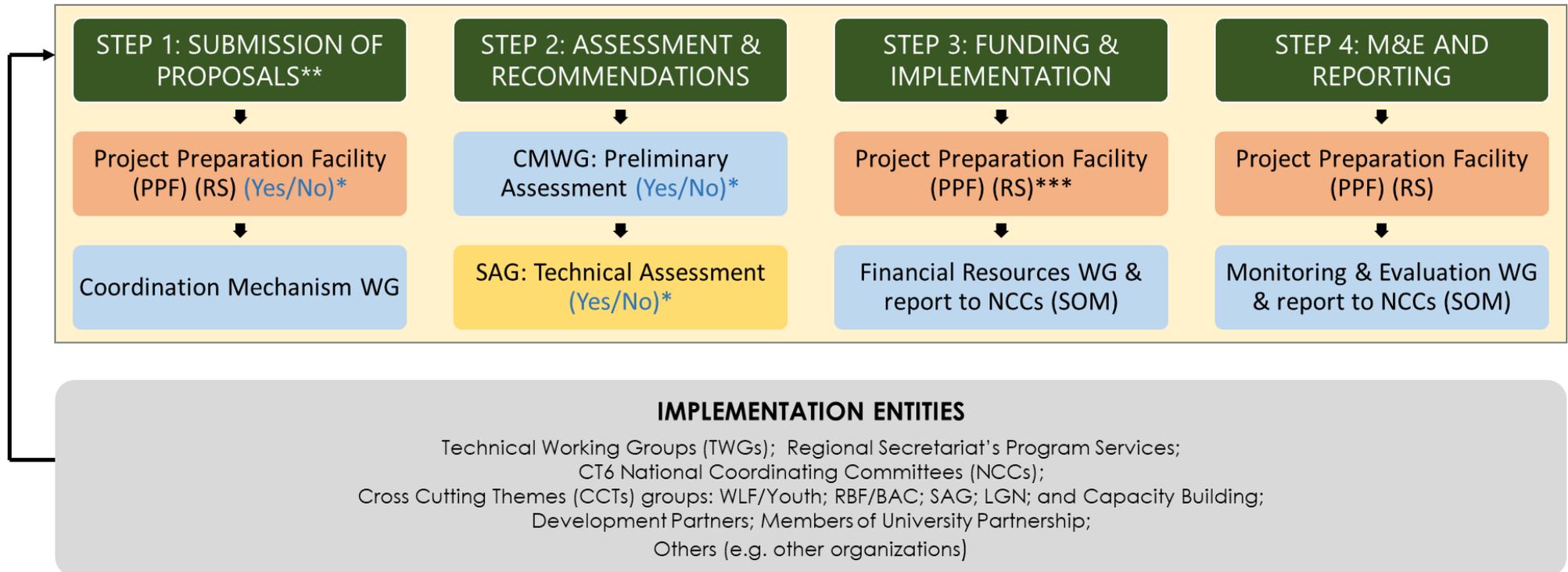
Attachments

List of Participants

Presentations

Relevant Documentations

ATTACHMENT 2: PROGRAM / PROJECT DEVELOPMENT FRAMEWORK



*Yes/No: based on pre-determined criteria; e.g. RPOA goals & targets & announce to NCCs (CSO) for information

** Concept Proposal template

*** work with proposer and submit full proposal (template provided) before submission to FRWG to source for funders

