

ANNEX 2

DRAFT OUTLINE FOR FRWG TERMS OF REFERENCE (TOR)

1. INTRODUCTION & OBJECTIVES

The CTI-CFF Regional Plan of Action (RPOA) – Section V on Financial Resources outlines some of the core elements / approaches to financial resources:

- i. Engagement by external funding institutions – promote and establish relationships with external funding institutions; and ensure that donor funding is driven by CTI Member Parties' needs;
- ii. Information and assessments – assess the bigger picture (and finer-scale) of funding needs & gaps; and assess and manage information on funding sources that are available and relevant to CTI-CFF;
- iii. Mobilization of funding – to link to CTI National Plan of Actions (NPOAs); meet with goals and targets of the RPOA;
- iv. Financial Architecture (financial mechanism and fund distribution) – ensure the implementation of a well-structured, large- scale funding distribution mechanisms taking into considerations funds channelled through NGOs and ensure that it is aligned with the NPOAs and RPOA; ensure funds able to be channelled to relevant stakeholders at a range of scales and seek out innovative financing mechanisms.

Since SOM-2 in 2008, when recommendations for a Financial Resources Working Group (FRWG) are mooted, activities are geared towards implementing the approaches as stipulated in the RPOA (as described above). At the SOM-8 in 2012, it endorsed the need to conduct a feasibility study to develop a Regional Financial Architecture for effective funding mechanism. A terms of reference (TOR) for the study were agreed and implemented through the Asian Development Bank (ADB) and the Government of Australia support. The initial assessments and findings were presented in the FRWG meetings on 11 September and 28 October 2014 in Manila, Philippines.

Additionally, the ADB undertook a stock-take assessment of CTI programs and projects, including those being supported by the Global Environment Facility (GEF)¹. Consultations meetings were held on 13 May 2014 in Manado, Indonesia (as a side event to the World Coral Reef Conference and Special SOM); 9 September and 28 October 2014 in Manila, Philippines.

Following SOM-10 in Timor-Leste, the Financial Resources Working Group (FRWG) has convened a meeting in Manila, Philippines on 19th March 2015 to review the Draft CTI-CFF Financial Architecture Report. In SOM-11 the Final Report on the CTI Financial Architecture Study were adopted².

¹ For full report, please visit: <http://twk.pm/dvvlqptb9a>

² For full report, please visit: <http://twk.pm/pg6t6vha36>

Commented [JMS1]:

PHILIPPINES: There must be a historical introduction on how the FRWG came into being. Relevant SOM decisions in the past may be used as reference in the Introduction.

Commented [JMS2R1]: Done

Since the establishment of the permanent Regional Secretariat in 2015, it has, since then, worked together with the Chair of the FRWG (Indonesia) to implement the recommendations in the CTI Financial Architecture Study.

2. ROLE AND RESPONSIBILITIES

- a. Provide strategic leadership in the development, implementation and sustainability of financial resources of CTI RPOA and other relevant programs;
- b. Engage with external funding institutions for implementation of the Regional Plan of Actions (RPOA) and other relevant programs;
- c. Assess funding needs, gaps and options of the Regional Plan of Actions (RPOA) and the respective Member States' National Plan of Actions (NPOAs);
- d. Mobilize funds for RPOA implementation and other relevant programs; and
- e. Develop and implement a sustainable CTI-CFF Financial Architecture.

3. **MEMBERSHIP:** The FRWG shall be composed of at least two representatives appointed and endorsed by the respective NCCs (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste). Resource persons such as representatives from the Regional Secretariat CTI-CFF, Development Partners and other NCC members may be invited as and when it is necessary.

4. **TERM OF CHAIR AND VICE CHAIR:** The term of the Chair and Vice Chair shall be two years starting on 01 January, upon recommendation made during the Senior Officials' Meeting (SOM). The FRWG will elect the subsequent Chair and Vice Chair.

5. **ELECTION OF CHAIR AND VICE CHAIR:** The appointment of the Chair and Vice Chair shall be on consensus basis among the FRWG members. This shall be communicated / informed at the SOM Meeting.

6. SCOPE OF WORK

- a. Convene FRWG meetings to include the proposed agenda in coordination with the Regional Secretariat;
- b. Ensure Senior Officials' Meeting (SOM) recommendations are deliberated and actions are taken to realize the recommendations;
- c. Collaborate with other TWGs; Governance WGs; cross-cutting themes and the Regional Secretariat as necessary.
- d. Work closely with the Regional Secretariat to ensure the implementation of a workable, realistic and sustainable financial architecture.

Commented [JMS3]:
PHILIPPINES: composition can be **authorized** representatives **nominated** from each CT6 country. Decision-making shall be lodged with these countries. The Regional Secretariat should provide secretariat service, process documentation, coordination and safekeeping of documents. CTI-CFF members will be invited, as may be deemed necessary, as Resource Persons and as advisers of the Working Group.

Commented [JMS4R3]: Done

Commented [JMS5]: MALAYSIA: The **FRWG** will **recommend** the subsequent Chair and Vice Chair.

Commented [JMS6R5]: Correction done

Commented [JMS7]: 1. PHILIPPINES: Item 2 on primary functions of the FRWG, first bullet should be stated as, "convene Working Group's meetings to include the proposed agenda in coordination with the Secretariat" Additional functions would be :
 •To propose discussion points of SOM for inclusion in the decision documents
 •To review the proposed budget prior to its submission to SOM
 •To participate in the preparation of TOR of external independent Auditor

Commented [JMS8R7]: Bullet points 2 and 3 are not part of FRWG mandate.

Commented [JMS9]: PHILIPPINES: Collaboration with other TWGs, delete "in the planning and conduct. . ." and replace with, "as may be necessary".

Commented [JMS10R9]: Done

7. AGENDA ITEMS: Upon consultation with the Chair of FRWG and its members, all agenda items will be forwarded by the Regional Secretariat to the FRWG members by close of business thirty (30) working days prior to the next scheduled meeting for comments. 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.

8. MINUTES AND MEETING PAPERS:

The minutes of meetings will be prepared by the Regional Secretariat.

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 and its accompanying attachments to all members for their reference and further use.

9. DELIVERABLES: The deliverables for the FRWG are the activity reports (which includes minutes of meetings) and recommendations to the Council of Senior Officials (CTI-CSO) during Senior Officials Meetings (SOMs).

10. REGIONAL SECRETARIAT SUPPORT: The administrative support for the organization of the FRWG meetings shall be provided by the country hosting the meetings in addition to support that may be available through the Development Partners.

The Regional Secretariat shall provide assistance to the FRWG to mobilize financial resources to support the implementation of the agreed work plan for the TWGs and cross-cutting themes.

11. REPORTING: The FRWG shall report to the Council of Senior Officials (CTI-CSO) during Senior Officials Meetings (SOMs).

12. MEETING ARRANGEMENTS: The FRWG shall conduct at least one meeting annually to assist Regional Secretariat to prepare the financial reports on program implementation 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 FRWG focal points to keep the CT6 Member Parties abreast with the developments on the FRWG work plans across the CT6. The Chair shall inform the FRWG 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 (Annex 1).

Commented [JMS11]: PHILIPPINES: On Regular FRWG meetings, it should read as : The FRWG shall conduct at least one meeting annually to review the financial management and reports of the Regional Secretariat. The schedule of meetings

Commented [JMS12R11]: This would relate to the RS Operational Plan, and this is not within the purview of the FRWG

Commented [JMS13]: MALAYSIA: Clarification of the financial annual reports that need to be submitted whether it is on CTI programs (RPOA/NPOA) or Regional Secretariat's operational budget.

Commented [JMS14R13]: Clarified – for programs not operational budget

13. REFERENCES

14. AMENDMENTS

Commented [JMS15]: Require assistance from other members to insert the description.

15. Focal points

Indonesia

Mr. Agus Darmawan,
Secretary of Marine Spatial Planning Directorate General,
Ministry of Marine Affairs and Fisheries.

Malaysia

- 1) Mr Mohd Rosli bin Haji Abdullah
Under Secretary of Strategic Technology and S&T Application Division
Ministry of Science, Technology and Innovation (MOSTI)
- 2) Ms Mareena binti Mahpudz
Under Secretary of Finance Division
Ministry of Science, Technology and Innovation (MOSTI)

Papua New Guinea

NCC Papua New Guinea

Philippines

NCC Philippines

Solomon Islands

NCC Solomon Islands

Timor Leste

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ANNEXE 1: MINUTES OF MEETING TEMPLATE



Financial Resources Working Group (FRWG) Meeting Report

[date]

[location]

- I. **Background**
(to be inserted by Regional Secretariat)
- II. **Opening Session**
(to be inserted by Regional Secretariat)
- III. **Proceeding of the Meeting**
(to be inserted by Regional Secretariat)
- IV. **Meeting Outcomes and Recommendations**
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 - a. ...
 - b. ---

Attachments