

RULES OF PROCEDURE OF THE CTI-CFF SEASCAPES WORKING GROUP

PURPOSE

These rules of procedure shall govern the conduct of the operations of the CTI-CFF Seascapes Working Group.

DEFINITIONS

For the purposes of these rules:

- "Chair" means the Chairperson of the Seascapes Working Group;
- "Consensus" means that every CTI-CFF Party will be asked for their opinion and given the fair chance to make a formal objection at the time the decision is taken;
- "Co-Chair" means the Co-Chairperson of the Seascapes Working Group;
- "CTI and CTI-CFF" means the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security;
- "Meeting" means any formal discussion of the Seascapes Working Group and its sub-working groups;
- "Member" means member of the Seascapes Working Group;
- "Parties" means the countries of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security;
- "RS" means the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security;
- "SWG" means Seascapes Working Group;
- "Sub-working groups" refers to the sub-working groups of Seascapes Working Group.

RULE 1

Functions and Powers

1. The functions and powers of the SWG shall include:
 - a. Maintain the vision of relevant Goals of Regional Plan of Action of the CTI-CFF, including but not limited to the establishment and management of priority seascapes and the promotion of regional priorities in each country and at regional and international forums;
 - b. Review and endorse proposals, recommendations, plans, programs, projects and activities of the SWG, following the set of criteria and guidelines under the CTI-CFF Seascapes General Model and Regional Framework for Priority Seascapes;
 - c. Approve rules, regulations, procedures, and meeting scheduling for the effective functioning of the SWG;
 - d. Provide advice and recommendation to RS, Council of Ministers (COM) and Committee of Senior Officials (CSO) on any matters related to relevant Goals of Regional Plan of Action of the CTI-CFF, including but not limited to the establishment and management of priority seascapes;
 - e. Monitor and evaluate the progress towards achieving relevant Goals of Regional Plan of Action of the CTI-CFF, including but not limited to the establishment and management of priority seascapes through consideration and adoption of the annual report of the RS.

2. The functions and powers of the SWG may include the provision of recommendations to the RS and NCCs on implementation of decisions made by the COM or the CSO through the SWG or other bodies established.
3. The SWG may create bodies as necessary to achieve specific tasks mandated by the COM and/or the CSO. Such bodies may include committees, breakout groups, teams and sub- working groups, which may meet to provide recommendation to the SWG. The SWG as appropriate shall specify membership of bodies.

RULE 2

Membership and Composition of Seascapes Working Group

The members of the SWG shall include a Chair, a Co-Chair, and seascape focal point from each Party.

RULE 3

Sub-Working Groups

1. The SWG consists of sub-working groups, which may include:
 - a. Sulu-Sulawesi sub-working group, comprises of Indonesia, Malaysia, and Philippines
 - b. Lesser Sunda sub-working group, comprises of Indonesia and Timor Leste.
 - c. Bismarck Solomon Seas Ecoregion sub-working group, comprises of Indonesia,
 - d. Papua New Guinea, and Solomon Islands
 - e. Sub-working groups for potential and future priority seascapes
2. Each sub-working groups shall develop each own terms of reference.
3. Each of the sub-working groups may appoint a coordinator. The next coordinator to lead the sub-working groups shall follow the alphabetical order based on the name of the CTI- CFF Party.
4. The focal point of each sub-working groups shall report to the Chair.

RULE 4

Roles of Chair and Co-Chair of SWG

1. The Chair of the SWG shall rotate, in alphabetical order, based on the name of the CTI- CFF Party, every two years. The designated Party shall confirm its nominated Chair representative and their alternate to the RS within 30 days of the appointment.
2. The Co-Chair of the SWG shall rotate, in alphabetical order, based on the name of the CTI- CFF Party, every two years. The designated Party shall confirm its nominated Co-Chair representative and their alternate to the RS within 30 days of the appointment.
3. The powers and duties of the Chair of the SWG shall be:
 - a. To convene and lead meetings of the SWG;
 - b. To coordinate and assist identification, compilation, and consultation of relevant issues in SWG;
 - c. To communicate with focal points of each party, experts, partners, and other thematic working groups;

- d. To request administrative assistance from RS pertaining to the conduct of the SWG meetings and other CTI-CFF events, including preparation and distribution of technical and communication materials to parties and partners;
 - e. To lead the delivery of functions and powers of SWG as regulated in Rule 1.
4. Whenever the Chair of the SWG is unable to act, the Co-Chair shall exercise the powers and duties of the Chair.
 5. If the office of the Chair is vacated, the Party of the outgoing Chair shall nominate a candidate to assume the balance of the outgoing Chair's two-year term.
 6. The Chair, or Co-Chair when acting as Chair, shall not vote and another representative of his or her delegation shall exercise this function.

RULE 5

CTI Partners and Observers

The provision on CTI Partners and Observers shall follow the relevant provisions stipulated under the Agreement on the Establishment on the Regional Secretariat of Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF).

RULE 6

Meetings

1. The SWG shall conduct meeting at least once a year.
2. In addition to the meetings stated in the point 1, the SWG shall meet in every pre-Senior Officials Meeting.
3. The Chair of the SWG may convene the SWG in plenary or inter-sessional if such a meeting is required.
4. SWG meetings shall be comprised of SWG members, and may include Partners, Observers, and Resource Persons on invitation basis.
5. Each Party and invited Partners, Observers, and Resource Persons shall notify the SWG Chair at least 2 weeks in advance of any meeting of the name of its representatives. Notification to the Chair copied to the RS, shall be in appropriate letter of confirmation and/or completion of appropriate Registration forms.
6. The SWG may permit representatives to participate in a particular meeting by any means of electronic communication, and a member who so participates is to be regarded as being present at the meeting.
7. SWG meetings may be held in open or closed sessions.
8. The location of SWG meetings shall be determined through consultations with the Parties, Chair, and RS.
9. The powers and duties of the Chair of the SWG shall be:
 - a. To declare the opening and closing of each meeting;
 - b. To preside at meetings;
 - c. To rule on points of order, subject to the right of any representative to request that any ruling of the Chair shall be submitted to the meeting for decision by vote;
 - d. To call for and announce the results of votes, or to determine if there is consensus;
 - e. To determine after consultation with the SWG members, the draft provisional agenda and the provisional agenda for each annual and special meeting;

- f. To sign a report of the proceedings of each meeting; and
 - g. Decide on matters of substance and voting methods at each meeting.
10. The proceedings of each meeting shall be submitted by the Chair to the RS for dissemination to the Parties.

RULE 7

Conduct of Meetings

1. SWG meeting shall be conducted in accordance with the protocols set by the Agreement on the Establishment on the Regional Secretariat of Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF), including determination of quorum, points of orders, language, procedural motions, and dispute resolutions.
2. No representative may address the SWG Meeting without having previously obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if the speaker's remarks are not relevant to the subject under discussion.

RULE 8

Agenda

1. The provisional agenda for a SWG meeting shall be developed in consultation with the RS, Chair, Co-Chair, and the Parties of the SWG.
2. The provisional agenda of a SWG meeting shall include:
 - a. Items of which have been requested by the Parties Meeting at a previous session;
 - b. Items proposed by any Party at least thirty (30) days prior to the SWG Meeting;
 - c. Matters requiring consideration, confirmation and approval;
 - d. Requests for the inclusion of partners, observers, and resource persons;
 - e. Proposals from Partners as endorsed by the RS, Chair and Co-Chair; and
 - f. Items which the RS, Chair and Co-chair deem necessary to put before the SWG.

RULE 9

Decision Making

1. As a general rule, decision-making in the SWG shall be by consensus.
2. Decisions of the SWG on matters of substance shall be taken by consensus