

## **Agreed Revised Terms of Reference**

### **PRP Taskforce & Members**

#### **Objective of the Taskforce**

*To synchronize guidance and advice towards a consolidated leadership that empowers the successful execution of resilient development<sup>1</sup>.*

#### **Role for the Members**

To provide strategic advice and implementation oversight of the FRDP through strengthened communication, collaboration and coordination among PRP Taskforce Members, their respective constituency groups and stakeholders at regional, national and sub national levels in Pacific Island Countries and Territories (PICTs).

#### **Responsibilities of the taskforce<sup>2</sup>**

1. Strengthen Pacific Leadership in building resilience to climate change and disasters by achieving the goals of the FRDP;
2. Provide strategic direction, guidance and policy advice to PICTs and stakeholders to support the Pacific agenda of building resilience to climate change and disasters;
3. Leverage partnership opportunities to enhance and share resources with all stakeholders;
4. Expand the FRDP networking and collective self-reliance through global South-South cooperation such as peer-to-peer learning and information sharing;
5. Streamline monitoring and evaluation of the FRDP by aligning to and drawing on existing national, regional and international frameworks such as the SAMOA Pathway, Framework for Pacific Regionalism, the Sendai Framework for Disaster Risk Reduction, the Paris Agreement on Climate Change, and Agenda 2030 for Sustainable Development;
6. Provide timely updates and feedback to Pacific Leadership on both the actual execution and impact of their decisions;
7. Utilise national, regional and partner agencies with technical competence for input and support to enable implementation of decisions; and
8. Set the Agenda and approve the budget and Standard Operating Procedure for PRP governance and regularly review (as and when required).

#### **Member and Alternate**

A Member is an individual filling one of fifteen (15) positions on the PRP Taskforce. The fifteen positions are distributed across a number of constituent groups as highlighted below:

##### **1. Five positions for countries and territories:**

This includes one representative from each of the following sub groups:

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<sup>1</sup> Adopted from the PRP Governance structure endorsed by Leaders in 2017.

<sup>2</sup> Adopted from the PRP Governance structure endorsed by Leaders in 2017

- Polynesia
- Melanesia
- Micronesia
- Pacific Territories
- Australia / New Zealand.

**2. Five positions for civil society and the private sector including the following sub groups:**

- Three representatives from civil society (including Pacific based INGOs)
- Two representatives from the private sector.

**3. Five positions for regional organisations and development partners, including the following sub groups:**

- One representative from development partners
- One representative of multilateral development banks
- One representative from regional organisations
- One representative from the UN system
- One from academia.

A Member is supported by an ‘Alternate’. The Alternate is selected by a constituent group as a back-up representative to the Member and provides additional support in connection with any matters pertaining to the constituent group that the Member may require assistance in. In the event the Member is unable to attend a full meeting, the Alternate automatically assumes the seat for the constituent group.

Members and Alternates will be expected to actively represent the interests of the Pacific region and specifically the perspectives of the Pacific countries, territories, partners or agencies, within their constituency group. The Members will be expected to work as a collective to advance *consolidated leadership that empowers the successful execution of resilient development*.

These terms of reference apply equally to Members and Alternates.

**Taskforce Responsibility to the Partnership**

1. Provide support and contribute to the establishment of and oversight of the Technical Working Groups to ensure alignment with the FRDP priority actions and outcomes;
2. Chair technical working groups for identified Taskforce priority actions;
3. Provide guidance and direction to the different elements of the PRP – PRP Support Unit, PRP Technical Working Group and the Pacific Resilience Meeting;
4. Identify priority actions and activities to be carried out by various partners;
5. Steer initiatives relevant to resilient development; and
6. Encourage genuine and durable partnerships amongst all development partners and stakeholders, including public and private sectors and civil society.

## **Responsibilities to Leaders**

1. Provide support and contribute to the updates and feedback to the relevant governance reporting mechanisms on both the actual execution and impact of their decisions; and
2. Provide support and contribute to the updates and feedback to the Pacific Islands Leaders.

## **Guiding Principles**

The PRP Taskforce Members in executing their responsibilities will be guided by the following principles:

1. Each Member has an **equal voice** on the PRP Taskforce;
2. Each Member will be respectful of the views of the other Members on the Taskforce;
3. Each Member will contribute actively in the meeting of the Taskforce;
4. Each Member will ensure that the meeting of the Taskforce is conducted in an orderly and appropriate manner;
5. Each Member will endeavour to ensure that a consensus is reached for each task and expected outcome;
6. Each Member will actively contribute to the effective implementation of the FRDP through the PRP; and
7. Each Member will communicate the ambition and aspirations of the FRDP to implement resilient development in PICTs.

## **Member General Responsibilities to the PRP taskforce**

Members are expected to:

1. Attend all taskforce meetings;
2. Provide feedback that is representative of their Constituent group;
3. Provide strategic advice on issues relating to the implementation of the FRDP including the identification of key priorities in consultation with their constituent group;
4. Engage with and ensure that the Taskforce links with other relevant networks and partnerships that could enhance the implementation of the FRDP and strengthen the PRP;
5. Share relevant initiatives that could enhance the PRP;
6. Share experiences and lessons learned from climate and disaster resilience building and other initiatives to help inform PRP decision-making; and
7. Deliver on assigned tasks.

## **Member Responsibilities to their Constituent Group**

Members are expected to:

1. Provide timely updates and feedback to their constituent group on the decisions and/or outcomes of the Taskforce, with the assistance of the Support Unit;
2. Collect and collate the views of their Constituent Group relevant to the PRP;

3. Set up a rotational schedule mutually acceptable to their constituent group and ensures continuity in terms of their representation on the Taskforce; and
4. Advocate for the implementation of the FRDP working with constituents.

### **Members Skills and experience**

The Members of the PRP Taskforce are expected to have a sound level of knowledge, engagement and experience in climate change, disaster risk management, low carbon development, humanitarian response, financing for development and resilience, with a preference for multi-sectoral experience. The experience may be in the context of policy development, delivery of in-country support, applied research, project implementation or negotiations. Knowledge and experience with national, regional as well as global policy processes (such as the SAMOA Pathway, Sendai Framework for Disaster Risk Reduction, UNFCCC and the Paris Agreement, Addis Ababa Action Agenda and/or the Sustainable Development Goals) will be important. Experience with organisational alignment and risk governance arrangements would also be welcome.

### **Conditions of Membership**

1. Members are expected to attend all taskforce meetings and contribute to intersessional activities and to participate throughout the meeting proceedings;
2. Members who do not attend two consecutive meetings of the Taskforce (without a reasonable explanation to the other Taskforce Members) will be automatically replaced by the Alternate for that particular constituency with the Support Unit initiating a call for nomination for a replacement Alternate from that particular constituency; and
3. Members are expected to communicate effectively with their constituent groups, with the assistance from the Support Unit when required.

### **Taskforce Chair and Co-Chairs**

1. The Chair for the Taskforce is selected by the Members of the PRP Taskforce from one of the PICT Member representatives on a maximum two year period.
2. The two Co-chairs are selected from the other PRP constituency groups.
3. There will be flexibility to replace the Chair and Co-chairs, as long as continuity is perpetuated.
4. The Chair will report to the Pacific Islands Forum Leaders through the Forum Officials Committee (FOC) and other relevant regional meetings.

### **Meetings**

1. The PRP Taskforce is to meet at least yearly.
2. Meetings will be convened in a location mutually agreed by Members.
3. Intersessional meetings could be virtual.

**Administrative matters**

1. Members would be expected to self-fund to attend meetings and if not possible they could seek financial support from the Support Unit.
2. Relevant information on task-force meeting proceedings and outcomes will be made available via websites, email circulars, and newsletters.