**Term of Reference for the Enlarge Regional Coordinating Unit / Steering Committee (ERCU/Steering Committee)**

**ESTABLISHMENT**

Based on the recommendation of the Fisheries Ministers Conference in July 2017 in Antananarivo, Madagascar to institutionalise the IOC-PRSP, and in doing so review the governance framework, this TOR serves to define the role and function of the PRSP Regional Coordination Unit (RCU) that has been operating informally since 2007, in the context of the new PRSP governance framework.

**2.** **COMPOSITION**

The ERCU/Steering Committee shall be composed of senior Officials such as Director of Fisheries or senior administrative staff at the level of Permanent Secretary in the Ministry responsible for fisheries.

It shall include actual members of the operational Coordination Unit, as advisory to their country ERCU/Steering committee representative.

**3. TERM**

1. The term of the ERCU/Steering Committee shall be two (2) years.
2. If, however there is a change of member by a participating State, the latter shall notify the IOC to accommodate the new entrant.
3. Renomination by participating states shall take place at least one month before the end of the two year term.

**4. OBJECTIVES**

The objective of the ERCU/Steering Committee shall be advisory and has governance over the PRSP/ RFMCSOC activities and to oversee and support a PRSP/RFMCSOC from management and governance perspective.

**5. FUNCTIONS**

The key responsibility for ERCU/Steering Committee would be the direction, scope, budget, activities and their related timeliness, and methods used for the progress of the PRSP/ RFMCSOC.

Its members shall deliberate and provide guidance on the RCU proposals and recommendations toward strategic directions and these will involve the following:

1. Act as an advocate for initiatives and recommendations across the wider range for the implementation of the PRSP/ RFMCSOC activities;
2. Set the strategic direction of activities;
3. Provide advice or direct input on budgeting, including assets (such as people), money, facilities, time, hiring, and other resources;
4. Establish PRSP/RFMSOC goals and scope as well as determine how success will be measured;
5. Assess and approve or reject proposals/recommendations and bring changes and/or improvement to the proposals/recommendations;
6. Prioritize and reprioritize project deliverables;
7. Monitor PRSP/RFMSOC processes, plans and activities;
8. Come up with ideas for strategy and problem solving;
9. Provide expert input on concerns and issues related to projects or the overall organisational process;
10. Resolve conflicts between parties;
11. Identify, monitor, and eliminate operational risks; and
12. Monitor quality of PRSP/ RFMCSOC deliverables and adjust accordingly.

Decisions and recommendations of the ERCU/Steering Committee will guide the higher authorities for policy decisions at Fisheries Ministerial Conference and Council of Ministers meetings.

**6 MEETINGS**

1. The ERCU/Steering Committees shall meet annually and may choose to hold additional meetings based on the needs.
2. The Chairman in consultation with the RFMCSOC shall decide on the date and venue of the meetings.
3. The duration of meetings shall not be more than two days
4. The Chairman may meet more frequently with the secretary in order to manage the Committee agendas, receive reports and determine the priorities to discuss at the RCU meetings
5. Quorum will be determined by a simple majority of ERCU/Steering Committees members.
6. Decisions will be made via a simple majority of attendees.
7. Provide a report of the meeting to the IOC and the RFMCSOC
8. **PROCESS**

a) Agenda

1. The Chairman in consultation with the members, is responsible for finalizing the agenda.
2. Input into Agenda items may include items tabled by the members and the IOC secretariat; and
3. The final agenda and meeting materials should be made available at least five (10) business days in advance of each meeting.

b) Minutes

Minutes of each meeting should be circulated to the Members within fourteen (14) working days after an ERCU/Steering committee meeting for validation before forwarding to the IOC officers in charge of fisheries matters.

c) Secretariat Services

The IOC will provide secretariat services to the ERCU/Steering Committee.