**Terms of Reference for the Enlarged Regional Coordinating Unit/ Steering Committee (ERCU/Steering Committee)**

**1. ESTABLISHMENT**

These terms of reference define and formalise the role, functions and procedures of the ERCU/Steering Committee, which has been operating informally since 2007, based on the recommendation of the Indian Ocean Commission (IOC) Fisheries Ministers Conference held in July 2017 in Antananarivo, Madagascar to institutionalise the Regional Fisheries Surveillance Plan (PRSP), and in doing so review the governance framework.

**2.** **COMPOSITION**

The ERCU/Steering Committee shall be composed of one person from each PRSP Participating State, including:

1. one senior official at the level, or equivalent, of Director of Fisheries or Permanent Secretary in the Ministry responsible for fisheries; and
2. one member of the operational Coordination Unit, as advisor to each country’s ERCU/Steering committee representative appointed in accordance with paragraph (a).

**3. TERM**

1. The term of each member of the ERCU/Steering Committee shall be two (2) years.
2. A Participating State may replace a member appointed under section 2(a) at any time, and such replacement shall take effect upon notification by the Participating State to the IOC.
3. Where the member serves a full two year term, Participating States shall notify IOC of any extension or replacement of the member at least one month before the end of the term.

**4. ROLE AND OBJECTIVES**

The ERCU/Steering Committee shall:

1. have an advisory role;
2. exercise governance over the activities of the PRSP Regional Fisheries Monitoring Control Surveillance and Observation Centre (PRSP/RFMCSOC); and
3. oversee and support the management and governance of the PRSP/RFMCSOC.

**5. FUNCTIONS AND RESPONSIBILITIES**

1. The ERCU/Steering Committee shall be responsible for to give direction to the PRSP/RFMCSOC, including to define the general scope of activities, budget, specific activities and their related timeliness and methods used for determining its progress, and for any other matter which may be determined by the PRSP.
2. The members of the ERCU/Steering Committee shall provide guidance on the proposals and recommendations of the PRSP Regional Coordination Unit (RCU) toward strategic directions, and in doing so shall, as appropriate:
3. act as an advocate for initiatives and recommendations across the wider range for the implementation of the PRSP/ RFMCSOC activities;
4. set the strategic direction of activities;
5. provide advice or direct input on budgeting, including assets (including people), money, facilities, time, hiring, and other resources;
6. establish PRSP/RFMSOC goals and scope as well as determine how success will be measured;
7. assess and approve or reject proposals/recommendations and bring changes and/or improvement to the proposals/recommendations;
8. prioritize and reprioritize project deliverables;
9. monitor PRSP/RFMSOC processes, plans and activities;
10. develop approaches to and methods for strategy and problem solving;
11. provide expert input on concerns and issues related to projects or the overall organisational process;
12. resolve conflicts between parties;
13. identify, monitor, and eliminate operational risks; and
14. monitor the quality of PRSP/RFMCSOC deliverables and adjust accordingly.

Decisions and recommendations of the ERCU/Steering Committee shall be submitted as guidance for policy decisions at meetings of the Fisheries Ministerial Conference and the Council of Ministers.

**6 MEETINGS**

1. The ERCU/Steering Committee shall meet annually and may agree to hold additional meetings based on the needs.
2. The Chair in consultation with the RFMCSOC shall decide on the date and venue of the meetings.
3. The duration of any meeting shall not be more than two days.
4. The Chair 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. A quorum shall be determined by a simple majority of ERCU/Steering Committees members.
6. Decisions shall be made by a simple majority of attendees.
7. A report of each meeting shall be promptly provided to the IOC and the RFMCSOC.
8. **PROCEDURES**
9. Procedures for the agenda shall include the following:
10. the Chair in consultation with the members, shall be responsible for finalizing the agenda;
11. input to the agenda items may include items tabled by the members and the IOC secretariat; and
12. the final agenda and meeting materials should be made available at least five (5) business days in advance of each meeting.
13. The Minutes of each meeting shall 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.
14. The IOC shall provide secretariat services to the ERCU/Steering Committee.