

## **Regional Pacific Nationally Determined Contributions (NDC) Hub**

Steering and Management Arrangements

Version 21.12.2018

### **Background**

The Regional Pacific NDC Hub (in the following referred to as “the NDC Hub”) aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs.

The NDC Hub is a direct outcome of the inaugural Climate Action Pacific Partnership (CAPP) Conference, organised by the Fiji COP23 Presidency. The CAPP conference was held on July 3 and 4 2017 in Suva, Fiji. Around 200 stakeholders from different organisations and sectors participated and also attending were leaders from 14 Pacific Island Countries. A recommendation from the conference was the establishment of a regional NDC platform or mechanism to support Pacific Island Countries (PICs) in enhancing and implementing their NDCs. This concept was further developed at the Partnership Days during pre-COP meetings in October in Nadi, Fiji, and side-events during UNFCCC COP 23 in November 2017.

At the NDC Partnership (NDCP) high-level event on November 14, 2017, the Hon. Prime Minister of Fiji and President of COP 23 formally launched the Regional Pacific NDC Hub.

Based on consultations held since November 2017 and in particular as part of the 2018 NDC Dialogue in March 2018 and the NDC Hub Meeting in July 2018 in Suva, this brief describes proposed management and institutional arrangements.

### **Objectives**

The expected objective of the NDC Hub is that PICs enhance and implement their country’s NDC driving sustainable and resilient development and transition to a low carbon development pathway.

The NDC Hub will promote partnerships with the private sector for financing and implementation of NDCs in the Pacific Island region.

Specific outputs include:

1. NDCs reviewed and enhanced
2. Roadmaps and investment plans developed to support NDC implementation informed by lessons and exchanges within the Pacific
3. Finance leveraged to support NDC implementation through improved regional coordination
4. Guidance and technical assistance provided and tools produced to streamline and integrate NDCs into national and regional plans and processes as well as legislation and standards
5. NDC related information, best practices and learning mechanisms easily accessible to national, regional and global audiences

6. Partnerships and engagement with the private sector and civil society organisations support NDC financing and implementation

## **Institutional Background**

While the NDC Hub was initiated by Fiji during its COP 23 Presidency, it will be owned by all PICs. PICs will guide the direction of the NDC Hub through a steering committee.

In strengthening the resilience of PICs and promoting low carbon development, the Regional Pacific NDC Hub will contribute to and also complement initiatives under the Framework for Resilient Development in the Pacific (FRDP), the overarching regional mechanism for promoting the implementation of resilient development initiatives including climate change adaptation, disaster risk reduction, disaster risk management and low carbon development.

As part of the Pacific regional architecture, the NDC Hub will be affiliated to the Pacific Resilience Partnership (PRP), the regional governance mechanism for the FRDP, to strengthen coordination and complementarity of actions to promote low carbon development, with the ambition of reaching net zero emissions, and resilient development.

## **Steering Committee**

A Steering Committee will be established, consisting of one representative per Pacific sub-region (Melanesia, Micronesia, Polynesia) and Fiji as the host country of the NDC Hub.

Countries will be invited to submit expressions of interest for sub-regional representation in the Steering Committee. A tenure of two years is proposed, which may be reviewed and changed by the Steering Committee.

The Steering Committee will meet at least once a year in person. Further meetings may be scheduled as needed and decided by the Steering Committee members, particularly in the establishment and first phase of the NDC Hub and these will be undertaken virtually to reduce costs and emissions. Written procedure may also be used by the Steering Committee as deemed necessary by the Steering Committee members. Countries will be informed in advance of all Steering Committee meetings or written procedures. The Steering Committee will inform the PRP Task Force of developments. Meetings of the Steering Committee will be as far as possible scheduled back to back to other related events in the region, to reduce costs and emissions. Steering Committee members must announce all travels to the relevant NDC Hub partner at least 4 weeks before the trip, to ensure adequate time to process travel requests.

The *Regional Pacific NDC Hub Implementation Unit* will provide secretariat support to the Steering Committee including circulating meeting papers and facilitating meetings and minutes. Furthermore, it will develop and present technical and financial reports, work plans, actions completed under the work plan and update the coordination group on monitoring and reporting processes

## **Terms of Reference of the Steering Committee**

### Objective

To provide overall oversight of the strategic direction for NDC Hub activities ensuring they are in line with the NDC Hub's objectives and add value to the work of other partners.

### Membership

4 members in total: 1 representative per Pacific sub-region (Melanesia, Micronesia, Polynesia) and Fiji as the host country of the NDC Hub.

### Responsibilities of the Steering Committee

1. Review and validate annual technical and financial reports prepared by the NDC Hub's Implementation Unit
2. Provide strategic direction for the NDC Hub;
3. Review, provide input and approve the NDC Hub's annual work plan;
4. Explore and promote partnership opportunities;
5. Represent the Regional Pacific NDC Hub as required, at national, regional and international events; and
6. Oversee that the reporting requirements to development partners are completed as per contractual arrangements
7. Consult with the Focal Points of their respective sub-regions prior to meetings and give feedback to the Focal Points after meetings.

### Standing items for the agenda of the Steering Committee

1. Review of annual work plan – the previous 12 months and upcoming 12 months;
2. Update of new or proposed partners / partnership opportunities / resource mobilisation opportunities;
3. Review of monitoring processes and feedback received from countries on services provided;
4. Any other business.

The Steering Committee will oversee that the NDC Hub Implementation Unit keeps its stakeholders, including development partners, informed through various channels including but not limited to regular reporting, meetings on the side-lines of regional meetings, dedicated information sessions, etc.

Members of the NDC Hub's Steering Committee should inform the Hub Implementation Unit at least one month in advance on proposed additional agenda items.

The NDC Hub Implementation Unit will circulate the agenda, updated work plan and other relevant meeting papers to the Steering Committee at least 14 days ahead of the meeting.

## **The Regional Pacific NDC Hub Coordination Group**

The management of the NDC Hub will be guided and supported by a *Regional Pacific NDC Hub Coordination Group*. PICs may also require the Coordination Group to provide updates to them during or at specifically organised side events at the SPC

CRGA and SPREP Meetings / Executive Board meetings<sup>1</sup>. PICs will use the Steering Committee meetings as well as these meetings at SPC and SPREP to provide ongoing advice to guide the work of the NDC Hub.

## Terms of Reference

### Objective

To provide guidance on the work of the Regional Pacific NDC Hub, strengthen existing and identify new partnerships and facilitate collaboration across the partners to jointly achieve the NDC Hub's objectives.

### Membership

The Regional Pacific NDC Hub Coordination Group will comprise of one representative from each of the five "NDC Hub Partners":

- The Pacific Community (SPC);
- The Secretariat of the Pacific Regional Environment Programme (SPREP);
- The Global Green Growth Institute (GGGI);
- The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH;
- and
- The NDC Partnership Support Unit (NDCP SU).

The membership of the Coordination Group may be broadened to include representation from the private / investment sector and other partners.

### Responsibilities of the NDC Hub's Coordination Group:

1. Facilitate collaboration across partners and promote synergies among their existing support to PICs as relevant to NDCs;
2. Identify and leverage partnership opportunities within the NDC Hub partners and the broader NDC Partnership, as well as other opportunities for partnerships and financing and investment of activities, to enhance services offered by the NDC Hub;
3. Provide timely updates to the PRP Taskforce and to the governing structures of SPC, SPREP, GGGI, GIZ and NDCP<sup>2</sup>;
4. Review the NDC Hub's monitoring, evaluation and learning processes and provide guidance in strengthening service delivery;
5. Represent, as appropriate and upon request, the NDC Hub at various meetings.

### Standing items for the agenda of the Coordination Group

1. Review of annual work plan – the previous 3 months and upcoming 3 months;
2. Update of new or proposed partners / partnership opportunities / resource mobilisation opportunities;

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<sup>1</sup> To reduce meeting costs, the presence of climate change focal points at these occasions is made use of

<sup>2</sup> Including the PRP Taskforce meetings, side events at the SPC CRGA annual meeting, the SPREP Meeting/Executive Board, the NDC Partnership annual meeting

3. Review of monitoring processes and feedback received from countries on services provided;
4. Any other business.

Members of the NDC Hub's Coordination Group should inform the NDC Hub Implementation Unit at least two weeks in advance on proposed additional agenda items.

The NDC Hub Manager will circulate the agenda, updated work plan and other relevant meeting papers to the Coordination Group at least one week ahead of the meeting.

### Meetings

The NDC Hub's Steering Committee will meet at least once a year to provide overall strategic direction for the NDC Hub's activities.

The NDC Hub's Coordination Group will meet physically if possible, or virtually to minimise emissions and costs every quarter, and additionally as required when requested by at least one partner.

The *Regional Pacific NDC Hub Implementation Unit* will provide secretarial support to the Coordination Group including circulating meeting papers and facilitating meetings and minutes.

A meeting calendar for the year for all meetings will be circulated no later than January 31<sup>st</sup> each year. Where possible this will align this to existing regional meetings and events to maximise the opportunity for face-to-face meetings.

The quorum needed for a steering committee meeting is of 3 out of 4 steering committee members.

The Chair of the meetings will rotate between countries / partners from meeting to meeting.

Notification on attendance should be given two weeks ahead of the meeting and an alternate representation be suggested.

At the end of the first and any consecutive year of operation, steering and management arrangements will be assessed for effectiveness, and adjusted as required.

### Reporting

Minutes of the meetings will be compiled and circulated by the NDC Hub Implementation Unit to the Steering Committee, Cooperation Group members and once agreed to all PICs and placed on the Pacific Climate Change Portal and Pacific Regional Data Repository for Sustainable Energy.

## **Regional Pacific NDC Hub Implementation Unit**

An Implementation Unit will be established for the coordination and day-to-day management of the activities of the NDC Hub. It will function also as a secretariat to the NDC Hub's Steering Committee and Coordination Group meetings.

The Implementation Unit will

- Develop, coordinate and implement the joint work plan based on the Regional Pacific NDC Hub's results framework;
- Provide overall financial management;
- Manage the day to day work of the NDC Hub including existing partners' relationships;
- Facilitate new partners' involvement;
- Develop and implement the NDC Hub's communication strategy;
- Coordinate country requests and manage the deployment of technical staff and consultants;
- Ensure that the services offered by the NDC Hub are aligned to national and regional priorities, including the NDC revision processes, NDC implementation roadmaps and the FRDP priority actions and outcomes;
- In coordination with NDC Hub partners, report regularly and provide updates to the NDC Hub's Steering Committee and the Coordination Group on NDC Hub activities;
- Ensure regular monitoring and evaluation of NDC Hub's effectiveness and suggest adjustments to the implementation strategy, as appropriate;
- Provide annual technical and financial reporting to the Steering Committee as well as the Coordination Group.

The NDC Hub Implementation Unit will house the staff employed and seconded by partners and be led by a manager employed by GIZ. The manager will report on financial matters to the GIZ regional manager and on operational matters to the Steering Committee. The Implementation Unit will be hosted by SPC and SPREP and specific financing agreements will be concluded between GIZ and both organisations to cover their respective contributions to the Regional Pacific NDC Hub including the hosting of any seconded staff. Additional NDC Hub Implementation Unit staff may be seconded by NDC Hub partners, e.g. GGGI staff seconded to the NDC Hub would be hosted by SPC or SPREP.

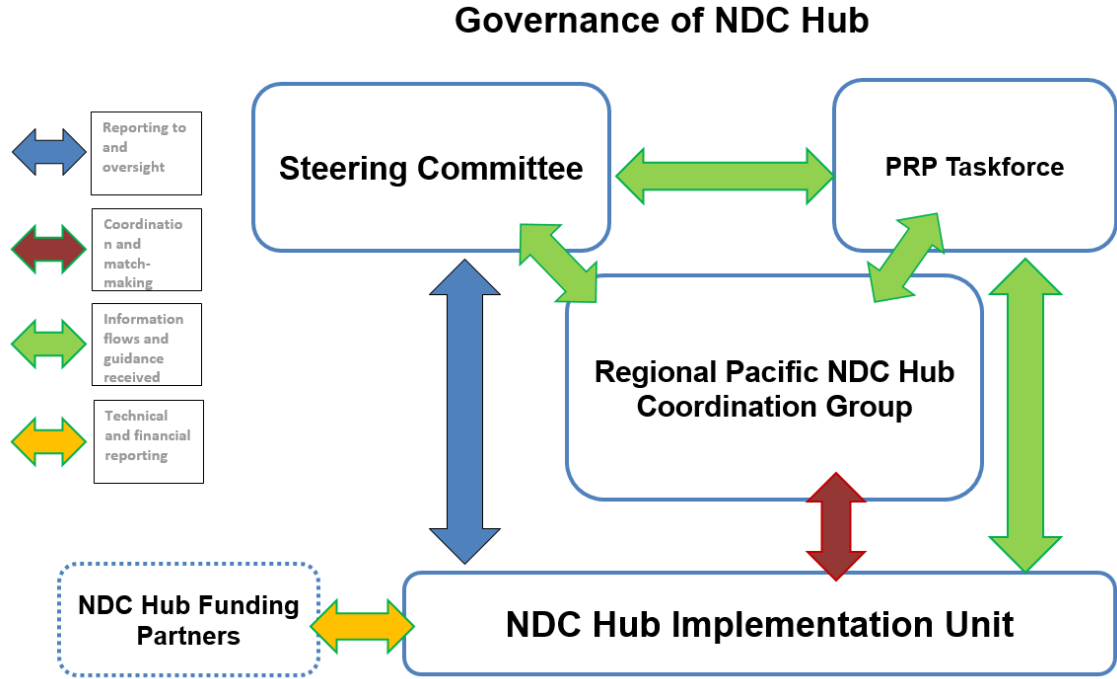
The NDC Hub Partners will develop a Letter of Intent (LOI) between all partners. The Regional Pacific NDC Hub design document, including this brief, will become part of this LOI.

## **Donor Engagement**

Donor partners to the NDC Hub share a strong interest with members in the success and sustainability of the NDC Hub and play a key role in supporting and promoting the Hub's successes. While not involved in the day-to-day operations of the NDC Hub or in the Steering Committee, donors will require regular updates of key decisions of the

steering committee on Hub priorities, progress towards the key deliverable of the Hub, and information on any key operational issues or risks that may impact on achieving planned outcomes. Where concerns arise, donor partners will feed in views to the Hub Implementation Unit. Where serious concerns about strategic direction are not resolved, donors will be able to raise to the Steering Committee directly.

**Governance structure**



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