

## **ANNEX J - PROPOSED TERMS OF REFERENCE**

### **STEERING COMMITTEE TERMS OF REFERENCE**

#### **Role**

- **Fundraising** : identify funding opportunities, developing new partnership ( ex. Private sector and intergovernmental), proposal preparation on behalf of the entire network as well as supporting individual participants
- **Coordinate reports and publication** : encouraging the efforts of individuals participants to submit data and information, coordinating the production of reports and related publication.
- **Scientific & technical advice** : ensure quality control and standardization of monitoring, provide technical advise as needed and keep an eye on technological advances in coral reef monitoring
- **Advising on archiving and data management** : developing guidelines for data submission and accessibility & ensuring data protection and copyright, seeking expertise on legal and policy, information and technological support as needed
- **Communication** : ensuring a transparent, regular and efficient communication within the network & coordinating external communication with relevant stakeholders
- **Increasing membership and participation** : encouraging participation among members and seeking new members and building relationships within the region
- **Representing the network in regional and international fora**

**Any individual member of the steering committee may be responsible for one or more of the previously described roles**

#### **Memberships**

- The chair of the Steering Committee is the network regional coordinator whose role is to lead and guide the work of the Steering committee in performing, and, represent the network (ex GCRMN) in relevant fora.

- The committee in consultation with general membership will appoint a co-chair who will work alongside the regional coordinator. This is to ensure continuity of the role of the regional coordinator in case the latter can not provide this function (new job, temporary absence, etc.)

- The members of the SC were proposed from the persons present during the Curacao WS. The composition of the SC reflects the cultural and geographical diversity of the region, represents a variety of technical , scientific and policy expertise in order to fulfil the roles identified.

- It is important to recognise that the membership of the committee reflects both institutional and individual characteristics. For example, if a committee member leaves their position from their institution (and is not able to continue), the institutional component should ensure the continuity of representation. However, if the committee member can continue to provide the same role with another institution and is willing to participate, this also should ensure continuity of representation.

**REGIONAL COORDINATOR TERMS OF REFERENCE**

The regional coordinator will lead and provide guidances for the Steering Committee with respect to the roles previously described.

In particular the regional coordinator is expected to:

- assume the role of chair
- ensure communication within the network and be a catalyst for encouraging collaboration among members
- represent the network in appropriate venues and fora – In particular, the coordinator will liaise with ICRI and GCRMN leadership.
- help facilitating the meetings venues and necessary logistics as far as possible within its means

The nominated supporting Institution will seek to provide as feasible the necessary means and resources to ensure the continuity and well functioning of the regional coordinator mission.

**TERMS OF REFERENCE OF THE NETWORK MEMBERS**

- standardize coral reef monitoring as per the agreed metrics and data collection
- provide the data to a centralized data archiving platform
- Ensure the coordination with local and national relevant actors, including governments
- Establish communication with the relevant ICRI focal point
- Share pertinent and coral reef related information with the network