# Terms of Reference of National Project Focal Points

**BE-CLME+ Project: Promoting National Blue Economy Priorities Through Marine Spatial Planning in the Caribbean Large Marine Ecosystem Plus**

**(GEF Project ID 10211)**

**General**

National Focal Points (NFP) are government-appointed officials responsible for overseeing, guiding, and promoting the implementation of the BE: LME+ nationally and liaising with the CRFM and other project stakeholders at the national level. NFPs serve as a driving force in the implementation of the BE: LME+ at the national level, in collaboration with other relevant departments, ministries and/or agencies, and ensures a constant flow of information and adequate coordination of activities.

Focal points have a key role to: (i) Facilitate that project communications in the country reaches the right people at the right level; (ii) Follow up on requests sent by the CRFM-PMU; and (iii) Pass information from the country to the CRFM-PMU. In addition to facilitating the formal communication, focal points engage in informal communication with the CRFM-PMU to provide information or advice on approaches to engage with national authorities as well as on substantive and other matters.

**Specific**

NFPs serve as national coordinators for all relevant BE: LME+ matters. In this respect they should:

* Upon appointment, arrange confirmation of their own designation, including full contact details, through official communication from the responsible governmental institution.
* Communicate any changes of designation or contact details as soon as possible to the CRFM-PMU.
* Participate as a member of the project’s Regional Steering Committee.
* Coordinate the appointment of national members to the project’s Technical Advisory Committee.
* Help to identify suitable participants (e.g., national experts) for meetings or workshops requiring specialized knowledge in particular fields of work, to ensure that the highest quality of expertise is made available.
* Coordinate, and communicate to the CRFM the nomination of candidates to participate in project-sponsored events, be these virtual or in person.
* Provide support in communicating project activities and outputs nationally among relevant departments, ministries and/or agencies.
* Maintain close communication with national institutions and other national stakeholders of relevance to the objectives of the BE: CLME+ project.
* As may be applicable, initiate and coordinate the implementation of relevant decisions at national level in follow up of BE: CLME+ meetings.
* Forwarding relevant information to the national authorities/institutions (e.g. to the points of contact);
* Facilitation of communication between the CRFM-PMU and the competent authority(ies) responsible for MSP, MPS, BE, and Fisheries.
* Informing the CRFM about changes in the name and organizational structure of the national competent authorities dealing with MSP, MPA, BE or Fisheries as soon as such changes are known.
* Promote synergies and strengthen liaisons with National Focal Points of other project countries.