**RULES OF PROCEDURES**

**OF THE BE-CLME+ PROJECT**

**REGIONAL STEERING COMMITTEE AND TECHNICAL ADVISORY COMMITTEE**

**INTRODUCTION**

**Regional Steering Committee**

The Regional Steering Committee (RSC) is responsible for oversight, providing guidance and advice to the project. The RSC will provide general guidance regarding the progress and direction of the project and exerting proactive influence. As the project’s superior governing body, the RSC is responsible for ensuring that the project meets goals announced in the Project Results Framework by helping to balance conflicting priorities and resources. Conclusions and recommendations produced by the RSC will be used by CRFM /PMU to modify implementation strategies, annual work plans and resources allocation budget and, when necessary, to adjust the project’s Result Framework in consultation with CAF and FAO and the governments of the participating countries.

The RSC will provide overall strategic guidance to the Project. It will not deal with day-to-day management and administration of the Project. This will be the responsibility of the Executing Agency and the BE-CLME+ Project Management Unit (CRFM/PMU), under guidance from the GEF Implementing Agencies (to ensure conformity with GEF/CAF/FAO requirements, rules and regulations).

**Technical Advisory Committee**

The Technical Advisory Committee (TAC) will provide technical oversight, guidance, and support during project implementation. The TAC is also responsible for reviewing and providing recommendations on project methodological processes (technical quality) and activities to the PMU for its consideration. The TAC may generally meet virtually; however, the CRFM may choose to have a physical meeting of the TAC depending on relevance, justification, and affordability. The TAC shall be Chaired by the Regional Project Coordinator and consist of eight more members, at least 2 of which must be from non-government institutions.

**SESSIONS**

**RULE 1**

**REGULAR SESSIONS**

1. The Regional Steering Committee (RSC) will Meet in regular sessions twice a year in each year of the Project.
2. Three of these meetings of the RSC are expected to take place at the following times:

* Project Inception
* Project Midterm
* Project End

1. The Technical Advisory Committee (TAC) will Meet in regular sessions each quarter during the 4 years of the Project.
2. Regular sessions of the RSC and TAC may be convened in-person, remotely or in hybrid format.
3. A least one face-to-face meeting of the Committees should be held each year subject to the availability of funds.

**RULE 2**

**SPECIAL INTER-SESSIONAL MEETINGS**

1. At the request of a Participating State or where the Regional Project Coordinator in consultation with the Executive Director of the CRFM considers it necessary or expedient to do so, and with the concurrence of a simple majority of the Participating States, the CRFM/PMU shall convene a session of the RSC or the TAC within 15 working days of such concurrence.
2. Any such session shall be designated a Special Inter-Sessional Meetings of the RSC or the TAC as the case may be. Such Special Inter-Sessional Meetings will be convener, when urgent matters need to be brought to the attention of the RSC or the TAC for their consideration and decision.
3. These Special Inter-sessional meetings will normally be held by teleconferences or electronic communications.

**RULE 3**

**NOTICE OF SESSIONS**

1. The Regional Project Coordinator shall notify Members of the Regional Steering Committee and the Technical Advisory Committee, as the case may require, of the date and place of each session of the RSC or the TAC at least twenty (20) working days before a regular session and at least five (5) working days before a special inter-session meeting.
2. Notice of sessions of the RSC and the TAC shall also be given to those organisations and entities which have been accorded observer status at sessions of the RSC or the TAC.
3. Notice of sessions shall be given in writing and shall specify the date and place of the session and the purpose for which it is being convened.
4. All sessions of the RSC and TAC shall be attended by Participating States and the GEF Implementing Agencies.

**RULE 4**

**AGENDA FOR REGULAR SESSIONS**

1. There shall be a Provisional Agenda for every regular session which shall include:
   1. items which have been approved by a majority vote of the RSC or the TAC at a previous session;
   2. items requested by any member of the RSC, or the Technical Advisory Committee; and
   3. other relevant items proposed by the CRFM/PMU.
2. The CRFM/PMU shall submit the provisional agenda to the RSC members or the TAC Members for their review and comments prior to convening of a session.

**RULE 5**

**AGENDA FOR SPECIAL INTERSESSIONAL MEETINGS**

1. The provisional agenda for Special Inter-Sessional Meetings shall consist only of those items proposed for consideration in the request for the holding of the meeting.
2. The provisional agenda shall be transmitted to RSC members or TAC Members at the time of giving notice of the meeting.

**RULE 6**

**ADOPTION OF AGENDA**

1. At the commencement of each session any Member of the RSC or the TAC, as the case may be, may propose an item for inclusion in the Provisional Agenda, and which members of the aforementioned body may approve by a simple majority vote.
2. The agenda for any regular or special inter-sessional meeting of the RSC or TAC shall be adopted by a simple majority vote of the Members.

**RULE 7**

**AMENDMENT OF AGENDA**

1. Notwithstanding Rule 6, during the meeting the RSC or the TAC Members may agree to further amend the agenda in order to enable discussion of urgent and important matters for which documentation was not available or distributed in advance of the session.

**RULE 8**

**DECISION-MAKING BY THE RSC**

1. Decisions of the RSC shall be reached by consensus.
2. In the absence of consensus decisions shall be deemed adopted, if supported by a qualified majority of (2/3) of the Member comprising the RSC and the TAC.
3. The Chairperson of the RSC or the TAC may defer the taking of a decision in order to facilitate further negotiations of discussion whenever it appears that all efforts at achieving consensus have not been exhausted.
4. Each Member of the RSC shall have one vote.
5. If the vote on a proposal is equally divided, the proposal shall be regarded as rejected.
6. Observers may participate in the deliberations but shall not have the right to vote at meetings of the RSC.
7. A simple majority of the members of the Committee shall constitute a quorum.

**RULE 9**

**DECISION MAKING BY THE TAC**

1. The scientific and technical recommendations and advice to be provided by the Technical Advisory Committee shall normally be made by consensus.
2. Where consensus cannot be achieved the Committee shall set out in its report all views presented on the matter under discussion.
3. Reports of the Technical Advisory Committee shall reflect all the views expressed at the Committee on the matters discussed.
4. A simple majority of the members of the Technical Advisory Committees shall constitute a quorum.

**RULE 10**

**ELECTION OF OFFICERS**

1. At the commencement of each RSC meeting the Committee shall elect a Chairperson, Vice-Chairperson (Deputy Chairperson) and a Rapporteur from among the participating countries.
2. The Chairperson, Vice-Chairperson (Deputy Chairperson) and Rapporteur responsibilities will extend beyond the duration of the RSC meetings where the election is made, and cover approximately one (1) year until the next regular Meeting of the RSC.
3. Powers and duties of the Officers will be the same for the regular and Special Inter-Sessional meetings.

**RULE 11**

**CHAIRPERSON AND VICE-CHAIRPERSON OF THE TAC**

1. The Regional Project Coordinator shall function as the Chairperson of the Technical Advisory Committee.
2. At the commencement of each TAC meeting the Committee shall elect a Vice-Chairperson (Deputy Chairperson) and a Rapporteur from among the participating members of the committee.
3. The Vice-Chairperson (Deputy Chairperson) and Rapporteur responsibilities will extend beyond the duration of the TAC meetings where the election is made, and cover approximately one (1) year until the next regular Meeting of the TAC.

**RULE 12**

**THE VICE-CHAIRPERSON TO ACT AS CHAIRPERSON**

1. If, at the commencement of any meeting, the Chairperson of the RSC or TAC is not present, or if, during the course of a meeting, it is necessary for the Chairperson to be absent, the Vice-Chairperson shall act as Chairperson.

**RULE 13**

**ELECTION OF ALTERNATIVE CHAIRPERSON**

1. If both the Chairperson and the Vice-Chairperson are absent, then the meeting shall elect a Chairperson for that meeting from among the representatives of the Member of the committee in question.

**RULE 14**

**CHAIRPERSON OF SPECIAL SESSION**

1. The Chairperson of a special session shall be the current Chairperson of the RSC or the TAC as the case may be.

**RULE 15**

**POWERS OF THE CHAIRPERSON, VICE CHAIRPERSON AND RAPPORTEUR**

1. The Chairperson shall:
   1. declare the opening and closing of each meeting.
   2. direct the discussions, ensure the observance of applicable rules and procedures, and shall accord the right to speak, and announce decisions.
   3. call a speaker to order when interventions are not relevant to the subject under discussion.
2. The Rapporteur shall be responsible, with the assistance of the Secretariat, for recording the meeting proceedings and presenting the Meeting Decisions to the Committees for their review and approval.

**RULE 16**

**OPENING AND CLOSING OF MEETINGS**

1. The Chairperson shall declare the opening and closing of each meeting of the RSC or the TAC, direct the discussion, ensure the observance of these Rules, put questions to the vote and announce decisions.
2. The Chairperson may also call a speaker to order if the speaker’s remarks are not relevant to the subject under discussion.

**RULE 17**

**POINTS OF ORDER**

1. During the discussion of any matter, a representative may raise a point of order. In this case, the Chairperson shall immediately rule on the point of order. If it is challenged, the Chairperson shall forthwith submit the ruling to the RSC or the TAC for decision, and it shall stand unless overruled by a simple majority of the Members of that Committee.

**RULE 18**

**ADJOURNMENT OF DEBATE**

1. During the discussion of any matter, a Member of the Committee may move the adjournment of the debate. Any such motion shall have priority. In addition to the proposer of the motion, one Member shall be allowed to speak in favour of and one Member against the motion before it is put to the vote.
2. If the RSC or the TAC by a simple majority votes in favour of the adjournment, the Chairperson shall declare the debate adjourned.

**RULE 19**

**CLOSURE OF DEBATE**

1. A representative may at any time move the closure of the debate whether or not any other representative has signified an intention to speak. Two representatives shall be allowed to speak in favour of and two representatives against the motion before it is put to the vote.
2. If the RSC or the TAC by a simple majority votes in favour of the closure, the Chairperson shall declare the debate closed.

**RULE 20**

**SECRETARIAT**

1. The CRFM Secretariat/PMU, shall act as Secretariat of the RSC and TAC.
2. The Secretariat shall:
   1. prepare and/or receive, and circulate the documents for the RSC and TAC meetings, including the project work plans and budgets, and reports on project progress, for consideration and approval by the RSC
   2. publish and circulate the decisions, reports and relevant documentation of the RSC and TAC meetings;
   3. have the custody of the documents in the archives of the CRFM Secretariat/PMU

**RULE 21**

**ROLE OF THE REGIONAL PROJECT COORDINATOR IN THE CONDUCT OF MEETINGS**

1. The Regional Project Coordinator shall under the direction of the Executive Director of the CRFM:
   1. act as Secretary to all meetings of the RSC and TAC;
   2. designate when appropriate any officer of the BE-CLME+PMU to act as his/her representative;
   3. make oral and written statements to the RSC or TAC concerning any question under consideration;
   4. be responsible for the necessary meeting arrangements, including the preparation and distribution of working documents in accordance with these rules and procedures.

**RULE 22**

**RECORDS OF THE MEETINGS**

1. Records of the meetings shall be kept by the CRFM Secretariat/PMU.
2. They shall be prepared by the Regional Project Coordinator in collaboration with the Rapporteur, and presented in the form of a draft report to the members of the relevant Committee no later than four weeks after the concerned meeting. Following this, any requests for changes and amendments to the report should be communicated to the PMU and shared with the Committee members as soon as possible.
3. Any disagreement concerning such changes shall be referred to the Chairperson, whose decision shall be final.
4. These amended records will be the official minutes of the meeting.

**RULE 23**

**DISTRIBUTION OF MEETING REPORTS**

1. The final version of the meeting records shall be distributed to the members of the Committee within eight weeks following the closure of the concerned meeting.

**RULE 24**

**COST OF PARTICIPATION**

1. Project funding is available to support participation of one representative of each member in the meetings of the RSC and the Technical Advisory Committee, subject to the availability of funds and giving priority to the participating GEF Eligible countries, and in accordance with applicable GEF /CRFM/ FAO / CAF rules & regulations.
2. The location of meetings will be guided by budgetary considerations.