



SPRFMO
South Pacific Regional Fisheries Management Organisation

12TH MEETING OF THE SPRFMO COMMISSION

Manta, Ecuador, 29 January to 2 February 2024

COMM 12 – Inf 02

Cross-sectoral Project Steering Committee Report



COMMON OCEANS PROGRAM



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Cross-sectoral project

Report of the Project Steering Committee:
The Cross-sectoral Project: *Building and Enhancing Sectoral and Cross-sectoral Capacity to Support Sustainable Resource Use and Biodiversity Conservation in Marine Areas Beyond National Jurisdiction*

26/27 October 2023
Virtual Meeting



First Project Steering Committee Report

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Executive Summary

The Cross-sectoral Project (CSP) Project Management Unit (PMU) organized the First Project Steering Committee (PSC) Meeting for “The Cross Sectoral Project: Building and Enhancing Sectoral and Cross-sectoral Capacity to Support Sustainable Resource Use and Biodiversity Conservation in Marine Areas Beyond National Jurisdiction” by video conference on 26 October 2023. The Meeting was attended by representatives from four co-executing partners for the CSP: United Nations Environment Programme World Conservation Monitoring Centre (UNEP-WCMC), GRID-Arendal, University of the South Pacific (USP) and Universidad Católica del Norte (UCN). Also represented at the meeting were the United Nations Environment Programme (UNEP), which serves as the Implementing Agency for the CSP; the Global Ocean Forum (GOF), which serves as the Executing Agency for the CSP; the Food and Agriculture Organization of the United Nations (FAO), which serves as the coordinator for the Common Oceans Program, of which CSP is a child project; and the South Pacific Regional Fisheries Management Organization (SPRFMO), a regional fishery body whose area of competence covers both of the project’s pilot regions and has agreed to collaborate with the project. A total of 14 PSC members and observers attended the meeting. The full list of participants is attached as Annex 1 to the present report.

The Project Steering Committee agreed on the following conclusions and recommendations:

Project Timeline and Work Plan:

- 1) The Steering Committee approved the revised project timeline and annual work plans, as indicated in the revised work plans appended to the Conclusions and Recommendations of this Meeting.

Project Budget:

- 2) The Steering Committee reviewed and approved the year 1 project budget and status of expenditures, as indicated in the revised budget appended to the Conclusions and Recommendations of this Meeting.

Project Documents:

- 3) The Steering Committee reviewed and approved the revised UNEP Project Document and appendices and CEO Document and annexes, as indicated in the revised documents appended to the Conclusions and Recommendations of this Meeting.
- 4) The Steering Committee reviewed and approved the Terms of Reference (ToR) for the Project Steering Committee and the ToR for the International ABNJ Specialist, as indicated in the revised ToRs appended to the Conclusions and Recommendations of this Meeting.

Additional items discussed during the meeting include the following:

- 5) Overall project progress, including pre-inception activities and the status of project services agreements, as presented by the PMU.
- 6) The CSP Coordination Strategy, as agreed upon by all co-executing partners.
- 7) Cooperation with other Projects under the Common Oceans Program.
- 8) Cooperation with other international initiatives, including on early action and ratification of the BBNJ Agreement.

Introduction

- 1) The CSP PMU organized the First Project Steering Committee Meeting for “The Cross Sectoral Project: Building and Enhancing Sectoral and Cross-sectoral Capacity to Support Sustainable Resource Use and Biodiversity Conservation in Marine Areas Beyond National Jurisdiction” by video conference on 27 October 2023, in accordance with the project’s Monitoring and Evaluation (M&E) Plan.
- 2) The primary objective of this First Project Steering Committee Meeting was to review, discuss and approve the project’s revised timeline, annual work plans, and budget for 2023 – 2024 and revised project documents.
- 3) The agenda of the meeting is provided in Annex 2; the conclusions and recommendations of the meeting are provided in Annex 3; the information documents of the meeting are listed in Annex 4; and the presentations of the meeting are provided in Annex 5.
- 4) The meeting was recorded for future reference.

Participation

- 5) The Meeting was attended by representatives from four co-executing partners of the CSP: UNEP-WCMC, GRID-Arendal, USP, and UCN. Also represented at the meeting were UNEP, which serves as the Implementing Agency for the CSP; GOF, which serves as the Executing Agency for the CSP; FAO, which serves as the coordinator for the Common Oceans Program, of which CSP is a child project; and SPRFMO, which is a regional fishery body whose area of competence covers both of the project’s pilot regions and has agreed to collaborate with the project.
- 6) The full list of participants is attached as Annex I to the present report.

Agenda Item 1: Opening of the Meeting

- 7) The Meeting was opened at 3:00 PM (United States EST) on 26 October 2023 by the UNEP Global Environment Facility (GEF) International Waters Task Manager, Isabelle Vanderbeck. Ms. Vanderbeck recalled the important function of the CSP, which endeavors to enhance awareness of areas beyond national jurisdiction (ABNJ) governance to support sustainable resource use and biodiversity conservation in ABNJs through strengthened cross-sectoral capacity building and knowledge exchange. These services are rendered through the functions of the CSP PMU established by GOF and six co-executing partners. Ms. Vanderbeck reminded participants of the important role of the PSC in the oversight and governance of the project, as well in the development of common tools and strategies to drive the implementation of project activities. She expressed her enthusiasm for the launch of activities for the CSP and encouraged the participants to take the floor often to raise questions and provide suggestions about the agenda items to be discussed.

Agenda Item 2: Introduction

- 8) Miriam Balgos of GOF invited meeting participants to introduce themselves and provided an overview of the agenda, as well as practical information for the participants.

Agenda Item 3: Election of the Chair, Adoption of the Provisional Agenda and Organization of Work

Election of the Chair

- 9) The Meeting elected one (1) Chair for a one-year term from among participants as follows:
 - a. Chair: Richard Delaney, Treasurer and Financial Advisor and President of the Global Ocean Forum's Board of Directors.

Adoption of the Provisional Agenda

- 10) The proposed agenda appearing in document PSC1 Project Steering Committee Agenda English was reviewed and accepted, as proposed by the Chair.

Organization of Work

- 11) The discussions were proposed to be held in one session from 3:00 to 4:30 during the one-day meeting.
- 12) When possible, working documents were provided in English and Spanish, including the proposed agenda and CSP Coordination Strategy.
- 13) The Meeting addressed all agenda items during the meeting. The Meeting closed on 26 October 2023 after adopting the Conclusions and Recommendations appended to the present report of the meeting.

Agenda Item 4: Adoption of the Composition and Terms of Reference of the Project Steering Committee

- 14) Mr. Delaney presented the Terms of Reference (ToR) of the Project Steering Committee, which includes the guiding principles of the Steering Committee, and requested comments from meeting participants.
- 15) John Tayleur of UNEP-WCMC highlighted the high level of expertise of the Steering Committee and cautioned against a "tick mark" function of the Steering Committee. He proposed additional meetings of the Steering Committee beyond the annual meeting requirement included in the ToR, particularly in the early stages of the project activities involving a capacity needs assessment. Mr. Delaney seconded this suggestion and invited further comments from meeting participants.
- 16) Ms. Balgos suggested the PMU could prepare a status report for the Steering Committee regarding the progress of the year 1 capacity needs assessment before the validation workshop planned for quarter 3 of year 1 project activities.
- 17) Ms. Vanderbeck suggested approving the ToR as written and assigning the PMU with the responsibility to call for ad hoc meetings of the Steering Committee as needed.
- 18) The Steering Committee approved the Terms of Reference of the Project Steering Committee and formally assigned the PMU with the responsibility to call ad hoc meetings of the Steering Committee as needed.
- 19) The conclusions and recommendations under this agenda item are presented in Annex III of this report.

Agenda Item 5: Adoption of Revised UNEP Project Document and Appendices and of the Revised CEO Project Document and Annexes

- 20) Mr. Delaney presented the revised UNEP Project Document and Appendices and the revised CEO Project Document and Annexes and requested comments from meeting participants.
- 21) Ms. Balgos shared a summary of updates to both documents during the inception phase.
- 22) Mr. Tayleur emphasized that the capacity needs assessment should not be limited to the scope of the BBNJ Agreement.
- 23) Craig Loveridge of SPRFMO clarified that SPRFMO spans both project pilot regions (Southeast Pacific and Pacific Islands) and has a limited ability to engage with external projects such as the CSP.
- 24) Carlos Gaymer of UCN suggested that project documents for review at future meetings should include a number in the document title that corresponds to the agenda item for discussion. For example, the UNEP Project Document should be titled “PSC1 5 UNEP Project Document”. Furthermore, the relevant document name(s) and location(s) should be shared prior to the start of discussion for each agenda item. This will streamline the document review process for meeting participants and facilitate accessibility for non-native English speakers.
- 25) Mr. Tayleur reiterated Dr. Gaymer’s suggestion and called for the creation of a more detailed communications plan beyond the scope of the proposed project coordination strategy. In particular, Mr. Tayleur cautioned against utilizing specific terminology that may confuse external stakeholders, such as GEF-specific acronyms that are unique to the CSP.
- 26) Irene Llabres Pohl of UNEP-WCMC proposed the following suggestions to improve project communications and outreach: 1) highlight the areas of the project that are most relevant to external partners when soliciting collaboration; 2) draft a simplified overview of year 1 project activities suitable for non-technical, external audiences; and 3) provide a prioritization of project documents to ensure the most important information sources are reviewed.
- 27) Ms. Balgos highlighted the Project Inception Workshop Report titled “PSC1 Project Inception Workshop Report” as the priority document for all Steering Committee members to review.
- 28) Ms. Vanderbeck highlighted the UNEP Project Document and Appendices as the most thorough overview of all project activities.
- 29) The Steering Committee approved the revised UNEP Project Document and Appendices and the revised CEO Project Document and Annexes.
- 30) The conclusions and recommendations under this agenda item are presented in Annex III of this report.

Agenda Item 6: Adoption of Revised Project Timeline and Annual Work Plans

- 31) Mr. Delaney presented the revised project timeline, which allocates a five-year project implementation phase from 20 June 2023 to 19 June 2028, and the revised annual work plans, which have no changes for proposed activities and outcomes but will now shift in schedule to follow the revised project timeline.
- 32) Ms. Balgos outlined the reasons for project delays. This included delays in GOF compliance with required due diligence documents, in UNEP processing of the project cooperation agreement

and first payment, and in the preparation of services agreements for co-executing partners. Mr. Richard Delaney requested comments from meeting participants.

- 33) Surendra Prasad of USP asked what progress has been made on project activities at the time of the Steering Committee meeting.
- 34) Ms. Balgos clarified that no project activities have been started as the implementation phase can only begin once the Steering Committee approves the year 1 project work plan and budget.
- 35) Mr. Tayleur suggested that the project communication strategy and meeting schedule should be revised to ensure there is effective outreach with external stakeholders. Mr. Tayleur also cautioned against overestimating the project capacity or overburdening project partners.
- 36) Ms. Viktoria Varga Lencses of FAO highlighted the successful collaboration between the CSP and the Common Oceans Program and recognized the particular importance of the CSP to facilitate global coordination and perspective.
- 37) The Steering Committee approved the revised project timeline and annual work plans.
- 38) The conclusions and recommendations under this agenda item are presented in Annex III of this report.

Agenda Item 7: Adoption of Terms of Reference of the International ABNJ Specialist

- 39) Mr. Delaney presented the proposed Terms of Reference (ToR) for the two International ABNJ Specialists, one for each pilot region, and requested comments from meeting participants.
- 40) The Steering Committee approved the ToR for the International ABNJ Specialists.
- 41) The conclusions and recommendations under this agenda item are presented in Annex III of this report.

Agenda Item 8: Project Progress Presentation by Project Management Unit

- 42) Ms. Balgos and Catie Mitchell, Project Administrative and Financial Professional – Research Assistant, presented project progress.
- 43) The presentation included background on the objectives and structure of the Project, status of the project services agreements, a management and coordination strategy for the project, and efforts needed to initiate project activities without delay.
- 44) Mr. Delaney requested comments from meeting participants.
- 45) The Steering Committee approved the project progress presentation.
- 46) The working documents under this agenda item are presented in Annex IV of this report. The conclusions and recommendations under this agenda item are presented in Annex V of this report.

Agenda Item 9: Annual Work Plan and Budget

- 47) Ms. Mitchell presented the overall project budget and the status of expenditures as of October 2023.
- 48) Mr. Delaney requested comments from meeting participants.
- 49) Dr. Prasad asked if USP will be receiving funding from the project.

- 50) Ms. Balgos clarified that as a co-executing partner, USP will be receiving funding to carry out the activities assigned to them.
- 51) Ms. Mitchell presented the work plan and budget for project year one (1) from July 2023 – June 2024, which incorporates the revised project timeline, and requested comments from meeting participants.
- 52) Ms. Kathrin Hett of FAO suggested clarifying the quarterly timeline of the work plan to highlight that the project follows the GEF fiscal year.
- 53) The Steering Committee approved the overall project budget, which will be reviewed annually, the status of expenditures as of October 2023 and the year 1 annual work plan and budget.
- 54) The conclusions and recommendations under this agenda item are presented in Annex V of this report.

Agenda Item 10: Other Business

Cooperation with other Projects under the Common Oceans Program

- 55) Mr. Delaney invited Ms. Varga Lencses to share strategies and recommendations for cooperation with other child projects under the Common Oceans Program.
- 56) Ms. Varga Lencses encouraged the free flow of information among child projects and emphasized the importance of the CSP to address the capacity needs of all Common Oceans Program child project initiatives with respect to cross-sectoral coordination and collaboration. Ms. Varga Lencses also encouraged close consultation amongst knowledge management and communication strategies for all Common Oceans Program child projects to ensure consistent and coordinated outreach with shared stakeholders.
- 57) Ms. Balgos highlighted efforts to collaborate with the Deep-sea Fisheries and Tuna child projects and emphasized the CSP participation in the M&E and Knowledge Management and Communication committees of the Common Oceans Program.

Cooperation with other International Initiatives

- 58) Mr. Delaney invited all meeting participants to share recommendations for cooperation with other international initiatives and requested Steering Committee members to name any organizations with a mission related to the CSP objectives that should be considered in the stakeholder engagement plan.
- 59) Mr. Loveridge suggested the distribution of a project newsletter that can effectively highlight the CSP activities and collaboration needs.

Time and Place for the 2nd Project Steering Committee Meeting

- 60) Mr. Delaney suggested that the next Steering Committee Meeting be held at the end of project year 1 activities by videoconferencing. Mr. Delaney also requested meeting participants to remain engaged with the project and strongly recommended ad hoc meetings of the Steering Committee, particularly in relation to project activities for the capacity needs assessment.
- 61) Ms. Balgos suggested that the PMU send requests for the next Steering Committee Meeting at least one (1) month prior to the proposed time window.
- 62) The Steering Committee approved the general time window and videoconferencing for the 2nd Project Steering Committee Meeting.

Closure of the Meeting

63) Mr. Delaney opened the floor for any meeting participants to share other items for discussion.

No other items for discussion by the Steering Committee were proposed.

64) The Chair closed the meeting at 4:35 PM (United States EST) on 26 October 2023.

Annex 1: List of Participants

| Name | Email | Affiliation |
|-----------------------------|--|---|
| 1. Viktoria Varga Lencses | viktoria.vargalencses@fao.org | Food and Agriculture Organization of the United Nations (FAO) |
| 2. Catie Mitchell | cmitchell@globaloceanforum.com | PMU. Global Ocean Forum |
| 3. Miriam Balgos | mbalgos@globaloceanforum.com | PMU. Global Ocean Forum |
| 4. Richard Delaney* | delaney@coastalstudies.org | Global Ocean Forum |
| 5. Louise Lieberknecht | louise.lieberknecht@grida.no | GRID-Arendal |
| 6. Miles Macmillan-Lawler* | miles.macmillan-lawler@grida.no | GRID-Arendal |
| 7. Craig Loveridge* | cloveridge@sprfmo.int | South Pacific Regional Fisheries Management Organization |
| 8. Isabelle Vanderbeck* | isabelle.vanderbeck@un.org | UN Environment Programme |
| 9. Irene Llabres Pohl | irene.llabrespohl@unep-wcmc.org | UN Environment Programme World Conservation Monitoring Centre |
| 10. John Tayleur* | john.tayleur@unep-wcmc.org | UN Environment Programme World Conservation Monitoring Centre |
| 11. Carlos Gaymer | cgaymer@ucn.cl | Universidad Católica del Norte |
| 12. Karol Trautmann | ktrautmann@ucn.cl | Universidad Católica del Norte |
| 13. Cherie Morris | cherie.morris@usp.ac.fj | University of the South Pacific |
| 14. Surendra Prasad* | surendra.prasad@usp.ac.fj | University of the South Pacific |
| *Primary PSC representative | | |

Annex 2: Agenda of the Meeting



Common Oceans Program

Building and Enhancing Cross-sectoral Capacity to Support Sustainable Resource Use and Biodiversity Conservation in Marine Areas Beyond National Jurisdiction

First Project Steering Committee Virtual Meeting – Zoom

26 October 2023, 3-4:30PM United States EST
2-3:30PM Ecuador; 4-5:30PM Chile; 8-9:30PM United Kingdom; 9-10:30PM Spain/Norway/Italy; 27
October 2023, 7-8:30AM Fiji

Annotated Agenda

1. OPENING OF THE MEETING, 5 minutes

To be opened by the UN Environment Programme representative, UNEP GEF International Waters Task Manager.

2. INTRODUCTION, 10 minutes

Introduction to the participants and the agenda, as well as providing practical information for the participants.

3. ELECTION OF THE CHAIR, 5 minutes

The partners will be invited by the UNEP representative to propose a Chairperson who is expected to carry out functions related to the Project Steering Committee (PSC) until the next regular meeting, which is approximately for one year.

4. ADOPTION OF COMPOSITION AND TERMS OF REFERENCE OF THE PROJECT STEERING COMMITTEE, 10 minutes

As the draft composition and draft Terms of Reference (ToR) was discussed during the Inception Workshop of the Cross-sectoral Project (3 October 2023) and feedback from the partners has been taken into account after two rounds of consultation, this agenda point will be focused on the formal adoption without going into significant discussions.

5. ADOPTION OF REVISED UNEP PROJECT DOCUMENT AND APPENDICES AND OF THE REVISED CEO PROJECT DOCUMENT AND ANNEXES, 10 minutes

As the revised UNEP Project Document (prodoc) and appendices and of the revised CEO document and annexes were discussed during the Inception Workshop of the Cross-sectoral Project (3 October 2023) and feedback from the partners has been taken into account after three rounds of consultations, this agenda point will be focused on the formal adoption without going into significant discussions.



6. ADOPTION OF REVISED PROJECT TIMELINE AND ANNUAL WORK PLANS, 5 minutes

As the revised project timeline and annual work plans were discussed during the Inception Workshop of the Cross-sectoral Project (3 October 2023) and feedback from the partners has been taken into account after three rounds of consultations, this agenda point will be focused on the formal adoption without going into significant discussions.

7. ADOPTION OF TERMS OF REFERENCE OF THE INTERNATIONAL ABNJ SPECIALIST, 5 minutes

As the draft ToR was discussed during the Inception Workshop of the Cross-sectoral Project (3 October 2023) and feedback from the partners has been taken into account after three rounds of consultations, this agenda point will be focused on the formal adoption without going into significant discussions.

8. PROJECT PROGRESS, 15 minutes

i. Presentation by Project Management Unit (PMU):

This will give an overview of the status of the project services agreements, which have dominated much of the work during the startup of the project. Also, it will provide information on activities related to management strategy for the project, including the coordination strategy, and efforts to initiate the project activities without delay.

9. ANNUAL WORK PLAN AND BUDGET, 10 minutes

Project partners will be presented with the following information.

i. Status of expenditures

ii. Work plan and budget for Project Year 1 (July 2023 – June 2024)

10. OTHER BUSINESS, 15 minutes

i. Cooperation with other Projects under the Common Oceans Program

An opportunity for discussions across projects to define ways of creating links.

ii. Cooperation with other international initiatives

Presentation on the GEF related and other developments on early action and ratification of the BBNJ Agreement

iii. Time and place for the 2nd PSC meeting

To be decided by the PSC members

Annex 3: Conclusions and Recommendations

Annex 3 includes eight sub-annexes, listed below, detailing the documents reviewed and approved by the Project Steering Committee. Due to the length of sub-annexes 3.2, 3.3, 3.4, and 3.7, these documents are provided on the Project Steering Committee Dropbox folder. An access link will be provided to all members of the Project Steering Committee.

Annex 3.1: Terms of Reference of the Project Steering Committee

Acting in the role as the main project authority, the PSC will provide strategic oversight and decision making for overall implementation of the project. The PSC meetings will be organized virtually in some years and be subject to budget availability and Covid restrictions and will consider face-face whenever deemed necessary.

The responsibilities of the PSC include:

- Provide oversight of project implementation and delivery of the project's objectives;
- Review, amend if appropriate, and approve the draft annual work plan and budget of the project [for subsequent execution by Project Management Unit (PMU)]
- Review and approve outputs
- Provide input to the mid-term and final evaluations, review and approve M&E outputs/reports
- Monitor progress and approve any changes
- Ensure focus of project is kept in-line with project's goal and objective
- Where necessary, the PSC will support definition of new targets in coordination with, and approval from, the executing partners and the UN Environment Programme (UNEP)
- Confirm membership, as and if required, of advisory group specialists proposed by the PMU by the PSC
- Meetings will make agreements by consensus subject to final approval by UNEP as the Implementing Agency (IA)

Members:

Membership will be confirmed at the inception meeting. PSC decisions will be based on consensus among members. Upon country requests or as deemed appropriate by the PSC, other Global Environment Facility (GEF) Implementing Agencies, co-financiers and global institutions could be invited to participate in an ex-officio capacity as necessary, as they may not necessarily have a direction on the project, but can influence technical aspects.

Participation at the PSC will include:

- Representatives of Executing Partners: Global Ocean Forum (GOF), UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC), GRID-Arendal, Permanent Commission for the South Pacific (CPPS), Universidad Católica del Norte (UCN), Office of the Pacific Ocean Commissioner (OPOC), and University of the South Pacific (USP)
- Representatives of other regional organizations
- Representatives of UN agencies and other global organizations with ABNJ remit

- Representatives of country members of CPPS and PIFS
- Representatives of external advisory bodies
- Representatives of UNEP and Food and Agriculture Organization of the UN (FAO)
- Representative of Executing Agency, GOF
- Other representatives to be invited as observers as decided by the PSC

Meetings:

The PSC meetings will normally be held annually, but the Chairperson, upon recommendation of the PMU, will have the discretion to call additional meetings if necessary. At the first PSC meeting, UNEP will open the meeting and invite the members of the PSC to identify the Chair and agree on the mechanism for selecting future PSC Chairs. During this meeting the draft ToRs will be reviewed, amended (if required) and agreed.

- Under Covid restrictions, meetings may be held virtually. It may be possible to meet face-to-face once restrictions have relaxed. Meetings should be held once per year.
- PMU to act as secretariat (logistical arrangements, preparation of provisional agenda in collaboration with executing partners and minutes)
- A Chair to be agreed by its members, for review annually
- Adoption of agenda
- A report of the Project Manager on project activities during the inter-sessional period
- A report and recommendations from the Project Manager or project partners on the proposed annual workplan and budget for the ensuing period

Potential Procedure for the Project Steering Committee of the Cross-sectoral Project

The following provisional procedure is drafted as a basis for adoption or amendment during the first meeting of the PSC.

- **Full members:** Full members of the PSC shall consist of representatives of organizations as listed above. Observers and advisors will attend by invitation.
- **Representation at meetings:** Where possible, the component leader will attend the meeting. It is the responsibility of the co-component leaders to find a suitable representative and ensure they are informed of progress in the relevant component, in advance of the meeting.
- **Alternate members:** In the event that a component is not represented by a component lead, the co-component leads must agree and secure a suitable alternative representative and communicate this choice to the PMU, 4 weeks ahead of the meeting. Alternate members in this case will have the same rights as the component leaders they represent.
- **Amendment of the membership:** Notwithstanding the rules contained in this document, the PSC shall have the power to amend, from time to time, its membership, subject to agreement of UNEP-GEF.
- **Co-opted members and observers:** The PSC may agree, by consensus at the commencement of each meeting to co-opt to any meeting or meetings of the Committee or parts thereof, as the Committee shall deem appropriate.

- **Distribution of the agenda:** The Project Management Unit shall communicate the provisional agenda of each PSC meeting together with all background documentation, to the members 4 weeks in advance where possible.
- **Adoption of the Agenda:** At the commencement of each PSC meeting, the PSC shall adopt the agenda for the meeting on the basis of the provisional agenda.
- **Quorum:** A simple majority of the members of the Committee shall constitute a quorum.

Annex 3.2: UNEP Project Document and Appendices

The approved UNEP Project Document and Appendices are available in a folder titled “PSC1 Project Document and Appendices Clean Version”.

Annex 3.3: CEO Document and Annexes

The approved CEO Project Document and Annexes are available in a folder titled “PSC1 CEO Document and Annexes Clean Version”.

Annex 3.4: Project Timeline, Work Plans, and Budget

The approved Project Timeline and Overall Work Plan is titled “PSC1 Revised Project Workplan and Timeline”. The approved Project Annual Work Plans are available in a folder titled “PSC1 Revised Project Annual Work Plans and Budget”.

Annex 3.5: Terms of Reference for International ABNJ Specialist

International ABNJ Specialist Contract under the Cross-sectoral Project (2: One for each pilot region)

The Common Oceans [Cross-sectoral Project](#) implemented by the UN Environment Programme and executed by the Global Ocean Forum seeks to build and strengthen regional and national capacity for sectoral and cross-sectoral cooperation, knowledge management, and public awareness of the ABNJ. The project aims to raise awareness of the BBNJ Agreement and improve cooperation on ABNJ governance in two pilot regions: the Southeast Pacific region and the Pacific Islands Region, working with the UNEP World Conservation Monitoring Centre, GRID-Arendal, Comisión Permanente del Pacífico Sur (CPPS), the Pacific Islands Forum Office of the Pacific Ocean Commissioner (OPOC), Universidad Católica del Norte (UCN), and the University of the South Pacific (USP).

The International ABNJ Specialist will be Involved in the following activities in Year 1 of the project:

Component 1. Building and strengthening capacity for sectoral and cross-sectoral cooperation and coordination to improve sustainable use and biodiversity conservation in ABNJ in two pilot regions

Output 1.1.1 A documented assessment of individual and institutional capacity needs for cross-sectoral cooperation and coordination among key ABNJ actors to support sustainable ABNJ management and use

Activity 1.1.1.1. Preliminary identification and analysis of capacity building issues and constraints in each of the pilot regions

Activity 1.1.1.2. Analysis of the jobs that involve aspects of ABNJ management and governance in relevant organizations at the national and regional levels (job analysis)

Activity 1.1.1.3. Population analysis to: 1) determine what the target population already know in terms of relevant skills and knowledge; 2) determine the target population's social and cultural background and preferred learning modes; 3) provide an estimate of the number/overview of the personnel/target population that need to be trained

Activity 1.1.1.4. Validation workshop in the two pilot regions

Component 2. Improving sectoral and cross-sectoral knowledge management on and public awareness of ABNJ in the pilot regions.

Output 2.1.1 A governance map and database of ABNJ actors in the pilot regions (including mandates, remits, agreements, information needs) underpinning an online ABNJ governance platform

Activity 2.1.1.1. Develop, consolidate, and decide on options for database structure/ content, functionality, and design of interface

Activity 2.1.1.2. Consultation with stakeholders in the pilot regions (the targeted user base) and with other data providers / data platform owners

Output 2.1.2 Information Exchange Mechanism - A model information exchange mechanism among governance bodies in at least one of the pilot regions.

Activity 2.1.2.1. Survey and documentation of information exchange needs among key stakeholders in the pilot regions (wrapped together with the needs assessment in component 1)

Output 2.2.2 Documented knowledge and experiences gained from the project shared with the media and the public, including through a high-level outreach event and a short, online self-paced introductory course on ABNJ

Activity 2.2.2.1. Development of communications products on ABNJ and cross-sectoral cooperation and collaboration in ABNJ

Responsibilities:

- 1) Analyse the strengths, weaknesses, and risks of the project's Year 1 work plan, as well as recommend improvements
- 2) Provide substantive and technical input and other support in the design and development of methodology of each Year 1 activity
- 3) Ensure validity and robustness of substance/content of all Year 1 activities
- 4) Provide guidance and monitor the progress made with each project activity

Work requires frequent interaction with the following:

- Counterpart ABNJ specialist, senior officers, and technical staff at GOF, UNEP, FAO, and other relevant UN agencies, UNEP-WCMC, GRID-Arendal, CPPS, OPOC, USP, NCU and other collaborating partners.
- Representatives and officials in relevant regional organizations and national governments, international organizations, consultants.
- Donor organizations including but not limited to the Global Environment Facility.
- Civil society organizations and indigenous communities in the pilot regions.

Results Expected:

Successfully collaborates in the development and implementation of Year 1 activities and in the delivery of the expected outputs of Year 1 of the Cross-sectoral Project in a timely manner and with adequate use of the resources, while fostering the values of GOF, UNEP, and GEF.

Duration: Year 1 (June 2023-June 2024)

Qualifications:

Education: Advanced university degree (PhD or equivalent) in marine policy/ marine affairs, environment, or another relevant field is essential.

Experience: Minimum of 10 years work experience in the field of ABNJ governance, including policy development, analysis, research, planning, coordination, and monitoring. Work experience in the Southeast Pacific or Pacific Islands region is required. Capacity development experience including capacity needs assessment; design and facilitation of training packages; support supervision approaches; coaching is preferred.

Annex 3.6: Status of Expenditures

Project Budget

The table below presents a summary of the budget specified in the Project Document of the Cross-sectoral Project.

| No. | <i>Budget Category</i> | <i>USD</i> |
|------------|---|-------------------------|
| 1 | Staff & Personnel (Including Consultants) | 785,548 |
| 2 | Contract Services | 70,520 |
| 3 | Operating and Other Costs | 9,150 |
| 4 | Supplies, Commodities & Materials | 2,952 |
| 5 | Equipment, Vehicles & Furniture | 3,000 |
| 6 | Transfers & Grants to Implementing Partners | 1,285,853 |
| 7 | Travel | 342,977 |
| | <i>Total</i> | <i>2,500,000</i> |

The total budget for the execution of project activities is therefore \$2,500,000 USD.

State of Expenditures

| | |
|--|------------------|
| Total Project Budget in USD | 2,500,000 |
| Total delivery for Year 1 Quarter 1 in USD | 47,641 |
| Upcoming delivery by 31 October in USD (includes Year 1 funds transfer to GRID-Arendal and project staff salaries for October) | 152,585 |
| Forecasted project balance by 31 October in USD | 2,347,415 |

Forecasted delivery by the end of October is estimated to be 6% of the total project budget, most of which are in the form of Staff & Personnel (Project Manager-CD Specialist, Administrative and Financial Professional-Research Assistant) and Transfers & Grants to Implementing Partners (UCN, GRID-Arendal). Year 1 funds transfers for the remaining Co-executing Partners (UNEP-WCMC, CPPS, OPOC, USP) will be initiated once the respective services agreements are finalized.

Annex 3.7: Work Plan and Budget for Project Year 1 (July 2023 – June 2024)

The approved Work Plan and Budget for Project Year 1 (July 2023 – July 2024) are titled “Cross-sectoral Project Year 1 Work Plan Revised”.

Annex 4: Information Documents for the Meeting

Annex 4 includes four sub-annexes, listed below, detailing the documents presented to the Project Steering Committee providing information about the developing strategy and project background for reference. Due to the length of sub-annex 4.4, this document is provided on the Project Steering Committee Dropbox folder. An access link will be provided to all members of the Project Steering Committee.

Annex 4.1: Project Coordination Strategy

Introduction

A Project Management Unit (PMU) is being established by the Global Ocean Forum (Executing Agency). The PMU will be responsible for overseeing day-to-day execution of the project as well as monitoring and reporting of activities for approval by the Project Steering Committee. The PMU will be responsible for identifying opportunities for synergy with the other child projects under the Common Ocean Program Phase II (with support from co-executing partners) and the transmittal of project products to the Global Coordination Project. The Cross-sectoral Project PMU is comprised of the Project Manager-Capacity Development Specialist (GOF); 2) Knowledge Management and Communications Specialist (UNEP-WCMC); and 3) Administrative and Financial Professional-Research Assistant (GOF).

This project coordination strategy aims to ensure efficiency and effectiveness in the delivery of project activities. It would allow the PMU to adapt to changes during project implementation, improve the planning activities, and unite the Project Team towards the achievement of the project's goal and objectives. The Project Team is comprised of the following members:

| Team Member | Affiliation | Project Role | Time Zone | Languages |
|---------------------|---|------------------------|------------------------|--|
| Isabelle Vanderbeck | UN Environment Programme | Implementing Agency | United States / GMT-4 | English, French, and Spanish |
| Miriam Balgos | Global Ocean Forum | Executing Agency / PMU | United States / GMT-4 | English, working knowledge of Spanish |
| Catie Mitchell | Global Ocean Forum | Executing Agency / PMU | Italy / GMT+2 | English, working knowledge of Spanish |
| Irene Llabres Pohl | UN Environment Programme World Conservation Monitoring Centre | Co-executing Partner | Spain / GMT+2 | English, Spanish, German, basic French |
| Ruth Fletcher | UN Environment Programme World Conservation Monitoring Centre | Co-executing Partner | United Kingdom / GMT+1 | English |
| Trigal Velasquez | UN Environment Programme World Conservation | Co-executing Partner | United Kingdom / GMT+1 | Spanish; advanced level English |

| Team Member | Affiliation | Project Role | Time Zone | Languages |
|---------------------------|--|----------------------|-----------------|--|
| | Monitoring Centre | | | |
| Louise Lieberknecht | GRID-Arendal | Co-executing Partner | Spain / GMT+2 | English and Spanish |
| Dylan Marrs | GRID-Arendal | Co-executing Partner | Norway / GMT+2 | English, Afrikaans, working knowledge of Norwegian |
| Mario Caña | GRID-Arendal | Co-executing Partner | Norway / GMT+2 | English, Spanish, French, Italian, Portuguese |
| Marcelo Olivares | Universidad Católica del Norte | Co-executing Partner | Chile / GMT-3 | Spanish; advanced level English |
| Carlos Gaymer | Universidad Católica del Norte | Co-executing Partner | Chile / GMT-3 | Spanish, advanced level English |
| Cherie Morris | University of the South Pacific | Co-executing Partner | Fiji / GMT+12 | English |
| Edwin Pinto | Comisión Permanente del Pacífico Sur | Co-executing Partner | Ecuador / GMT-5 | Spanish, advanced level English |
| Miriam Lucero | Comisión Permanente del Pacífico Sur | Co-executing Partner | Ecuador / GMT-5 | Spanish, working knowledge of English |
| Peni Baselala Suveinakama | Office of the Pacific Ocean Commissioner | Co-executing Partner | Fiji / GMT+12 | English |

Coordination meetings: Bi-monthly Project Team and Other Meetings

The 1-1.5 hr bi-monthly Project Team meetings will be the main means of communication and coordination among Project Team members.

Schedule

- Proposed schedule: Every first and third Wednesday (Thursday in Fiji) of the month
- Timing: Wednesday, 9-10 pm Spain/Norway; 8-9 pm UK; 4-5 pm Chile; 3-4pm US EST; 2-3 pm Ecuador; Thursday, 7-8am Fiji
- If a rotating meeting schedule is to be considered to balance time zone-related inconvenience among partners, the alternate meeting time for consideration is as follows: Wednesday: 7-8 am EST; 8-9 am Chile; 6-5 am Ecuador; 1-2 pm Spain and Norway; 12-1 pm UK; Thursday, 11 pm-12 am Fiji

Planning

- PMU will send the agenda and working documents on major items for discussion and decision-making at the Team meetings one week before the meeting; PMU will send a meeting reminder one day before the meeting
- Team holds quarterly technical mini-workshops on current year activities as needed
- Regional co-executing partners hold intra-regional coordination meetings, e.g., bilateral meetings between USP and OPOC, between UCN and CPPS; hold meetings with other regional bodies in the pilots regions

Reporting

- Co-executing partners send bimonthly project updates in bullets for consolidation by PMU two days before the team meeting
- PMU sends a report of the meeting including a consolidated update bullets within one week

Coordination in the period between Team Meetings

- Project Team utilizes Dgroups platform for communications by email groups, discussion forum, working group process in the identification and development of options for cross-sectoral cooperation and collaboration, and sharing of publications/building a reference library
- A Project Team directory includes all email addresses and mobile phone numbers of team members; Project Team members communicate informally via WhatsApp/other mobile apps
- For additional meetings needed outside of planned bi-monthly meetings, utilize World Time Buddy for planning
 - o <https://www.worldtimebuddy.com/>

Language

- Given that Spanish is the major language spoken in one of the pilot regions (the Southeast Pacific), communications from the PMU to the stakeholders and communication products will be issued in English and Spanish
- Translation to other languages will be considered as needed

Coordination on Reporting Requirements

PMU will:

- Send reminders of required financial, progress, co-financing, and project implementation reports one month in advance of submission deadline
 - Follow-up with 2-week and 1-week prior to deadline reminders
 - Use consolidated update bullets to ensure comprehensive reporting of project accomplishments
- Provide the correct version of templates for co-executing and co-financing partners to use for all reporting requirements
- Share final consolidated versions of the following planning and reporting products:
 - Annual Work Plans
 - Bimonthly project updates in bullets
 - Quarterly Progress Reports
 - Quarterly Financial Reports
 - Project Implementation Reviews (annual)

- Co-financing reports (annual)

Document Sharing/File Hosting

- All project materials will be uploaded to the Dgroups platform by the PMU for centralized access
- The PMU will explore options for long-term file storage in collaboration with the Project Team as the project progresses
- All public-facing materials will follow the Common Oceans brand book and include appropriate logos of project partners

Coordination with Common Oceans Program and other child projects, Co-financing Partners, and IW:LEARN

- PMU participates in KMC Working Group, M&E Working Group Gender Working Group activities, and Commons Oceans Program quarterly coordination meetings
- Select Project Team members participate in Common Oceans Program annual global steering committee meetings and other child project steering committee meetings
- PMU holds bilateral meetings with other Common Ocean Program child project managers and technical consultants as needed
- Project Team keeps in contact with co-financing partners through a Dgroups mail list
- PMU gathers annual co-finance reports
- Project Team collaborates/participates in relevant IW:LEARN activities

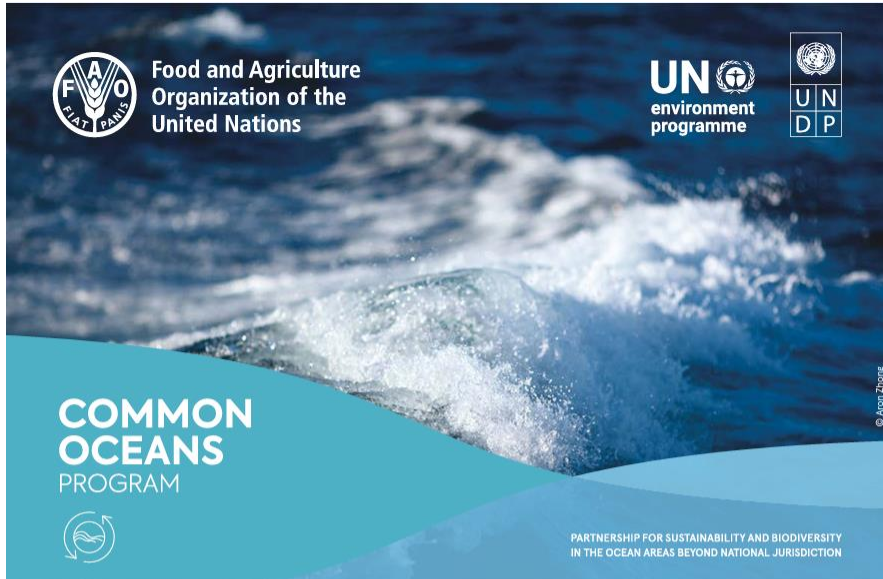
Coordination with other regional bodies with a mandate on ABNJ and other stakeholders in the pilot regions

- To be discussed and developed with co-executing partners in the two pilot regions together with the other regional bodies and stakeholders

Other Options for Coordination and Collaboration

- Remind partners to update D-Groups calendar with institutional events (can be outside of the scope of CSP)
- Encourage resource sharing through D-Groups platform library
- Hold open “office hours” for partners to pose questions/exchange information
- Consider publishing a periodic newsletter with summary of project updates
- Spotlight events organized by other child projects of the Common Oceans Program

Annex 4.2: Project Fact Sheet



Cross-sectoral cooperation

Cross-sectoral management and governance is a major challenge to biodiversity conservation and the sustainable use of marine areas beyond national jurisdiction (ABNJ). The **Common Oceans Cross-sectoral project** is committed to building and strengthening regional and national capacity for sectoral and cross-sectoral cooperation and coordination, knowledge management and public awareness of ABNJ.



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WHAT WE DO

Strengthen capacity for sectoral and cross-sectoral cooperation and coordination

Develop a training program for officials from regional and national organizations on cross-sectoral cooperation and coordination on ABNJ issues.

Work with partners in Southeast Pacific and Pacific Islands pilot regions to improve understanding of ABNJ issues and governance

Establish effective knowledge exchange mechanisms for well-informed decision-making on ABNJ issues.

Increase understanding on the new international agreement on the conservation and sustainable use of marine biodiversity beyond national jurisdiction (BBNJ).

The areas beyond national jurisdiction (ABNJ) harbour unique and vulnerable marine ecosystems, many yet to be discovered. They provide crucial goods and services, but challenges as climate change, pollution and overuse put increasing pressure on biodiversity and ecosystems.

Ninety percent of world trade and submarine telecommunications cables pass through the ABNJ. With human activities set to increase, coordination among stakeholders is vital to preserve this common good for future generations. A new treaty on the conservation and sustainable use of marine biodiversity beyond national jurisdiction – the “BBNJ Agreement” – is underway and will strengthen ABNJ governance. The project aims to raise awareness of the

BBNJ Agreement and improve cooperation on ABNJ governance in two pilot regions: the Southeast Pacific region and the Pacific Islands Region, working with the Comisión Permanente del Pacífico Sur, the Pacific Islands Forum Office of the Pacific Ocean Commissioner, Universidad Católica del Norte, and the University of the South Pacific.

Together with 23 partners, including global, regional, and national organizations, donor agencies, and civil society, the project will exchange experiences and improve cross-sectoral collaboration on key issues such as illegal, unreported and unregulated (IUU) fishing, seabed disturbance, marine and land-based pollution, and climate change.

FACTS & FIGURES

Sectors operating in ABNJ include fisheries, shipping, tourism, marine scientific research, and emerging sectors, such as geoengineering

Activities in ABNJ are governed under the UN Convention on the Law of the Sea (UNCLOS), together with specialized international agreements on activities like fishing and shipping

Regional arrangements for ABNJ governance include:

26 regional fishery bodies,

18 Regional Seas Programmes and

23 large marine ecosystem projects, as well as regional political and economic communities driven by the interests of Member States



The Common Oceans Program is a global partnership funded by the Global Environmental Facility (GEF), promoting sustainable fisheries and biodiversity conservation in areas beyond national jurisdiction (ABNJ) with a particular focus on tuna and deep-sea fisheries, the Sargasso Sea and cross-sectoral cooperation. Led by the Food and Agriculture Organization of the United Nations (FAO), the Program brings together the United Nations Development Program (UNDP) and United Nations Environment Programme (UNEP), regional fisheries management organizations, intergovernmental organizations, the private sector, civil society and academia.

COMMON OCEANS | Cross-sectoral project

United Nations Environment Programme (UNEP)
 Isabelle Vanderbeck, GEF Task Manager - isabelle.vanderbeck@un.org
 Global Ocean Forum
 Miriam Balgos, Project Lead - mbalgos@globaloceanforum.com
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IN COLLABORATION WITH:



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Annex 4.3: Project List of Documents

| No. | Document Name | Distribution Date |
|------------|--|--------------------------|
| 1. | PSC1 Project Steering Committee Agenda English | 10/18/2023 |
| 2. | PSC1 Project Steering Committee Agenda Spanish | 10/18/2023 |
| 3. | PSC1 Project Inception Workshop Report* | 10/23/2023 |
| 4. | PSC1 Project Document and Appendices Track Changes Version | 10/18/2023 |
| 5. | PSC1 Project Document and Appendices Clean Version* | 10/18/2023 |
| 6. | PSC1 CEO Document and Annexes Track Changes Version | 10/18/2023 |
| 7. | PSC1 CEO Document and Annexes Clean Version | 10/18/2023 |
| 8. | PSC1 Coordination Strategy with Partner Comments English* | 10/18/2023 |
| 9. | PSC1 Coordination Strategy with Partner Comments Spanish* | 10/18/2023 |
| 10. | PSC1 ToR for Project Steering Committee* | 10/18/2023 |
| 11. | PSC1 ToR for International ABNJ Specialist* | 10/18/2023 |
| 12. | PSC1 ToR for Project Advisory Body* | 10/23/2023 |
| 13. | PSC1 Revised Project Workplan and Timeline* | 10/18/2023 |
| 14. | PSC1 Revised Project Annual Workplans and Budget* | 10/18/2023 |
| 15. | PSC1 Status of Expenditures | 10/18/2023 |
| 16. | PSC1 Project Organogram | 10/18/2023 |
| 17. | PSC1 PMU Powerpoint Presentation | 10/18/2023 |
| 18. | PSC1 Cross-sectoral Project Steering Committee Responses | 10/18/2023 |

All items marked with an asterisk (*) will be formally adopted during the Project Steering Committee meeting. Please kindly review these in advance of the first PSC meeting next Thursday, October 26th and be prepared to offer any feedback if necessary.

Annex 4.4: Project Inception Report

The Project Inception Report is titled “PSC1 Project Inception Workshop Report”.

Annex 5: Presentations

Annex 5 includes the presentation of the Project Management Unit to the Project Steering Committee. Due to the length of the presentation, the PowerPoint is provided on the Project Steering Committee Dropbox folder and titled "PSC1 PMU Powerpoint Presentation". An access link will be provided to all members of the Project Steering Committee.