

## **CRGA Subcommittee on Strategic Plan Implementation**

### **Terms of Reference**

#### **1 Background**

- 1.1 The 9th Conference of the Pacific Community endorsed the Pacific Community Strategic Plan 2016–2020 (Strategic Plan) at its meeting in Niue (3 to 5 November 2015), and noted that CRGA would play a strong governance role in encouraging and assessing progress in implementing the Strategic Plan.
- 1.2 Accordingly, the 9th Conference endorsed CRGA's decision to establish a subcommittee – the CRGA Subcommittee for Strategic Plan Implementation (CRGA Subcommittee) – to assist in overseeing the implementation of the Strategic Plan and to provide regular opinions and advice to CRGA.
- 1.3 The CRGA Subcommittee is part of ongoing efforts to strengthen accountability and evidence-based decision-making in the Pacific Community, and to enable members to be more effectively engaged in steering the direction and priorities of their organisation.

#### **2 Objective and scope**

- 2.1 The objective of the CRGA Subcommittee is to provide oversight and advice to the senior leadership team of the secretariat of the Pacific Community (SPC) on progress in implementing the Strategic Plan, and to provide an opinion on progress to CRGA.
- 2.2 The CRGA Subcommittee will not have executive authority and, accordingly, any significant issues identified by the CRGA Subcommittee would be referred to CRGA.
- 2.3 The CRGA Subcommittee will:
  - i. review and provide feedback to the secretariat's senior leadership team on the draft Strategic Results Framework before it is presented for endorsement at CRGA;
  - ii. consider performance on progress against the Strategic Results Framework, as described in a brief mid-year update as well as in a full annual Programme Results Report, both of which will be prepared by the secretariat;
  - iii. based on its consideration of these two reports, prepare an annual opinion for CRGA and Conference on SPC's key achievements, challenges and lessons learned;
  - iv. consider the performance described in the findings of the 2018 mid-term review of the Strategic Plan, and provide recommendations to CRGA on any revisions or updates that may need to be made to the Strategic Plan for the remainder of the period of the Strategic Plan;

- v. consider the performance described in the findings of the 2020 final evaluation of the Strategic Plan, and provide recommendations to CRGA and Conference on key priorities and issues that the CRGA Subcommittee believes should shape the next strategic plan; and
- vi. be a reference group for the secretariat for priority setting under the plan.

### **3 Output**

- 3.1 The main output of the CRGA Subcommittee will be an annual opinion to CRGA on SPC's progress in implementing the Strategic Plan, as assessed against the Strategic Results Framework. This includes providing recommendations to CRGA on the organisation's priorities and resources allocation for the following year, based on an assessment of SPC's key achievements, challenges and lessons learned.

### **4 Members**

- 4.1 Subcommittee representation is to reflect the composition of the organisation. It will comprise two members from each of the following constituencies: Melanesia, Micronesia, Polynesia, metropolitan members and francophone members. It will also include a representative of the European Union and three senior staff of the Pacific Community's secretariat: the Director-General, a Deputy Director-General, and the Director of the Strategic Engagement, Policy and Planning Facility (SEPPF). In the event that more than two countries or territories from any one constituency express interest in Subcommittee membership, the secretariat will request that members within that constituency decide their two representatives among themselves.
- 4.2 Each member should serve on the CRGA Subcommittee for the entire duration of the Strategic Plan period, to ensure consistency in the oversight and monitoring and evaluation functions. CRGA Subcommittee members are expected to liaise with members of their respective sub-regional groups or constituencies on matters requiring attention.

### **5 Principles**

- 5.1 In fulfilling their role, members of the CRGA Subcommittee will be guided by the following principles and considerations:
  - i. The principles and priorities identified in the Pacific Community Strategic Plan 2016–2020.
  - ii. The interests of the Pacific Community are paramount. Members of the Pacific Community have their own national interests. However, the primary consideration of members in their capacity as members of the CRGA Subcommittee is on the well-being of the organisation.
  - iii. The CRGA Subcommittee acts in an advisory capacity.

### **6 Working arrangements**

- 6.1 The CRGA Subcommittee will be supported by officers appointed by the secretariat.

6.2 The secretariat will:

- i. support the development of agendas of meetings of the CRGA Subcommittee;
- ii. facilitate meetings of the CRGA Subcommittee;
- iii. develop papers and reports for consideration at meetings of the CRGA Subcommittee;
- iv. support the presentation of the reports of the CRGA Subcommittee to CRGA and Conference; and
- v. communicate proposed dates for meetings of the CRGA Subcommittee at least eight (8) weeks in advance of such meetings.

6.3 The CRGA Subcommittee will normally meet half yearly. It may meet by tele-conference or video conference, or in person, as feasible.

30 November 2015