# **RULES OF PROCEDURE OF THE PCREEE STEERING COMMITTEE**

# ***PACIFIC CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY (PCREEE)***

**ARTICLE I**

 **COMPOSITION, FUNCTIONS AND MEETINGS OF THE COMMITTEE**

**General Introduction:**

The following rules of procedures for the meetings of the PCREEE Steering Committee, hereinafter referred to as the ‘Committee”, were derived from the approved PCREEE Project Document. The Project Document is the basis for the support of the core partners to the PCREEE during its first operational phase. The project document will be complemented by the PCREEE Business Plan at a later stage. In line with **Section** **D. Institutional and Governance Structure of the Centre** on pages 57 – 61 of the Project Document, the PCREEE will operate under the rules and procedures of the SPC, including its gender policy, unless there are special agreements entered into with SPC where these rules and procedures are relaxed and special exemptions apply.

***Rule 1: Composition of the Committee***

1. The operation of the PCREEE is guided by a Committee which will make recommendations for the final approval of the SPC Executives and, as necessary, approval of the SPC governing council (the Committee of Representative of Governments and Administrations or CRGA).
2. The Committee shall consist of the following core group:

A total of four representatives from each of the following regions: Micronesia/Melanesia/Polynesia and Francophone (on a rotating basis) and ensuring there is a balanced mix of government, industry and NGO/community and consumer representatives.

A representative from the host country (Tonga)

A total of one representative from each of the following CROP agencies: SPC, SPREP, USP, PPA and PIF (on a rotating basis)

One representative from regional industry associations and networks, like SEAPI, the association of Development Banks in the Pacific, etc

One from each core donor partner (UNIDO, Austria, SIDS DOCK ) and others)

Head of the PCREEE

Non-voting: staff of PCREEE and invited observer

Other representatives of SIDS Dock, national focal institutions, invited development partners and staff of the PCREEE can attend meetings of the Committee as observers.

Membership in the PCREEE Steering Committee be open-ended but sponsorship will only be restricted to the 5 nominated country / sub-regional representatives.

1. The name and designation of each representative or nominee shall be notified to the Manager, together with the name and designation of an alternate representative or nominee as the case may be.
2. A person named as an alternate representative or nominee under paragraph 3 shall be deemed to be a member of the Committee in the absence or unavailability of the primary representative or nominee.
3. Nominated representatives can request for approval by the Secretariat that they be accompanied by technical advisors in the Committee meetings.
4. Alterations to the composition of the Committee can be made based on a recommendation through the Secretariat. Based on the recommendations to the Committee, new international partners and observers may become core Committee members if they contribute with at least USD 1 million to the administrative and technical budget of the Centre. Core partners shall contribute to the administrative budget and functioning of the Centre (e.g. staff costs, running costs). International partners shall nominate spokespersons coordinate their positions upfront to the meetings.
5. The PCREEE Manager will invite international or local partners which would like to contribute to concrete activities in the respective PCREEE work plan to SC meetings as observers. In general, PCREEE will act as open platform for partnerships with domestic, international and private sector partners.

***Rule 2: Functions of the Committee***

1. In line with the Project Document, the Committee will fulfill the following main functions:
2. decides by consensus and by written procedure if necessary; in case no physical meetings can be held, the Committee can decide also by electronic means (e.g. e-mail) in accordance with the non-objection principle.
3. offers strategic direction to the PCREEE secretariat to meet its objectives;
4. proposes strategic flag-ship programmes (targeting high-visibility & low-cost activities);
5. review PCREEE’s annual work plan and budgets proposed by the PCREEE Secretariat;
6. review PCREEE’s Business Plan upon recommendation of the PCREEE Secretariat;
7. monitors the progress and performance of the Secretariat and the Manager (for which successful fund raising and collaborations will be an important performance criterion);
8. review the annual status reports, audited financial statements and evaluations;
9. review the appropriateness of SPC’s procurement, staff, contracting and financial rules to the PCREEE and make recommendations to the SPC Executives, as appropriate;
10. review PCREEE’s organisational chart;
11. ~~recommend external auditors and finalise external audit reports;~~
12. ~~recommend external evaluators and finalise evaluations and management responses;~~
13. ~~review procurements and co-funding for projects exceeding a certain amount;~~
14. reviews the composition and membership of the Committee ; and
15. contribute to the PCREEE’s visibility in the Pacific and internationally.

2. The Committee shall report annually to the SPC Executives in relation to the discharge of its functions.

***Rule 3: Frequency of meetings of the Committee***

The Committee of the PCREEE shall meet at least once a year and usually back-to-back with another relevant event (e.g. annual SPC energy meetings), keeping in mind the need to get the best value for money out of the meetings. The Committee shall determine at each meeting the time and place of its next regular meeting.

***Rule 4: Notification of meetings***

No advance notice of the calling of a meeting shall be required when the date and time have been decided by the Committee at an earlier meeting. For all other in-person meetings the Manager of the PCREEE in close coordination with the Chair shall notify each Committee member as far in advance as possible and in any case not less than thirty (30) days in advance, informing of date, place and expected duration, as well as of the provisional agenda and any administrative, financial and logistical considerations for consideration by members.

***Rule 5: Place of in-person meetings***

Meetings shall normally be held at the seat of the PCREEE at Nuku’alofa, Tonga unless the Committee decides otherwise. The SC will work towards cost savings through back-to-back meetings.

***Rule 6: Financial implications***

The actual additional costs directly or indirectly associated with holding a meeting away from the seat of the PCREEE shall be borne by the Government / Agency requesting to hosting the meeting.

***Rule 7: Meetings other than in-person***

As may be required in extraordinary circumstances for the fulfillment of its functions, the Committee may act by means of proxy letter, teleconference, video-conference, and other similar means of communication in which the participation, voting and interventions of each member of the Committee may be facilitated and fully recorded.

**ARTICLE II**

 **AGENDA**

***Rule 8: Provisional agenda***

The Chair in collaboration with the Manager shall prepare the provisional agenda for meetings of the Committee. The provisional agenda shall include:

1. A Progress Report on the performance of the PCREEE in terms of the implementation of its annual work plan and business plan, financial position, fund raising and resource mobilization, staffing, donor / partner relationships and collaborations with the host government;
2. A annual work plan (incl. budget);
3. Items suggested to the Chair and the Secretariat by Members;
4. Reports prepared by the Secretariat;
5. Agreements or arrangements with States, international organizations and international agencies on behalf of the PCREEE, prior to submission for approval by the SPC Executive;
6. Such other items as the Chair shall consider it necessary to include, after consultation with the Manager and other members of the Committee, as necessary.

***Rule 9: Explanatory memoranda***

Each matter brought to the attention of the Committee shall be accompanied by such supporting documents as appropriate and necessary to support the Committees’ consideration of the issue.

***Rule 10: Circulation of supporting documents***

Supporting documents shall be sent to each Committee Member as far in advance as possible, and in any case not less than 14 (fourteen) days before the meeting.

***Rule 11: Adoption of the agenda***

The Committee shall adopt the agenda for a meeting at the beginning of that meeting.

**ARTICLE III**

**CHAIRPERSON, DEPUTY CHAIRPERSON AND OTHER OFFICERS**

***Rule 12: Election of Chair and Vice-Chair***

The Committee will elect the chair and vice chair from amongst its membership. The elected individuals will serve for a maximum of two (2) years.

***Rule 13: Secretary***

The Manager or his/her representative shall act as the Secretary of the Committee.

***Rule 14: Term of office***

In line with the rotation principle, the term of representatives from the PCREEE National Focal Institutions shall serve for a period of two years unless reelected by their respective sub-regions. The representation of the Thematic Hubs, the core donors as well as the host country will be permanent for the first operational phase even though personnel may change.

***Rule 15: General powers and duties of the Chair***

The Chair shall preside at all meetings of the Committee. If the Chair is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the Chair he or she should not preside over the Committee during the consideration of a particular question, the Deputy Chairperson shall take his or her place, and shall have the same powers and duties as the Chairperson. The Chairperson and the Deputy Chairperson may at all times participate in the discussions of the Committee as representatives and may also vote in that capacity, noting that decisions of the Committee would be by consensus. Alternatively, the Chairperson or Deputy Chairperson acting as Chair may designate another member of his or her delegation to participate in the discussion and vote in his or her place. The Chairperson will maintain close communications among the members of the Committee between meetings, and will work closely with the Manager as necessary to ensure the Committee’s awareness of the day-to-day business of the PCREEE.

***Rule 16: Vacancies***

A vacancy in the office of any officer shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

**ARTICLE IV**

**SECRETARIAT**

***Rule 17: Role of the Manager***

The Manager shall participate, without the right to vote, in all meetings of the Committee as the Secretary of the Committee, or he or she may designate a member of the Secretariat to represent him or her at any such sessions.

***Rule 18: Duties of the Secretariat***

The Secretariat shall provide all necessary support to the Committee in the performance of its functions. In particular it shall receive, reproduce and distribute documents of the Committee; prepare and circulate minutes of meetings, decisions adopted by the Committee and any other documentation required; maintain custody of documents of the Committee in the archives of the PCREEE; and generally perform all other work, which the Committee may require.

**ARTICLE V**

 **CONDUCT OF BUSINESS AT MEETINGS OF THE Committee**

***Rule 19: Open and closed meetings of the Committee***

Meetings of the Committee shall be open, unless earlier advised by the Chair after consulting the Secretariat, that a full meeting or a particular session of the meeting shall be closed.

***Rule 20: Functions of the Chair during Committee meetings***

The Chair shall declare the opening and closing of each meeting of the Committee, direct the discussions, ensure the free flow of discussion accord the right to speak, put questions and announce decisions.

**ARTICLE VI**

**VOTING**

***Rule 21: Voting and quorum***

Decisions of the Committee shall be taken by consensus. Each member of the Committee shall have one vote, save that the Manager or his / her representative who shall have no right to vote. The minimum quorum of the Committee shall be at least 10 of its core members. In the absence of a physical meeting, the Committee can also take certain decisions by e-mail and according to the non-objection principle within a specified time determined by the Chair.

**ARTICLE VII**

**REPORTS**

***Rule 22: Reports of meetings***

Reports of meetings of the Committee shall be prepared by the Secretariat who will provide the report to the Chairperson and Deputy Chairperson no later than thirty days (30) following adjournment of the Committee meeting. The Secretariat shall, immediately upon approval of the Chair, make such minutes available to all Members of the PCREEE.

***Rule 23: Publication of Committee Documents***

In the interest of openness and accountability, all official documents of the Committee will be published unless otherwise instructed by the SPC Executives.

**ARTICLE VIII**

**AMENDMENT OF THE RULES**

***Rule 24: Amendments***

These rules may be amended by a decision of the Committee.