



## **PACIFIC ISLANDS DEVELOPMENT FORUM**

### **Terms of Reference for the Development of the PIDF Agreement**

#### **Introduction**

1. These Terms of Reference are to guide the development of an Agreement that will prescribe the long term institutional arrangements for the Pacific Islands Development Forum (the “PIDF Agreement”).

#### **Background**

2. The PIDF was established by a resolution of the Leaders of the Pacific countries that participated at the Engaging with the Pacific Meeting in 2012. The Leaders sanctioned the convening of the PIDF for the purpose of engaging leaders from other key sectors in implementing green economic policies in the small island developing countries and territories of the Pacific.

3. The Inaugural Summit of PIDF was convened on 5 – 7<sup>th</sup> August, 2013 in Nadi, Fiji and attracted over 300 participants representing governments, private sector and civil society from 40 countries, including 14 countries and territories from the Pacific region. Also in attendance were representatives of international and regional organisations.

4. The Inaugural Summit resolved, inter alia, to establish a Secretariat for the PIDF which, in the interim, to be funded by the Government of Republic of Fiji and to be modelled on inclusive and sustainable development principles and to be operated on the “principle of less is more and more for less”.

5. Following the Inaugural Summit, the Government of the Republic of Fiji on 26<sup>th</sup> August, 2013 gazetted a notice under the Diplomatic Privileges and Immunities Act of Fiji (Cap 8) declaring the PIDF as an international organisation and accorded privileges and immunities under Schedule 2 of that Act.

6. The PIDF Secretariat has been established with the appointment of the Interim Secretary General and designated civil servants from the Fiji public service to work at the Secretariat. It now operates out its new offices premises on 56 Domain Road, Suva, Fiji.

7. [The Government of the Republic of Fiji and PIDF have signed a Host Country Agreement for the PIDF on [date]. The agreement specifies the privileges and immunities and support services that the Government will provide PIDF. It also clarifies the responsibilities and obligations of the PIDF as an international organisation operating in Fiji.]

8. At the second annual Summit of PIDF in 2014, PIDF signed several memoranda of understanding for cooperation with other partner organisations including [SPC, IUCN, MSG, WWF].

### **The Strategic Profile of PIDF**

9. The strategic profile of PIDF which includes its vision, mission, purpose and function as determined by the Governing Council is in **Annex 1** to this TOR. It also describes the current interim governance arrangements for PIDF.

### **Sub-Committee of SOC to coordinate development of the draft PIDF Agreement**

10. A Sub-Committee of the Senior Officials Committee (SOC) is established to coordinate and oversee the development of the PIDF Agreement through an inclusive and participatory process that ensured inputs from of all stakeholders of PIDF.

11. The members of the Sub-Committee shall include:

- a) The SOC Chair;
- b) The SOC Vice Chair;
- c) Private sector member of SOC;
- d) Civil society member of SOC;
- e) Friends of the Chair member of SOC;
- f) Government of Fiji representative on SOC;
- g) Secretary General as the Secretary of the Sub-Committee.

### **Guiding Principles**

12. In developing the PIDF Agreement the Sub-Committee will be guided by the following Guiding Principles:

- a) The vision, mission, purpose and function of PIDF are as expressed in **Annex 1**.
- b) PIDF is to operate as an international organization with legal personality and shall be accorded the requisite diplomatic privileges and immunities;
- c) PIDF's members are representatives of the public sector (governments), private sector and civil society;
- d) PIDF's governance arrangements must inclusive representation of the public sector, private sector and civil society and must include the following features:
  - The annual PIDF summit as the highest forum for policy determination with attendance at leaders level;

- A political level governing council that advises the annual summit on strategic policy directions for PIDF;
- An officials level committee that provide policy and strategic policy analysis and advice to the governing council and directions to the Secretariat;
- A Secretariat headed by a Secretary General that oversee the implementation of the decisions of the annual summit, governing council and officials committee; and
- Establishment of national PIDF committees charge with the coordination of the implementation of PIDF decisions at national level.

e) All members of PIDF to contribute to the budget of the PIDF;

### Timeframes and key tasks

13. The timeframes and key tasks for the development of the PIDF Agreement are as follow:

Timeframes	Key tasks
June, 2014	Approval of TOR by the Governing Council and Annual Summit.
July 2014	Development of a TOR for a consultancy to develop a draft Establishment Agreement for consultation purposes.
August 2014	Consultant to produce a draft Establishment Agreement for consultation purposes ( <b>Draft #1</b> ).
September 2014	1 <sup>st</sup> meeting of the Sub-Committee to consider Draft #1 and to develop a consultation and communication strategy.  Sub-Committee to produce <b>Draft #2</b> for circulation to stakeholders for comments and input.
October	Distribution of Draft #2 to all stakeholders for comments and input
November 2014	<b>1<sup>st</sup> Regional consultation</b> meeting to consider on Draft #2.
December 2014	2 <sup>nd</sup> meeting of Sub-Committee to develop <b>Draft #3</b> to account for comments and discussions at the 1 <sup>st</sup> regional consultation meeting.
January, 2015	Distribution of Draft #3 to stakeholders for comments and input.
February 2015	SOC meeting to review comments on Draft #3 and to develop <b>Draft #4</b> for consideration at the 2 <sup>nd</sup> and final regional consultation meeting. SOC.
March 2015	Circulation of Draft#4 to all stakeholders for comments and input.

April 2015	<b>2<sup>nd</sup> Regional consultation meeting</b> to consider Draft #4 with the view to finalise and adopt the Final Draft Agreement for the Governing Council's consideration and adoption at the Annual Summit in 2015.
June / July 2015	<p>Governing Council to consider and recommend to PIDF Annual Summit the Final Draft of the Establishment Agreement for adoption.</p> <p>Annual PIDF Summit to adopt the Establishment Agreement for PIDF and open for signature.</p>

## The Strategic Profile for the PIDF

### VISION

A United, Distinctive and Sustainable Pacific Society

### MISSION

Enabling Green–Blue Pacific Economies through Inclusive Strategies, Multi-stakeholder Governance, and Genuine Partnerships.

### PURPOSE

PIDF will drive, through regional and national frameworks, transformative changes by focusing exclusively on the sustainable and inclusive development of the Pacific small island developing countries and territories and peoples by:

- 1) accelerating the integration of the three pillars of sustainable development (environment, social, and economic) to balance the pursuit of economic growth against the needs of societies and the sustainability of the environment; and
- 2) facilitating the use of tools and innovations such as green economy, adaptive leadership, and genuine partnerships to stimulate robust debate while fostering an inclusive change agenda that address the root causes of unsustainable development practices.

### FUNCTION

PIDF would:

- 1) serve as a dynamic regional partnership platform where leaders and representatives of Pacific small island developing countries and territories take ownership of their decisions and actions to address their special development needs;
- 2) provide for an inclusive regional multi-stakeholder forum for leaders of governments, private sector and civil society; and
- 3) serve as the Pacific regional counterpart for the south-south groupings and other regional and international arrangements that focus exclusively on the sustainable development of small islands developing countries and territories.

## GOVERNANCE

The PIDF is governed by the following transitional arrangements:

1) the annual **PIDF Summit** as the ultimate forum where leaders of public sector, private sector and civil society deliberate and agree on the key policy decisions, including on innovative approaches, tools, and accountabilities that advances its Vision, Mission and Purpose;

2) the **Leaders Council** consisting of leaders of governments, private sector and civil society will serve as the governing body to provide overall strategic and policy guidance to the PIDF and the Secretariat;

3) the **Senior Officials Committee** that provides technical and policy advice and support to the Leaders Council; and

4) the **Secretariat** that provides advice to the Senior Officials Committee and implement the decisions of the organization and headed by the **Secretary General** who is responsible to the Governing Council through the Senior Officials Committee for the management of the Secretariat.