



**TERMS OF REFERENCES FOR THE  
UNEP/GEF WIO-LAB PROJECT STEERING COMMITTEE**

The Project Steering Committee (PSC) will be composed of senior government officials chosen by the participating governments to act as the National Focal Points for the Nairobi Convention and the GEF Project, or their designees, as well as representatives from the international partners (including the World Bank/GEF SWIOFP Project and the UNDP/GEF WIO-MEP Project), NGO representatives (WIOMSA, WWF and IUCN, as well as other relevant NGOs where appropriate), and the Civil Society. PSC membership will also include UNEP/DGEF, the Norwegian Government, GPA, UNOPS and the Nairobi Convention Secretariat. Additional members can be added at the discretion of the PSC.

The PSC shall be convened annually. Ad hoc meetings may be convened (i) if the majority of members make a request for such a meeting to the UNEP-GEF WIO-LaB Project Office; (ii) At the request of the UNEP-GEF WIO-LaB Project Office when circumstances demand. The PSC will be chaired by an elected senior government official from the participating countries. The term of office of the chairman will be limited to one-year. In addition, a rapporteur for the meeting will be elected.

The Project Manager will serve as the Secretary to the PSC. The WIO-LaB PSC will also act as the PSC for any other projects that are incorporated under the WIO-LaB umbrella. The WIO-LaB PSC will make decisions based on the consensus principle.

Specifically, the WIO-LaB PSC will have the following responsibilities:

- a) Provide guidance, as well as overall strategic policy and management direction to the Project;
- b) Annually review and assess the progress of the Programme and its projects, based upon a pre-defined Monitoring and Evaluation Plan, including progress made towards making measurable impacts in terms of improvement of environmental status;
- c) Discuss and review draft strategies for improving sustainability of environmental benefits and replication drafted by the project unit;
- d) Monitoring and reviewing of co-financing delivered to the project in line with GEF requirements;
- e) Annually review and approve the work plan and comment on the budgets of the Project, and provide strategic direction on the work plan;
- f) Advice on appropriate mechanisms for interaction with the private sector;
- g) Seek additional funding to support the outputs and activities of the WIO-LaB project;
- h) Review the extent and effectiveness of stakeholder involvement at the regional and national level particularly among different sectors of government that have an interest or impact in land based activities, including resolution of potential conflicts;
- i) Review the quality of outputs produced;
- j) Review and approve the outline of, and subsequently the final, project synthesis report including TDA and SAP; and
- k) Review/monitor the implementation of the project's outreach and communication strategy.