



Pacific Islands
Development Forum

*A United, Distinctive
& Sustainable Pacific
Society*



NATIONAL SUSTAINABLE DEVELOPMENT BOARD
TERMS OF REFERENCE
2016

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OUR VISION

A United, Distinctive & Sustainable Pacific Society



OUR MISSION

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

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NATIONAL SUSTAINABLE DEVELOPMENT BOARD TERMS OF REFERENCE



PREFACE

With the adoption of the 2030 Agenda for Sustainable Development, the Addis Ababa Action Agenda, the Sendai Framework for Disaster Risk Reduction (DRR) 2015-2030, and the Paris Agreement on climate change, the international community have committed to “pursue policy coherence and an enabling environment for sustainable development at all levels and by all actors”.

This entails mobilising the whole of government and set national strategies to shift to more sustainable paths based on coherent and integrated frameworks, inter-institutional co-ordination and multi-stakeholder collaboration. SDG 17 – on the means of implementation – includes a cross-cutting target (SDG 17.14) to “enhance policy coherence for sustainable development”.

This document sets out the Terms of Reference for the National Sustainable Development Board (NSDB). It is intended as a guideline on the establishment of the NSDB. Each member country will work collaboratively with the PIDF on the setting up of their NSDB.

An effective and efficient NSDB will assist member countries in the integration and harmonization of global, regional and national sustainable development plans, policies and programs and other global frameworks.

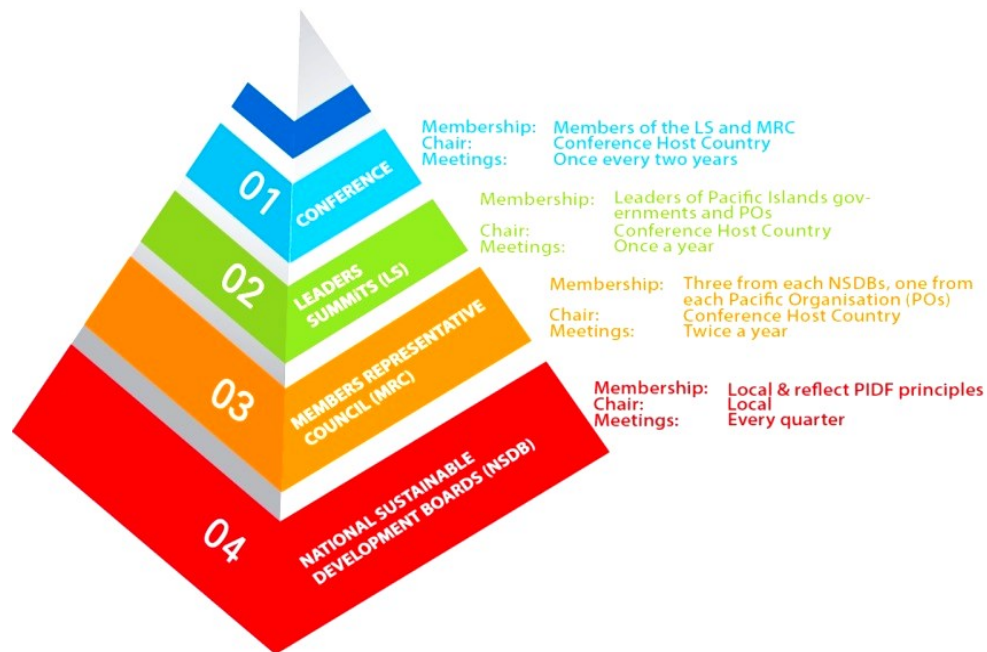
INTRODUCTION

The Pacific Islands Development Forum (PIDF) is a space for catalysing, mobilizing and mainstreaming action in support of sustainable development through green/blue economy in Pacific Island Countries. It's an action-oriented platform to identify innovative solutions that will ensure sustainable development. It works closely with international institutions to engage state and non-state actors to develop high-impact collaborations on sustainable development through the Green Economy.

It is a unique platform bringing together leaders from the public and private sectors and civil society to address regional development challenges, through mutually beneficial innovative partnerships. No one sector in society can deliver the complexities of sustainable development alone. PIDF uses the expertise of the private sector, normative leadership of the public sector, and successful delivery mechanisms of civil society. It provides a framework for bringing together governmental, business and civil society leaders to secure concrete commitments and mobilize action.

BACKGROUND

The PIDF Charter provides for the creation of NSDBs. The PIDF Charter Chapter 5, Article (9) provides that, “The PIDF shall comprise : (1) The Conference; (2) The Leaders’ Summit; (3) The Members’ Representative Council; (4) National/Local Sustainable Development Boards; and (5) The Secretariat”



ESTABLISHMENT

The PIDF Charter, Article (13) (1) provides that the NSDB may be created in two ways:

- Through existing committees and structures; or
- Through purpose built structures aiming for a multi-stakeholder and multi-sectoral scope.

In some countries ‘spaces’ have already been institutionalized as some type of formal multi-stakeholder council or similar body and may have a proven track record in facilitating national stakeholder dialogue on sustainable development issues. In countries where multi-stakeholder bodies currently exist, such bodies represent a logical starting point for the setting up of the NSDB.

PURPOSE OF NSDB

The PIDF Charter, Article 13 (1) provides the following purposes of the NSDB:

- To implement the PIDF Purposes; and
- To ensure that national and local priorities influence the PIDF agenda.

The NSDB will provide oversight and be responsible for policy coherence and coordination, and system-wide implementation of PIDF policies within member countries. As such it will facilitate internal coordination of strategies, policies, and programs vis-à-vis the member country and the PIDF and would promote integration of national concerns and harness their co-benefits and synergies.

The NSDB will contribute to the following:

- Strong vertical and horizontal linkages and integration (solid connections).
- Strong coordination, integration and synergy (solid connections among bodies).
- Meaningful participation and contributions of stakeholders being co-equal members of the NSDB.
- Optimized use of existing institutions and bodies because there are no extraneous processes and institutions

FUNCTIONS OF NSDB

The PIDF Charter, Article 13 (2)(a) to (g) provides the purpose of the NSDB:

- serve as the national/local focal point and repository of information on all PIDF matters at the national/local level;
- Promote the establishment of multi-stakeholder and inclusive processes at the national/local level;
- Coordinate the implementation of the decisions of the PIDF at national/local level;
- Advocate and lead the vision and purposes of the PIDF at the national/local level;
- Report to the Council;
- Manage its affairs; and,
- If an existing structure doesn't exist, develop rules and procedures necessary to efficiently exercise its responsibilities.

LINKAGES TO PIDF GOVERNANCE STRUCTURE

Three members of the NSDB will represent the member country or territory to the Members Representative Council which meets twice a year and the PIDF Conference which is held every two years.

LINKAGE TO GLOBAL PROCESSES

The NSDB will localise global frameworks such as the SDGs and link national activities and programmes to the global policy level which will create broader support, and enhance impact. Accordingly the NSDB is best positioned to provide a harmonized national reporting system to reduce the burden to countries reporting on international agendas such as the UNFCCC, the SDG global indicator framework, the Sendai Framework for Disaster Risk Reduction.

MEMBERSHIP

Under Article (6) of the Charter, NSDB members need to share a commitment to the following principles:

- A common commitment to Pacific ways of life recognizing history, culture, identity and the impacts of climate change. The Pacific should be governed by and for Pacific Islanders;
- A shared and enduring commitment to Green-Blue Pacific economies, sustainable development and especially poverty eradication;
- Inclusivity, belonging and ownership by the Pacific;
- Broad representation, participation and engagement;
- Multi-stakeholder governance at all levels such as public sector, civil society and private sector;
- Affirming Pacific spirituality as a foundation of nurturing and building resilience in Pacific communities;
- Durable partnerships with development partners driven by Pacific interests.

The membership of the NSDB may be drawn from representatives of critical sectors such as finance, planning, energy, water, transport, industry, environment, and agriculture. The NSDB shall include both public and private decision makers as well as representatives of significant civil society organizations. A manageable NSDB size would range between 10 and 15 members. The members serve ad honorem.

NSDB MEETINGS

Article 13(4) of the PIDF Charter provides that the NSDB will meet quarterly and in such special sessions as occasion may require.

SECRETARIAT

The NSDB Secretariat may be located in a government ministry (e.g. planning or finance). Because of the multi-sectoral, multi-level nature of the NSDB, it is recommended that if the Secretariat is housed in a government ministry, that the ministry be one with broad, transversal powers and authority, such as planning and finance, rather than an environmental ministry or climate change entity which might lead to the sort of thematic and strategic compartmentalization that the PIDF is aiming to overcome.

An effective secretariat could in terms of national priorities (a) undertake necessary technical research and analysis; (b) coordinate closely with other sector agencies and help find synergies and common grounds among them; and (c) recommend, based on solid review of alternatives, the most appropriate and feasible means to address certain issues/conflicts for the consideration of the PIDF. It would also help if the secretariat has an oversight role and macro-view of issues.

The size of the Secretariat naturally depends on budgetary and other institutional constraints. In a given setting, several staff may contribute part of their time to the NSDB, according to need and competency. The members of the Secretariat should demonstrate familiarity with as many as possible of the following areas of expertise: governance and partnership building, public policy, finance, climate science, sustainable development, and communications. The team supports the organization of a multi-stakeholder, multi-sector, multi-level governance framework of the PIDF as well as the organization and tasks of the NSDB itself on behalf of their national authorities.

The Secretariat's coordinator shall demonstrate an ability to promote and implement sustainable development concepts, policies and programs. He shall serve as the secretary ex-officio for the NSDB and will prepare and distribute meeting minutes, document decisions, and manage the archive of NSDB proceedings.

FINANCE

The overall financing of the NSDB is a national responsibility.

PIDF SUPPORT

The PIDF Charter, Article 13(3) requires that the creation of the NSDB, or acceptance of this role by its equivalent, will be supported by the Secretariat.

Facilitating the effective establishment and operation of the NSDBs would require several sets of interventions which includes the following:

- Institutional and stakeholder mapping;
- country visit to conduct national stakeholder workshop to raise awareness and build capacity;
- multi-stakeholder dialogue to engage on practical collaborations.

The PIDF Deputy Secretary General and the Team Leader Member Capacity will oversee the establishment of the NSDB with assistance from PIDF Team Leader Member Services.

COUNTRY VISITS

To facilitate the establishment of the NSDB a PIDF Team led by the PIDF Deputy Secretary General will visit member countries with the following objectives:

- Conduct high level multi-stakeholder dialogue
- Conduct national stakeholder workshop
- Formally launch the NSDB

MULTI-STAKEHOLDER DIALOGUE

During the visit the Team will seek dialogue with multiple stakeholders at all levels. In particular it will seek audiences with the political and elected leaders of member countries, and the leaders of private sector and civil society organisations. The success of the NSDB will be heavily influenced by the commitment at the highest levels of all key sectors of member countries and their buy in to the NSDB process.

NATIONAL STAKEHOLDER WORKSHOP

The objectives of the in country workshop to be conducted by the PIDF Team is as follows:

- Provide awareness to member country stakeholders on the NSDB;
- Conduct consultation on the proposed PIDF Strategic Plan;
- Discuss the proposed PIDF Climate Roadmap; and
- Conduct consultations on the proposed Pacific Climate Treaty.

Participants to be invited by the host country to the workshop should be up to 20 participants and to include key multi-stakeholders to serve in the NSDB, other parties from both within and outside government that can contribute to the dialogue on the PIDF Strategic Plan, the PIDF Climate Change Roadmap, and the Pacific Climate Treaty.

NSDB LAUNCH

At the conclusion of the visit the PIDF Team will together with the Government of the member country launch the NSDB for the country concerned through an exchange of letters to be undertaken in a ceremony to be attended by the members of the NSDB. A Certificate of Establishment will also be presented. Attached as **ANNEX 1** and **ANNEX 2** the draft letter of exchange and Certificate of Establishment

FURTHER INFORMATION

For further information please contact either Mr. Penijamini R. T. Lomaloma, Ms Arpana Pratap or Ms Anaias Rouveyrol at:

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Annex 1

DRAFT LETTER OF AGREEMENT ON THE NSDB

Excellency,

I have the honor to refer to the Charter of the Pacific Islands Development Forum, Chapter Five, Articles 9 and 13 providing for the establishment of the National Sustainable Development Boards (NSDB) in all PIDF member countries.

I have the additional honor to propose that the [NAME OF COUNTRY] [INSERT NAME OF ENTITY IN THE COUNTRY TO PERFORM ROLE OF NSDB] assume the role of the NSDB for the [NAME OF COUNTRY] and that its membership to include representatives of the private sector and civil society in the [NAME OF COUNTRY] as well and that its Terms of Reference be amended to include the following.

1. serve as the national/local focal point and repository of information on all PIDF matters at the national/local level;
2. promote the establishment of multi-stakeholder and inclusive processes at the national/local level;
3. coordinate the implementation of the decisions of the PIDF at national/local level;
4. advocate and lead the vision and purposes of the PIDF at the national/local level;
5. report to the Members Representative Council.

I have the honor to propose that, if the above is acceptable to your Government, this letter together with your confirmation to that effect shall together constitute an Agreement between the Pacific Islands Development Forum and the [NAME OF COUNTRY] on the designation of the [INSERT NAME OF ENTITY IN COUNTRY TO PERFORM ROLE OF NSDB] as the NSDB for the [NAME OF COUNTRY].

Please accept, Excellency, the assurance of my highest consideration,

[signed]

François Martel

SECRETARY GENERAL

PROPOSED RESPONSE

Mr François Martel
Secretary General
Pacific Islands Development Forum
Suva,
FIJI

Sir,

I have the honor to acknowledge receipt of your letter of _____, which reads as follows:

“Excellency,

I have the honor to refer to the Charter of the Pacific Islands Development Forum, Chapter Five, Articles 9 and 13 providing for the establishment of the National Sustainable Development Boards (NSDB) in all PIDF member countries.

I have the additional honor to propose that the [NAME OF COUNTRY] [INSERT NAME OF ENTITY IN THE COUNTRY TO PERFORM ROLE OF NSDB] assume the role of the NSDB for the [NAME OF COUNTRY] and that its membership to include representatives of the private sector and civil society in the [NAME OF COUNTRY] as well and that its Terms of Reference be amended to include the following.

1. *serve as the national/local focal point and repository of information on all PIDF matters at the national/local level;*
2. *promote the establishment of multi-stakeholder and inclusive processes at the national/local level;*
3. *coordinate the implementation of the decisions of the PIDF at national/local level;*
4. *advocate and lead the vision and purposes of the PIDF at the national/local level;*
5. *report to the Members Representative Council.*

I have the honor to propose that, if the above is acceptable to your Government, this letter together with your confirmation to that effect shall together constitute an Agreement between the Pacific Islands Development Forum and the [NAME OF COUNTRY] on the designation of the [INSERT NAME OF ENTITY IN COUNTRY TO PERFORM ROLE OF NSDB] as the NSDB for the [NAME OF COUNTRY].

Please accept, Excellency, the assurance of my highest consideration,”

In reply, I am able to confirm that the foregoing proposal is acceptable to the Government of [NAME OF COUNTRY] who will regard your letter, together with this reply as constituting an agreement between the Pacific Islands Development Forum and the Government of [NAME OF COUNTRY] on the designation of the [INSERT NAME OF ENTITY IN COUNTRY TO PERFORM ROLE OF NSDB] as the NSDB for the [NAME OF COUNTRY].

Please accept, Sir, the assurance of my highest consideration,

[signed]

CERTIFICATE OF ESTABLISHMENT



Pacific Islands
Development Forum

Certificate of Establishment

THE PACIFIC ISLANDS DEVELOPMENT FORUM PROUDLY PRESENTS THIS
CERTIFICATE OF ESTABLISHMENT IN RECOGNITION OF THE SUCCESSFUL LAUNCHING OF THE

Awarded this ____ day of _____, 20__

François Martel
Secretary General
Pacific Islands Development Forum



Pacific Islands
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