

DRAFT TERMS OF REFERENCE

11TH EDF TECHNICAL ASSISTANCE PROGRAMME FOR SUSTAINABLE ENERGY IN THE CARIBBEAN STEERING COMMITTEE

1. ESTABLISHMENT OF THE STEERING COMMITTEE

In accordance with the Financing Agreement signed between CARIFORUM and the European Union (EU) on 28 October 2016 for the 11th EDF Technical Assistance Programme for Sustainable Energy in the Caribbean (TAPSEC), a Steering Committee is established.

2. FUNCTIONS OF THE STEERING COMMITTEE

The functions of the Committee are to:

- (a) Continuously monitor the implementation of the Programme and make recommendations for its efficient functioning;
- (b) To receive and consider reports of the implementation of the programme;
- (c) To provide policy and strategies direction to the implementation of the Programme; and
- (d) To make such decisions as may improve the efficiency of implementation of the programme

3. COMPOSITION OF THE STEERING COMMITTEE

The Permanent Members of the Committee shall include one (1) representative from each of the following agencies/institutions/countries:

- (a) CARICOM Secretariat;
- (b) EU Delegation, Barbados;
- (c) CARIFORUM Directorate, CARICOM Secretariat;
- (d) Ministry of Energy and Mines, Dominican Republic;
- (e) St. Kitts and Nevis as Chair of CARIFORUM;
- (f) Trinidad & Tobago as the Lead for Energy;
- (g) Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE);
- (h) University of the West Indies (UWI);
- (i) Caribbean Policy Development Centre (CPDC);
- (j) Caribbean Development Bank (CDB);
- (k) Caribbean Electric Utility Services Corporation (CARILEC);
- (l) Organisation of Caribbean Utility Regulators (OOCUR); and
- (m) Any other agencies/institutions appointed by the Director General.

4. MEETINGS OF THE STEERING COMMITTEE

- (a) The Committee shall determine the frequency of its Meetings and the time and place of such Meetings.
- (b) The Agenda and documentation for Meetings of the Committee shall be circulated by the Secretary of the Committee, to Members of the Committee, at least two (2) weeks in advance of any Meeting.
- (c) The Steering Committee shall determine its own Agenda and duration of its Meetings.

- (d) Two-thirds of the Permanent Members of the Committee shall constitute the quorum of any Meeting of the Committee.
- (e) Decisions of the Committee shall be made by consensus of its Permanent Members present at any Meeting.
- (f) Reports of Meetings of the Committee shall be circulated by the Secretary of the Committee, to Members of the Committee, within two (2) weeks of any Meeting.
- (g) The CARIFORUM Directorate will serve as Chair of the Committee. The EU Delegation, Barbados will serve as Co-Chair.
- (h) Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) shall serve as Ex Officio Member and Secretary of the Steering Committee.
- (i) The Committee may invite Observers and other technical representatives, including those from other donor supported programmes, to any of its Meetings on an ad hoc basis.

5. AMENDMENT OF THE TERMS OF REFERENCE OF THE STEERING COMMITTEE

The Committee may amend its Terms of Reference by the vote of at least two-thirds of its Permanent Members.