

Technical Advisory Committee
Technical Assistance Programme for Sustainable Energy in the Caribbean
(TAPSEC)

TERMS OF REFERENCE

1. BACKGROUND

The Member States¹ of the Caribbean Forum (CARIFORUM) of the Economic Partnership Agreement with the European Union (EU) are mostly Small Island Developing States (SIDS). The countries, collectively, exhibit unique characteristics, including varying topographies, limited or absent natural resources, relatively small populations and fragmented energy markets with limited diversification in their supply. Consequently, CARIFORUM Member States share many common energy challenges, inter alia:

1. With the exception of Trinidad and Tobago, high dependence on imported fossil fuels to meet their energy demand.
2. High vulnerability to the effects of climate change.
3. Increasing electricity consumption and a widening demand-supply gap, especially in many urban areas.
4. Limited access to modern, reliable and affordable energy services in some countries, such as the rural areas in the Dominican Republic and Haiti, and hinterland regions of Guyana, Suriname and Belize.
5. Despite the abundance of options for solar, wind, hydro and geothermal power, low penetration of renewable energy into their energy systems.
6. High unexploited energy efficiency potential, with low energy efficiency in power generation, transmission, distribution, and end-use.
7. Power market structures that are under-regulated and lacking diversity on account of single vertically integrated utilities, with monopoly control over generation, transmission and distribution of electricity in a majority of the countries.
8. Market failures for clean energy (renewable energy and energy efficiency) technologies within the region, owing to distortions within the markets that have not supported the enabling of an environment that is capable of supporting country level strategies on sustainable energy.
9. Lack of a quality infrastructure (codes, standards and regulations) for small renewable energy technologies (such as solar PV and SWH) and energy consuming devices (such as appliances and industrial equipment) in many countries.

¹ Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, St Kitts and Nevis, St Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

10. Relatively high electricity prices that represent a burden for the economy on the whole, as well as eroding the competitiveness of the productive sectors and limiting the availability of disposable income for the domestic and public sectors in the region.

Based on the aforementioned, it becomes apparent that increasing sustainable energy production, delivery and use, through renewable energy applications and energy efficiency measures, can provide powerful opportunities for CARIFORUM Member States to reduce their fuel consumption and thus improve energy security, lessen dependence on imported fuels, reduce electricity prices, promote clean economic growth, and improve the quality of life for citizens. Critically too, it allows the region to take action toward the mitigation of greenhouse gas emissions and can provide a basis for improving the resilience of key sectors to the effects of climate change.

The Technical Assistance Programme for Sustainable Energy in the Caribbean (TAPSEC) is supporting CARIFORUM countries within the wider Caribbean-EU partnerships. The TAPSEC is directly related to **Focal Area 2** of the Caribbean Regional Indicative Programme (CRIP), which focuses on Climate Change, Disaster Management, Environment, and Sustainable Energy, and addresses the sustainable development of the countries. The overall objective of the TAPSEC is to support the implementation of the CARICOM Energy Policy (CEP) and the Caribbean Sustainable Energy Roadmap and Strategy (C-SERMS), as well as the various national policies and strategies on energy for CARIFORUM Member States (including the “National Energy Policy” and the sustainable energy strategy for the Dominican Republic).

The main results that are to be delivered under the TAPSEC are: (i) The implementation of regulatory frameworks that enable renewable energy development and energy efficiency deployment; (ii) Improvements in the region's energy statistics and information management framework; (iii) The establishment of innovative financing mechanisms for renewable energy and energy efficiency projects, with attention, in particular, to their accessibility to local and regional project developers; and (iv) Improvements in the technical capacity within the key institutions and stakeholder groups, at the regional and national levels, operating within the sustainable energy sector in CARIFORUM.

The TAPSEC has duration of forty-eight (48) months, with an allocation of up to €9.2 million from the 11th-EDF and, in accordance with the Financing Agreement signed between CARIFORUM and the EU on 28 October 2016, a Steering Committee was established. The functions of the Committee are, inter alia:

1. To continuously monitor the implementation of the Programme and make recommendations for its efficient functioning.
2. To receive and consider reports on the implementation of the Programme.
3. To provide policy and strategic guidance on the implementation of the Programme.

4. To make decisions in regard to improvements in the situation for, and the efficiency of, implementation of the Programme.

The Technical Advisory Committee (TAC) was established on the basis of a decision by the Steering Committee of the Technical Assistance Programme for Sustainable Energy in the Caribbean (TAPSEC) at its First Meeting [**November 2017**, Barbados].

2. PURPOSE OF THE COMMITTEE

The TAC was created for the purpose of providing decision-support on technical matters, through technical guidance, recommendations and advice on the implementation of the TAPSEC. The TAC is expected to interact extensively with the Implementing Agency for the TAPSEC and contribute to improvements in the timeliness and effectiveness of the implementation of the Programme, in its entirety.

The implementation modality for the Programme is a Delegation Agreement between the EU and the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), in which the CARICOM Secretariat and the Ministry of Energy and Mines (MEM) in the Dominican Republic are the primary counterparts. The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) has been identified as the main regional implementation body.

3. ROLE & FUNCTIONS OF THE COMMITTEE

The role of the TAC is one of providing technical guidance and making recommendations in relation to Programme implementation. The responsibility for strategic guidance and decisions on implementation of the TAPSEC resides with the Steering Committee.

Specific functions of the Committee are, inter alia:

1. To consider, give technical advice on, and support coordination in those areas of the implementation of the Programme that are directly linked to initiatives, projects and activities in CARIFORUM Member States and make recommendation on the strategic and other aspects of the Implementation that require the attention of the Steering Committee.
2. To provide general advice in relation to the operational aspects of the implementation of the Programme, and ongoing support to the implementation of the Operational Plan for the TAPSEC.
3. To assist with the identification of key actions and development of strategies to support the *efficient* and *cost-effective* implementation of the Operational Plan for the TAPSEC.

4. To provide support for implementation, to include: (a) the identification and trouble-shooting of emerging issues and challenges; (b) the identification and development of appropriate mechanisms to address implementation deficits and risks, in regard to the Programme.
5. To ensure that all technical issues, in relation to planned actions and activities that are to be undertaken by the TAPSEC, are properly considered and that expert technical advice and sector-specific guidance are provided to support the implementation of the Programme, as necessary.
6. To provide identify and provide recommendations to the Steering Committee, in regard to TAPSEC implementation issues that could potentially impact the objectives and outcomes of the Programme, ensuring that activities of the Project are implemented to meet or exceeds the indicators established.

4. CHAIR & MEMBERSHIP OF THE COMMITTEE

The TAC shall be chaired and co-chaired by the CARICOM Secretariat and the Ministry of Energy and Mines of the Dominican Republic respectively, in their capacity as the primary counterparts for implementation of the TAPSEC. Other members of the Committee shall be drawn from the major technical partners, at regional level, who are expected to benefit from and/or participate in the implementation of the Programme.

On the basis of the aforementioned, the initial Members of the TAC shall be:

1. The CARICOM Secretariat [**Chair**]
2. The Ministry of Energy and Mines (MEM) of the Dominican Republic [**Co-chair**]
3. The Caribbean Centre for Renewable Energy & Energy Efficiency (CCREEE)
4. The Caribbean Community Climate Change Centre (CCCCC)
5. The Caribbean Development Bank (CDB)
6. The Caribbean Electric Utility Services Corporation (CARILEC)
7. University of the West Indies (UWI)

The GIZ, as the implementing agency for the TAPSEC, shall be an *ex officio* member of the Committee, without the right to vote, and shall serve as its Secretary.

5. MEETINGS

The Committee is required to meet as often as necessary, but at least once in each quarter. Where face-to-face meetings are considered, the Committee will make effort to meet within the margins of face-to-face meetings of the Steering Committee or regional events, *such as conferences, forums, workshops and seminars*, where a majority of its Members are likely to be present.

For meetings, an agenda stating the time, place and items for discussion will be distributed by the Secretary prior to each meeting. Reasonable notice, a minimum of (14) fourteen days, must be given via email to all Committee members. The quorum for Meetings of the Committees is five (5) members.

Notwithstanding the foregoing, the Committee shall establish its own rules of procedure for meetings.

6. ADMINISTRATIVE & OTHER RELATED ARRANGEMENTS

Secretariat support for the Committee will be provided by the GIZ and strategic guidance will be provided by the Chair of the Steering Committee.

In order to fulfil its remit, the Committee may obtain technical advice from qualified experts who are not members of the Committee, as deemed necessary.

7. REPORTING REQUIREMENTS

The Committee shall make reports and submit recommendations to the Steering Committee, through the GIZ Representative in the capacity as Secretary to the Steering Committee. The Committee shall make reports as it considers necessary, but at least once a year and in-time for consideration toward the Annual Report of the TAPSEC.

8. AMENDMENTS TO THE TERMS OF REFERENCE

Amendments to the Terms of Reference can be recommended to the Steering Committee by Committee. Any amendments will be considered to be in force upon their approval by the Steering Committee and distribution to all members of the TAC.