

Terms of Reference

Pacific One-Maritime Framework Steering Committee (POMF SC)

Document revision information

Version	Date	Amendment / Comment	Author
0.1	25.03.2024	Initial draft	MM, FK
0.2	11.04.2024	Updated draft	JK
1.0	XX	Approved by HoM2	

A. Background

In the outcome of 5th Pacific Regional Energy and Transport Ministers Meeting (PRETMM) in May 2024, Pacific Transport Ministers agreed to develop a unified framework for the maritime transport sector. This framework, known as the Pacific One-Maritime Framework (POMF), complete with the appropriate plans and solutions, is to be aligned with the 2050 Strategy for the Blue Pacific Continent. It is to be designed to be adaptable to varying circumstances across the region, while incorporating mechanisms for monitoring, evaluation, and learning. Specifically, the POMF aims to pivot the sector to be safe, resilient, green, clean, digital, and gender-just.

The POMF commenced with an identification and design phase and resource mobilisation following the 5th PRETMM. In February 2024, the focus shifted to the set-up phase including initial workplan development, stakeholder identification and preliminary governance arrangements. The Planning phase with detailed implementation, communication plan and facilitation arrangements commenced in March 2024. The work schedule for the POMF focuses on the implementation phase to begin with the kick off meeting and first steering committee meeting in April 2024 and a series of workshops and meetings throughout the year. The Framework is anticipated to be endorsed and soft launched by March 2025.

B. Purpose

The main objective of the POMF to create a single framework that articulates strategies to meet the sustainable maritime sector needs, priorities, and ambitions of Pacific Island Countries and Territories (PICTs) within the context of the Blue Pacific Continent. Once developed, the POMF will offer a foundation for regional and international maritime sector entities and development partners to align their efforts and investments with the Framework, ensuring a cohesive approach to addressing the region's maritime challenges.

The Ministers in the 5th PRETMM requested SPC and IMO to take the lead to coordinate the process for PICTs to develop the new framework in collaboration with SPREP, other CROP agencies and Pacific

stakeholders, and regional and international development partners, using strategic foresight¹, putting PICTs needs and priorities at the centre of this holistic, live document, which will be driven and managed by PICTs.

The Ministers also requested that SPC and IMO establish a Steering Committee to provide oversight of the process to develop and encourage Transport Officials in PICTs to actively take part in the process of developing the new framework for a sustainable maritime sector in the Blue Pacific focussed on members needs and to adopt it before the 6th PRETMM in Papua New Guinea in 2026.

C. Objectives

The development of the POMF is a strategic initiative led by SPC and IMO, in collaboration with SPREP, and other key regional and international organisations. The establishment of the POMF Steering Committee (SC) is a critical step in this process, structured to operate under the guidance of the Heads of Maritime (HoM). The POMF SC is therefore established as a time-bound and results-oriented group under the HoM. This arrangement ensures a coordinated approach, fostering active engagement from across the sector stakeholders and Pacific Island Countries and Territories (PICTs). The primary goal is to develop a POMF that directly addresses the sustainable maritime sector's requirements in the Blue Pacific, aiming for endorsement by SPC members before the 6th PRETMM in 2026.

Specifically, **the POMF SC is responsible for the development of the POMF**, and aims to:

1. **Ensure strategic alignment:** Guide the POMF development to align with regional and international maritime strategies and policies, including the 2050 Strategy and Implementation Plan, ensuring coherence with the broader objectives of sustainable development in the Pacific region.
2. **Coordinate stakeholder engagement:** Facilitate comprehensive engagement with all relevant stakeholders, including PICTs, regional organisations, international partners, and maritime sector entities, to gather input and build consensus around the framework's priorities and actions.
3. **Oversee implementation:** Monitor the progress of the POMF's development and implementation, providing oversight and strategic direction, including of the activities of the Drafting Committee.
4. **Facilitate resource mobilisation:** Assist in identifying and mobilising financial and technical resources necessary for the successful development and implementation of the POMF.
5. **Include monitoring and evaluation:** Include mechanisms for regular monitoring and evaluation of the POMF's impact, facilitating iterative improvements and adaptations to the framework based on feedback and changing needs.

D. Drafting Committee

To facilitate the detailed development of the POMF, a Drafting Committee (DC) will be established by the SC. The **DC committee will be responsible for the actual drafting of documents**, working closely with the SC, the SPC Secretariat, and the Consultants, to translate strategic objectives and stakeholder inputs into the Framework document. The DC's specific scope includes:

¹ Futures thinking and strategic foresight are closely connected terms. Strategic foresight replaces futures thinking in this paper to describe the discipline of gathering and processing information about the future to inform decision-making.

1. **Technical writing and compilation:** Draft the POMF document, ensuring it reflects the agreed-upon strategies, goals, and standards discussed by the SC and other stakeholders.
2. **Integration of inputs:** Incorporate feedback and inputs from a wide range of stakeholders to ensure the POMF is comprehensive, inclusive, and representative of the Pacific maritime sector's needs.
3. **Alignment with strategic foresight methodology:** Ensure that the draft POMF incorporates insights gained from strategic foresight tools, making the framework robust against future maritime sector challenges and opportunities.
4. **Preparation for review:** Finalise the draft for SC review, ensuring that it meets the expected quality and strategic alignment for subsequent endorsement and implementation.

The DC will operate in close coordination with the SC, the consultants, and the Secretariat, ensuring a cohesive and aligned approach to the development of the POMF. Regular updates and drafts will be presented to the SC for feedback, ensuring the final document accurately reflects the collective vision for the Pacific maritime sector's sustainable development.

E. Composition

The SC is integral to the successful development of the POMF. The SC's composition ensures that the development of the POMF is a Pacific-led process, reflecting a diverse and strategic participation.

Steering Committee Members	<p>Core members are:</p> <ul style="list-style-type: none"> • Heads of Maritime: Government officials from departments or authorities responsible for maritime transport of a Pacific Community (SPC) member country or territory. Core members form the decision-making body of the SC, driving the development and implementation of the POMF. <p>Other members may comprise:</p> <ul style="list-style-type: none"> • CROP Agencies, UN Agencies, and Regional and International Development Partners: Representatives from these organisations play a crucial role as Advisers in aligning the POMF with regional strategies and international initiatives. • Observers and Expert Contributors: This group may include representatives from academic institutions, commercial entities, non-governmental organizations (NGOs), professional mariners, and other maritime sector entities engaged in relevant work programs. Their participation enriches the SC's deliberations with a wide range of perspectives and expertise. • Consultants: Consultants are engaged to provide specialised knowledge and technical expertise, vital for addressing complex issues and ensuring the framework's technical rigor and practical relevance. The consultants have a separate ToR as part of their contract with the PRIF.
Drafting Committee Members	<p>The DC is a subset of the SC members</p>
Secretariat	<p>SPC, IMO, and SPREP, provide secretariat and technical support to the SC and DC. The Secretariat works in close collaboration with the consultants.</p>

F. Timeline

Date	Description	Key activities
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February 2024	Identification and Design Phase/ Set Up Phase	<ul style="list-style-type: none"> • Onboard consultants • Devise initial POMF Workplan • Identify initial stakeholders • Draft governance arrangements
March 2024	Planning Phase	<ul style="list-style-type: none"> • Develop detailed implementation plan for resource mobilisation • Send meeting Announcement • Identify activities and revise workplan • Recruit and onboard consultants • Draft communication Plan and facilitate meeting arrangements
April 2024	1st Steering Committee meeting	<ul style="list-style-type: none"> • Establish SC under HoM • Confirm outputs of evidence building phase. • Establish drafting committee; • Conduct baseline review and analysis (evidence building)
May 2024	Continue with baseline review and analysis	<ul style="list-style-type: none"> • Conduct baseline review and analysis (evidence building)
June 2024	Workshop 1	<ul style="list-style-type: none"> • Conduct stakeholder analysis and systems mapping
July 2024	1 st Drafting Committee	<ul style="list-style-type: none"> • Vet/Confirm outputs of evidence building exercise
August 2024	Workshop 2	<ul style="list-style-type: none"> • Futures Triangle: identify the visions for the key focus areas for the framework
September 2024	Workshop 3	<ul style="list-style-type: none"> • Causal Layered Analysis (CLA) : develop the preferred future state (level of ambition or desired outcomes) of each of the key focus areas
October 2024	Workshop 4	<ul style="list-style-type: none"> • Backcasting: identify the future actions and events that led to the preferred future state (level of ambition or desired outcomes) of each key focus area.
November 2024	2 nd Drafting Committee	<ul style="list-style-type: none"> • Develop and finalisation of a draft framework • Discuss and advise on layout and graphics.
December 2024	2 nd Steering Committee	<ul style="list-style-type: none"> • Finalise the framework
January 2025	Continue with drafting and finalising	<ul style="list-style-type: none"> • Continue with finalising framework • Support the advocacy and soft launch • Socialise the Framework for adoption by member countries, key stakeholders, and partners

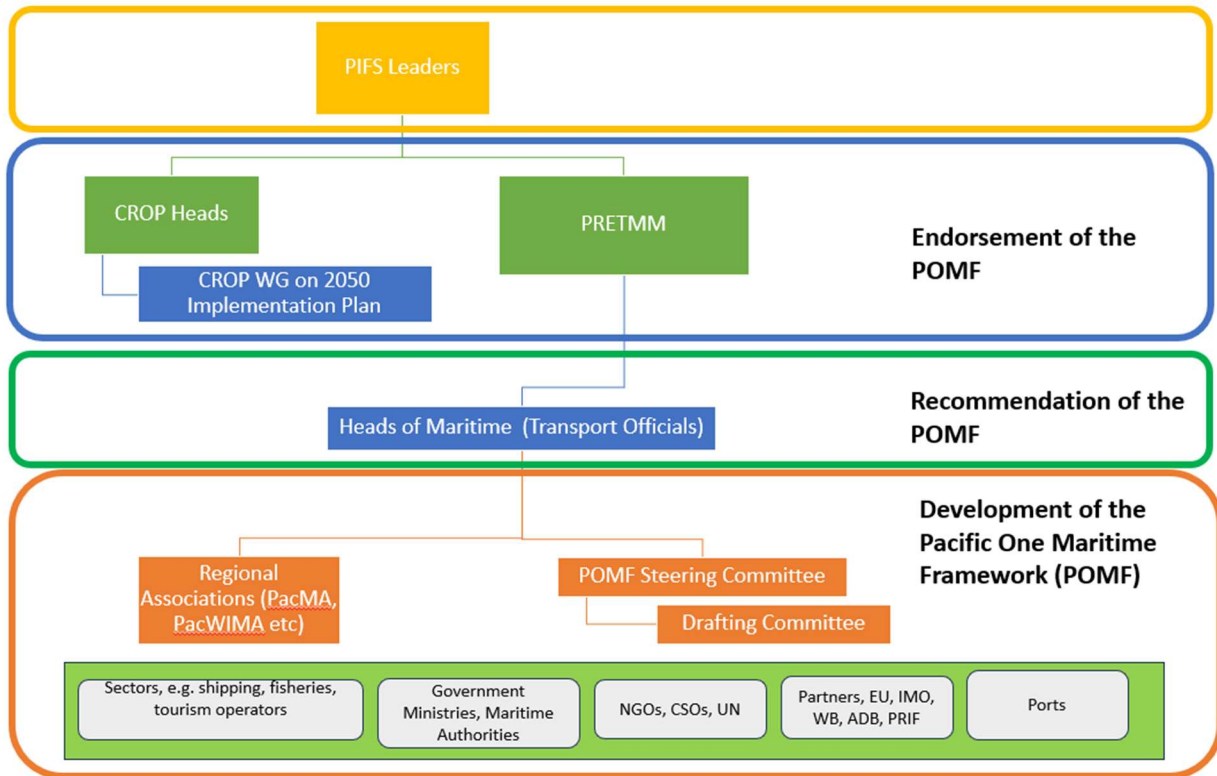
February 2025	Advocacy and Soft Launch	<ul style="list-style-type: none"> • Inform Ministers and seek endorsement from out of session PRETMM for the final Framework
March 2025	Closure	<ul style="list-style-type: none"> • Official launch of POMF (resources and event to be identified and confirmed)

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G. Governance

The below diagram outlines the governance arrangements for the development of the POMF. The process follows the following steps:

1. The DC is responsible for the development of the documents
2. The SC is responsible for the overall development and completion of the POMF, and tables the final Framework at the HOM
3. The HOM recommends the POMF to the PRETMM
4. The PRETMM endorses the POMF



H. Meeting procedures

1. The PICTs whom are members of the SPC (core members) shall make decisions at the SC meetings
2. The Secretariat shall convene the 1st SC Meeting, and the Chairperson of the SC shall be a head of delegation participating in the 2nd HoM
3. The SC may decide on a Deputy Chairperson at the 1st SC Meeting
4. The Chairperson shall convene subsequent SC meetings aligned to the timelines advised by the Secretariat
5. The Secretariat shall assist the SC in conducting the meetings
6. The SC shall be supported by consultants as appointed by PRIF in consultation with the Secretariat
7. The SC shall be responsible for the overall development and completion of the POMF, and the DC is responsible for the development of the documents
8. The SC shall be responsible for deciding the contents of the framework in line with the outcomes of the PRETMM;

9. The SC core members shall make the final decisions regarding the development of the Framework upon considering the necessary contributions from other members, consultants, and the secretariat.
10. The Chairperson of the SC shall convene a second face-to-face Steering Committee in November or December 2024, as advised by the Secretariat and subject to funding
11. The SC shall also receive volunteers and or select members of the Drafting Committee.
12. The Quorum of the meeting shall be 50% of the core members of the SC appointed at the 2nd HoM
13. The Quorum may decide on issues relevant to the POMF which shall be a consensus of the core members present at the meeting
14. The agenda and minutes of the meeting shall be the responsibilities of the Secretariat in consultation with the Chairperson
15. The SCM shall convene but not be limited to the timelines provided. Virtual meetings maybe convened upon consultations between the Chairperson and the Secretariat.
16. DC meetings may be required to be more frequent and virtual. Members shall be notified accordingly.
17. The SC shall table the final version of the POMF to the HoM
18. The SC upon completing the POMF shall report to the 6th PRETMM after vetting of the POMF by the HOM
19. The Secretariat shall be responsible for managing the necessary resources and budget for the successful development of the POMF
20. Members and development partners are welcome to provide to the Secretariat additional resources and budget for the HoM, SC, and development of the POMF

I. Milestones

Deliverables	Delivery Timeframe
Inception meeting and report that will include the methodology to conduct the baseline review Including Planning and Set Up Phase	March 2024
Planning support and facilitation of the SC meetings. Reporting of the SCMs	April and December 2024
Conduct and report proceedings of consultation workshops 1, 2, 3, and 4	June, August, September, October 2024
Meeting and reporting of the Drafting Committee 1, and 2	July, November 2024
Zero draft of POMF	November 2024
Finalised draft of POMF	January 2025
Support for advocacy and Soft Launch of POMF	February 2025