

Draft dated 18/04/2024

## Terms of Reference

### 2<sup>nd</sup> Heads of Maritime (HoM) Meeting

#### A. Background

This meeting is convened by the Pacific Community's (SPC) Geoscience, Energy and Maritime (GEM) Division, Oceans and Maritime Programme (OMP), Maritime Transport team (the HoM Secretariat). It is chaired by the Government of Papua New Guinea (PNG), with Fiji as the Deputy Chair, in collaboration with the Secretariat of the Pacific Regional Environment Programme (SPREP), to be held from 22 to 26 April 2024, Nadi, Fiji Islands.

The meeting, financially supported by the European Union (EU), the International Maritime Organization (IMO), and the Pacific Island Regional Infrastructure Facility (PRIF), serves as a forum for the Heads of Ministries or Departments responsible for maritime transport, Heads of Maritime Administrations of Pacific Island countries and territories (PICTs), relevant Council of Regional Organisations of the Pacific (CROP) agencies, and development partners.

#### B. Purpose and Objectives

The main purpose of this meeting is for the Heads of Maritime (HoM) to review progress on the implementation of priorities from the Fifth Pacific Regional Energy and Transport Ministers Meeting (PRETMM) and discuss areas of improvement for the provision of services to members.

Broadly, the HoM meeting is intended to cover the entire range of members' maritime sector and the work of administrations. It may discuss issues outside the current range of SPC work programme. This holistic view is essential for longer-term planning and is also of considerable assistance to organisations and partners interested in national as well as regional issues related to the maritime transport sector. The meeting is therefore an opportunity to encourage and foster regional co-operation and engagement with international development partners to address relevant sustainable development challenges.

The specific objectives of this Regional Meeting of the HoM are as follows.

- a. For PICTs, SPC, SPREP, IMO, other regional organisations and development partners to provide progress reports on their implementation of priorities of the maritime transport sector highlighted in the 2023 Transport Ministers' Meeting (5<sup>th</sup> PRETMM)
- b. To re-emphasise the sovereign responsibility of PICTs to regulate and manage maritime transport in their capacity as Flag, Port and Coastal States, and synchronise these with the respective mandates of SPC, SPREP, CROP agencies, IMO and development partners to support PICTs in different aspects of maritime transport.

- c. To re-establish networking at the highest level of maritime transport amongst PICTs with SPC and other development partners.
- d. To review progress and begin discussions on the preparation of the Pacific One-Maritime Framework (POMF);
- e. To discuss current issues and challenges within the regional maritime transport sector, identify strategies to mitigate the challenges and develop a broad plan of action based on mutually agreed strategic objectives and encourage and foster regional co-operation to address common challenges.
- f. To facilitate and promote common best practices throughout the region, including implementation of the Pacific MOU and other regional maritime frameworks.
- g. To discuss regional associations, their roles, and future arrangements.
- h. To leverage and mainstream the maritime transport sector in the broader regional discourse on the Blue Pacific, especially for the purpose of articulating the implementation plan of the *2050 Strategy for the Blue Pacific Continent*.

### C. Scope

The outcomes of meetings of Ministers responsible for Maritime Transport, resolutions of Transport Officials/Heads of Maritime, and decisions made by any other maritime transport related regional forum are compiled by the SPC in its capacity as convenor and secretariat of such meetings. The Heads of Maritime (HoM) forum is responsible for overseeing the compilation, and assessment of the priorities for implementation of Maritime Transport in the region. The HoM will be responsible for reporting on the progress of the priorities in the PICTs and provide an outcomes report that will assist in guiding SPC's workplan and mobilising resources for addressing areas of importance in the maritime transport sector in the region stemmed from challenges faced by PICTs.

The Heads of Maritime (HoM) will be strengthened to more effectively address maritime transport issues within the sector. Annual meetings will advance the development and execution of a regional workplan, facilitate related meetings, and ensure the practical application of outcomes. These meetings will also focus on the creation of strategic documents and the mobilisation of resources to support member states in addressing key areas for improvement. Additionally, the HoM will be responsible for evaluating and overseeing the implementation of the resolutions from the Pacific Regional Energy and Transport Ministers Meeting (PRETMM).

The HoM will establish a new format for its meetings and decision-making processes, designed to produce and outcomes report that fosters strategic actions for the region and are subsequently integrated into national efforts. The SPC shall be the secretariat for the HoM and shall work with the Chairperson to develop agenda items. The HoM shall convene on an annual basis in preparation for the next PRETMM. The HoM shall convene once a year as agreed to by PICTs. Meeting twice a year may be deemed necessary as the HoM prepares for the development and soft launch of the Pacific One-Maritime Framework (POMF). The HoM shall convene to make decisions on papers from PICTs and discuss Information Papers as provided by member states, donors, partners and agencies.

## D. Timelines

Timelines	Meeting	Tasks
November/ December 2024	3 <sup>rd</sup> HoM	<ul style="list-style-type: none"> <li>• HoM to convene to review the development of the POMF;</li> <li>• Prepare for the soft launch of the POMF</li> <li>• Agree on new meeting objectives, procedures, and scope</li> <li>• Approve revised HoM ToR</li> </ul>
June 2025	4 <sup>th</sup> HoM	<ul style="list-style-type: none"> <li>• Finalise on the progress and implementation of the POMF;</li> <li>• Implement the new meeting format and documentations;</li> <li>• Review resolutions from discussions papers;</li> <li>• Assess information papers;</li> <li>• Prepare 4<sup>th</sup> HoM outcomes report</li> </ul>
June 2026	5 <sup>th</sup> HoM and 6 <sup>th</sup> PRETMM	<ul style="list-style-type: none"> <li>• Recommend POMF to PRETMM;</li> <li>• Agree on HoM outcome report;</li> <li>• Table HoM outcomes report and papers at the PRETMM.</li> </ul>

## E. Meeting Procedures

### *General*

Terms of Reference (ToR) will provide guidance to the work of the HoM in line with the timelines provided and the objectives as agreed by PICTs

The 2<sup>nd</sup> HoM will be conducted in English only, and all documents relating to the meeting can be found on the event web page <https://gem.spc.int/meetings/spc-heads-of-maritime-meeting-and-first-steering-committee-meeting-for-the-pacific-one>

Main discussions and presentations are held in plenary with opportunities for more interactive discussions in the afternoons.

The meeting programme will be split as follows:

- Day 1, 2, and 3 for the HoM
- Day 4 for the POMF steering committee
- Day 5 for the POMF steering committee, POMF workshop and break-out groups

## *Papers and reports*

The meeting papers are organised in four categories:

Country reports	Slide decks that serve as a highlight of members' progress based on the Efate Outcome Statement (5 <sup>th</sup> PRETMM, 2023) and thematic areas as agreed to by PICTs
Discussion papers	Papers written for the meeting that concern the main topics of the meeting and provide a basis for discussions.
Information papers	Papers that provide supplementary information relevant to the specific agenda items. They are intended to contribute to, but not be the focus of agenda item discussion.
Background papers	Papers that are already published and useful to the meeting discussion.

## *Chair*

The Chair of the SPC Heads of Fisheries Meeting, by convention, rotates alphabetically. At this Meeting (HoM2), it will be Papua New Guinea. If a member is not ready or available to chair the rotation jumps alphabetically to the next available member.

It is the task of the Chair to manage the agenda to ensure the objectives of the meeting are met, mediate discussion, and to identify points of agreement for the meeting "Outcomes Report"

## *Interpretation*

SPC has two official languages, and the Secretariat will make great efforts to deliver information, both spoken and written, in English and French. We anticipate that papers discussed during the meeting (working papers) will be available in both languages at least one week prior to the meeting. The Secretariat will also endeavour to provide simultaneous interpretation, subject to funding.

## *Meeting outcomes report*

Any formal outcomes or recommendations identified by the Chair will be compiled for agreement and clearance by the meeting. A drafting committee will be asked to meet and review the daily output of the meeting.

The report will be a short list of carefully worded meeting outcomes. These outcomes may be recommendations to the Secretariat, to the Pacific Community Committee of Representatives of Governments and Administrations, or statements for the benefit of other organisations concerning Pacific Island maritime transport sector priorities, including the 2050 Blue Pacific Implementation Plan. The outcomes report will be merged with subsequent HoM meeting outcome reports and be presented to the PRETMM.

The HoM outcomes report will also be adapted to report on Pacific Island maritime transport sector priorities at relevant regional and international meetings such as those organised by the International Maritime Organisation (IMO), Asia-Pacific Heads of Maritime Safety Agencies (APHoMSA), and the UN Economic and Social Commission for Asia and the Pacific (ESCAP).

### *In-person participation*

In-person participants will convene at the designated venue. Meeting participants are required to register and collect their name tags on the first day of the meeting at the admin table.

As per protocol in a SPC sectoral meeting, member nominated officials will be seated behind country or territory name at the main conference room table. Partners and Observers to the meeting will be seated in the conference room behind their respected organisation name.

Face-to-face meetings are subject to funding and the Secretariat may make arrangements for fully virtual HoM meetings.

### *Virtual participation*

There is an opportunity to listen-in to the meeting via Zoom. To obtain the meeting link please register using this link

There will be no interaction with participant connecting online to the meeting. However, allowance is given for presentations to be pre-recorded or given virtually. This needs to be pre-arranged with the Chair and Secretariat.

### *Secretariat*

The Secretariat to the HoM is provided by the Maritime Transport Team, Ocean and Maritime Programme, SPC Geoscience, Energy and Maritime (GEM) Division, Suva.

For any questions please contact the HoM Secretariat at [maritime\\_transport@spc.int](mailto:maritime_transport@spc.int)

### *Decision-making*

Meeting participants that are members of the SPC shall form the members of the HoM and shall make decisions at the meetings.

The Quorum of the meeting shall be 50% of the member states present at any HoM meeting.

The Quorum may decide on issues relevant to the HoM which shall be a consensus of the members present at the meeting


The HoM shall be the body recommending resolutions, actions, and frameworks to the PRETMM

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## F. Annex – Documentations

### Format for discussion papers

INSERT FLAG OF COUNTRY  
OR LOGO OF AGENCY

 Pacific  
Community  
Communauté  
du Pacifique

HEADS OF MARITIME (HOM) – (YEAR)


TITLE OF PAPER: \_\_\_\_\_  
*(FOR DISCUSSION)*

(Paper by: Name of Country/ Agency – If country, which institution/ Ministry or Administration)

1. **Purpose**
  - Provide the purpose of the paper;
  - Why is it significant?
  - Objective
2. **Background**
  - What is the background of the issue being tabled;
  - Any legislative provisions;
  - Any agencies to be discussed
3. **Contents**
  - The Headings shall be dependant on the contents of the paper;
  - There can be more than one heading to provide the contents to be discussed;
4. **Resource Mobilisations**
  - This will refer to any resources provided;
  - This section can also elaborate on resources required;
  - Finances acquired or required
5. **Consultations**
  - Any other countries consulted and experiencing the same issues;
  - Any partners or donors consulted
6. **Recommendations**
7. **Conclusions**

### Format for information papers

INSERT FLAG OF COUNTRY  
OR LOGO OF AGENCY

 Pacific  
Community  
Communauté  
du Pacifique

HEADS OF MARITIME (HOM) – (YEAR)

TITLE OF PAPER: \_\_\_\_\_  
*(FOR INFORMATION)*

(Paper by: Name of Country/ Agency – If country, which institution/ Ministry or Administration)

1. **Purpose**
  - Provide the purpose of the paper;
  - Why is it significant?
  - Objective
2. **Background**
  - What is the background of the issue being tabled;
  - Any legislative provisions;
  - Any agencies to be discussed
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