



2nd Community-Based Fisheries Dialogue

13 October 2022

Community-Based Fisheries Dialogue - Advisory Group (CBFD-AG)

Provisional Terms of Reference (ToR)

This is the provisional Terms of Reference (ToR) for the Community-Based Fisheries Dialogue Advisory Group (CBFD-AG).

A temporary CBFD-AG will be established (for up to 6 months), using these provisional ToR as a guide, to advise SPC on the organisation and facilitation of the 2nd CBFD in mid-October 2022. The provisional ToR will then be reviewed after the second CBFD session to ensure effective and efficient operation of the CBFD-AG over time.

1. Background

The First Regional Fisheries Ministers Meeting (RFMM1) in August 2020 endorsed a mechanism for increasing the engagement of civil society organisations¹ (CSOs) and other non-state actors² (NSAs) to give effect to the Pacific Island Forum Leaders decision in relation to coastal fisheries (paragraph 10, 47th Leaders Communique)³ in September 2016.

The new mechanism involves convening a two-day⁴ session dedicated to community-based fisheries (CBF) within the Regional Technical Meeting on Coastal Fisheries and Aquaculture (RTMCFA) and is called the Community-Based Fisheries Dialogue (CBFD). The Dialogue provides CSOs and other NSAs the opportunity to share experiences and lessons-learned on community-based fisheries initiatives and to provide advice on key needs and issues associated with the sustainable use of coastal fisheries resources across the Pacific Islands' region. The first CBFD focussed on laying the foundation of future dialogues through the consideration of the provisional CBFD Terms of Reference (ToR). The Heads of Fisheries 14 considered and endorsed⁵ the agreed ToR, which include the establishment of the Advisory Group to work with SPC Division of Fisheries Aquaculture and Marine Ecosystems (FAME) in organising logistics for future CBFD.

2. Title

The name of the committee shall be the Community-Based Fisheries Dialogue - Advisory Group (CBFD-AG).

¹ "A civil society organisation (CSO) is a group of people that operates in the community in a way that is distinct from both government and business." Wikipedia (https://en.wikipedia.org/wiki/Civil_society_organization)

² "A Non-State Actor (NSA) is a legal entity that represents the interests of civil society including the private sector, academia and the media. NSAs are not established of, nor do they belong to, a structure or institution of the state." Pacific Islands Forum (<https://www.forumsec.org/civil-society-4/>)

³ [Forum Communique, 47th Pacific Island Forum, Pohnpei, FSM: 8-10-Sept, 2016](#)

⁴ The 2-day CBFD session duration is based on a full in-person 5-day RTMCFA at SPC. The CBFD session will be reduced to 1-day for hybrid and/or online RTMCFA which require much shorter and more focused sessions over a maximum duration of 4 days.

⁵ [Outcomes of the Fourteenth SPC Heads of Fisheries Meeting](#)



3. Purpose

The CBFD-AG is an advisory group composed of CSOs and other NSAs actively involved in community-based fisheries that will advise SPC FAME, in its role as the secretariat for the CBFD, to ensure efficient and effective organisation and running of CBFD that facilitate inclusive participation of CSO and other NSA representatives deliberating on CBF priority issues that are of importance to the Pacific region.

4. Voluntary membership

The CBFD-AG is voluntary, with individual membership⁶ and by invitation only from the Chair. The CBFD-AG membership shall be made up of a minimum of five (5) and maximum of seven (7) members. Given the inclusive and collaborative nature of CBF, membership shall attempt to include representatives that have actively participated in CBF with appropriate coastal fisheries management experience in the Pacific Islands aligned with the CBFM Framework for Action⁷ and the New Song for Coastal Fisheries⁸.

Membership shall endeavour to be representative and ensure a gender balance. Membership should ideally include:

- representation from across all three (3) subregions, Micronesia, Melanesia and Polynesia;
- representatives of local CSOs involved in community-led coastal resources management;
- representatives from other NSAs involved in community-led coastal resources management and/or aquaculture, including from non-governmental organisations (NGOs), private sector and academic institutions involved in CBF and/or community aquaculture in the Pacific islands' region

5. Roles and responsibilities

The CBFD-AG will assist SPC FAME in:

1. Ensuring appropriate selection of convenor and vice-convenor as per the CBFD ToR⁹.
2. Developing detailed Terms of Reference (ToR) for the convenor and vice-convenor
3. Developing a set of criteria for guiding the selection process of the CBFD participants by the national focal point to ensure a transparent and inclusive national selection process.
4. Developing the CBFD reporting / outcome template to be used on all CBFD meetings in a format that allows effective dissemination of outcomes by participants to communities.
5. Assisting the convenor and vice-convenor in developing CBFD materials / documents (meeting agenda, papers, presentation, etc)
6. Review and propose changes to the ToRs of the CBFD-AG and its operations as necessary in order to maximize its efficiency over time, to be considered by the CBFD.
7. Review and propose changes to the CBFD ToR and its operations as necessary in order to maximize its efficiency over time, to be considered by the CBFD.
8. Other tasks relevant to the purpose and logistics of the CBFD, as deemed appropriate by the Chair with the support of the members.

⁶ Members will not represent their institution or organisation, but will participate as an individual with the expertise required, although members' organisations can be recognised.

⁷ [Pacific Framework for Action on Scaling up CBFM: 2021-2025](#)

⁸ [A new song for coastal fisheries - pathways to change: The Noumea strategy](#)

⁹ [Outcomes Report from the 1st Community-Based Fisheries Dialogue - Virtual Meeting – 13 October 2021](#)



6. Funding

The CBFD-AG is voluntary on the understanding that members are passionate about CBF/CB Aquaculture and committed to support CBF at community, national and regional levels.

The costs of any member participating in the CBFD-AG shall be covered by the member or their employer. Due to this arrangement, engagement of the CBFD-AG will primarily be on a virtual basis and through emails.

7. Governance

The CBFD-AG:

- Chair shall be the representative of the SPC FAME.¹⁰
- Members will be given the opportunity to provide input and feedback on the development of CBFD materials / documents before they are finalised.
- Chair reserves the right to make final rulings in the event if no consensus is reached among CBFD-AG members.

8. Engagement process

- Members will be invited by the Chair of the CBFD-AG. Existing members may propose potential candidates to the Chair and interested candidates may approach the Chair for consideration.
- The CBFD-AG will be informed through emails on the need to convene a CBFD meeting to discuss, review or provide feedback on any CBFD processes, meeting papers and others as deemed appropriate by the Chair.
- A limited period of ideally seven, or in exceptional cases not more than 14 working days will be given to the CBFD-AG to provide their feedback on any materials circulated by the Chair or their nominee. If no feedback is received in the allocated period, the non-communication will be viewed as agreement.
- Engagement and communication of the CBFD-AG will mainly be conducted via emails and if really needed, virtual meetings can be considered.

9. Renewal of the CBFD-AG

Members of the CBFD-AG:

- Have a maximum-term of up to two years or after two CBFD sessions and will be replaced through invitation of new members.
- The initial CBFD-AG appointees' duration may vary from the two CBFD terms, so that for on-going CBFD-AGs only half the members will be replaced at one time to ensure continuity.
- That are deemed to be non-engaged (lack of feedback or participation) by other members, the Chair will have dialogue with the member to find a solution and inform the CBFD-AG with the way forward. The Chair may propose to terminate the participation of the member, provided some justification is given and agreed by the member.

10. Dissolution of the CBFD-AG

It is intended that the CBFD-AG will be maintained for as long as the CBFD is maintained; however, the Chair/SPC FAME reserves the right to dissolve the group.

¹⁰ SPC FAME will initially Chair the CBFD-AG, as it is being set-up to advise SPC FAME in its role as secretariat of the CBFD. Should the CBFD-AG ToR be adjusted by the CBFD so that the CBFD-AG's primary purpose changes to advise the Convenor/Vice-Convenor, then the Chair role will be reconsidered.



The right to dissolve the group shall be based on the following circumstances only:

- Ineffectiveness of the CBFD-AG, e.g. poor engagement or conflicting views that hinder commonly agreed advice or similar reasons;
- No basis for the scope of the CBFD-AG to operate, e.g. CBFD no longer required in the region or regional priorities change drastically; or
- Any other strong reservations or circumstances with the potential to create tensions that may be counterproductive to the initial purpose of this group and the CBFD.

