

PHWP PROGRAM GOVERNANCE COMMITTEE

TERMS OF REFERENCE

DRAFT FOR CONSIDERATION BY PROGRAM GOVERNANCE COMMITTEE

Introduction

1. The Pacific Humanitarian Warehousing Program (PHWP/Program) has been established through a design process led by a design team commissioned by the Government of Australia through the Department of Foreign Affairs and Trade (DFAT).
2. The multi-donor program aims to support the strengthening of disaster preparedness and response capacity in all Pacific Island countries (PICs) and Timor-Leste.
3. This is the Terms of Reference for the PHWP Program Governance Committee (PGC) which is a requirement of the PHWP Investment Design Document, November 2023 (IDD).

Overview of the PHWP

4. The Program is aimed at enhancing the disaster preparedness capability of the beneficiary countries (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu) by constructing warehouses (or retrofitting existing warehouses/leasing warehouses as may be preferred some countries) and storing non-food items for distribution by national authorities and partner organisations following hazard events which require humanitarian response.
5. The PHWP is an eight-year investment from 2023-2031 valued at an estimated AUD110 million. There will be an initial round of funding for the PHWP from a range of development partners. This includes funding that will be provided to the Pacific Community (SPC) which is the lead regional implementing partner for the PHWP.
6. At the conclusion of the Program, it is expected that:
 - a) Pacific governments and humanitarian partners have timely access to fit-for-purpose disaster relief supplies with strategies for distribution that are accountable to meet the needs of those most impacted by disasters including women, children, people with diverse genders, people with disabilities and older persons; WA
 - b) rehuses and supplies management are funded to an appropriate scale and contribute in a complementary way to stronger national and regional partnerships for preparedness, response and recovery outcomes; and
 - c) national Pacific and Timor-Leste partners are increasingly able to independently manage humanitarian warehouses and pre-positioned supplies in ways that are climate friendly and more inclusive of women and people with disabilities as decision-makers. (IDD, November 2023).
7. Three thematic priorities: localisation; Gender equality, disability, and social inclusion; and green humanitarian action underpin the warehousing and supplies management intent of the PHWP.

Purpose of the PGC

8. Under the terms of the IDD there is a requirement for the establishment of a PGC to –

“Provide avenues for partner governments, regional bodies, development partners, and stakeholders to provide strategic direction to the program and for the program to ensure accountability to the stakeholders”.

9. The purpose of the PGC therefore is to provide leadership, oversight, and strategic direction to enable the implementation of the PHWP.

Scope of the PGC

10. The PGC’s scope includes:

- a) Ensuring coherence and complementarity with the Program’s priorities (as per the design framework and annual plans) and other regional or national DRM capability strengthening investments.
- b) Contributing to setting program priorities through the review of annual work plans.
- c) Contributing to and supporting the PHWP’s Localisation, Green Humanitarian Action, Gender Equality and Disability and Social Inclusion (GEDSI) and other priority strategies, and the PHWP Monitoring, Evaluation and Learning Plan.
- d) Contributing to the identification and management of risk to safeguard the achievement of program objectives and mitigate potential adverse impacts on stakeholders.
- e) Reviewing the annual report and mid-year status updates, ensuring lessons learned are factored into forward planning.

Membership

11. The membership of the PGC will comprise representatives of National Disaster Management Offices of participating countries, and representatives of development partners who have a confirmed contribution of funding or in-kind or aligned support.
12. Other stakeholders, including those representing the voices of vulnerable groups, may be invited from time to time to attend PGC meetings upon the invitation of the Chair.
13. The Chair of the PGC in any given year will be the sitting Chair of the annual Regional Disaster Managers Meeting within which the PGC will be nested.
14. Observers may attend at the invitation of the PGC Chair to provide subject matter expertise in support of the purpose of the PGC, or in reference to engagement as a part of the Program Reference Platform.

Membership Responsibilities

15. The responsibilities of PGC members are:

- a) Meet at least once annually in-person in the margins of the annual Pacific Regional Disaster and Emergency Managers Meeting (PRDEMM) and online as the need may dictate.
- b) Ensure understanding of all relevant meeting documentation and correspondence prior to meetings.
- c) Maintain confidentiality of sensitive Program information and discussions.
- d) Represent the views of their respective governments and/or organisations.
- e) Ensure follow-up as may be required of any points or decisions made during the meetings.

Consensus Decisions

16. Decisions made by the PGC will be made on the basis of consensus taking into account the member representatives present. Where a given country and/or donor representatives are unable to be present for meetings, and where a proxy is unavailable to attend, representatives must convey their views to the secretariat in advance of the meeting. The secretariat will provide follow-up with the relevant members.

Meeting schedule

17. The PGC will meet bi-annually in March/April (face-to-face) on the margins of the annual PRDEMM and October (on-line), unless otherwise agreed.

PGC Secretariat

18. The SPC will provide Secretariat support to the PGC through a collaboration between the PMO and ISU. The Secretariat will coordinate meeting schedules and arrangements; coordinate preparation of papers and agendas; prepare minutes of meetings; and produce quarterly updates on the Program to keep PGC members informed between meetings.

Term

19. The term of the PGC will commence from the inaugural meeting in April 2024 until June 2031.

Review and Amendment

20. The Terms of Reference may be reviewed following a formal request by a member, or the SPC, and with the approval of the PGC.

2024 Regional Disaster Managers Meeting

Nadi, Fiji

Date: 10 April 2024