

Caribbean Steering Committee of the ABS Capacity Development Initiative Terms of Reference

The regional steering committees provide general guidance and advice to the Secretariat of the ABS Capacity Development Initiative on the capacity development process and implementation in the respective regions and constitute the main decision-making bodies of the Initiative in the region.

Members: Representatives from governments (preferably ABS or CBD National Focal Points or Competent National Authorities), regional governmental organisations, indigenous peoples and local communities, stakeholder organisations, and donors. Based on their technical expertise and ability to represent the interests of their groups / constituencies, representatives are selected through consultations during regional ABS workshops. Membership of representatives from governments should be restricted to two years; half of the members should be renewed each year to ensure continuity of the work.

Observers: Representatives of the CBD Secretariat and other relevant partners involved in capacity development

Functions: Besides providing general guidance and advice to the Secretariat of the Initiative regional steering committees are specifically tasked to:

- Approve the draft annual work plan for the region;
- Review the implementation of the annual work plan and assess their impact;
- Suggest additional stakeholder representatives;
- Support raising additional financial and human resources;
- Support mainstreaming of ABS capacity development into national and (sub-)regional bilateral development cooperation projects and programmes;
- Ensure that activities are coherent and aligned with the overall strategy and objectives of the ABS Initiative and with regional needs and priorities; and
- Ensure that emerging issues are considered and integrated into relevant activities in the work plan.

Meetings and Reporting: The Caribbean steering committee meets at least once a year ideally back-to-back with a regional workshop. Meetings are organized by the Secretariat of the Initiative and generally chaired by the representative of the host of the Initiative. Decisions are taken by consensus. A meeting report will be made available no later than two weeks after each meeting. Upon approval the report will be posted on the website of the ABS Initiative. If the Secretariat of the Initiative requires guidance or decisions between physical meetings email consultations will be initiated by the Secretariat. The silence procedure, i.e. no response until a set date and time is considered as approval, will be applied if a decision is to be taken.

Eschborn, 06. 02. 2015