

Caribbean Regional Fisheries Mechanism (CRFM) Secretariat

**TERMS OF REFERENCE OF
BUSINESS TEAM**

A. MEMBERSHIP:

Chairman : Executive Director

Members : Deputy Executive Director
Corporate Services Manager
Coordinator Advocacy, Policy and Planning
Manager, Finance and Administration

(other staff and Managers of Internationally Funded Donor Projects will be invited based on agenda)

B. TERMS OF REFERENCE:

- (i) To initiate action in respect of the design of plans, programmes and projects.
- (ii) To manage the programmes, projects and budgets.
- (iii) To monitor and lend direction to the implementation of the programmes and projects of the CRFM Secretariat.
- (iv) To discuss and review progress made in resource mobilization and advise on strategies to ensure that financial, human, material and information resources are mobilized and utilized in such a manner as to maximize efficiency and timely delivery of outputs.
- (v) To review the acquisition and use of finance and other resources.
- (vi) To review and assist in the preparation of project profiles and detailed project proposals for presentation to Donor Agencies and CRFM Member States, partners and collaborators.
- (vii) To formulate organizational plans and provide inputs and guidance; Strategic, Medium Term and Annual Work Plans.
- (viii) To understand and interpret the internal and external environments in which the CRFM Operates – donor agency profiles and expectations.

(ix) Review request for logistic support.

C. In order to facilitate efficiency and uniformity in its operations, the Committee shall be guided by the following:

- Strategic Plan
- Medium Term Plan
- Annual Work Plan and Budget
- Minutes of Senior Managers Meetings
- Minutes of Caribbean Fisheries Forum Meetings
- Minutes of Meetings of the Executive Committee of the Forum
- Operations Manual of the CRFM
- Profiles and Expectations of Donors
- Quarterly Technical Progress and Financial Reports
- Quarterly Work Plans of Staff
- Audit Reports – Technical and Financial
- Staff Performance Reports

D. Frequency of Meetings

The Business Team will meet at least on the first Monday of every month.

Caribbean Regional Fisheries Mechanism (CRFM) Secretariat

TERMS OF REFERENCE FOR THE TECHNICAL TEAM

A. MEMBERSHIP:

Chairman : Deputy Executive Director

Members : Programme Manager, Research and Resource Assessment
Programme Manager, Fisheries Management and Development
Programme Manager, Statistics and Information
Coordinator, Advocacy, Policy and Planning

(other Technical Core Staff and Experts (Technical) representing International Donor Projects will be invited based on agenda)

B. TERMS OF REFERENCE:

The Technical Team will meet once each month or more frequently if necessary to review the scientific and technical aspects of the work programme and prepare comments and recommendations to facilitate delivery of the strategic plan, medium term plan and work plan of the CRFM.

- Discuss and review scientific and technical programme
- Review progress scientific and technical programme
- Identify priority areas.
- Provide recommendation for refinement.
- Identify technical and urgent issues that need to be addressed and bring these to the attention of the ED.
- Develop research plans and proposal.
- Review research outputs from countries.
- Review fisheries management recommendation and management plans.
- Review project profiles for submission to donors.
- Review technical documents and reports.

- Provide opportunity for integration of different component of scientific and technical programme.
- Review and provide recommendations on the flow of resources (financial and otherwise) to support implement of the programme.

C. Frequency of Meetings

The Technical Team will meet once per month to discuss and review the progress of the scientific and technical programme.

Caribbean Regional Fisheries Mechanism (CRFM) Secretariat

TERMS OF REFERENCE OF SENIOR MANAGERS COMMITTEE

A. MEMBERSHIP

Chairman	-	Executive Director
Members	-	Deputy Executive Director Corporate Services Manager Programme Manager, Research and Resource Assessment Programme Manager, Fisheries Management and Development Programme Manager, Statistics and Information Coordinator Advocacy, Policy and Planning Manager, Finance and Administration

B. TERMS OF REFERENCE

- (i) To monitor and lend direction to the implementation of the Strategic and Medium Term Plans, and Annual Work Plan and Cost Estimates of the CRFM Secretariat.
- (ii) To review the internal scientific, technical, financial and administrative systems, and ensure their effective and efficient performance in the delivery of programmed outputs.
- (iii) To receive, and give direction to, the Quarterly Work Plans, Budgets, and Reports on their Status of Implementation by Programme Managers / Coordinator.
- (iv) To prepare and harmonize reports / papers for the attention of the Forum, Regional and International Organizations through the Executive Director.
- (v) To lend overall direction to the change management process within the organization, and facilitate the implementation of recommendations to achieve such change.
- (vi) To receive reports and review systems and processes (operations) of the financial, technical and scientific regulatory framework of the CRFM Secretariat.
- (vii) To promote comfortable and productive relations among all of the organization's staff.

- (viii) To understand and interpret the internal and external environments in which the CRFM operates.
- (ix) To ensure Quarterly and Annual Reports are prepared for circulation to the CRFM's stakeholders.
- (x) To review and monitor projects.
- (xi) To facilitate and encourage the team approach to the implementation of work programme of the CRFM Secretariat.

C. In order to facilitate efficiency and uniformity in its operations, the Committee shall be guided by the following:

- Strategic Plan
- Medium Term Plan
- Annual Work Plan and Budget
- Minutes of Senior Managers Meetings
- Minutes of Caribbean Fisheries Forum Meetings
- Minutes of Meetings of the Executive Committee of the Forum
- Operations Manual of the CRFM
- Quarterly Technical Progress and Financial Reports
- Quarterly Work Plans of Staff
- Audit Reports – Technical and Financial
- Decisions of the Ministerial Council (COTED)
- Decisions of Conference of Heads of Government of the Caribbean Community.

D. Frequency of Meetings

The Committee will meet at least once per quarter (once every three months).