



# Third Community-Based Fisheries Dialogue

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Information paper

Community-Based Fisheries Dialogue Advisory Group (CBFD-  
AG)  
Provisional Terms of Reference (ToR)



## 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 2<sup>nd</sup> 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 organisations<sup>1</sup> (CSOs) and other non-state actors<sup>2</sup> (NSAs) to give effect to the Pacific Island Forum Leaders decision in relation to coastal fisheries (paragraph 10, 47<sup>th</sup> Leaders Communique)<sup>3</sup> in September 2016.

The new mechanism involves convening a two-day<sup>4</sup> 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 endorsed<sup>5</sup> the agreed ToR, which include the establishment of the Advisory Group to work with SPC Division of Fisheries Aquaculture and Marine Ecosystems

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<sup>1</sup> "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](https://en.wikipedia.org/wiki/Civil_society_organization))

<sup>2</sup> "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/>)

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

<sup>4</sup> 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.

<sup>5</sup> [Outcomes of the Fourteenth SPC Heads of Fisheries Meeting](#)



(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).

## 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 membership<sup>6</sup> 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 Action*<sup>7</sup> and the *New Song for Coastal Fisheries*<sup>8</sup>.

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

- a) representation from across all three (3) subregions, Micronesia, Melanesia and Polynesia;
- b) representatives of local CSOs involved in community-led coastal resources management;
- c) 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:

- a) Ensuring appropriate selection of convenor and vice-convenor as per the CBFD ToR<sup>9</sup>.
- b) Developing detailed Terms of Reference (ToR) for the convenor and vice-convenor

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

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

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

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



- c) 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.
- d) 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.
- e) Assisting the convenor and vice-convenor in developing CBFD materials / documents (meeting agenda, papers, presentation, etc)
- f) 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.
- g) 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.
- h) Other tasks relevant to the purpose and logistics of the CBFD, as deemed appropriate by the Chair with the support of the members.
- i) Other roles specified in the CBFD ToR (Annex 1).

## 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.<sup>10</sup>
- 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.

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<sup>10</sup> 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 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.

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.



## 11. Annex 1



### Community-Based Fisheries Dialogue Provisional Terms of Reference (ToR)

The Regional Technical Meeting on Coastal Fisheries and Aquaculture (RTMCFA) includes a standing agenda item that establishes a dialogue for members inclusive of civil society organizations (CSO) and other Non-State Actors (NSA) that are engaged in community-based coastal fisheries (CBF).

**Purpose:** The purpose of the CBF Dialogue is to provide the CSO/NSA community engaged in CBF and an ecosystem approach to fisheries management with an opportunity to exchange information, advice and key needs through the RTMCFA, to Heads of Fisheries to assist with informing Leaders on priority issues associated with the sustainable use and management of coastal fisheries resources. It is also to provide an opportunity to share experience and lessons from community-based initiatives to strengthen efforts to maintain productive and healthy ecosystems and their associated fisheries resources that are critical to the wellbeing of coastal communities.

Discussion supported by this dialogue will focus on issues of common regional significance to community-driven coastal fisheries generally.

**Time assignment:** The CBF Dialogue will occupy eight consecutive meeting sessions across two days or, in the event the RTMCFA is less than a 5-day meeting, 40% of the total time available for the RTMCFA. For virtual RTMCFA of less than 5 days, the time allocation may need to be adjusted, but will not be less than 1 full day's sessions.

**Convening:** The CBF Dialogue will be convened by a representative from the CSO/NSA community selected utilising the process described below.

FAME will provide administrative support to the process to select a convenor and a vice-convenor. The process will be undertaken in consultation with the chair of forthcoming RTMCFAs.

A convenor will serve in that role for one RTMCFA meeting.<sup>11</sup>

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<sup>11</sup> This will mean that the convenor will serve as vice-convenor for the CBFDialogue at their first RTMCFA/CBFD and convenor for their second.



The convenor of the CBF Dialogue will also accompany the Chair of that RTMCFA to the following HoF where the RTMCFA Report will be presented and discussed.

A vice-convenor will serve in that role at one RTMCFA meeting. The vice-convenor may assume the role of convenor at the following RTMCFA.

#### **Process for the selection of convenor and vice-convenor:**

The selection process for a convenor and for a vice-convenor for RTMCFA5 will commence immediately after RTMCFA4. The selection process may broadly involve:

- a. FAME establishing and maintaining a register or list of affiliations and contact details for CSOs and other NSAs associated with CBF initiatives among PICTs to assist with communications;
- b. national CSOs and other NSAs will be encouraged to select a focal point for communications with FAME. SPC is unlikely to have financial resources to assist with the support of this role but, with the appointment of an SPC CBF Adviser, FAME will be in a position to advise on logistical and other elements of a national coordinating role;
- c. at least six (6) months in advance of RTMCFA5, utilising the FAME-maintained contact list, FAME will issue an invitation to representatives of CSOs/NSAs across all PICTs to formally nominate candidates for convenor and candidates for a vice-convenor for the CBF Dialogue in RTMCFA5 to FAME;
- d. at least three (3) months prior to RTMCFA5, FAME will provide a summary of the CBF experience and background and a statement of interest from the candidates nominated to assume the roles of convenor and vice-convenor for the CBF Dialogue to all official and technical contacts and CSOs and other NSAs representatives registered with FAME;
- e. CSO and other NSA representatives will be invited to propose their preferred candidate, with responses required at least eight (8) weeks prior to RTMCFA5. FAME will review the responses received and advise the successful candidate for each position; and
- f. FAME will engage the selected convenor and vice-convenor in preparations for RTMCFA5.

It is proposed that the vice-convenor for RTMCFA5 assume responsibilities for convenor of RTMCFA6 at the conclusion of RTMCFA5.

If the vice-convenor accepts the nomination to convenor, the selection of a new vice-convenor would commence six (6) months in advance of RTMCFA6 applying the process described at c. to f above. If the vice-convenor declines the opportunity, the process described in c. to f. would apply to the selection of both a new convenor and a new vice-convenor.

Unless there are no alternatives, the convenor, the vice-convenor and the chair of the RTMCFA should be from different PICTs. It also is recommended that the role of convenor and vice-convenor be rotated around the three sub-regions of Micronesia, Melanesia and Polynesia and, that within each region, alphabetical rotation be encouraged.

The selection process will also promote gender balance with the positions of convenor and vice-convenor.

#### **Technical Advisory Group**



A Technical Advisory Group (TAG) will be convened to support administrative processes for the CBF Dialogue facilitated by FAME.

The TAG will include the Convener, Vice-convener, FAME representatives and representatives from the CSO/NSA community engaged in CBF.

One CSO/NSA community representative will be selected from Polynesia, one from Melanesia and one from Micronesia.

The TAG will be convened and co-chaired by a representative from FAME, a CSO/NSA representative from a different sub-region to the Convenor and Vice-Convenor, so all three sub-regions are represented.

The role of the TAG will be to:

- assist with the development of the agenda for the next CBF Dialogue,
- identify potential participants, and
- advise on engagement and reporting actions to support the CBF Dialogue.

The same process for the selection of a convenor and a vice-convenor, including time frames, will be applied to TAG participation.

TAG CSO/NSA representatives will serve for a period of up to three (3) years.

**Role of the convenor:** The responsibility of the convenor, with support from the vice-convenor, includes to:

- liaise with the chair of the RTMCFA and FAME staff on the development of the provisional agenda and associated schedule for the CBF Dialogue session in the forthcoming RTMCFA;
- support responsible FAME staff and CSO/NSA representatives on the selection of participants;
- work with FAME staff to identify resource personnel/subject matter experts/presenters to support the CBF Dialogue in the RTMCFA;
- monitor outcomes from the RTMCFA and HoF that directly relate to the mandate of the CBF Dialogue for possible future consideration and provision of advice;
- liaise with FAME staff on the preparation and timely circulation of CBF Dialogue resource materials (such as working and information papers);
- convene the CBF Dialogue in the RTMCFA;
- present the report, advice and recommendations of the CBF Dialogue to the RTMCFA;
- liaise with the chair of the RTMCFA and FAME staff on the CBF Dialogue report by the RTMCFA to HoF;
- participate in the HoF in support of the chair of the RTMCFA to present the RTMCFA report and recommendations; and
- provide the vice-convenor with a summary of the outcomes of the HoF meeting following the presentation of the RTMCFA report.



**Role of vice-convenor:** The role of a vice-convenor will include:

- providing support to the convenor in all aspects of preparing for the next CBF Dialogue in the RTMCFA including:
  - a. liaising with key stakeholders;
  - b. identifying potential participants;
  - c. formulating the draft agenda;
  - d. drafting and reviewing meeting documents;
  - e. facilitating small group brainstorming sessions; and
  - g. assuming the role of convenor in the event the convenor is not available.

Unless there are no alternatives, the convenor, the vice-convenor and the chair of the RTMCFA will be from different PICTs, and the roles rotated between the three sub-regions of Micronesia, Melanesia and Polynesia.

The selection process will promote gender balance with the positions of convenor and vice-convenor.

SPC FAME is encouraged to secure financial support for convenors and vice-convenors and CSO/NSA TAG members.

In an endeavour to optimise efficiency, maintain transparency and engender confidence, the selection process for convenor and vice-convenor may be refined from time to time.

**Participation:** Participation in the CBF Dialogue will be **led** by representatives of regional and national community groups (civil society organisations (CSOs) and other non-state actors (NSAs)) actively engaged in CBF consistent with the purpose of the CBF Dialogue (above)<sup>12</sup>.

Participation is **open** to representatives of SPC member governments. Representatives from the donor and development assistance community will be invited to observe the dialogue.

Representatives of the CSO/NSAO community will be invited to sit at the main table during in-person CBF Dialogue sessions.

#### **Process for the selection of participants:**

Participation in the CBF Dialogue, whether in-person or virtually, will be supported by a transparent and equitable selection or nomination process that includes:

- a. opportunities for participation and engagement that is open to all CSO/NSAs that fit the criteria;
- b. an endeavour to secure representation from each PICT;
- c. an invitation issued by FAME at least four (5) months in advance of the next RTMCFA for CSO/NSAs to nominate their representative(s) for the CBF Dialogue at that RTMCFA. A deadline will be imposed for a response;

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<sup>12</sup> 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](https://en.wikipedia.org/wiki/Civil_society_organization))

"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." PacificIslands Forum (<https://www.forumsec.org/civil-society-4/>)



- d. CSO/NSA focal points will coordinate the selection process at the national level and submit nomination(s) to FAME no later than twelve (12) weeks in advance of the RTMCFA;
- e. FAME, in consultation with CSO/NSA representatives, may develop criteria for guiding representative selection from nominations received. Nominations may be assessed against such criteria;
- f. FAME and nominated CSO/NSA representatives will assess nominations against agreed criteria and select participants to fill specific representative roles (i.e. at least one representative from each PICT);
- g. to promote equity and regional representativeness, numbers of representatives from specific interest groups may be offered limited places;
- h. selected nominations and their affiliate CSO/NSA will be advised by FAME at least eight (8)<sup>13</sup> weeks in advance of the RTMCFA regarding their participation;
- i. CSO/NSA nominations for participation in the CBF Dialogue do not need to be approved by government; and
- j. SPC official contacts will be kept informed of CBF CSO/NSA engagement arrangements for the RTMCFA and they will be notified of the outcomes of nominations.

SPC FAME and the CSO/NSA community will widely publicise the nomination and selection process for NSA/CSO participation for the CBF Dialogue session in the RTMCFA.

SPC FAME is encouraged to secure financial support for national focal points to support their engagement in this process.

**Report:** At the conclusion of the CBF Dialogue, the convenor will present a summary of key outcomes, advice, recommendations and requests agreed at the Dialogue to the RTMCFA. The report may reflect majority and minority views. Together with a summary of any issues arising during the subsequent RTMCFA discussion, this report will be incorporated into the report of the RTMCFA to be forwarded to HoF.

SPC FAME will provide support for the preparation and distribution of the Report, in an appropriate format, including to national and regional CSO/NSA and community groups.

**Review:** These ToR may be reviewed and revised by the CBF Dialogue from time to time.

**Agenda:** The 2-day CBF Dialogue may include a range of agenda topics. The convenor, vice-convenor and FAME will be responsible for preparing a Provisional Agenda. The Provisional Agenda will be circulated to SPC member administrations and the CSO/NSA constituency at least 90 days in advance of the next RTMCFA<sup>14</sup>.

Agenda topics, and the number of topics to be addressed, may change from one meeting to the next. Time allocations to each topic may also vary. Examples of candidate topics include:

- ***Progress on implementing the Pacific Framework for Action on scaling up CBFM: 2021-2025***  
*The Framework for Action has been approved by the 13<sup>th</sup> SPC Heads of Fisheries Meeting and endorsed by the 2<sup>nd</sup> Regional Fisheries Ministers Meeting, and is recognised as providing guidance*

<sup>13</sup> At least eight weeks will allow time for the selected nominees to prepare for the dialogue.

<sup>14</sup> This will provide adequate time for the identification and selection of appropriate resource personnel and participants with relevant experience to prepare to engage in the agenda items proposed for the Dialogue.



to PICTs to assist in the sustainable management of coastal fisheries from the CBFM perspective. The CBFD could: review the progress on implementing the Framework for Action; support mobilising regional coordination of CBFM; contribute to regional coordination on the M&E of the Framework for Action; and consider means to improve/strengthen national level coordination between members and local CSO/NSA in implementing CBF programmes/projects in-country.

- **Lessons learned from CBF initiatives**

*Experience and lessons learned in [x] community-based fisheries initiatives. Presentations under this item will describe: the context in which the initiative was implemented, a summary of threats to coastal fisheries resources that were identified to be addressed through the initiative, responses including achievements and challenges, and on-going needs. The Meeting will summarise the outcomes of discussion with a focus on issues arising of potential regional application and benefit. Particularly attention will be given to experience with scaling up initiatives for wider implementation.*

- **Capacity building gaps and needs**

*This item could include presentations from practitioners, including from national fisheries administrations and NSA/CSO representatives, that profile capacity building needs, responses and outcomes. The Meeting could discuss the development of capacity in CBF and identify priorities for on-going capacity building.*

- **Partnerships and relationships**

*Presentations from practitioners, including from national fisheries administrations and CBO representatives, to describe the process, and corresponding outcomes, associated with establishing partnerships and relationships. The dialogue could discuss key features of relationships and partnerships that are successful in addressing threats to coastal fisheries and which establish enduring outcomes for community-based fisheries.*

- **Supporting sustainable livelihoods**

*The CBF Dialogue could receive presentations from [x] community-based fisheries initiatives that addressed issues relating to the promotion of sustainable livelihoods.*

- **Measuring success and addressing challenges**

*Each session will discuss measures of success for CBF initiatives in terms of social, economic and ecological outcomes. What makes, and what breaks, CBF initiatives?*

- **Sustainable financing**

*Given the emerging interest and activities at the provincial level/landscape/seascape level, financing and success in Micronesia, for example, presentation on how SF is unfolding and what this means to communities will be discussed.*

- **Gender and human rights-based approach**

*The CBF Dialogue will discuss CBF-related issues relating to human rights-based approach, the participation of marginalised groups and gender-related considerations. Particular consideration will be devoted to successes and challenges associated with the meaningful engagement of these marginalised groups in CBF initiatives.*