



DRAFT 20/09/2022

1. Preamble

The Second Regional Pacific Energy and Gender Strategic Action Plan (PEGSAP) for 2020-2030 was validated by the Pacific Island Countries (PICs) during a final workshop conducted on November 17th, 2020. The main objective of the PGSAP is to increase women's participation in the clean energy employment market as entrepreneurs, tradespeople and professionals.

The aim for the Pacific Energy and Gender Network is to create a platform for joint learning, exchange, programs, events, advocacy, and fund mobilization.

The PGSAP outlines an action plan for the reinvigoration of the Pacific Energy Gender (PEG) Network that takes into account the enabling environment and policy context and seeks opportunities to further enhance and complement existing frameworks to facilitate the increased participation of women in all aspects/stages of the clean energy sector/value chain.

This document is intended to set modalities for responsibilities and tasks of the Regional Steering Committee of the Pacific Energy and Gender Network. It has been approved by the members of the Steering Committee.

2. Objectives

The overall objective of the strategy of the PEG Network is to ensure the active and beneficial participation of women in the development of the clean energy sector.

PEGSAP identifies the four following key areas for intervention (institutional, service providers, society/ community/ households and individual), with overarching objectives for each:

- (i) Institutional: Strengthen the enabling factors to promote gender mainstreaming in the clean energy sector;
- (ii) Service Providers: Business and Utilities: Enhance employment opportunities for women in the clean energy sector;
- (iii) Society/Community: Promote women's involvement in energy related decision-making at the community and household levels;
- (iv) Individual: Enhance women's agency, knowledge, skills and access to resources to voice their energy needs and engage in the clean energy value chain.

3. Functions of the PEG Regional Steering Committee

The purpose of the Pacific Energy and Gender Regional Steering Committee is to provide oversight for the PGSAP implementation, coordination across the regional and national participants and ensure relevant linkages and complementarity with external initiatives and stakeholders.

The main functions of the PEG Regional Steering Committee are:

- (i) To provide strategic and policy guidance to the PGSAP implementation;
- (ii) Consider and approve the annual work plan of PGSAP;
- (iii) Consider and review regional and international partnership proposals for the PGSAP implementation;
- (iv) Monitor and assess the overall performance of the PGSAP implementation;

- (v) Support resource mobilisation and stakeholder engagement for PEGSAP implementation.

4. Membership

4.1 Composition

The PEG Regional Steering Committee (RSC) comprises members from different backgrounds to offer a wide array of expertise useful for the articulation of the PEG Network.

The RSC includes two types of members:

- (1) the key members involved in decision-making; and
- (2) the associate members: stakeholders with communication and information relations with the RSC.

Only the key members involved in decision making attend RSC meetings. The other actors are kept continuously informed so that they may advise on PEGSAP implementation and align their activities with its objectives.

4.2 Key members

Key members shall be comprised of the following:

- a) The Pacific Community, Geoscience, Energy and Maritime Division (SPC-GEM), as the agency in charge of leading regional energy sector coordination and overseeing and supporting the implementation of the PEGSAP;
- b) The Pacific Power Association (PPA);
- c) One or Two Members countries (Department of Energy and/or Department of Women) representing the Micronesia region on rotational basis every two years ;
- d) One or Two Members countries (Department of Energy and/or Department of Women) representing the Melanesia region on rotational basis every two years;
- e) One or Two Members countries (Department of Energy and/or Department of Women) representing the Polynesia region of on rotational basis every two years;
- f) At least one member from the private sector on rotational basis (PIPSO?);
- g) At least One member representing Non-Governmental Organizations on rotational basis (PIANGO).

4.3 Associate members

Associate members will be comprised of the following:

- Others National Department of Energy and Department of Women;
- University of South Pacific;
- Secretariat of the Pacific Regional Environment Program (SPREP);
- Pacific Island Forum Secretariat (PIFS);
- Development partners involved in energy, climate and gender equality – These include: GGGI, GIZ, IRENA, UN agencies, ADB, World Bank/IFC and bilateral development agencies (USAID, AusAid, KOICA, Global Affairs Canada, etc.);
- Sustainable Energy Industry Association of the Pacific Islands (SEIAPI);

4.4 Terms of Membership

Members

All members of the Steering Committee shall serve for a maximum period of two (2) years except SPC and PPA who will be on a permanent basis. Members will be replaced by other countries of the

respective regions. Membership of private sector and non-governmental association shall also be for the period of two years. On expiry of the term, new representatives will be selected from other institutions complying with the principle of equal opportunity.

Attendance

A member of the Regional Steering Committee unable to be present at a Regional Steering Committee meeting may provide written notification by email to the PEGASP manager (at SPC-GEM) and nominate an alternate individual to attend in his/her place no later than two weeks before the next Steering Committee Meeting. Should a member of the Steering Committee be unable to fulfil his/her term, his/her country must provide written notification no later than 30 days before the next Steering Committee Meeting.

Responsibilities and Conduct of Steering Committee Members

The members of the PEG Regional Steering Committee are required to be up to date with the trends in energy and gender equality aspects. They are also expected to study all documents always related to their meetings and PEGSAP implementation and thoroughly prepare for the meetings of the Steering Committee. They should demonstrate commitment to the success of PEGSAP implementation in enabling countries to mainstreaming gender equality in the energy sector. They are to serve as ambassadors for the PEG Network to facilitate gender equality in the clean energy sector.

5. Chairpersonship

5.1 Selection

The Chairpersonship of the PEG Regional Steering Committee shall be drawn from the PICs within on a rotational basis across regions for a maximum period of one year.

Except for the inaugural meeting, the Chairpersonship of the Steering Committee shall be selected by members of the Regional Steering Committee at the first meeting and annually thereafter.

5.2 Responsibilities of the Chairperson

The overall responsibility of the chairperson will be to represent the Regional Steering Committee, oversee and guide the deliberations of the Steering Committee and to ensure that decisions taken are actionable and are in line with the objectives of PEGSAP.

She or he will work closely with the PEGSAP Manager based in SPC on advancing the course of the PEGSAP implementation.

6. Secretarial Services

The PEGSAP Manager shall render secretariat services to the Regional Steering Committee. Secretariat services will include preparation of documents for the meetings of the Regional Steering Committee including invitations, agenda, minutes and other relevant documents. The Secretariat will also follow up on assignments related to the work of the Regional Steering Committee. The Secretariat of the Steering Committee will also keep the chairperson of the Steering Committee updated on all matters of the PEG Network. The Regional Steering Committee shall be periodically (annually) updated on the development and implementation of PEGSAP.

7. Decision Making Process

The decision-making process of the Regional Steering Committee shall be based on a no-objection basis. Decisions that cannot be reached by no-objection basis during Steering Committee meetings shall be referred to the Chairperson. The Chairperson shall develop a solution for a decision to be distributed to Steering Committee members through the PEGSAP Manager. The PEGSAP Manager serving as secretariat to the Steering Committee shall distribute minutes via email of each meeting to Steering Committee members within 7 working days of the date of the meeting. If within 14 days of the issue of the minutes, no objection has been raised to these minutes, they shall be considered adopted. Objection/comments must be raised, in writing or via email, addressed to the PEGSAP Manager at SPC

who will correct the minutes and circulate the amended version to the Steering Committee members within 7 days from the date of receiving the written feedback.

8. Hosting and Frequency of Meetings

The Regional Steering Committee shall convene at least two (2) physical meetings for the first year and thereafter to meet annually as determined by the Chairperson. The Regional Steering Committee will also have the liberty to call for extra-ordinary meetings based on needs and availability of resources. Due to cost implications, the Regional Steering Committee shall endeavour as much as possible to hold their meetings on the margin of other big fora and explore virtual meetings especially those related to consultations.

The date, time and venue for meetings of the Steering Committee shall be agreed upon by members of the Steering Committee and documented in the minutes of the meetings accordingly.

The date, time and venue of extra-ordinary meetings shall be determined by the Secretariat in consultation with the chairperson. Meetings may be hosted on a rotational basis among the pacific regions as may be determined by the first Steering Committee meeting.