



Darwin Plus DPLUS094

Developing Marine Spatial Planning (MSP)

Tools for the Turks and Caicos Islands

Project Management Group (PMG)

TERMS OF REFERENCE

1 Background

There are a range of stakeholders working in the Turks and Caicos Islands EEZ, which is rich in biodiversity, and provides important ecosystem goods and services including its vital disaster mitigation role. However, there is risk to the marine environment from resource extraction and coastal development and such pressures are likely to intensify. Existing management, use and legislation needs to be improved to ensure sustainability. This project will create the framework and tools to bring together these functions and uses of the marine environment, which is essential for developing a Marine Spatial Plan in the Turks and Caicos Islands and includes a series of reviews, stakeholder meetings and workshops; an all-island metadata catalogue and GIS database for analyses and visualisation that will feed into future planning and decision-making in the Turks and Caicos Islands marine environment.

2 Purpose & Functions

In line with the Memorandum of Understanding signed by all project partners, the overarching purpose of the Project Management Group is to monitor and steer the project, ensuring it aligns with the project proposal document, and to ensure that the project delivers its outputs on time, and on budget. The Project Management Group will approve the Monitoring and Evaluation plan at the start of the project, and sign off its implementation throughout the project duration. The Project Management Group provides high level decisions regarding any changes to the Project Management Plan, and will review relevant documents associated with this, such as the project risk register and the issues log. The Project Manager will present a quarterly report on progress against deliverables, progress against the monitoring and evaluation plan and quarterly financial reports.

3 Membership



Current membership and affiliation of the Developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos Islands Project Management Group is outlined in Annex I.

4 Operation

The Developing Marine Spatial Planning (MSP) Tools for the Turks and Caicos Islands Project Management Group will be chaired by the SAERI Deputy Director – Innovation. The project manager will act as Secretariat, circulating the agenda, sending relevant information/papers to members, facilitating the meeting and drafting minutes. The Project Management Group will meet according to the demands of the project, with particular respect to the timetable outlined for the Marine Spatial Planning project, but will meet at quarterly intervals as a minimum. Additional meetings can be called as and when required. Minutes following each Project Management Group will be circulated as soon as reasonably possible after the meeting by the Secretariat. It is the responsibility of each member to check the minutes for accuracy and raise any concerns as soon as possible with the Secretariat and Chair. Decisions will be made during meetings in open discussions (only decisions/outcomes and actions shall be recorded in the minutes). All documents produced as part of the project (and for external dissemination to Stakeholders) shall be submitted for review by email/google documents to the Project Management Group members, who will approve their release to stakeholders (all members must approve documents). Reviews are expected to be turned around within 5 working days for normal length documents (if a member cannot carry out the review in this time frame, they should inform the Secretariat and defer their authority to the other members).

Annex I: Membership

Name	Affiliation	Contact email
Lormeka Williams	DECR	
Dr Eric Salamanca	DECR	
Luc Clerveaux	DECR	
Tara Pelembe	SAERI	
Dr Paul Brickle	SAERI	
Dr Julian Tyne	SAERI	
Marcin Gorny	SAERI	
Dr Megan Tierney	JNCC	
Jake Kuyer	EFTEC	
Invitation - people may be asked/invited to		



attend/contribute to PMG discussions on particular issues/activities relating to the project from time to time/ad-hoc basis		
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