

## **Master Plan**

### **MEMAC Programme Management Plan (PMP)**

#### **Committees Term of Reference (ToR)**

(Committees Mandate)

**April 2015**

Checked and completed: April 2015

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## 1. Overview:

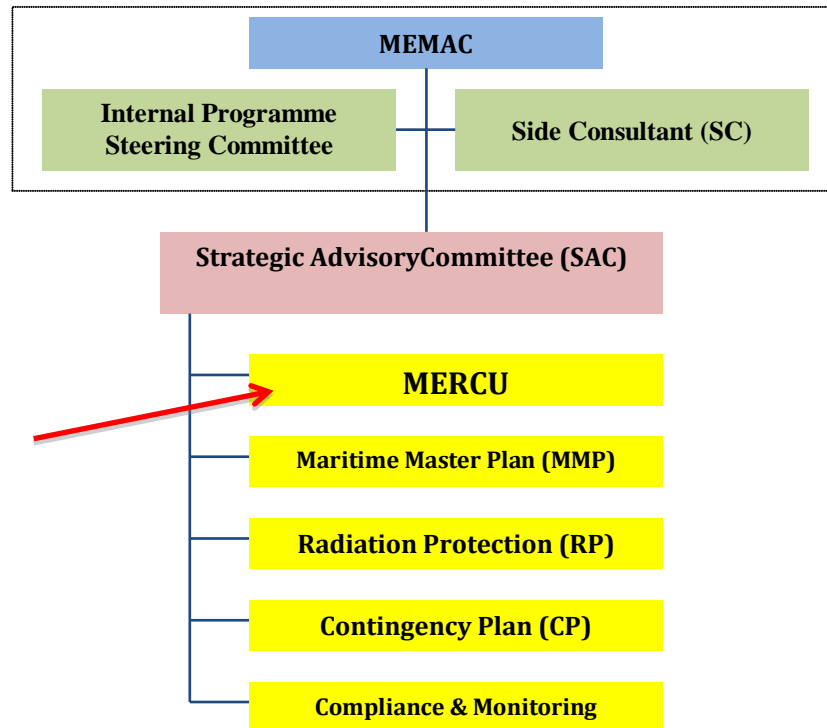
ROPME Council has adopted a set of Decisions in form of activities, programmes and projects which to be implemented in 2014/2015 where a preliminary study (Annex 1) linked all these activities together under one programme management plan (PMP) as they are linked to each other in their nature. The PMP allows MEMAC to work with different activities with great focus and to maximize the use of different resources.

Throughout the analysis for the implementation rate of different activities, it has shown that MEMAC encounters different challenges on the execution process; such difficulties should be relieved before any improvement to be notable. We summarize the challenges encountered by MEMAC's activity execution as follows:

1. The analysis showed that, in order to achieve the best implementation rate, a process of enforcing the National Focal Points is needed.
2. The National Focal Points are mostly from the environmental regulators within the Member States while most of MEMAC activities are within the mandate of different organizations within the Member States, such as the maritime authorities or the oil and gas sectors. Such situation requires that MEMAC as well as the National Focal Points should create more communication channels and to work directly with the activities' own organization within the Member States.
3. Many of MEMAC activities require legislation arrangements within the Member States where such requirement needs to be followed to expedite the issuance of such legislations.
4. MEMAC encounters lack of enough capable staff to manage different activities and to work with the Member States to facilitate the implementation process, which means that a new approach of activity and programme management is much needed.

This document will propose activity programme management implementation strategy that will deal with the above mentioned challenges and at the same time will introduce the concept of integrated programme management within MEMAC's management system.

## 1.1 Maritime Emergency Response and Salvage Co-ordination Unit (MERCU) Committee:



### 1.1.1 Definition:

This is a Regional committee, which should undertake the full task of implementing the MERCU project. Such committee should ensure successful implementation of this project and act on whatever issue may be raised during the execution phase. This committee should support the full achieving of the MERCU programmes agreed objectives as the following:

1. To define MERCU role and the necessary tools needed, considering the existence available tools.
2. To support the Member States in addressing MERCU in their National legislation
3. To implement the Regional Service Charge, based on the Polluter Pays principle
4. To generate the project concept document for the MERC, which includes the terms of reference, financial and human resources needed for each center
5. To establish an implementation mechanism, considering the local nominated responsible authority as the cornerstone for the implementation

6. To generate the terms of reference for the Regional fund located at MEMAC Emergency Fund.

The expected agreed outcomes are:

- Recommendations to the Member States on how to address MERCU within the National legislation
- Regional Tariff calculation mechanism
- Request for bid (RFB) document on establishing MERC
- Terms of reference and mechanism for companies' pre-qualification
- Terms of reference for the MERCU operation
- Agreed arrangements for the Regional Fund at MEMAC
- Implementation monitoring and follow-up mechanism for establishing MERC.

### **1.1.2 Membership:**

The committee will be structured as the following:

- A representative from each Member State. Such representative should be a state's nominated high – level decision-maker from the maritime authority (full membership)
- MEMAC subject specific expert (observer)

### **1.1.3 Mandate and Responsibilities:**

1. Approve MERCU project implementation plan
2. Monitor the implementation of MERCU project within the Member States, providing the necessary support to ensure full implementation of the project
3. Provide solution(s) for any implementation related issue that may be raised
4. Report on the project's progress to the RSAC.

### **1.1.4 Chairing:**

The chairing term of this committee is one year, and the chair should be selected by the committee members every year with considering the rule of not to select the same chair (or state) for two consecutive terms.

### **1.1.5 Frequency and Records of the Meetings:**

The meetings of this committee should be conducted every 3 months. All the committee's reports and agendas should be made available to the members through MEMAC's website.

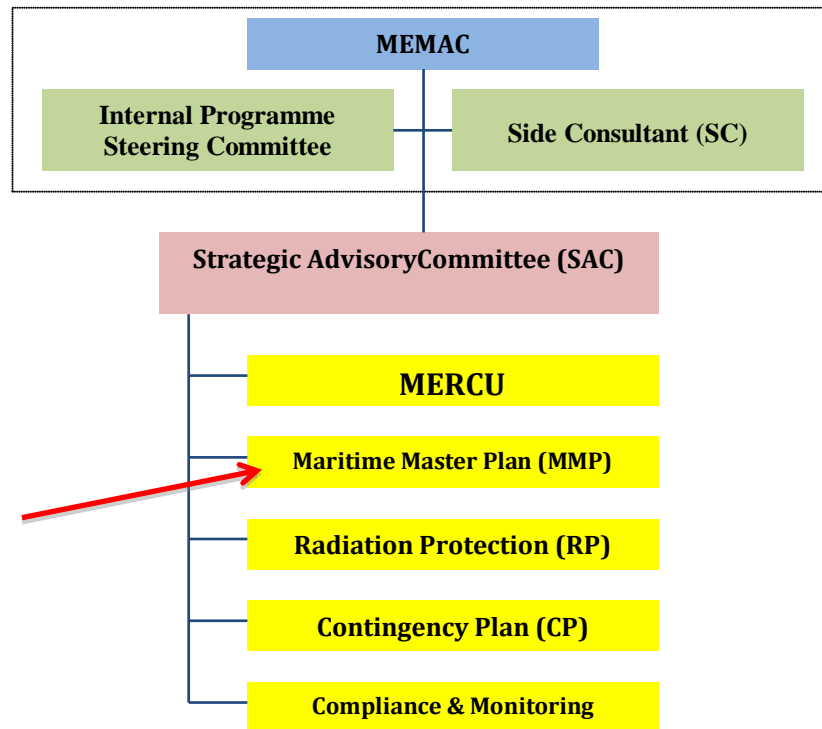
### **1.1.6 Reporting:**

- A semi – annual report should be submitted to SAC.
- The reports of different meetings to be submitted to MEMAC's director, and if any feedback is requested from MEMAC's director, the answer should be given to the committee not later than the next scheduled meeting.
- The chair should attend ROPME Council Meetings (if requested) to answer or defend any comment from the Member States during the Council Meetings.

### **1.1.7 Quorum:**

The recommendations of the committee should be adopted, basing on consensus principle, prior to submission to the Council.

## 1.2 The Maritime Master Planning (MMP) Committee:



### 1.2.1 Definition:

This is a regional committee which should undertake the full task of implementing the Maritime Master Planning (MMP) programme. Such committee should ensure successful implementation of this programme and act on whatever issue may be raised during the execution phase. This committee should support the full achieving of the agreed objectives of the MMP programme as the following:

1. To properly design implementations plan for the Regional Maritime Master Plan.
2. To establish an implementation monitoring system that ensures full involvement and awareness of different stakeholders and decision-makers on the process of implementation
3. To establish needed Regional boards and National committees and bodies to implement the Master Plan.

The expected agreed outcomes should be as follows:

- The announcement of the implementation plan for the Regional Maritime Master Plan.
- Member States to adopt the Regional Guidelines and procedures within their National legislation and strategies as appropriate.
- A template for the National Maritime Master Plan with a road map for each Member State

- Mandate for different Regional boards and National Committees.

### **1.2.2 Membership:**

The committee will be structured as the following:

- A representative from each Member State. Such representative should be a state's nominated decision-maker from the portsmaritime authority (full membership)
- MEMAC subject specific expert (observer)

### **1.2.3 Mandate and Responsibilities:**

5. Commence the MMP project implementation plan
6. Monitor the implementation of MMP programme within the Member States, providing the necessary support to ensure full implementation of the programme
7. Provide solution/s for any implementation related issue that may be raised
8. Report on the programmes progress to RSAC and other Committees.

### **1.2.4 Chairing:**

The chairing term of this committee is one year, and the chair should be selected by the committee members every year with considering the rule of not to select the same chair (or state) for two consecutive terms.

### **1.2.5 Frequency and Records of the Meetings:**

The meetings of this committee should be conducted every 3 months. All the committee's reports and agendas should be made available to the members through MEMAC's website.

### **1.2.6 Reporting:**

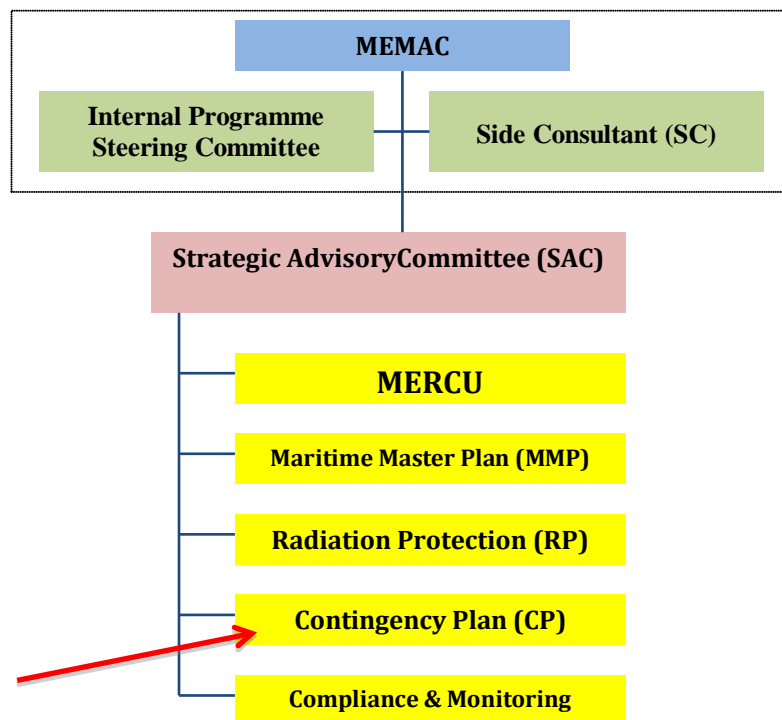
- A semi - annual report should be submitted to SAC.
- The reports of different meetings should be submitted to MEMAC's director, and if any feedback is requested from MEMAC's director, the answer should be given to the committee not later than the next scheduled meeting
- The chair should attend ROPME Council Meetings (if requested) to answer or defend any comment from the Member States during the Council meetings.

### **1.2.7 Quorum:**

The recommendations of the committee should be adopted, basing on consensus principle prior to submission to the Council.



### 1.3 The Contingency Plan Committee (CP):



#### 1.3.1 Definition:

This is a Regional Committee, which should undertake the full task of implementing the contingency plan (CP) programme. Such committee should ensure successful implementation of this project and act on whatever issue may be raised during the execution phase. This committee should support the full achieving of the CP programmes agreed objectives as the following:

1. To Strengthen and Harmonize coordination and communication among the Member States
2. To establish a response protocol for all types of marine emergencies and incidents
3. To assist the Member States in establishing the National Contingency Plan
4. To assist in creation of a database of all hazardous substances that may be transported within the ROPME Sea Area
5. To establish a map for the sensitive areas within RSA with the degree of sensitivity
6. To define the Regions' Places of Refuge
7. To utilize the use of the recent technology on crisis and emergency management (Trajectory Models, aerial satellites ...etc.)

8. To frequently update the Regional Oil and Hazardous Contingency Plan and to carry out the Regional exercise.

The expected outcomes are:

- Establish a communication protocol among the response officers
- Adopt response guidelines by modifying the manual, based on the Emergency Type and the Hazardous material categories
- Revise the RSA Regional Contingency Plan, based on the National Contingency Plans of the Member States
- Announce the RSA Places of Refuge
- Launch a Database of Hazardous Substances and suitable methods of response
- Establish an on-line website for different emergency and crisis management technologies and tools.

### **1.3.2 Membership:**

The committee will be structured as the following:

- A representative from each Member State. Such representative should be a state's nominated decision-maker from the National emergency response organization (full membership)
- MEMAC's subject specific expert (observer)

### **1.3.3 Mandate and Responsibilities:**

1. Carry out the process of the Regional Action Plan for Response to Oil and Hazardous Emergencies.
2. Monitor the implementation of CP project within the Member States, providing the necessary support to ensure full implementation of the programme
3. Provide solution/s for any implementation related issues that may be raised
4. Report on the programmes progress to the RSAC and other related Committees.

### **1.3.4 Chairing:**

The chairing term of this committee is one year, and the chair should be selected by the committee members every year with considering the rule of not to select the same chair (or state) for two consecutive terms.

**1.3.5 Frequency and Records of the Meetings:**

The meetings of this committee should be conducted every 6 months. All the committee's reports and agendas should be made available to the members through MEMAC's website.

**1.3.6 Reporting:**

- A semi – annual report should be submitted to SAC.
- The reports of different meetings to be submitted to MEMAC's director, and if any feedback is requested from MEMAC's director, the answer should be given to the committee not later than the next scheduled meeting
- The chair should attend ROPME Council Meetings (if requested) to answer or defend any comment from the Member States during the Council meetings.

**1.3.7 Quorum:**

The recommendations of the committee should be adopted, basing on consensus principle and prior to submission to the Council.

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