



## JOINT NATIONAL ACTION PLAN 2018-2028 (JNAP 2)

### JNAP 2 INSTITUTIONS

### TERMS OF REFERENCE

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## ACRONYMS

Acronym	Description
CC	Climate Change
CCF	Climate Change Fund
CCD	Climate Change Department(within MEIDECC)
CSO	Civil Society Organizations
DMD	Disaster Management Department (within MEIDECC)
DRM	Disaster Risk Management
DOE	Department of Environment within MEIDECC)
JNAP	Joint National Action Plan for Climate Change and Disaster Risk Management
JNAP TF	Joint National Action Plan for Climate Change and Disaster Risk Management Task Force
NCCCC/NEMC	Joint meeting of the NCCCC and NEMC Committee
HMAF	His Majesty's Armed Forces
MAFFF	Ministry of Agriculture, Food, Fisheries and Forestry
MDA	Government Ministries, Departments and Agencies
MEIDECC	Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications. Unless otherwise referred to, "Ministry" in this document is a reference to MEIDECC.
NCCCC	National Climate Change Coordinating Committee
NEMC	National Emergency Management Committee
NGO	Non-Government Organizations
PSC ECCDRM	Parliamentary Standing Committee on Environment, Climate Change and Disaster Risk Management
ToR	Terms of Reference
TCCTF	Tonga Climate Change Trust Fund

## INTRODUCTION

The Government of Tonga launched the *Joint National Action Plan on Climate Change Adaptation and Disaster Risk Management 2010 – 2015 (JNAP)*, in 2010. This was Tonga's joint strategic action plan to ensure that all sustainable development activities in Tonga are climate and disaster resilient.

In 2017, the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC) developed the *JNAP 2018-2028 (JNAP 2)* as the second phase of its joint strategic action plan for climate change (CC) and disaster risk management (DRM).

The JNAP 2 outlines six thematic objectives, twenty-five sub-objectives and ninety-two activities as action priorities to be implemented over a ten-year period. This was endorsed by the Government of Tonga in mid-2018.

The following four key institutions were identified to support MEIDECC implement the JNAP 2:

- (i) The JNAP Secretariat,
- (ii) The JNAP Task Force (JNAP TF),
- (iii) The Joint National Climate Change Coordinating Committee and National Emergency Management Committee (NCCCC/**NEMC**), and
- (iv) The Parliamentary Standing Committee on Environment, Climate Change and Disaster Risk Management (PSC ECCDRM).

Note: with the passing of the Disaster Risk Management Bill 2021 (awaiting Royal Assent) in August 2021, the NEMC has been replaced by the National Disaster Risk Management Committee ("NDRMC"). References are still being made to an "NEMC" throughout this document, but once Royal Assent has been given, the Joint NCCCC/NEMC will no longer exist.

In consultation with key stakeholders in government, non-government organisations and the private sector, a thorough examination of the four institutions have been completed. This includes examining their roles and responsibilities, and a review of their current Terms of Reference. Consultations was facilitated and convened under the guidance of the Department of Climate Change.

To ensure the effectiveness and efficiency of the implementation of these institutions, the TORs for the four institutions are hereby updated and set out in this document. The TORs were updated to clarify the four institutions purposes, confirm their roles and responsibilities and to ensure they work together better.

Overall, the aim of the updated TORs is to support the Government of Tonga achieve the best climate and disaster resilient outcomes for Tonga under JNAP 2.

## **A. THE TERMS OF REFERENCE OF THE JOINT NATIONAL ACTION PLAN SECRETARIAT UNDER THE JNAP 2**

### **1. THE JNAP SECRETARIAT**

The implementation of JNAP 2 will be administered and supported by a strengthened JNAP Secretariat, established at the Department of Climate Change within the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC).

The JNAP Secretariat will emphasise on monitoring and evaluation (M&E) of JNAP 2 and its activities. This Terms of Reference (TOR) defines the role of the JNAP Secretariat in term of supporting the JNAP Task Force which consists of the JNAP Technical Working Group and the JNAP NGO Forum.

The JNAP Secretariat consists of key positions who report to the Head of the Policy and Planning Division of the DCC. These include:

- (i) The Climate Change Technical Officer (*Refer to Annex 1 for the ToR*)
- (ii) The Climate Change Finance Officer (*Refer to Annex 2 for the ToR*), and
- (iii) The Climate Change Communications Officer (*Refer to Annex 3 for the ToR*).

The JNAP Secretariat should also include a policy/legal officer and a monitoring, evaluation and learning officer. The JNAP Secretariat may also engage other officers as may be required.

### **2. ROLES & RESPONSIBILITIES**

#### **TOR 1. ADVISORY FUNCTIONS**

The JNAP Secretariat shall perform the following tasks as part of its advisory role to the DCC, the MEIDECC, the JNAP TF, the Joint NCCCC/NEMC and the PSC ECCDRM:

- 1.1 Provide advice to assist the Government of Tonga make informed key policy and high-level decisions on climate change and disaster risk management issues.
- 1.2 Identify and assess all climate finance options that are currently being utilized in Tonga, which are available to support the implementation of JNAP 2 and its activities. This includes:
  - 1.2.1 Supporting the DCC liaise with donor and development partners to secure climate finance to implement the JNAP activities.
  - 1.2.2 Providing relevant technical and financial reports on the implementation of JNAP 2.
  - 1.2.3 Capitalizing on the financing and implementation of the Tonga Climate Change Fund.
- 1.3 Identify capacity building opportunities in climate change and disaster risk management including project development and management, climate financing and financial reporting.
- 1.4 Collate all information on the latest knowledge and data available regarding climate change and disaster resilience technology, programs, projects and activities, particularly where its application will be beneficial for Tonga.
- 1.5 Ensure that the JNAP 2 Annual Implementation Plan, the JNAP 2 Annual Report and the JNAP 2 M&E Progress report are prepared and submitted in a timely manner.
- 1.6 Act as a repository for all knowledge and information gained through the Government's participation in national, regional and international forums. Therewith, advise on Tonga's position on climate change and disaster resilience matters.

## **TOR 2. STRATEGIC PLANNING, IMPLEMENTATION & REPORTING**

The JNAP Secretariat shall perform the following tasks to support the DCC and the JNAP TF with the implementation of the JNAP 2.

- 2.1 Provide an annual update on the implementation of the JNAP 2 strategic plan and its activities.
- 2.2 Submit the JNAP 2 Annual Implementation Plan before the end of the last quarter of the previous financial year. The JNAP 2 Annual Implementation Plan will be reviewed and vetted by the Department of Climate Change before it is submitted to the JNAP TF for further comments and final approval. The JNAP 2 Annual Implementation Plan will become effective upon approval by the JNAP TF.
- 2.3 Submit the JNAP 2 Annual Report to the MEIDECC CEO at the end of the first quarter of the new financial year. The annual report will include the following information:
  - (i) a stock-take report of all CC and DRM activities that have been completed, activities being implemented, and activities in the pipe-line.
  - (ii) a report on the JNAP M&E System, and
  - (iii) an annual financial report at the end of each financial year.

If required, quarterly progress reports maybe required and submitted to the DCC with the same information as outlined in 2.3 (i) – (iii).
- 2.4 The JNAP 2 Annual Implementation Plan and JNAP 2 Annual Report will be submitted to the NCCCC/NEMC and the PSC ECCDRM for its information only.
- 2.5 Advocate and work with all Government Ministries, NGOs, the private sector and related stakeholders to mainstream climate change and disaster risk management through all sector and management strategic plans.

## **TOR 3. OPERATING PROCEDURES & REPORTING**

Standard Operating Procedures will be designed for key administration and operation processes of the JNAP 2. The JNAP Secretariat will perform the following tasks to ensure the effective and efficient implementation of the JNAP 2 and its activities.

- 3.1 Design Standard Operation Procedures (SOP)
  - 3.1.1 Identify and prioritise the JNAP 2 administration and operation processes required to implement the JNAP 2.
  - 3.1.2 Design SOP for each identified process required to operationalize and implement the JNAP 2.
  - 3.1.3 Each SOP will be submitted to the JNAP TF for review and approval.
- 3.2 Reporting
  - 3.2.1 Follow and adhere to the SOP to produce JNAP Secretariat and JNAP Task Force meeting reports.
  - 3.2.2 Follow and adhere to the SOP to develop the JNAP 2 M&E reports.

- 3.2.3 Follow and adhere to the SOP to consolidate and produce a quarterly report including technical, administrative, and financial updates on the work on implementing JNAP 2.
- 3.3.4 Consolidate the reports for the JNAP 2 Annual Report. The report will be submitted to NCCCC/NEMC and the PSC ECCDRM to assist with higher-level decisions on climate change and disaster risk management matters.

#### **TOR 4. MONITORING & EVALUATION (M&E)**

- 4.1 The JNAP Secretariat will:
  - 4.1.1 Focus on the JNAP 2 M&E System to support and to allow the Government of Tonga make clear and informed decisions.
  - 4.1.2 Lead and coordinate the implementation of the JNAP 2 M&E system.
  - 4.1.3 Identify and establish sector focal points to monitor, evaluate and report on specific sector related JNAP 2 target indicators. The focal points are to be members of the JNAP 2 M&E Working Group.
  - 4.1.4 Develop a TOR for the M&E Working Group to guide its roles and responsibilities. The M&E Working Group is to develop strong working relationships with sector focal points and integrate the JNAP 2 M&E System into the National Planning Office monitoring of its national development indicator.
  - 4.1.5 Confirm the initial assessment of all CC and DRM related projects across each sector to determine a baseline data for the JNAP 2 M&E System
  - 4.1.6 Conduct quarterly reports for the JNAP 2 M&E System in collaboration with the Tonga Development Strategy's national quarterly monitoring process.
- 4.2 The JNAP Secretariat will support the JNAP 2 M&E Working Group's ability to:
  - 4.2.1 Conduct regular reviews on status of each CC and DRM target indicator as identified in the JNAP 2 M&E System. This output feeds into the annual report.
  - 4.2.2 Encourage the collection of responses to questionnaires from stakeholders on the annual stock-take report.
  - 4.2.3 Provide quarterly updates on all CC and DRM activities including those implemented across other sectors.
  - 4.2.4 Consider the implementation of a "Traffic Light" M&E system currently used by the Tonga Public Service Commission. The system would use colour coding Green ("on target") Orange ("lagging") and Red ("requiring urgent attention") to monitor the progress of the implementation of JNAP 2.

#### **TOR 5. MEETINGS**

The JNAP Secretariat will facilitate, administer and report on the meeting of the JNAP Secretariat and the JNAP TF, NCCCC, PSC ECCDRM, Climate Investment Committee and Climate Change Management Committee. The JNAP Secretariat will conduct the following tasks:

- 5.1 Provide Secretariat services for all meetings. This includes administrative, logistic and communication arrangements.
- 5.2 In consultation with the Chair, the Secretariat shall prepare the meeting agenda, minutes of the previous meeting and all other meeting papers for discussion. These documents will be circulated not less than 24 hours in advance to all the members of the JNAP TF.

- 5.3 As directed by the Chair, the Secretariat may be required to provide an update of on-going list of action items, and provide for the opportunity to add action items for the work JNAP TF.
- 5.4 Set the monthly and quarterly meetings with all Climate Change Committees as per the JNAP 2 implementation plan.
- 5.5 As and when required, set a special JNAP TF meeting to specifically discuss the technical issues and high-level committees to discuss high level policy issues in relation to JNAP 2 implementation plan (draft) and the JNAP 2 annual report (draft).
- 5.6 Conduct other specific tasks as directed by DCC and/or the JNAP TF, including research and document writing and any other administrative or work that will support the convening of the Climate Change Committees meetings.

## **TOR 6. COORDINATION**

The JNAP Secretariat will be the key focal point for coordinating all CC and DRM activities that are implemented in alignment with the JNAP 2. The JNAP Secretariat will perform the following tasks:

- 6.1 Support MEIDECC with the management and coordination of all CC and DRM activities, particular those that are within the ambit of JNAP 2 and MEIDECC.
- 6.2 Be the focal point for all administrative and operational matters related to the implementation of the JNAP 2.
- 6.3 Be the focal point for providing information regarding the implementation of JNAP 2 particularly in terms of informing the JNAP TF, the NCCCC/NEMC and the PSC ECCDRM on climate change and disaster risk management matters.
- 6.4 Coordinate climate change and disaster resilience activities that are directly within JNAP implementation plan, or for which they are responsible for. Coordinate JNAP TF's technical assistance and advice for these activities.
- 6.5 Support the DCC with the management and coordination of the JNAP 2 M&E System, particularly to collect information and responses that are implemented in other sectors and by other Ministries.
- 6.6 Continue to support the integration of the JNAP actions into corporate plans, sector/ organization and community plans.

## **TOR 7. FINANCE AND TECHNICAL ASSISTANCE**

The JNAP Secretariat will provide technical advice to the DCC and the JNAP TF on all matters related to financing the implementation of JNAP 2 and its activities. The JNAP Secretariat will perform the following tasks:

- 7.1 Support the DCC to liaise with donor and development partners to secure climate finance and technical assistance to implement the JNAP activities.
- 7.2 Organise annual forums to review the JNAP 2 implementation plan and to identify specific activities for development partner support – financial and/or technical support.
- 7.3 Work to ensure the data and information from the JNAP M&E System can be easily adapted to provide inputs to the narrative and financial report of JNAP activities, but also to assist in annual reports required by the new legislation for the Minister, and for donors who may be considering financial assistance.



- 7.4 In consultation with relevant sectors, support the Ministry of Finance and MEIDECC as required regarding any information required for financial acquittals in relation to a JNAP 2 project or activity.
- 7.5 Review financial acquittal reports submitted by the sectors before submission to the JNAP TF and the Department of Climate Change for finalization.
- 7.6 Support DCC by covering both national CC and DRM activities under JNAP2, with both the narrative and financial report to be approved by Director for DCC.
- 7.7 Continue to collaborate with the National Planning Office with the dissemination of quarterly questionnaires and the collation of responses to support the quarterly JNAP 2 M&E System report.

## **B. THE TERMS OF REFERENCE OF THE JOINT NATIONAL ACTION PLAN TASK FORCE UNDER THE JNAP 2**

### **1. THE JNAP TASK FORCE**

The JNAP Task Force (JNAP TF) is currently made up of two forums consisting of different members. However, the two forums will perform the same roles and responsibilities as identified below.

The JNAP TF forums include:

- (i) The JNAP Technical Working Group – this forum consists of technical experts from the various Government Ministries and Departments.
- (ii) The JNAP NGO Forum – this forum consists of representatives from the NGO, Disability Groups, Faith Based Organisations and the private sector.

### **2. ROLES & RESPONSIBILITIES**

#### **TOR 1. GENERAL ADVISORY FUNCTIONS**

The JNAP TF's primary role is to provide general advisory services on all matters of national interest related to CC and DRM. This advice is provided primarily to the JNAP Secretariat, DCC, MEIDECC, the NCCCC and the PSC ECCDRM. In this context, the JNAP TF will perform the following tasks:

- 1.1 Provide high-level information, advice and guidance on all CC and DRM issues that is required by Government, the NGO and the private sectors in order to make informed decision on issues of national interest.
- 1.2 Provide operational advice to assist with the implementation of JNAP 2 and its activities.
- 1.3 Promote knowledge, scientific evidence-based and traditional knowledge in decision-making about CC and DRM.

#### **TOR 2. TECHNICAL ADVICE**

The JNAP TF's secondary role is to provide technical advisory services on all matters related to the implementation of the JNAP 2 and its activities as outlined in the Annual Implementation Plan. The JNAP TF will advise the JNAP Secretariat, DCC, MEIDECC, the NCCCC and the PSC ECCDRM when performing the following tasks:

- 2.1 Provide ground-level advice and technical reviews of all CC and DRM related activities to ensure its alignment to the JNAP 2.
- 2.2 Provide high-level advice to DCC and MEIDECC in order to inform technical decisions related to CC and DRM project profiles and proposals related to the implementation of JNAP 2. This will include the following:
  - 2.2.1 Review CC and DRM project profiles, concepts and proposals from Government, NGO and private sectors and development partners or donors against JNAP 2 activities and priorities.
  - 2.2.2 Review all CC and DRM related full project proposals from Government Ministries and development partners or donors against JNAP 2 activities and priorities.
  - 2.2.3 Assess and vet all climate finance proposals from JNAP Secretariat to support the JNAP 2 and its Annual Implementation Plan.

- 2.2.4 Continue to develop as a hub or think-tank for ideas, concept papers and proposals for the effective implementation of JNAP 2.
- 2.3 Provide high-level technical advice to DCC and MEIDECC on the implementation and outcomes of the JNAP 2 M&E System.

### **TOR 3. REPORTING**

The JNAP TF shall be responsible for vetting all documents and reports prior to presenting to or advising the DCC, MEIDECC, Joint NCCCC/NEMC and the PSC ECCDRM. The JNAP TF will vet the following:

- 3.1 Quarterly update report on the status of JNAP 2 activities currently implemented in all sectors.
- 3.2 Financial summary reports on the funds provided to implement the specific components or activities of the JNAP 2 and its Annual Implementation Plan to be presented to donors and development partners during the annual climate change round tables.
- 3.3 Information Papers prepared as source material for the DCC annual report for CCDRM, and the MEIDECC Minister's reports required under the Tonga Climate Change Fund Act, 2021.
- 3.4 The JNAP Annual Report and the JNAP 2 M&E Report. If required, the JNAP TF may request for JNAP Annual Progress reports including the financial report and M&E System reports.

### **TOR 4. MEETINGS**

The JNAP TF meetings will be guided by the annual meeting schedule prepared by the JNAP Secretariat.

- 4.1 The Chair of the JNAP TF will be the Director of DCC or an alternate senior official of the DCC.
- 4.2 The Co-Chair of the JNAP TF will be the Director NEMO or an alternate senior official of NEMO.
- 4.3 The JNAP TF will meet at least once a month.
- 4.4 The JNAP TF will refer to the meeting minutes and agenda prepared by the JNAP Secretariat and will conduct discussion on progress from work arising from previous meetings, conduct an update of the on-going list of action items, and provide for the opportunity to add action items for the work of JNAP Secretariat and JNAP TF.
- 4.5 Provide a plan of action, for urgent or special meetings that are required outside the normal meeting schedule.
- 4.6 Establish Standard Operating Procedures (SOP) for the development and design, implementation and review of the JNAP 2 projects and activities during meetings. The SOP is to be revised periodically to ensure the efficient implementation and completion of the JNAP 2 activities.

### **TOR 5. MONITORING & EVALUATION**

The JNAP TF will provide technical inputs to the review of the JNAP 2 and its Annual Implementation Plan.

- 5.1 Review and assess the Annual JNAP M&E Progress report, to ensure it is working effectively during the JNAP 2 implementation period.

- 5.2 Assess and ensure that outputs and outcomes of the JNAP M&E System are translated as high-level inputs to the National Planning Division quarterly reporting system on the Tonga Development Strategy national targets.

#### **TOR 6. INFORMATION GATHERING**

- 6.1 Discuss and provide quality advice on the latest knowledge and information available regarding climate change and disaster resilience activities, science, technology and traditional knowledge.
- 6.2 Discuss and provide quality advice on outcomes from regional and international forums as a result of Tonga's participation.

#### **TOR 7. MAINSTREAMING**

- 7.1 Promote, assess and monitor the integration of CC and DRM in sector, corporate, organization, island and community plans.
- 7.2 Liaise with all sectors to ensure that CC and DRM mainstreaming, data and information management, capacity building, and resilience building actions are fully implemented.

#### **TOR 8. COMMUNICATIONS ADVOCACY**

- 8.1 Continue to advocate for JNAP 2 at national, regional and international forums.
- 8.2 Build and maintain good working relationships with donors and development partners.
- 8.3 Support the JNAP 2 Communication Strategy and review and update to ensure its alignment with the JNAP 2 and Annual Implementation Plan.
- 8.4 Provide leadership and advisory role for in-country consultation that may be required for the implementation of JNAP 2.

#### **TOR 9. FINANCIAL**

- 9.1 Provide high-level technical advice to support discussions on financial and technical support from donors and development partners.
- 9.2 Review and assess proposals for financial and technical assistance from donors and development partners to implement JNAP 2 and its activities. Where required, support and provide counterpart support to donors and development partners assisting Tonga.
- 9.3 Identify and monitor the financial costs of implementing the JNAP 2 Annual Implementation Plan and the JNAP 2 Communication Strategy.

## **C. THE TERMS OF REFERENCE OF THE JOINT NATIONAL CLIMATE CHANGE COORDINATING COMMITTEE AND THE NATIONAL EMERGENCY MANAGEMENT COMMITTEE UNDER THE JNAP 2**

### **C.1 NATIONAL CLIMATE CHANGE COORDINATING COMMITTEE (NCCCC)**

#### **TOR 1. ADMINISTRATION – TONGA CLIMATE CHANGE TRUST FUND**

***Note: parts of the NCCCC TORs are taken from the Tonga Climate Change Fund Act 2021. The Act has been passed by the Parliament in August 2021, is still subject to Royal Assent by His Majesty King Tupou VI 2021.***

***As the roles and responsibilities of the NCCCC are established by legislation, the NCCCC TOR has been drafted accordingly.***

- 1.1 The NCCCC shall oversee and ensure the national co-ordination of all activities, Government or otherwise relating to climate change.
- 1.2 Ensure the effective and efficient utilisation of the Climate Change Trust Fund.
- 1.3 Considers recommendations of the Climate Change Fund Technical Committee in its assessment reports.
- 1.4 Establishes its own rules and procedures for its work.
- 1.5 In accordance with its procedures, provide assessments to the Management Committee on the merits of project applications for access to the Climate Change Trust Fund.
- 1.6 Provide recommendations to the Management Committee on whether to approve or decline project applications.
- 1.7 Based on lessons learnt, provide recommendations to the Management Committee on how internal processes of the Fund can be improved or made more effective.

## **C.2 NATIONAL DISASTER RISK MANAGEMENT COMMITTEE / NATIONAL EMERGENCY MANAGEMENT COMMITTEE**

### **TOR 1. ADMINISTRATION**

***Note: parts of the TOR below are taken from the Disaster Risk Management Act 2021. The Bill has been passed by the Parliament in August 2021, but at the time of this report, is awaiting Royal Assent by His Majesty King Tupou VI.***

***When the Bill is assented to, the NEMC will no longer exist. The NEMC's roles and responsibilities will be taken up by the National Disaster Risk Management Committee ("NDRMC").***

***The NDRMC is established by the new legislation. A proposed TOR of both current NEMC and future NDRMC is provided below. A decision has not been made as to whether a Joint NCCCC/NDRMC is to be established by the Government.***

- 1.1 The NDRMC makes policy decisions of national significance relating to emergency management for the Kingdom.
- 1.2 Co-ordinate the development and implementation of effective emergency management for the Kingdom.
- 1.3 Approve and regularly review the National Emergency Management Plan.
- 1.4 Ensure that the regular exercise of operational procedures in the National Emergency Management Plan is carried out.
- 1.5 Have in place arrangements with other nations and relevant bodies to provide support to the Kingdom during major emergencies.
- 1.6 Provide support to District Emergency Management Committees.
- 1.7 Co-ordinate effective emergency management and emergency response in communities before, during and after the impact of an event.

### **TOR 2. SPECIFIC LEGISLATIVE ROLES**

- 2.1 Review and consider endorsing reports that are required to be referred to it by the legislation, from all stakeholder entities.
- 2.2 Advise the Cabinet as appropriate on the status of work of each entity toward its objectives of DRM in Tonga.
- 2.3 Call on resources of any Government Ministry during a declared state of emergency and facilitate co-ordination among Government Ministries, as required from time to time.
- 2.4 Endorse requests for funding from the Emergency Fund in relation to the work of the NDRMC.
- 2.5 Call meetings of all sub-committees as required under the Act, for the implementation of appropriate response and recovery efforts following a declared state of emergency.

## **D. THE TERMS OF REFERENCE OF THE PARLIAMENTARY STANDING COMMITTEE FOR ENVIRONMENT, CLIMATE CHANGE AND DISASTER RISK MANAGEMENT (PSC ECCDRM) UNDER THE JNAP 2**

***Note: The PSC ECCDRM is one of three Parliamentary Committees in Tonga specifically mandated to look at national policy and development issues.***

***Division 3 of the Rules of Procedure of the Legislative Assembly of Tonga, Section 171 (1)(f), establishes the Standing Committee on Environment, Climate Change and Disaster Risk Management. Section 180 sets out the functions of the PSC ECCDRM, which forms the basis of the TOR below.***

***Any recommendations to amend the roles and responsibilities of the PSC CCDRM be considered by Cabinet before it is tabled in the Legislative Assembly.***

### **TOR 1. SPECIFIC LEGISLATIVE ROLES**

- 1.1 Members are to meet to scrutinize all Government activity in relation to CC and DRM. Meetings may include the following:
  - 1.1.1 Joint members review all legislation, including new Bills, in the specific area of CC and DRM.
  - 1.1.2 Joint member review of the financial and budgetary matters under CC and DRM when related legislation (such as the annual national budget) is processed through Parliament.
  - 1.1.3 Provide comments during the legislative process for CC and DRM related legislation.
  - 1.1.4 Submit regular reports on the work of the Standing Committee to the Legislative Assembly Committee of the Whole House.
- 1.2 Provide comment on CC and DRM issues of national importance during Parliamentary debates.
- 1.3 Scrutinize financial and budgetary matters relating to CC and DRM which are submitted to the House for review, and subsequent auditing.
- 1.4 Meet with all stakeholders, entities and related institutions involved with national CC and DRM issues, to provide for briefings and for the purpose of presentations and informing members of matters of national interest.

ANNEX 1 JNAP 2 JNAP 2 MANAGEMENT STRUCTURE

