

Annex 4. Terms of Reference of the Regional Project Steering Committee

Steering Committee of the Regional Project (SCRP) shall be established to monitor the project's implementation and decision-making on strategic issues of the project. The key distinct roles of the members of the SCRCP are identified in the scheme below:

- Executive: individual representing the project ownership to chair the group (UNDP COs Management (lead – UNDP CO Armenia))
- Senior Suppliers: individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project. The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project (Representatives of the Russian Federation (TBC) and CO Management in Kyrgyzstan, Belarus and Kazakhstan)
- Senior Beneficiaries: individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.
 - Ministry of Energy Infrastructures and Natural Resources of the Republic of Armenia (UNDP implementing partner in the Republic of Armenia)
 - State Committee for Industry, Energy and Mining of the Kyrgyz Republic (UNDP implementing partner in the Kyrgyz Republic)
 - State Committee for Standardization of the Republic of Belarus (Gosstandart)
 - Ministry of Investments and Development of the Republic of Kazakhstan

SCRCP members convene at invitation of UNDP Armenia CO for the first meeting upon approval of the project.

1. Functions

The main functions of SCRCP include:

- Provide overall leadership, guidance and direction in successful delivery of outputs and their contribution to outcomes under the regional programme, ensuring the project remains within any specified constraints;
- Make strategic decisions, including the approval of project revisions (i.e., changes in the project document);
- Authorize any major deviation from the project document and agreed annual plans;
- Meet at least once a year (either in person or virtually) to review project implementation, management risks, and other relevant issues;
- Review annual progress reports;
- Review and recommend for UNDP approval of end project report;
- Address project issues as raised by UNDP and make recommendations on follow-on actions;
- Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks.

2. Procedures

SCRCP convenes as necessary, but no less than once per year. The first meeting of SCRCP members shall be arranged immediately upon registration of the project. Representative of UNDP in Armenia shall act as the executive secretary of SCRCP.

S/he is also responsible for preparation of materials necessary for SCRCP meetings. In the future, the executive secretary is appointed by SCRCP from among the staff of the project (management team of the project). The executive secretary does not vote on SCRCP decisions, but performs consultative function. The executive secretary coordinates appointment of venue and date of meetings with SCRCP members. Each member of SCRCP must be informed in advance on venue, date and time, and agenda of meetings.

A meeting of SCRCP is considered quorate if at least half of SCRCP members are present. In certain cases, SCRCP members can be questioned by telephone or e-mail on key issues on SRP meeting agenda.

All the project partners have the right to introduce proposals to SCRCP.