Strengthening Stakeholder Organization of Moliniere/Beausejour Marine Protected Area

(MBMPA)

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2012

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Citation

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Disclaimer

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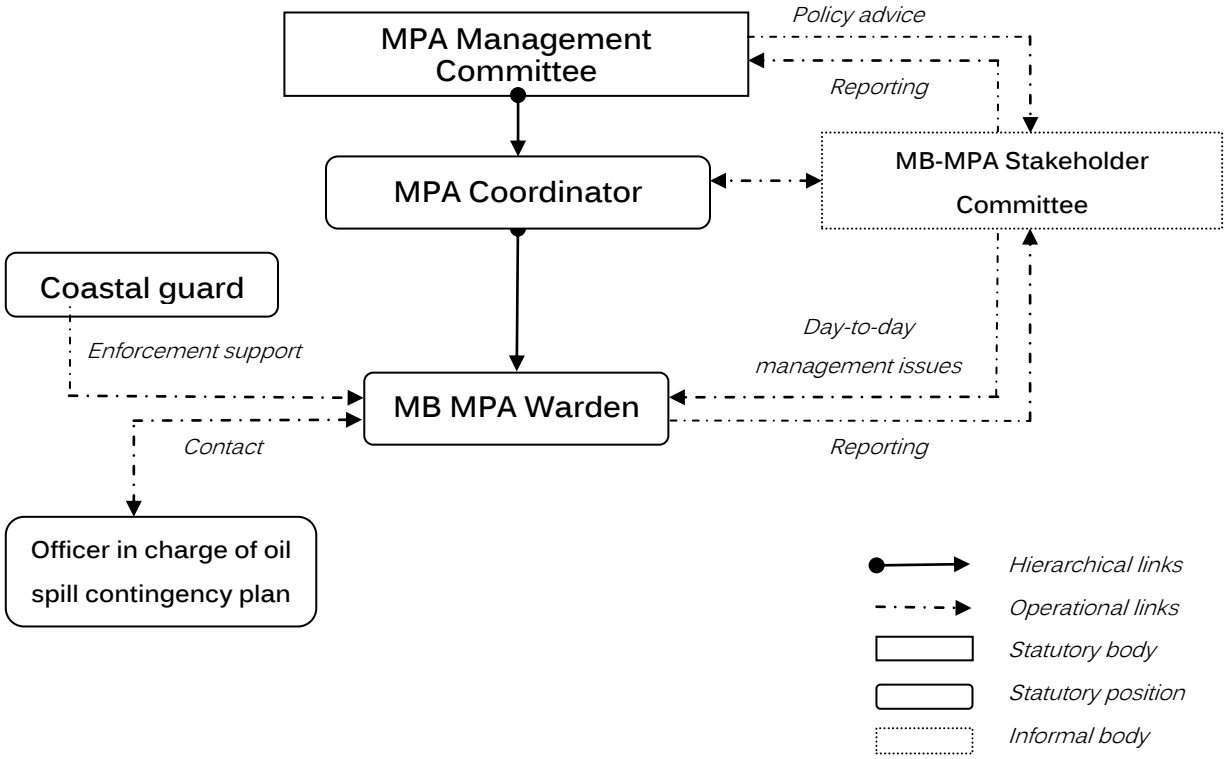
Introduction

The Moliniere/Beausejour Marine Protected Area (MBMPA) was designated in 2001. It is 60 ha (0.23 sq. miles), 1.4 miles (2.2km) long. Adjacent to the MPA are six communities that have a stake in the MPA.

The MBMPA Stakeholder Committee was formed in 2009 to assist with decision making and implementation of the management plan (Robie 2010) but has not been formalized yet as there is no provision for this Committee in the MPA legislation. This Committee has since been acting as an advisory committee to the Fisheries Division for the day-to-day operation of the MPA.

Current Management Structure



However, it was evident that training capacity was needed to address various concerns by the members on the functioning of the committee. Issues were raised frequently on communication protocols and meetings' outcomes. Some members were not familiar with the MBMPA management plan and the process of implementing the plan. Furthermore, some members were not clear about their roles and responsibilities as well as those of other members. This was affecting the management committee morale and active voluntary participation especially by private sector.

To address these issues a follow-up training on board effectiveness was conducted in November 2011 with members to strengthen the management of MBMPA committee. After

the board training, MBMPA members and the MPA management team recognised the need to further strengthen and develop the management committee into the MBMPA Management Board to allow members to take more direct responsibility in carrying out the day-to-day management of the MPA through co-management agreements. Secondly to align the MBMPA Stakeholder Committee with the National MPA management plans and operations using the Sandy Island Oyster Bed MPA Board arrangement as an example. Finally the long-term vision of the formation of the board is to explore institutional arrangements and creative ways in funding strategies that builds resilience into protecting financial resources for site base MPA management.

To further strengthen the MBMPA Stakeholder Committee participation, the MPA coordinator decided to conduct a half-day consultation meeting with MPA committee members to review the reasons for evolving from a stakeholder committee to a management board and to discuss the proposed TOR to be presented to the national level MPA committee. This was a follow-up activity to the MPA Governance Project first workshop (see Appendix 1).

The specific objectives of the consultation were to:

- Discuss the roles, responsibilities and limitations of current MBMPA stakeholder committee in the context of the MBMPA management plan.
- Announce the formation of MBMPA board.
- Finalize the draft terms of reference of the MBMPA board.

Methods

The activity concept and agenda was planned and discussed with the MPA coordinator, MBMPA chair and MPA governance project team members (Appendices 2 & 3).

Workshop Facilitation: An independent facilitator was hired to facilitate group discussion for the activity.

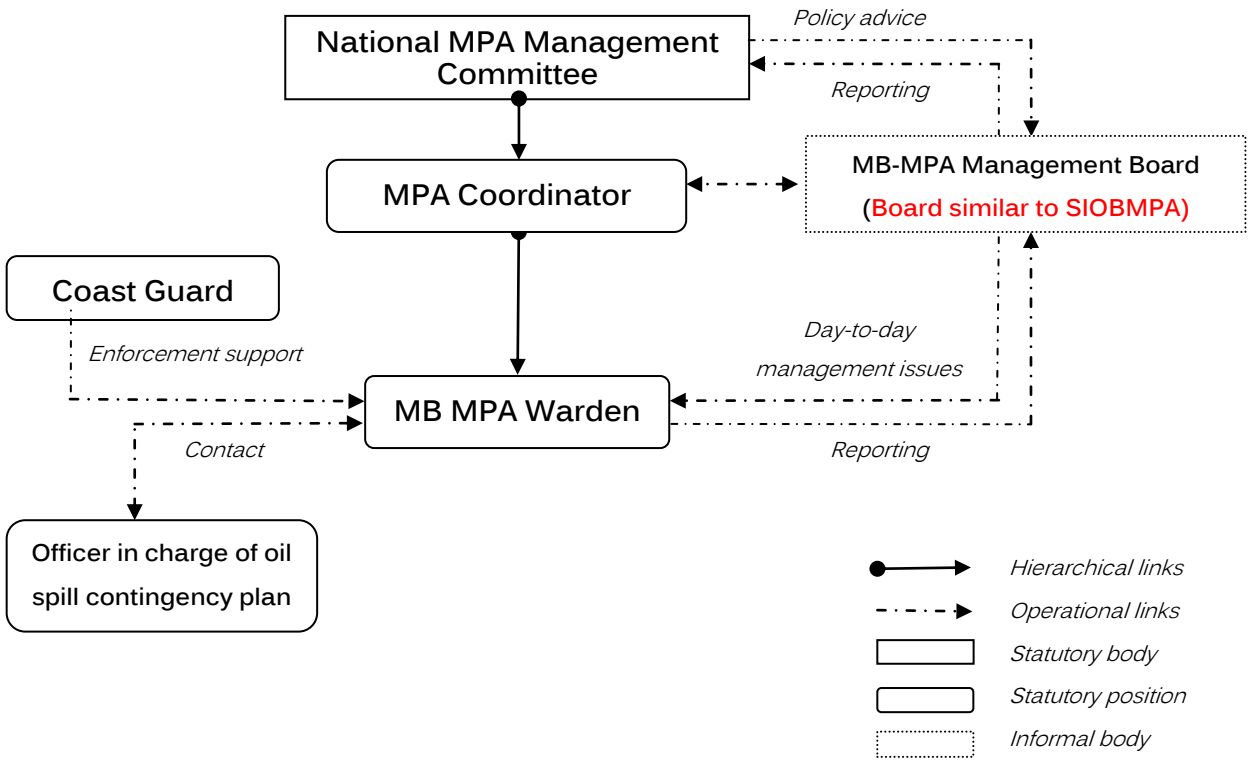
Meeting announcement: The workshop planning was addressed in the first MBMPA stakeholder committee meeting of the year. A proposed date was suggested to members in this meeting and members were asked to agree on a date. Date and agenda were confirmed in this meeting for the follow up activity two weeks prior to the activity (Appendix 2).

Workshop materials: A draft terms of reference was distributed to members a week before the activity for members to review and bring their concerns and issues to the workshop for discussion. A copy of the MBMPA management framework was distributed to members during the workshop (Appendix 4).

Results

The outcome from the workshop was the final terms of reference for the MBMPA board (Appendix 5). These terms of reference will be presented to the national MPA committee selected by the cabinet for endorsement.

Proposed Management Structure



Discussion

The current day-to-day management of the MPA faces various challenges in facilitating financial transactions under the current national level MPA financial, institutional and management arrangements. To improve the day-to-day business in the MPA management a solution driven approach was highly needed. Progress in the formulation of the MBMPA board is seen as a key step to address on-going short falls of the MBMPA management.

The results from this activity i.e. the final terms of reference will be presented to the national level MPA committee. The national level MPA committee members, selected by the Cabinet, will be briefed on the result of the consultation. The National MPA Committee in their first meeting is expected to announce their endorsement of the board.

The present MPA regulations do not provide the legal mandate for co-management arrangements, stakeholder participation or an advisory role in the management of individual MPAs in Grenada. The fisheries division has committed to amending the MPA

regulations before the end of 2012 to provide the legal mandate for site based MPA co-management agreements. The endorsement of the MBMPA board will further assist in the review of the regulations.

Key Learning

The major lessons learned from the follow-up activity relevant to building adaptive capacity were:

- The MBMPA is providing livelihood benefits to adjacent communities in the MPA and further resources will be needed to promote the livelihood activities
- More than one community representative from the site based MPA community must be on the Board to strengthen community ownership and MPA livelihood benefits.
- MPA management and operation rules (e.g. user fees) may be different for private sector and local communities
- Revising the MPA regulations to match the current arrangements will make the policy review process an adaptive process
- A synthesised MPA management plan linking to the yearly MPA activity action plan is to be developed. This would incorporate monitoring of biophysical indictors and report status of the resource being managed.

Reference

Robie, D. 2010. Moliniere/Beausejour Marine Protected Area Management Plan.

Appendices

Appendix 1: Follow-up activity form

***Adaptive capacity for MPA governance in the eastern Caribbean*: Follow-up Activity Form**

Please complete all sections and submit as an email attachment to patrick.mcconney@cavehill.uwi.edu

1. Contact information

Workshop #		Theme of activity	Management Effectiveness
Title of activity	Strengthening MPA management effectiveness		
Organisation	Moliniere/ Beausejour Marine Protected Area		
Town/location	St. George's		
Area/parish	St. George		
Country	Grenada		
Activity leader	Roland Baldeo		
Title of post held	MPA Coordinator		
Telephone(s)	1473 440 3814		
Facsimile(s)	1473 449 6613		
Email address(es)			
Skype name(s)	Roland Baldeo		

We will use e-mail for most communication so give addresses that are reliable and are checked regularly.
Type responses in the boxes below and they will expand to fit the text. Try to be concise but very clear.

2. What is the purpose/objective of your activity related to adaptive capacity for MPA governance? (<100 words)

- Clarifying the roles and responsibilities of current MBMPA management committee.
- Introducing the new proposed development of the management committee developing into MBMPA board.
- Propose the governance structure of the MBMPA board through a consultative process.

4. What specific (measurable, verifiable) outputs will you achieve by the end of the activity? (3-5 bullet points)

- Members have the knowledge of the management plan, its legal status.
- Clear understanding of their roles and responsibilities in the board to stimulate positive communication and provide effective contribution the MPA planning and management process in future.
- Made aware of the co-management agreement proposal for MBMPA and other planned development.

5. What is your scheduled work plan and budget for the 1-4 week activity? (Insert or delete rows as necessary)

Task description (major tasks to be accomplished for deliverables)	Wk1	Wk2	Wk3	Wk4	Cost (USD)
Designing meeting agenda and framework	X				

Task description (major tasks to be accomplished for deliverables)				Wk1	Wk2	Wk3	Wk4	Cost (USD)
Stakeholder consultation for a half day workshop				X				
Hiring of key Facilitator					X	X		200
Workshop catering (15 persons)					X	X		200
Printing and communication								1000
Start date	Jan 3rd	End date	Feb 20th	Total budget for activity =				500

6. In the table below list the critical resources or stakeholders in the activity and their roles. (Insert or delete rows)

Critical resource or stakeholder identified	Role in implementing the activity or specific tasks
Dive operators/Fisher folks	Assist in reviewing
Board members	Assist in reviewing
Fisheries Division	Assist in reviewing
Ministry Of Agriculture	To listen/ learn and provide support
Independent surveyor	Conducting independent surveys and data collection

7. Are there any assumptions or circumstances that may impact on successful implementation? (<100 words)

Stakeholder co-operation

8. If you are not authorised to sign follow-up agreements on behalf of your organisation, identify the person who is

Authorised person	Mr Roland Baldeo
Title of post held	MPA co-ordinator, Fisheries Division.

9. Any other pertinent information (<100 words)

Submitted to CERMES on (dd/mm/yy)	Jan 12/ 2012.	By (name)	Roland Baldeo

The completed form is not expected to exceed three pages in length. Thank you.

Appendix 2: Workshop Agenda

TIME	TASK
0845	On time arrival for registration, document distribution, logistics
0900	Opening and introductory session • Welcoming remarks and introductions: Mr Baldeo (FD) • Introduction to MPA governance project follow up activity: • Workshop objectives and expectations: MB Chair & (FD) • 2012 MBMPA management committee vision: MB Chair & FD
10.00	BREAK
10:15	Setting the scene and communicating key concepts (presentations, exercises, discussion) • MBMPA management plan outline (brief) • Overview on proposed development of MBMPA management committee to MPA board.
10:45	Governance structure of the MBMPA board exercises: Facilitator • Board Member skill Matrix • Overview and drafting of Terms of reference co-management board: • Next step & close.
1.00	LUNCH

Appendix 3: Participants List

Participants List

	Name	Organization	Phone #	Emails
1	Mosden Cumberbatch	Day Charter	407 1147	starsailing@spiceisle.com
2	Coddinton Jeffrey	MBMPA	419 2200	cjcoral21@gmail.com
3	McKell Frank	MBMPA	416 3125	mckell29@hotmail.com
4	Cecil McQueen	MBMPA	416 4347	cecilmcqueen007@gmail.com
5	Clare Morrall	SGU	444 4175 ext 3360	cmorrall@sgu.edu
6	Phil Saye	GSDA	414 6229	info@divegrenada.com
7	Christine Finney	GSDA	405 7777	christine@ecodiveandtrek.com
8	Finbar Gibbs	NWDAI	533 0743	nwdai@hotmail.com
9	Proland A Haywood	Ports Authority	417 4715	haywoodroland@hotmail.com
10	Steve Nimrod	Chairman(MBMPA)	533 3231	snimrod@sgu.edu
11	Roland Baldeo	MPA Cordinator	534 5796	rolandbaldeo@hotmail.com

Appendix 4: Management framework

1. Management framework

This section presents current arrangements for management in terms of the legal framework, institutional arrangements, infrastructure, equipment and human resources available for management.

1.1. Legislative and regulatory framework

It is important that MPA personnel and bodies in charge of coordinating and supervising its management understand the legislation relevant to their work, including the laws and regulations specific to the MPA, other national legislation relevant to its management, and the international law that provides the overall context. A list of the relevant national legislative and regulatory texts with reference to sections pertaining to the MPA resources, their management and protection is presented in Annex 6 and a list of International Conventions and Agreements on Biodiversity in Annex 7.

In Grenada, marine protected areas and marine reserve (protected area) are designated under the Fisheries Act No. 15, 1986 and the Fisheries (Marine Protected Areas) Regulations of 2001.

The Fisheries Act 1986 allows the Minister responsible for the Act, currently the Minister of Agriculture, Lands, Forestry and Fisheries to declare any area of fisheries waters and any adjacent or surrounding land as a marine reserve for the purpose of:

- affording special protection to the flora and fauna of the area and to protect and preserve the natural breeding grounds and habitats of aquatic life, with particular regard to flora and fauna in danger of extinction
- allowing for the natural regeneration of aquatic life in areas where such life has been depleted
- promoting scientific study and research
- preserving and enhancing the natural beauty.

The Fisheries (Marine Protected Areas) Regulations (SRO No. 78, 2001) further define a marine reserve as a marine protected area. The Regulations allow a part of a marine protected area to be established as a marine historical site (contains structures, artefacts or human remains and which needs to be protected for its historical or cultural value), a marine park (reserved for public recreation), a marine reserve (special

management for the purpose of protecting the natural resources), a marine sanctuary (open only for the purpose of scientific research), or a combination of any. These designations generally serve as zones for management planning processes of marine reserves but they can also be specific to categorize a site.

The Fisheries Amendment Regulations (SRO No. 24, 1996) provide amendments on fishery conservation measures regarding the exploitation of lobster, turtle, conch, sea urchin and oyster, specify forbidden actions for the protection of coral and coral reefs, and forbid the use of beach seine nets which mesh size is smaller than regulation allows.

The Fisheries (Marine Protected Areas) Regulations (SRO No. 78, 2001) specify Management Committee composition and procedures, activities or actions prohibited in a MPA, potential zones and allowed activities, vessel access and conditions, and officers responsible for enforcement.

Other legislative and regulatory texts concern the preservation or management of the resources within a MPA or activities that may have an impact on it. These include:

- The Birds and Other Wildlife (Protection of) (Amendment) Ordinance No. 26, 1964 forbids possession of lobsters of less than one pound or less than 9 inches, capturing females with eggs, and specifies closing season.
- The Beach Protection Law No. 67 of 1979 forbids digging, taking, carrying away any sand, stone, shingle or gravel from any beach or seashore in Grenada.
- The Oil in Navigable Waters Act Cap 218 makes provision against the discharge or escape of oil into the territorial sea of Grenada.
- The Physical Planning and Development Control Act, No. 25 of 2002 makes provision for the control of physical development notably to protect and conserve the natural and cultural heritage, and to maintain and improve the quality of the physical environment in Grenada and requires an environmental impact assessment to be carried out for permission to develop land in Grenada if proposed development could significantly affect the environment.
- The Waste Management Act, No. 16 of 2001 specifies that dumping any litter or other waste in any national park or protected area, territorial waters, beach, foreshore, marine waters, river or river bank without lawful authority is an offence liable to a 50,000$ fine and imprisonment for 6 months.

1.1.1. Legislative and regulatory constraints

Some constraints for MPA management are related to the current legislative and regulatory framework, in particular with the regulations on MPA (SRO No. 78, 2001). Their identification may facilitate the elaboration of recommendations for amendments to update, adjust or complement current legislation/regulation .

- Management Authority definition is ambiguous (Art. 3) and its remit is not specified;
- A quorum of 3 representatives, not specifying which ones, invalidates the co-management or participatory management approach (Art. 5.3);
- Procedures are not clearly defined (Art. 5.2 “normal”) and should specify who convenes the meetings, at what frequency, reporting and communication requirements;
- The local community representative is not a permanent member of the group and is to be invited to attend meetings as deemed necessary (Art. 4.2) – Appropriate governance rules would require local communities to be included as permanent members of the MPA stakeholder committees;
- Management authority at local MPA level is not provided for – an amendment needs to specify composition, remit and duties, procedures for identifying and appointing members, and reporting requirements;
- Fishing Priority Area is defined in the Fisheries Act No. 15, 1986 but not in the SRO No. 78 on MPAs which only mentions “fishing areas”;
- Permit fees for diving, and using buoys are fixed in schedules rather than through a flexible procedure.

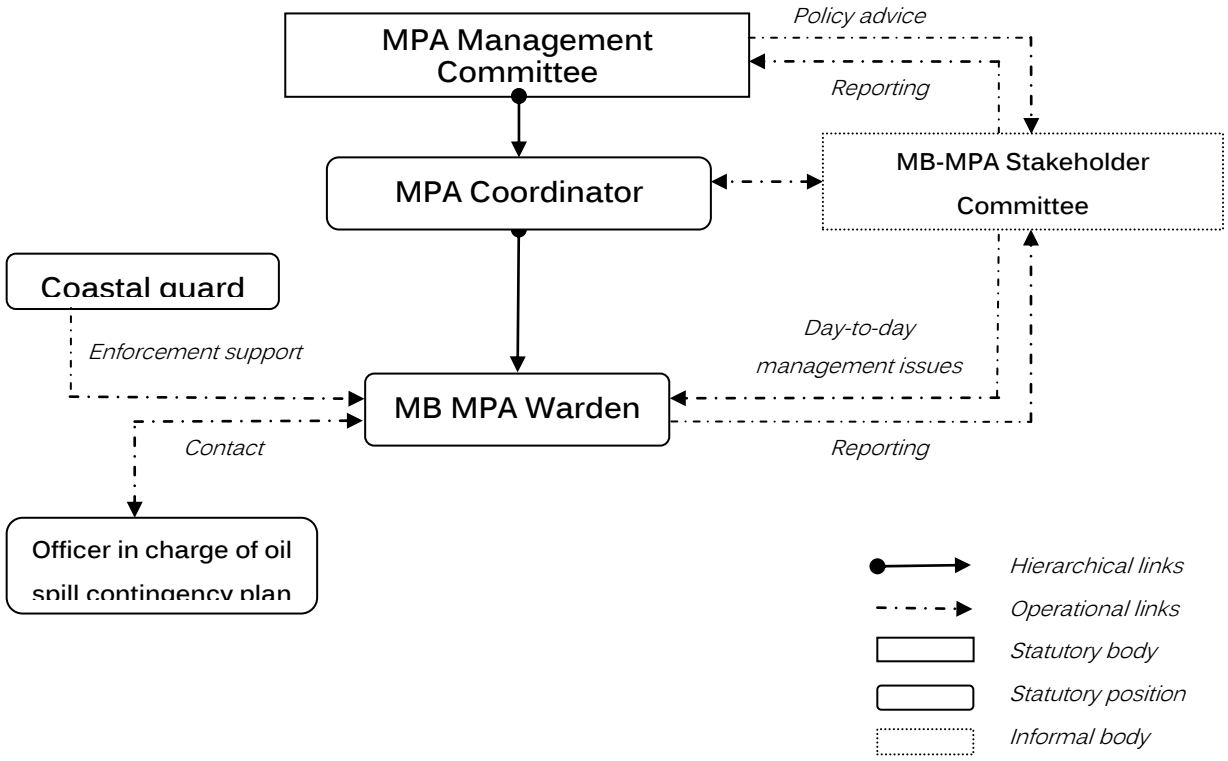
1.2. Institutional arrangements for management

1.2.1. Current arrangements

Co-management takes place on two levels:

At the national level: The MPA Management Committee is defined in Regulation 4 of the Fisheries Marines Protected Areas Regulations 2001 (SRO No. 78). This committee deals with MPA policy issues at the national level and advises specific MPA committees. A first committee was set up shortly after the creation of the protected area but was never operational. It was re-appointed by the Minister in October 2009

following the composition set forth in the regulations. It was decided



Note: Links with the judiciary (e.g. police, court), as well as government planning bodies and research institutes are important bodies which could feature on a full organisational chart.

1.2.2. Governance / Composition of the MPA Stakeholders Committee

This Committee must represent key stakeholder groups, including local communities, scientists and academic institutions, the private sector, national and international NGOs and donors, and the various government agencies involved.

Experience has shown that the imposition of an MPA located near human settlements and without broad stakeholder participation, consensus and acceptability can lead to failure. However, current legislation does not allow for MPA co-management and has no provision for a MPA Stakeholder Committee. Local communities are not directly represented in the Molinière-Beauséjour MPA stakeholder group other than through a NGO and fishermen. The people from adjacent settlements that use beaches for recreational and social purposes should get more actively and directly involved

through permanent representatives on the Molinière-Beauséjour MPA stakeholder committee or through village level advisory committees.

Representatives of every stakeholder category must be included in the proposed stakeholder committee composition – or – an appropriate mechanism must ensure that their concerns, aspirations and suggestions will be effectively communicated and taken into account in management decisions and operations.

Many MPAs have committees for specific purposes and village level advisory committees are very important in some MPAs, where communities play an important role in decision-making.

1.2.3. Role and powers of the MPA Stakeholder Committee

The existence of a legally mandated MPA decision-making and management body, responsible for implementing the management plan, will lead to more professional management of the MPA. This is more effective if it has some decision making powers than if it has to respond to directives from some higher authority. Role and powers may include:

- Advisory role to the MPA Management Committee for the management of the Molinière-Beauséjour MPA until the stakeholder committee is formalized. Then, the national MPA management committee will delegate management powers to the Stakeholder MPA Committee;
- Planning and oversight of daily MPA operation;
- Management of staff (wardens) appointed by the Ministry;
- Raising funds, investing and spending powers within the MPA budget allocated by the MPA Management Committee – after the formalization of the committee;
- Permit issuance and fee collection;
- Coordination of the implementation, monitoring and assessment of the results (on the basis of indicators) and revision of the Molinière-Beauséjour management plan.

1.2.4. Operational procedures of the MPA Stakeholder Committee

Members will be appointed by the MPA administration, and the Committee's role, functions and procedures should be clearly defined in terms of reference or even in law. The procedures should address the following points as a basis for drafting the Molinière-Beauséjour MPA stakeholder committee procedures. Once agreed, the procedures will be ratified by the national MPA Management Committee.

- Transparent procedures for appointing members representatives on the Molinière-Beauséjour MPA stakeholder committee (conditions for nomination/election of members on the committee, invitations, appointment of new members)
- Clear definition of the roles, duties and authority of the stakeholder committee members
- Quorum for a meeting involving decision-making, attendance requirements by individual members to ensure an effective representation of stakeholder groups, and invitation of non-members for specific issues
- Periodicity and arrangements for the meetings convened by the chairman
- Reporting requirements (responsibility for taking, saving and distributing minutes and distribution list)
- Clear operational framework and communication procedures and requirements between the co-management and stakeholders committees

1.2.5. Institutional agreements

Current agreements with partner institutions or individuals for research and monitoring, capacity building, funding, advocacy and other support include

- A MoU signed between TNC and the Government of Grenada in 2009 in the framework of a national program to support capacity development to encourage local communities participation in MPA planning, biodiversity management and ecotourism development, the development of scientific and regulatory frameworks that provide decision making tools, the provision of alternative income sources for resource dependent communities, and raising awareness of decision makers, private industry leaders, and the public on key threats to marine and coastal biodiversity.
- A MoU signed in 2009 between USAID/COTS and the Ministry of Agriculture, Forestry and Fisheries to provide assistance until September 2010 which includes the provision of an expert in fisheries and co-management of protected areas to work with the Molinière-Beauséjour MPA Management Committee to write a management plan for the MPA, the installation of moorings and demarcation buoys within the MPA, public awareness activities and material (logo, signage, documentary, and promotional material for the official launching of the MPA), training on equipment maintenance and review and amendment of the current MPA legislation/regulation .
- A MoU between TNC and WINDREF to work towards a better environmental management including protected areas.

Additional agreements could be elaborated between the Ministry of Agriculture, Forestry and Fisheries and St. George's University, namely the Department of Public

Health, the Department of Liberal Studies, the Marine Biology Programme and WINDREF

- to develop collaborative programs involving students in MPA monitoring activities and research projects in the framework of their academic training;
- To host an online electronic database on the Molinière-Beauséjour MPA including images, maps, data files on resources and research documents.

Appendix 5: Terms of Reference Document

TERMS OF REFERENCE

MOLINIERE / BEAUSEJOUR MARINE PROTECTED AREAs MANAGEMENT BOARD

Adopted February 2012

I. INTRODUCTION & BACKGROUND

On the 28th December 2001, the Fisheries (Marine Protected Areas) Order, 2001 (SRO No 77 of 2001) declared the Molinière-Beauséjour Marine Protected Area (MBMPA) and Multi-zone Management system.

The main purpose for the establishment of the marine protected area in the Molinière-Beauséjour coastal area was to provide a management framework to reduce user conflicts as well as protect coral reefs and associated resources. It was also to protect and maintain the Molinière Bay ecosystem, its outstanding natural features and to provide opportunities for recreation, interpretation, research, environmental education and protection of over-exploited fish, lobster, and coral.

The Moliniere / Beausejour MPA was officially launched on September 7th 2010 and effective management in this MPA began with Warden patrols etc.

The day to day operations of the Wardens is supervised by the MPA Coordinator in the Fisheries Division, Ministry of Agriculture, Forestry and Fisheries.

The MBMPA Management Steering Committee was put in place in 2009, and acts as an advisory committee to the Fisheries Division for the day to day management of the MBMPA.

There is now a need for this steering committee to be formalized into a Management Board to effectively co-manage the MBMPA.

II. NAME

Official Title:

Moliniere / Beausejour Marine Protected Area Stakeholders Management Board

Working Name:

MBMPA Management Board

Abbreviation:

MBMPA-MB

For the purposes of these Terms of Reference, the Moliniere / Beausejour MPA Advisory Board may be referred to simply as the **"Board".**

III. ESTABLISHMENT & LEGAL AUTHORITY

The Grenada the Fisheries (Marine Protected Areas) Order, 2001 (SRO No 77 of 2001) regulations section (4) provides for a Management Committee for MPA. This Committee which was appointed by Cabinet in 2010 has the legal responsibility for the management of all MPA's in the tri-island state.

The MPA Management Committee has the mandate to delegate responsibility for the management of a particular MPA to a stakeholder Board or stakeholder Committee, and therefore, the MBMPA-SMB would get authorization from the MPA Management Committee for carrying out management responsibilities for the MBMPA.

NB. *The Marine Protected Regulations will be amended before the end of 2012. Consequently, the amended regulations will provide the legal mandate for Co-management and Stakeholders participation in the management of individual MPA's throughout the tri-island state*.

IV. PURPOSE AND MANDATE

- The Moliniere / Beausejour Marine Protected Area Management Board is established to act as an advisory body to the National MPA Management Committee and the Fisheries Division, Ministry of Agriculture, Forestry and Fisheries with respect to the protection and management of the Moliniere / Beausejour MPA.
- The Board will serve as the primary consultative body for the MBMPA. It draws from Stakeholder organizations including academic institutions, community interest groups and local community to facilitate the implementation of the *Management Plan* for the MBMPA.
- The Board will actively participate in the development of plans and strategies for management of the MBMPA and will rely on the experience and expertise of Board members to help develop feasible and practical conservation measures.
- The board will contribute to the planning of the work plan, budgets and time line, however the direct responsibility for implementation of the work plan will be by the MPA manager and wardens.
- The Board also serves as an important connection between the status and activities of the MPA, the larger marine community and the general public.
- The Board will be able to apply for and seek financial and technical 'grant' support for approved program activities in the MBMPA.
- The Board will be able to solicit donations and raise funds for the management of MBMPA.

- The board should act as stewards to report the status of the marine resource in MBMPA to the relevant stakeholders.

V. STRUCTURE & ORGANIZATION

SIZE

- The MBMPA Board shall be small enough to facilitate effective discussion yet large enough to engage and represent a broad spectrum of stakeholder interests. At start-up, the size of the Board will be limited to 13 members comprising a mix of stakeholders from government and private sector and MB community.
- The quorum for conducting Board meetings shall be six members.

VI. CRITERIA FOR SELECTING PERSONS FROM STAKEHOLDER ORGANIZATIONS TO THE BOARD

The Board shall be composed of government, private sector and MBMPA community interests groups comprising a balance of knowledge, skills and experience related to the ecology, management, conservation and use of the Moliniere /Beausejour MPA.

Members should:

- Bring a positive outlook with respect to conservation and the MPA objectives.
- Contribute to balanced representation of the diverse range of MPA interests.
- Have a base of support and means to communicate with constituents.
- Share a commitment to understand, cooperate and work with others.
- Bring a proactive, solutions-oriented approach to the work of the Board.
- Have scientific, technical, ecological or traditional knowledge to contribute.
- Demonstrate interest in the Moliniere / Beausejour MPA and surrounding areas.
- Have and willing to share Management and business skills and competencies

VII. The following organizations and interests shall form the Moliniere / Beausejour Marine Protected Area Stakeholders Board.

1. Grenada Ports Authority
2. National MPA Coordinator/Fisheries Divison
3. Grenada Coast Guard
4. Grenada Board of Tourism North West Development Organisation.
5. Mt Moritz Development community
6. Southern Fishermen Association
7. Beach Seine fishers from Beausejour / Happy Hill
8. Marine and Yachting Association
9. Grenada Scuba Diving Association
10. Day Boat Charters
11. Grenada Underwater Sculpture management Inc
12. St.George's University
13. Grenada Underwater Scupture Park Inc.

VIII. MEMBERSHIP PROCEDURES:

1. New organizations or stakeholder groups interested in membership may apply to the MBMPA board for acceptance to join the Moliniere / Beausejour Marine Protected Area Stakeholders Board.
2. Organizations representative with un excused absent for more than 3 consecutive meeting may be dormant or unrepresented on the Board for over six months will cease to be represented on the Moliniere / Beausejour Marine Protected Area Stakeholders Board

IX. ELECTION OF OFFICERS

The following positions will be elected annually from among the appointed Board members; and each elected officer is eligible to serve for up to 2 consecutive years:

1. CHAIR
2. DEPUTY CHAIR /SECRETARY
3. TREASURER / COMMUNICATIONS OFFICER
4. ASSISTANT SECRETARY/TREASURER

- The election of officers of the Moliniere / Beausejour Marine Protected Area Stakeholders Board will be supervised by an Election Officer agreed to by the Board.
- Election of Officers will be held in the month of March and will be elected for a 2 year term .

X. ROLES OF ELECTED OFFICERS

1. CHAIR

The Chair shall conduct meetings and serve as spokesperson for the Board. The Chair's primary role is to lead the discussion and obtain consensus with the group. Once activity plans are reviewed by the Board, the Chair ensures that members' commentary is factored into recommendations for the National MPA Committee and the Fisheries Division. For matters other than regulatory applications, the Chair will provide the communications link between the Board and the Fisheries Division. The Chair will be the representative of the Moliniere / Beausejour Marine Protected Area Stakeholders Board on the National MPA Management Committee. In the event of the tie the chair will have the casting vote.

2. DEPUTY CHAIRMAN

In the absence of the Chair, the Deputy Chairman will act as Chairman.

3. SECRETARY

The secretary is responsible for ensuring that accurate recording of minutes of meetings are taken making sure that all actions are duely noted,. It is recommeneded that the minutes of the meeting should be circulated no later then 2 weeks.

4. TREASURER/COMMUNICATION OFFICER
The Treasure is responsible from providing a monthly report to the Board on the following: Monthly income / expenditure collected in the MBMPA by Wardens.
Operating expenses for conducting daily patrols in the MBMPA

5. **ASSISTANT SECRETARY/TREASURER**
Responsible to act in the absence of the Secretary or Treasurer

XI. BOARD MEMBERS ROLES AND RESPONSIBILITIES:

I. Demonstrate preparedness for meetings, and submit apologies for absence in advance of the meeting to the Secretary.

II. Represent views of the members of their respective organization and communities Board members must ensure their views are represented via personal attendance or ensuring the alternative representative is fully briefed.

III. Take part in open discussion which will involve reaching consensus or voting based upon the views put forward. All members will have equal status during discussions.

IV. Members should respect the validity of decisions reached through consensus.

V. Members are expected to respect the perspectives of other members and the confidentiality of opinions expressed in open discussions.

VI. Board members should communicate in timely fashion to their organization's

VII. members on outcomes and discussion points of meetings and

VIII. Members should seek feedbacks/ advise on relevant issues .

IX. Maintain unctual and regular attendance at meetings. Absence from three consecutive meetings without proper excuse may be deemed as grounds for removal from the Board.

XII. SUBCOMMITTEES & WORKING GROUPS

Subcommittees and working groups may be established to address specific policy issues, management measures, conservation strategies, scientific questions or other matters related to the MBMPA. These bodies will normally comprise Board members but they may also include persons from outside the Board. Depending on the task at hand, work plans and terms of reference may be developed for these groups. Verbal reports and documentation will be provided to the Board as appropriate.

XIII. BOARD MEETINGS

Call and Frequency

Meetings will be called and led by the Chair. The Board will hold at least one meeting per quarter with additional meetings called as necessary. Emergency or special subject meetings may be called to address particular issues or topics.

Meeting Notice

Board meetings wherever possible will be scheduled and announced at least 2 weeks before the date of the meeting. Meetings will generally be held at the Fisheries Division conference room upstairs the Melville Street Fish Market. Notification will be sent to the Board members via telephone or by email. Members are expected to confirm their attendance as early as possible. If necessary, telephone calls and fax transmissions may be used in lieu of electronic correspondence.

Alternates

Members may designate an alternate to attend meetings when they not av.
Alternates should be well informed about the Moliniere / Beausejour MPA, familiar with the Terms of Reference and work of the Board and be able to represent their organization/constituents. Regular members will notify the Chair with particulars as far in advance as possible if an alternate is to attend a meeting in their place.

XIV. Meeting Agenda and Support Materials

The Chair in collaboration with the MPA Coordinator will develop a preliminary agenda for distribution to the Board before meetings. Members may request that additional items be placed on the agenda or they may ask to deliver a presentation. Agendas and any documents to be discussed at meetings will be distributed at least 1 week ahead.

XV. Specialist Attendance

From time to time the Board will invite technical specialist and experts to give a presentation or participate in Board meetings.

XVI. CONFLICT OF INTEREST

Members that have a commercial or personal interest in any matter before the Board are asked to disclose such interest before any discussion on the matter...
The Board may ask the member to withdraw from the discussion and not part take in the vote.

XVII. ADDITIONAL PROVISIONS

- The Committee shall operate in accordance with these Terms of Reference.

• Changes or amendments to the Terms of Reference may be recommended by the Board to the National MPA Management Committee.

- These TOR must be submitted to the National MPA committee for review and approval.
- These TOR may be reviewed annually
- Changes / review of the TOR must be submitted for review and approval by national MPA committee