

# Shark Committee

## TERMS OF REFERENCE

### Background

An application to the Dutch Postcode Lottery for Special Project funding in August 2014 has resulted in project funds of Euro 1,662,550 being available for shark conservation in the Dutch Caribbean for a period of three years (2015-2017). Given the amount of money involved, the duration of the project, the potential for internal and external factors to impinge on the project, there is an absolute need for proper governance practices to be observed at all times.

This money will be held on a dedicated account with the Rabobank in the Netherlands and the Finance Committee will be responsible for fiscal oversight and review of the project funds.

In accordance with DCNA's Articles of Incorporation and Bylaws the Dutch Caribbean Nature Alliance has created an *ad hoc* committee, called the "Save our Sharks" Committee, hereafter referred to as '*Shark Committee*'.

### Purpose and mandate

The purpose of the Shark Committee is to oversee project management and to expedite implementation of the project up to and including approval of final technical and financial reporting to the Dutch Postcode Lottery on completion.

The Shark Committee will provide co-ordination and leadership in the execution of the project. The Committee will oversee the correct and timely implementation of Prince2 project management protocols and procedures (project documentation, contracts, TORs, reporting and financial reporting), including procurement procedures and similar as detailed in DCNA's Accounting Procedures Manual.

The Shark Committee will ensure that the roles and responsibilities of project beneficiaries and project partners are clearly defined and will ensure, at all times, that DCNA and its interests are best represented.

The Shark Committee will make recommendations to the Board on issues related to project management and implementation and to the Finance Committee regarding project finances and financial management and will report to the full Board on the status of the project at least twice a year +/- at each Board meeting.

The Shark Committee will be at liberty to negotiate third party contracts and agree terms and conditions to be approved by the Shark Committee Chair and Executive Director in consultation with the Executive Committee and will undertake to ensure these are as equitable as possible. The Shark Committee will be dissolved upon completion of this mandate unless instructed otherwise.

### Membership

The Shark Committee will consist of the following members:

- |                          |                   |                       |
|--------------------------|-------------------|-----------------------|
| <input type="checkbox"/> | Tadzio Bervoets:  | Board Vice Chair      |
| <input type="checkbox"/> | Paul Stokkermans: | Board Treasurer       |
| <input type="checkbox"/> | Kai Wulf:         | Board Secretary       |
| <input type="checkbox"/> | Emil ter Horst:   | Parke Nacional Arikok |

- Anouschka van der Ven: STINAPA Bonaire
- Jessica Berkel: STENAPA
- Ron van der Veer: Governance expert

The Secretariat will attend all Committee meetings, provide secretarial services to the Committee and participate fully in any and all business of the Committee.

Tadzio Bervoets will be the Chairperson of the Shark Committee.

### Authority and limitations

The Shark Committee is answerable to the DCNA Board but is empowered to act on behalf of DCNA in accordance with the Dutch Postcode Lottery approved action plans and budgets and the Articles of Incorporation and Board approved Bylaws, Accounting Procedures Manual, including the following:

- Enter into negotiation with third parties for the purpose of project implementation
- Ensure that all contracts, terms of reference, service level agreements and similar are documented in writing
- Finalize contracts, terms of reference, service level agreements and similar which must be approved by the Shark Committee Chair in consultation with the Executive Director and Executive Committee.
- Seek advice from third parties providing that advice is not binding and does not incur fiscal and/or project commitments or liabilities.
- Make recommendations for changes to the action plan and budget for approval by the Dutch Postcode Lottery.
- Report to the Board of DCNA at least twice a year +/- at each Board meeting regarding the status of the project management and implementation including any contracts, terms and conditions, constraints and burdens.
- Ensure that strict procurement procedures are adhered to for all goods and services in excess of US\$10,000 or Euro 10,000 (depending on whether they are billable in US\$ or Euro) in so far as this is practical and feasible (taking into account the particular situation in the Dutch Caribbean and the specialized nature of this project).
- Ensure that procurement of goods and services (both commitments and payments) in excess of US\$/Euro 10,000 are approved in writing by the Boards Treasurer.
- Ensure that all contracts and similar are under the most equitable and agreeable terms and conditions.
- Act at all times in the best long-term interests of DCNA.

Signed:

Glenn Thode. Board Chairperson

Date: