

# **SOUTH WEST REGIONAL STRATEGIC COASTAL MONITORING PROGRAMME**

## **TERMS OF REFERENCE FOR THE PROJECT BOARD AND THE PROJECT TEAM**

### **1. Introduction**

1.1 The principal objectives of the SWRSCMP are to:

- Promote and implement a standard, repeatable and cost effective method of monitoring of the coastal environment.
- Promote, inform and integrate the operational monitoring requirements of high level plans. (Specifically it will assist the operating authorities in the completion of information requested by Defra/EA relating to National Statistics, Shoreline Management Plans' Action Plans (SMPs) and Biodiversity Action Plans (BAPS) respectively.)
- Promote a regionally integrated approach to coastal management, including coastal strategies and individual schemes, between the limits of the boundaries of regional coastal littoral cells 6 and 7.

1.2 The principal monitoring and analytical tasks to be undertaken in the Programme would include the following:

- Topographic beach and cliff surveys using a combination of remote sensing and ground survey techniques
- Bathymetric survey
- Complete Aerial survey of the coast in alternate years
- Nearshore/offshore wave/tide monitoring (incl analytical observations & annual reporting)
- Ecological monitoring (habitat mapping)

1.3 The Project Board is the Executive Body, which steers the project, reviews and audits its performance. The Project Board will be made up as follows:

#### Executive (voting)

- Project Board Chair - Principal Representative of Lead Partner - TDC
- Chair of SWCG (incorporates SDADCAG; CISCAG; and NDASCAG)
- Principal Representative of EA (Wessex or South West Areas)
- Chair of SECAG

#### Non-Executive (non voting)

- SW Regional Coordinator/Client Project Manager - Representative of Lead Partner – TDC
- Operational Representative(s) - EA Areas or TDC
- CCO Principal Representative (Principal Representative of NFDC)
- Project Technical Secretary (Appointed by TDC)

1.4 The Project Board will establish a Project Team to submit the Project Plan, manage the running of the Project and oversee its day-to-day operations. The Project Team will be made up as follows:

- Chair - SW Regional Coordinator / Client Project Manager (Representative of Lead Partner TDC)
- Operational Representatives(s) of EA Areas (Area Coastal Engineers)
- Chairs of SDADCAG; CISCAG; NDASCAG; and SECAG.
- Representative of Channel Coastal Observatory (CCO)
- Ecology Coordinator (or delegated to other representative of EA)
- Accountant (Representative of TDC Finance)
- Project Officers (Representatives from EA Areas, TDC, PCO and CCO)
- Project Technical Secretary (Appointed by TDC)

## **2. Project Board Terms of Reference**

2.1 The Project Board will meet at least three times a year to:

- endorse the Project Plan and the Project Team for the Programme
- conduct a systematic programme, progress and performance review and audit
- provide strategic guidance (particularly during any development of the Programme) to ensure alignment of programme development
- consider communication, dissemination and performance review of the regional initiatives
- review contractor performance
- review programme composition
- receive and action decision reports and recommendations from the Project Team
- make recommendations to the Regional Partners for programme alterations
- no decision reports affecting the finance of the Programme can be actioned (voted upon) at a meeting, unless the Principal Representatives of TDC and the EA are both in attendance

## **3. Project Team Terms of Reference**

3.1 The Project Team will be made up as (per 1.4) above and will meet at least 3 times per year and will:

- be responsible for the day to day operational management of the project, monitoring of expenditure and the management and preparation of contracts
- ensure that all elements of the Project are performed in a manner consistent with the objectives and in accordance with the milestones
- liaise with all programme partners
- demonstrate efficiency of data management.
- demonstrate cost effectiveness of the monitoring programme.

- demonstrate efficiency of data transfer between the management tiers.
- compare data management standards, between each of the Coastal Advisory Group programmes, to ensure a regionally consistent data acquisition and data management.
- review the monitoring programme effectiveness
- propose actions to rectify operational monitoring programme problems
- identify regional problems or trends
- identify potential changes to regional strategic management of the coast (e.g. due to new SMP Action Plans)
- report on any of the above, by way of information reports, decision reports and recommendations to the Project Board.

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Glossary

SWRSCMP = South West Regional Strategic Coastal Monitoring Programme  
 Programme = South West Regional Strategic Coastal Monitoring Programme  
 Defra = Department for Environment, Food and Rural Affairs  
 EA = Environment Agency (Wessex or South West Areas)  
 TDC = Teignbridge District Council  
 NFDC = New Forest District Council  
 CCO = Channel Coastal Observatory  
 PCO = Plymouth Coastal Observatory  
 SWCG = South West Coastal Group  
 SDADCAG = South Devon and Dorset Coastal Authorities' Group  
 CISCAG = Cornwall and Isles of Scilly Coastal Authorities' Group  
 NDASCAG = North Devon and Somerset Coastal Authorities' Group  
 SECAG = Severn Estuary Coastal Authorities' Group  
 CCPL = Coast and Country Projects Limited

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N.B. Please read this document with “Governance for South West Regional Strategic Coastal Monitoring Programme” - Named representatives as of May 2014