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the Caribbean and Adjacent Regions (IOCARIBE)**
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**ESTABLISHMENT OF UN OCEAN DECADE COORDINATION OFFICE FOR THE
TROPICAL AMERICAS AND THE CARIBBEAN**

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PURPOSE

IOCARIBE recognized the importance of and the need to support and be engaged in the UN Decade of Ocean Science for Sustainable Development (2021–2030) (The Decade). IOCARIBE Secretariat has been requested by IOCARIBE XV (2019) to take Decade coordination functions since consultative process started. (Recommendation SC-IOCARIBE-XV.2).

The Assembly adopted IOC Decision IOC-XXX/3.3.2 and recognized the high vulnerability of IOCARIBE Region's SIDS and underlined the need to identify their national capacity gaps to be addressed in order to enable their effective participation in the activities of IOCARIBE and in the Decade work plans, and the effective implementation of the UNESCO's Action Plan for SIDS.

The Sub-Commission expressed confidence in the IOCARIBE Secretariat's ability to continue coordinating the Decade during its implementation phase (2021–2030) in consultation with Member States, specialized agencies, funds, programmes, and bodies of the United Nations, as well as other intergovernmental organizations, non-governmental organizations and relevant stakeholders within IOCARIBE Member States (Recommendation SC-IOCARIBE-XVI.1_UN Decade, 2021).

The Assembly adopted IOC Decision A-31/3.3.3. 2021, and commended IOCARIBE for coordinating the Ocean Decade in the Region and for incorporating Ocean Decade goals and principles into its biennial work plan. The Assembly valued the establishment of Ocean Decade national committees and the cooperation and coordination in the co-designing and co-delivery of the Region initiatives, projects and programmes. The Assembly also referred to the IOCARIBE Secretariat staff situation, where they are asked to do more with the same or less human and financial resources.

The 55th Session of the IOC-UNESCO Executive Council (2022) adopted Decision IOC/EC-55/4.2.) where the IOC Executive Council invited IOCARIBE to consider acting as a Decade Coordination Office (DCO) for the implementation of Decade Actions operating in the region and to develop terms of reference and identify resource needs for the strengthening of its regional Secretariat.

This Scoping Study responds to this invitation and discusses the role of IOCARIBE, develop terms of reference and identify resource needs for the strengthening of IOCARIBE regional Secretariat to act as a DCO.

WHY A DECADE COORDINATION OFFICE AT IOCARIBE?

The Decade Coordination Office's lead institution is the IOC of UNESCO Subcommittee for the Caribbean and Adjacent Regions – IOCARIBE. IOCARIBE is a regional subsidiary body of the Intergovernmental Oceanographic Commission (IOC) of UNESCO established in 1982 and with 32 Member States and 15 Territories. As a Regional Sub-Commission of IOC of UNESCO, IOCARIBE is responsible for the science base, the gathering of knowledge, the implementation of scientifically based information, the quality control, the voice of scientific credibility, and for ensuring that knowledge and data can be shared and used by all. In establishing its programmes within the IOC Global Programmes framework, IOCARIBE takes into account the specific interests and needs of the Member States in the Region.

The IOCARIBE region is regarded as one of the most geopolitically diverse and complex regions in the world. The culturally diverse countries and territories that border this maritime area range from among the largest (e.g. Brazil, USA) to among the smallest (e.g. Barbados, St. Kitts and Nevis) and from the most developed to the least developed in the world. There are great differences in size, wealth, ethnic make-up, language and political situation among countries in the region, but there are also many common issues such as the cultural background, its geographical location, its natural resources and their associated environmental problems.

Continental Coastal Latin-American countries and the Caribbean SIDS are two distinct regions from the ocean sciences capacity and economic development point of view. Nevertheless, both are greatly dependent on the ocean and coastal resources.

Caribbean Island countries are classified as middle-income countries, and most are Small Island Developing States (SIDS). This situation is indeed unique and brings a different set of dimensions and challenges in terms of ocean sciences. The principal features of these countries are smallness in geographical size and population; insularity; low resilience and high vulnerability to natural and human-made disasters and the impact of global climate change— as seen in the annual passages of hurricanes, and sea level rise; and high dependence on tourism.

It is clear that most SIDS countries are keenly aware of the importance of the marine environment and its resources to their sustainable development and economic stability. SIDS countries, however, are sometimes constrained by weak institutions and administrative processes and need enhanced human, technical, and financial resources to develop and implement cross-cutting approaches to the planning and management of oceans and coasts. On average they lose 2.1 % of their GDP annually due to disasters (UNCTAD, 2020).

Aware of this, SIDS in the “SIDS Accelerated Modalities of Action (SAMOA) Pathway” of 2014, emphasizes the need for capacity development in: i) climate change adaptation and mitigation strategies, including improving understanding of the science of climate change; ii) marine biodiversity conservation, including the establishment and management of marine protected areas, sustainable fisheries management, and marine pollution control; iii) ocean governance and the implementation of the United Nations Convention on the Law of the Sea (UNCLOS);

iv) disaster risk reduction and resilience, including early warning systems, disaster preparedness, response, and recovery, and building resilient coastal communities and infrastructure; v) blue economy include sustainable resource management, value-added processing, marketing and trade, and sustainable tourism practices.

The SAMOA Pathway highlights the need for technology transfer and capacity development in SIDS to enable them to effectively utilize and benefit from modern technologies related to ocean sciences, including ocean observation systems, remote sensing, and other tools for monitoring and managing marine environments. This includes strengthening technical skills, building institutional capacity, and enhancing access to relevant technologies and expertise through partnerships and international cooperation.

IOCARIBE has been leading the Ocean Decade in the Region since the Decade conception, and the IOCARIBE Regional Secretariat in addition to its core functions, has been supporting partners and stakeholders in the Decade co-design, co-development and implementation in closed coordination with the Decade Coordination Unit (DCU). At this stage and for a more effective coordination and increased synergies, establishing an Ocean Decade Coordination Office hosted by IOCARIBE at its Regional Secretariat in Cartagena, Colombia is needed.

The initial IOCARIBE geographic scope for the Decade was the Western Tropical Atlantic (WTA) region. However, and taking into consideration the fact that many IOCARIBE Member States possess coastlines on both the Atlantic and Pacific Oceans, it was recommended expanding the scope of the Decade Actions to include the Western Tropical Atlantic and the Eastern Tropical Pacific, thus creating a unified region called as the Tropical Americas and the Caribbean (TAC) Region. By consolidating the two regions, IOCARIBE aims to foster greater cooperation and more effective management of shared ocean resources, while contributing to a more coherent national policy development in the area.

As part of the Decade Preparatory and Consultative Process a virtual meeting for the Western Tropical Atlantic (WTA-Ocean Decade) was held on April 28-29, 2020. This meeting was coordinated by IOCARIBE Secretariat in close cooperation with the Government of Mexico, UNAM and UNEP. Over 600 scientists, policymakers, programme managers, and government officials, UN, international and regional organisations, representatives from tourism and maritime sectors, private enterprises, non-governmental organizations, and communicators engaged before and during the meeting. Regional priorities were established and new and expanded stakeholders and partnerships were identified.

A TAC Regional Planning Group (RPG) was established in October 2020 to advance and coordinate strategic partnerships and actions for the engagement in the Ocean Decade.

The RPG established seven Working Groups to promote multi-disciplinary, inclusive co-design and implementation partnerships to achieve each of the six initial Societal Outcomes and one specific for Capacity Development, recognizing the efforts of the Working Groups and strategy for advancing the Ocean Decade in the Tropical Americas and the Caribbean Region. The seventh societal outcome, an Inspiring and Engaging Ocean, has been addressed as a cross cutting theme.

Seven online workshops were organized around the corresponding WTA Working Groups (conducted July – October 2021). The workshops aimed to review knowledge gaps, barriers, identify priority areas and needs in capacity development, and catalyse a co-design process

to find transformative ocean science solutions and develop potential Decade Actions (programmes / projects / activities / contributions) as part of the global collective effort under the Ocean Decade.

At the Sixteenth Session of the IOC Sub-Commission for the Caribbean and Adjacent Regions (SC-IOCARIBE-XVI) Online Session (3 - 6 May. 2021) the Sub-Commission acknowledged the importance of working at the national level to build connectivity between national and regional ocean science and management networks and underscored the value of creating national committees for the co-design and implementation of the UN Decade of Ocean Science for Sustainable Development (2021-2030).

Presently, only 4 IOCARIBE countries (Brazil, Colombia, Mexico and the USA) out of 32 have established National Decade Committees in the Region.

A Kick-off TAC Regional Conference (16-17 December 2021), with the auspices of the Government of Colombia and Barbados, marked the launch of the UN Ocean Decade in the Tropical Americas and the Caribbean, and represent the beginning of the region-wide efforts in a substantive development and implementation of Decade Actions. As well, the Kick-off Conference highlighted emerging regional engagement in co-designing partnerships for Decade Actions and mobilized contributions and expressions of interest by UN and regional agencies, governments, industry and private sectors, and other stakeholder groups. In the Kick-off Conference Regional Call of Action Member States, partners and stakeholders called for engaging and inspiring stakeholders to develop and enhance partnerships for co-design and co-delivery of transformative solutions for the critical decadal sustainable development challenges, leaving no one behind in the design, implementation and access to benefits, and to strengthen the governance and coordination in the Region the Conference called to support the creation of National Committees for the Ocean Decade to mobilize local and national collaboration for co-designing and coordinating local, national and regional actions.

In 2022, As a follow-up of the TAC Regional Ocean Decade Kick-Off Conference (December 2021), IOCARIBE drafted Decade Actions aiming to address TAC region priorities and help the region to overcome the identified challenges, including strengthening marine scientific cooperation and enhancing ocean capacity development. Partners and stakeholders reviewed the proposed transformative ocean science solutions and assessed the value, feasibility, and priority of the potential Decade Actions.

The following actions were submitted to the Ocean Decade call for Action 02/2021 and endorsed by the Ocean Decade Coordination Unit:

1. Project No. 133.2 – Gain knowledge to respond to multiple stressors
2. Project No. 134.2 - TAC Pollutants Observatory
3. Project No. 135.2 - TAC Ocean Observing and Forecasting System
4. Project No 136.2. Enhancing capacity development in the TAC Region
5. Project No. 137.2 Ocean Literacy in the TAC Region
6. Project No 138.2. Integrating Coastal Hazard Warning Systems for TAC
7. Project No 140.2. MACHC-IOCARIBE Seabed 2030 Project

There is a need to mainstream ocean science for sustainably managing the ocean. As described in the Draft IOCARIBE Strategic Sciences Plan (2023-2029), IOCARIBE of IOC

UNESCO and the Decade have common challenges, needs and opportunities and more importantly, both IOC UNESCO and the Decade have at the centre of their mandate and objectives developing and providing the ocean science needed by Members States to advance and implement their policies and plans for a sustainable development, reducing vulnerability, strengthening their capacities, strengthening marine scientific cooperation, enhancing ocean capacity development, and providing wider access to data, information and technology.

During the consultation and co-design process it has been demonstrated that IOCARIBE could benefit significantly by aligning its programmes with the goals of the Decade and by establishing a DCO. This would enable IOCARIBE to better coordinate and implement its initiatives, ultimately leading to more effective and impactful outcomes, including i) enhanced coordination by facilitating coordination among different initiatives and stakeholders working towards sustainable ocean development in the Region, avoiding duplication of efforts and promoting synergies among different activities; ii) Increased funding opportunities by providing access to new funding opportunities that are being generated through the Decade, expanding the scope and impact of IOCARIBE's activities; iii) Improved visibility by being associated with the Decade, IOCARIBE can enhance its visibility and profile at the national, regional, and international levels generating more support for its work and increase its impact; iv) A wider access to global networks. The UN Decade Coordination Office can help IOCARIBE to access global networks of scientists, policymakers, and other stakeholders working towards sustainable ocean development. This can help to build partnerships and collaborations that can enhance IOCARIBE's capacity to achieve its objectives. v) Increased focus on sustainable development. By aligning its programmes with the UN Decade, IOCARIBE can ensure that its efforts are in line with the broader global push towards sustainable development. This can help to maximize the impact of its programmes and ensure that they contribute to a sustainable future for the region; vi) Enhanced collaboration and networking opportunities: The UN Decade provides a platform for enhanced collaboration and networking among different organizations working towards sustainable ocean development. By aligning its programmes with the Decade, IOCARIBE can benefit from these opportunities and work more closely with other organizations to achieve its goals; vii) Increased visibility and recognition. The UN Decade is a high-profile initiative that has received significant attention from governments, NGOs, and the media. By aligning its programmes with the Decade, IOCARIBE can increase its visibility and recognition as a key player in the field of sustainable ocean development; viii) Access to funding and resources. The UN Decade acts a global framework for funders and resource providers to align their strategic planning and resource allocation decisions with a set of common priorities identified under the Decade. By aligning its programmes with the Decade, IOCARIBE may be able to access these resources, including new sources of financing, and leverage them to support its own programmes and initiatives.

From a human resources perspective, the establishment of the DCO IOCARIBE will provide significant benefits in terms of increased staff capacity. This will not only support the implementation of the Ocean Decade Actions in the region, but also, and even into the longer term post-Decade, facilitate the core programmes of IOCARIBE, and create a positive work environment that fosters collaboration, creativity, and innovation.

1. COORDINATION FRAMEWORK

The coordination framework main component is the Decade Coordination Unit that is the primary coordination office for the implementation of Ocean Decade Actions and is acting as the Secretariat for both the Decade Advisory Board and the Ocean Decade Alliance. The governance framework includes different types of decentralized coordination structures at the programmatic or regional level. These structures have well defined, documented mandates that are developed in collaboration with the Decade Coordination Unit. Regular virtual meetings between the Decade Coordination Unit and decentralized coordination structures would avoid duplication of efforts or conflicts between the mandates of different structures. The decentralized coordination structures include Decade Coordination Offices and Decade Collaborative Centres. Also, existing international and regional organizations and networks with a focus on marine research, ocean management or scientific cooperation will have an opportunity to actively engage in coordination of the Ocean Decade. As well, National Decade Committees play a major role in facilitating national contributions to the Decade, engaging national stakeholders and enhancing their access to Decade benefits.

1.1. Decade Coordination Office

As described in the Decade Implementation Plan, Decade Coordination Offices will act as 'decentralized' Decade Coordination Units, being organically attached to the central Decade Coordinating Unit (i.e. tasked by and reporting to the central Unit) and will be responsible for a regional portfolio of Ocean Decade Actions operating in the Region and/or specific thematic initiatives (e.g. observations, ocean literacy, ocean mapping, capacity development etc.). Decade Coordination Offices may also be located in existing UN Offices.

2. IOCARIBE DECADE COORDINATION OFFICE TERMS OF REFERENCE

The main focus of the Decade Coordination Office (DCO) for IOCARIBE will be in supporting the effectiveness and impact of the Ocean Decade in the TAC region in following main areas i) coordinating and supporting endorsed Decade Actions operating in the Region and catalysing new Actions, ii) stakeholder facilitation and engagement, iii), resource mobilisation and communications, iv) monitoring and reporting efforts.

2.1.1. COORDINATING AND SUPPORTING ENDORSED TAC DECADE ACTIONS AND PREPARING NEW ONES

- a) Coordinate and engage with, partners, stakeholders, and TAC Working Groups, to co-design required actions in response to Calls for Decade Actions with attention to end user engagement and end user needs.

- b) Actively promote collaboration and cooperation between endorsed Decade Actions operating in the region and facilitate connections between proponents of new Decade Actions.
- c) Undertake needs assessments and provide support on priority capacity development needs including those related to the co-design and co-development of Decade Actions including via the Ocean Decade Capacity Development Facility.
- d) Engage and coordinate with the TAC Task Force for providing strategic advice for endorsed Ocean Actions operating in the Region.
- e) Organization of (online) meetings for stakeholders including where relevant TAC Working Groups to discuss and advance the implementation of the endorsed Decade Actions working in the region, required infrastructure and methodologies, possible contributions from stakeholder communities, benefits to stakeholder communities.

2.1.2. Stakeholder facilitation and engagement

- f) Support stakeholders to fully engage in the Decade and ensure that the specific characteristics of the region – including consideration of the specific challenges facing Small Island Developing States (SIDS) – are addressed.
- g) Collaboration with leaders of related, relevant Decade Collaborative Centres (DCCs), DIPs (Decade Implementing Partners), and DCOs, Programmes and Projects to ensure coherent actions and complementarity.
- h) Collaborate with the DCU and regional stakeholders to identify priority needs and gaps in the region to inform the scoping of future Calls for Decade Actions
- i) Work with regional and national stakeholders to convene stakeholders in the development of Decade Actions in response to Calls for Decade Actions, including where appropriate alignment with capacity development initiatives to support groups to co-design Decade Actions.
- j) Establish and maintain a mapping of existing and potential future key stakeholder groups relevant to the Ocean Decade in the TAC region and maintain close and regular contact with them to ensure their engagement in Ocean Decade processes and structures (e.g. Ocean Decade Alliance, informal working groups, or the Decade Advisory Board) and via the development of new Decade Actions.
- k) Assist the DCU and other Decade stakeholders to identify and nominate experts and representatives to participate in events and meetings related to the Ocean Decade in the TAC Region.
- l) Promote cooperation with relevant IOC Programmes, related Projects, other relevant UN entities and stakeholder groups in order to advance the implementation of the Decade including with Early Career Ocean Professionals and Indigenous and local knowledge holders.
- m) Liaise with and support existing National Decade Committees and support establishment of new National Decade Committees in the TAC Region.
- n) Act as the Secretariat for the TAC Ocean Decade Taskforce.

2.1.3. Resource mobilisation and communications

- o) In close coordination with the DCU, IOCARIBE, TAC Task force, DCCs, programmes and projects under the scope of the DCO, and supported by relevant communication efforts, undertake resource mobilization efforts to mobilise funds for endorsed Decade projects and programmes through financial or in-kind contributions by member states, other organizations, private sector and foundations and to support Decade coordination and the establishment of a strong enabling environment for Decade implementation, using the financial mechanisms as referred in the Decade Implementation Plan.
- p) Coordinate Resource Needs Assessments of endorsed programmes and projects under the responsibility of the DCO in line with guidance provided by the DCU
- q) Seek partnerships, voluntary commitments, sponsorship and funding to strengthen the implementation of endorsed Decade Actions working in the region
- r) Raise awareness and visibility of the Decade amongst diverse stakeholder groups and coordinate targeted communications activities in line with branding and messaging guidelines provided by the Decade Coordination Unit
- s) Organize regular communication of all activities undertaken by Decade Action under the scope of work of the DCO, through appropriate communication and public awareness channels
- t) Ensure communication channels between the DCO, other DCOs and the DCU to ensure overall coordination of communication to the TAC Region.
- u) Ensure the rigour and visibility of the Ocean Decade brand to effectively communicate its objectives and impact to stakeholders and the general public.

2.1.4. Monitoring and Reporting

- a) Support regular reporting by all DCCs, DIPs, programmes and projects within the scope of work of the DCO and in line with the requirements of the Monitoring and Evaluation Framework of the Ocean Decade
- b) Provide advice and data to the DCU on monitoring and evaluating progress of the Decade Programmes, Projects and Activities under its scope of work.
- c) Deliver an annual workplan to the DCU and the TAC Task Force on the first semester of each year, setting out the DCO's priorities, tasks, goals, and timing for the year, to make sure there is alignment with the Ocean Decade goals, the other DCOs/DCCs, and other relevant Decade stakeholders.
- d) Present an annual financial and activity report for the previous calendar year, to be presented during the first trimester to the DCU and the TAC Task Force.
- e) Contribute to Decade annual reporting, including the preparation of programmatic / geographic summaries of Decade Actions operating in the Region under their scope of work, case studies or more in-depth thematic or geographic analyses.

2.1.5. OTHER AGREED FUNCTIONS AND RESPONSIBILITIES

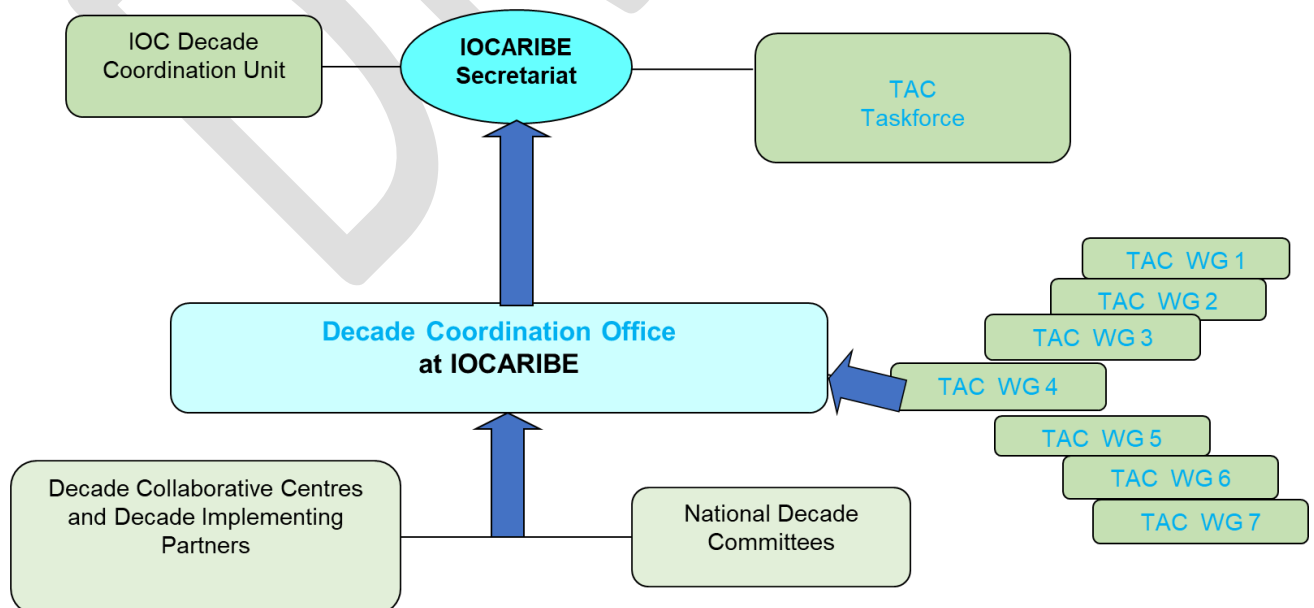
- v) Align strategy development and implementation with other DCOs, DIPs and DCCs that are established within the Decade that focus on the SIDS and the engagement of Indigenous and local knowledge holders in the Decade.

3. GOVERNANCE

The DCO for the TAC Region hosted by IOCARIBE will be embedded within the IOCARIBE Secretariat located in Cartagena, Colombia. The DCO staff will be under the direct supervision of the coordinator for the IOC of UNESCO Sub-Commission for the Caribbean and Adjacent Regions and will liaise closely with the Decade Coordination Unit.

The DCO team will include a DCO Coordinator who will be the main focal point and the overall lead of the office to ensure the success of its activities, including development of programmes. A DCO Science Officer, a DCO Communications, and a Programme Assistant will be recruited to support the day-to-day work of the office.

The organizational chart below provides an overview of the lines of authority and communication:



4. How to finance the DCO?

The TAC DCO will be hosted at the IOCARIBE Secretariat in Cartagena Colombia. IOCARIBE will offer office space and utilities. The TAC DCO should cover communication costs, internet, and other costs related to its operations, including meetings, workshops costs, interpretation, travel costs, communication materials, and staff costs in order to be able to carry out its core functions.

A financing plan to finance the DCO at IOCARIBE should meet the principles of sustainable financing, reliable and sufficient allocations are as critical as a diverse combination of complementary sources of income to ensure financial resilience.

It is recommended to use the following financing phase model based on these financing phases:

1. **Planning phase:** During the planning phase, there is a need to develop a detailed project plan and budget, including estimates for startup costs and ongoing expenses. At this stage, analysis and consultations, including with potential donors, should be conducted to identify potential funding sources. The results of this phase should be a deliverable of this Scoping Study.
2. **Seed funding phase:** In the seed funding phase, initial funding to cover startup costs and get the DCO off the ground should be sought out. This may include grants, donations, or other sources of funding.
3. **Expansion phase:** Once the DCO is established, there is the need to expand the DCO operations.
4. **Sustainability phase:** The sustainability phase is focused on ensuring the long-term viability of the DCO. This may involve developing a diversified funding base, generating revenue through fee-for-service activities.

Using this financing phase model, it is possible to break down the funding process into manageable stages and develop a clear strategy for each phase. This will allow to prioritize the funding efforts, and ensure that the DCO is financially sustainable over the long term. This phase model is based on selecting a donor or a pool of donors for each phase.

As the budget Table 1 shows, staff cost is about 70% of the total budget if the full number of staff is included. Thus, the same phase model approach could be used by incrementally increasing the number of staff. This will allow reducing the annual costs while implementing DCO's core functions.

There are a significant number of potential donors, including:

- **Government agencies:** National or local government agencies may be interested in supporting the DCO if it aligns with their development priorities and goals.
- **International organizations**
- **Foundations.**
- **Corporations:** Corporations may be interested in supporting the DCO as part of their corporate social responsibility initiatives or if it aligns with their business goals and objectives.
- **Individuals:** Philanthropic individuals may be interested in supporting the DCO if they are passionate about the cause and believe in the value of the Decade and the DCO's work.

To target these donors, the following strategies can be used:

- Conduct research: Identify potential donors and learn about their funding priorities, areas of interest, and application requirements.
- Develop a fundraising plan: Develop a fundraising plan that outlines funding needs, target donors, and fundraising strategies.
- Develop a pitch: Develop a compelling pitch that clearly explains the value of the DCO's work, its impact, and its alignment with the donor's interests and priorities.
- Networking: Coordinate with DCU and attend meetings, and other events to network with potential donors and build relationships.
- Apply for grants: Apply for grants from relevant organizations and foundations that align with the DCO's mission and goals.
- Use social media: Use social media platforms to promote the DCO's work and attract potential donors.

It is recommended to use the **Mechanism 1** proposed in the Decade Implementation Plan as follows:

Mechanism 1: Direct support for Ocean Decade Actions and coordination costs: For establishment and transition phases.

Under this mechanism, donors will use their existing processes to provide direct financial or in-kind (e.g. staff loans or secondments) to support to Ocean Decade Actions and coordination costs. This mechanism is recommended to ensure that the TAC DCO at IOCARIBE will operate through the two first phases (establishment and transition).

Table 1 shows the DCO Budget with full staff team. **Table 2** shows the DCO Budget with only a P3 Communication specialist. **Table 3** shows the Budget without Communication and Science specialists. **Table 4** shows the DCO Budget with a phased staff cost scenario 2023-2026 only Coordinator (P4) and Programme Assistant (GS6). 2026-2029 Coordinator (P4) and Programme Assistant (GS6) and Communication Officer (P3); 2029-2031 Coordinator (P4) and Programme Assistant (GS6); Communication Officer (P3), and Science Officer (P3). **Table 5** shows the DCO Budget with a phased staff cost scenario where a National Officer is hired instead of a P3: 2023 - 2026 only Coordinator (P4) and Programme Assistant (GS6). 2026-2029 Coordinator (P4) and Programme Assistant (GS6) and Communication Officer (NOA); 2029-2031 Coordinator (P4), Programme Assistant (GS6); Communication Officer (NOA), and Science Officer (P3).

5. NEXT STEPS

- Consultation with Member States, stakeholders, Decade Actions, funders and partners, immediately after IOCARIBE XVII (8-11 May 2023). Discuss challenges and opportunities for engagement in the Decade; needs for support and coordination. Provide an update of the Decade Ecosystem and Introduce the Decade network of decentralized coordination structures and the possible role of the IOCARIBE DCO.
- Carry out interviews with relevant potential partners and identify key recommendations for DCO resource mobilisation. Including among the participants/ interviewees representatives from MDBs, International Development Agencies and National Councils of Sciences.
- Invite Member States to provide additional comments on a revised version that will be sent through IOC Circular Letter after IOCARIBE XVII.

- Presentation of the IOCARIBE DCO Terms of Reference to the IOC of UNESCO 32nd Assembly 21-30 June 2023.
- Based on assessment of human and financial resources needed, provide a DCO resource management strategy.
- Report to Member States end July 2023

DRAFT

TABLE 1 Proposed Budget for TAC DCO at IOCARIBE – Full Staff Cost Scenario

	Estimated amount in US\$										
Resources	2023 (H2)	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Staffing costs	284,500	569,000	597,450	615,374	615,374	633,835	652,850	672,435	692,608		5,333,425
Operational costs	130,000	216,000	226,000	227,500	237,500	238,500	240,885	243,294	245,727		2,005,406
Total yearly	414,500	785,000	823,450	842,874	852,874	872,335	893,735	915,729	938,335		7,338,831

Staff cost Cartagena Colombia	Standard Cost 41 /C5 USD / Year	Standard Cost 41 /C5 USD / Year
1 P4	192,500	192,500
2 P3	161,500	323,000
1 GS6	53,500	53,500
TOTAL	407,500	569,000

TABLE 2 Proposed Budget for TAC DCO at IOCARIBE – Medium Staff Cost Scenario

	Estimated amount in US\$									
Resources	2023 (H2)	2024	2025	2026	2027	2028	2029	2030	2031	Total
Staffing costs	203,750	407,500	427,875	440,711	440,711	453,933	467,551	481,577	496,024	3,819,632
Operational costs (incl. comms)	130,000	216,000	226,000	227,500	237,500	238,500	240,885	243,294	245,727	2,005,406
Total yearly	333,750	623,500	653,875	668,211	678,211	692,433	708,436	724,871	741,751	5,825,038

Staff cost Cartagena Colombia	Standard Cost 41 /C5 USD / Year	Standard Cost 41 /C5 USD / Year
1 P4	192,500	192,500
1 P3	161,500	161,500
1 GS6	53,500	53,500
TOTAL	407,500	407,500

TABLE 3 Proposed Budget for TAC DCO at IOCARIBE – Minimal Staff Cost Scenario

						Estimated amount in US\$				
Resources	2023 (H2)	2024	2025	2026	2027	2028	2029	2030	2031	Total
Staffing costs	284,500	246,000	258,300	266,049	274,030	282,251	290,719	299,440	308,424	2,509,714
Operational costs (incl. comms)	130,000	216,000	226,000	227,500	237,500	238,500	240,885	243,294	245,727	2,005,406
Total yearly	414,500	462,000	484,300	493,549	511,530	520,751	531,604	542,734	554,150	4,515,120

Staff cost Cartagena Colombia	Standard Cost 41 /C5 USD / Year	Standard Cost 41 /C5 USD / Year
1 P4	192,500	192,500
0 P3	0	0
1 GS6	53,500	53,500
TOTAL	246,000	246,000

TABLE 4 Proposed Budget for TAC DCO at IOCARIBE – Phased Staff Cost Scenario

	Estimated amount in US\$										
Resources	2023 (H2)	2024	2025	2026	2027	2028	2029	2030	2031	Total	
Staffing costs	123,000	246,000	258,300	419,725	432,317	445,286	624,990	643,740	663,052	3,856,409	
Operational costs (incl. comms)	130,000	216,000	226,000	227,500	237,500	238,500	240,885	243,294	245,727	2,005,406	
Total yearly	253,000	462,000	484,300	647,225	669,817	683,786	865,875	887,033	908,779	5,861,815	

*Note: Between 2023 and 2026 only Coordinator (P4) and Programme Assistant (GS6). 2026-2029 Coordinator (P4) and Programme Assistant (GS6) and Communication Officer (P3); 2029-2031 Coordinator (P4) and Programme Assistant (GS6); Communication Officer (P3), and Science Officer (P3).

Staff cost Cartagena Colombia	#	Standard Cost 41 /C5 USD / Year	Standard Cost 41 /C5 USD / Year
P4	1	192,500	192,500
P3	2	161,500	323,000
GS6	1	53,500	53,500
NOA	0	0	0
TOTAL	4	407,500	569,000

TABLE 5 Proposed Budget for TAC DCO at IOCARIBE – Phased Staff Cost Scenario (NOA)

	Estimated amount in US\$										
Resources	2023 (H2)	2024	2025	2026	2027	2028	2029	2030	2031	Total	
Staffing costs	123,000	246,000	258,300	318,785	328,349	338,199	514,690	530,131	546,035	3,203,488	
Operational costs (incl. comms)	130,000	216,000	226,000	227,500	237,500	238,500	240,885	243,294	245,727	2,005,406	
Total yearly	253,000	462,000	484,300	546,285	565,849	576,699	755,575	773,425	791,761	5,208,893	

*Note: Between 2023 and 2026 only Coordinator (P4) and Programme Assistant (GS6). 2026-2029 Coordinator (P4) and Programme Assistant (GS6) and Communication Officer (**NOA**); 2029-2031 Coordinator (P4) and Programme Assistant (GS6); Communication Officer (NOA), and Science Officer (P3).

Staff cost Cartagena Colombia	#	Standard Cost 41 /C5 USD / Year	Standard Cost 41 /C5 USD / Year
P4	1	192,500	192,500
P3	1	161,500	161,500
GS6	1	53,500	53,500
NOA	1	63,500	63,500
TOTAL	4	471,000	471,000

Annex 1: The UN Ocean Decade & the role of a Decade Coordination Office

The United Nations Decade of Ocean Science for Sustainable Development

The United Nations (UN) Decade of Ocean Science for Sustainable Development 2021-2030 (referred to as 'the Decade') was proclaimed by the 72nd Session of UN General Assembly (UNGA) on the 5th of December, 2017. The Decade is being coordinated by IOC-UNESCO in an effort from to promote transformational, large-scale change to advance urgent action on moving from the 'ocean we have' to the 'ocean we want'. It includes a focus on least developed countries (LDCs), Small Island Developing States (SIDS) and land-locked developing countries (LLDCs).

The Decade aims to catalyze the human behavior change required, and to be inter-generational, recognize and redress gender disparities in ocean science, and be of sufficiently long duration to deliver lasting change. Guided by the United Nations Convention on the Law of the Sea (UNCLOS), the Decade will generate the data, information and knowledge needed for more robust science-informed policies and stronger science-policy interfaces at global, regional, national and even local levels, leading to improved integrated ocean management and development of a sustainable ocean economy. It represents an opportunity to build scientific capacity and knowledge to contribute to the goals of the 2030 Agenda for Sustainable Development. In our information-centred, internet-linked society, the Decade will support ocean data, information, and knowledge systems to evolve to a much higher level of readiness, accessibility, and interoperability. The scale of such efforts will need to be exponentially greater than anything seen to date.

The IOC has established an Implementation Plan to guide the Decade, which will be supported by contributions from Member States, specialized agencies, funds, programmes and bodies of the United Nations, as well as other intergovernmental organizations, non-governmental organizations and relevant stakeholders. The Decade Action Framework is built on ten challenges and three objectives that will contribute to creating the "ocean we want". This includes a series of Decade Actions grouped into (i) "Decade Programmes", long-term regional or global actions towards one or more challenges, (ii) "Decade Projects", discrete and focused undertaking at regional, national or subnational scales, that typically contributes to a Decade Programme, and (iii) "Decade Activities", on-off standalone initiative that contributes to a Project or Programme.

Decade Actions will be implemented voluntarily by any interested partner, following guidance from the Decade Advisory Board (DAB) and coordinated by the Decade Coordination Unit (DCU), a centralized coordination body within the IOC; Decade Coordination Offices (DCO), decentralized offices that support the work of the DCU; Decade Collaborative Centres (DCC), decentralized independent organizations that support Decade Programmes for specific challenges or basins; and Decade Implementing Partners, entities that contribute support Decade Actions work through specific tasks.

The Role of a Decade Coordination Office

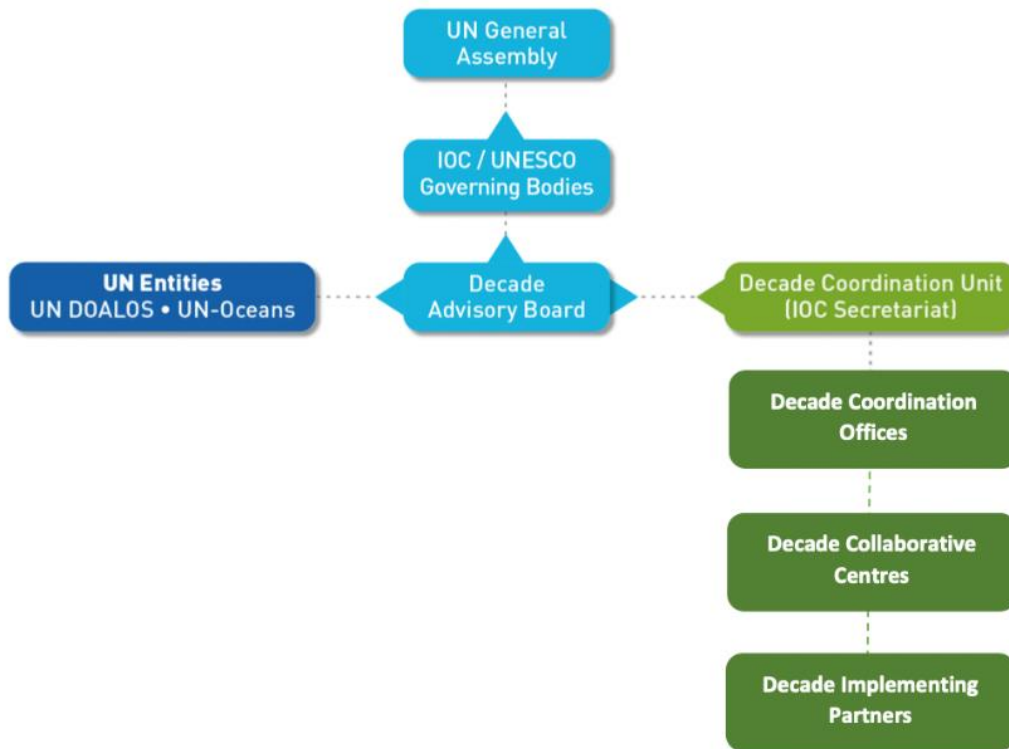
The ultimate aim of the Ocean Decade is to have a full and coordinated matrix of partners covering all major themes and geographies and operating in a way that enhances collaboration and avoids overlap.

Decade Coordination Offices provide support to the DCU by catalyzing and coordinating Decade Actions thematically (Ocean Decade Challenges) or geographically (ocean basins or land-based regions), as established in their endorsed scope. They will be equipped with a small team of dedicated staff, premises, and operational resources.

They provide technical, logistical, and financial support for scientific coordination and planning; the identification of collaboration opportunities; awareness-raising and stakeholder engagement; and technical and scientific capacities to support Decade Actions. Specifically, Coordination Offices will support, within their scope, (i) Stakeholder Coordination, Facilitation and Engagement; (ii) Calls for Action; (iii) Monitoring & Reporting the advancement of the Decade; (iv) Communications; (v) Resource Mobilization; and (vi) Coordination of Decade Actions.

The figure below provides an overview of the Ocean Decade governance and coordination structures.

Decade Coordination Offices must be proposed by UN organizations working in relevant areas of marine science such as research institutes or centres, NGOs, philanthropic Foundations, private sector entities or universities.



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GLOSSARY

Action	The tangible initiatives that will be carried out across the globe over the next ten years to fulfil the Decade vision.
Activity	A Decade Activity is a one-off standalone Action (such as an awareness-raising event, a scientific workshop, or a training opportunity). It enables a programme or project, or directly contributes to an Ocean Decade Challenge.
Community of practice	Communities of Practice are mechanisms to allow coordination amongst partners working on similar themes or in similar geographies to optimize the collective impact throughout the Decade. They will be facilitated through the Global Stakeholder Forum.
Contribution	Supports the Decade through provision of a necessary resource (e.g. funding, resource mobilization, data, or an in-kind contribution, including staff, provision of infrastructure, or equipment). A contribution can support either the implementation of a Decade Action or the coordination functions of the Decade
Decade Advisory Board	A multi-stakeholder advisory body to the IOC Governing Bodies that will provide strategic advice on Decade implementation.
Decade Collaborative Centre	Centre hosted by one or more countries or an international organization engaged in Decade activities that will catalyze Decade Actions at the regional or thematic level by providing technical, logistical, and financial support for: (i) scientific coordination and planning; (ii) the identification of collaboration opportunities; (iii) awareness raising and stakeholder engagement; and (iv) technical and scientific capacities to support Decade Collaborative Centres will be legally separate from the IOC and operated under the complete responsibility of the establishing entity(ies).
Decade Coordination Office	Offices hosted by UN Member States and requiring the establishment of a Seat Agreement with the host Member State and the provision of financial resources through IOC/UNESCO or other UN frameworks. Offices will act as 'decentralized' Decade Coordination Units, being organically attached to the central Decade Coordinating Unit, and will be responsible for a regional portfolio of Decade Actions and/or specific thematic initiatives
Decade Coordination Unit	Central coordination unit for the implementation of the Decade that will be housed within the IOC Secretariat.
Decade Implementing Partner	Stakeholder institutions (e.g. research institutes, NGOs, universities) that are committed to the vision and mission of the Decade and that are making significant and sustained efforts to support the Ocean Decade.
Decentralized coordination structure	Decade Coordination Offices, Decade Collaborative Centres, and/or Decade Implementing Partners.
Global Stakeholder Forum	A convening mechanism for all Decade stakeholder engagement networks. The Forum will have both virtual and physical elements.
National Decade Committee	Existing or new structures that coordinate actors at the national level. Committees are inclusive multi-agency and multi-stakeholder platforms for the co-design and co-delivery of Actions and facilitate access to benefits such as data, products, science-policy advice, or capacity development.
Objective	Process objectives that describe the steps in the science value-chain that are needed to meet the Ocean Decade Challenges and thus contribute to achieving the Decade Outcomes.
Ocean Decade Alliance	Resource mobilization mechanism focused on voluntary, large-scale commitments from governments, UN entities, private sector, foundations or other Decade supporters.
Ocean Decade Challenge	Most pressing and immediate priorities of the Decade. Used to unite stakeholders around common action. May evolve throughout the Decade.

Ocean science	Encompasses natural and social science disciplines, including interdisciplinary approaches; the technology and infrastructure that supports ocean science; the application of ocean science for societal benefit, including knowledge transfer and applications in regions that are lacking science capacity; and the science-policy and science-innovation interfaces. Ocean science embraces local and indigenous knowledge as a fundamental source of knowledge. It recognizes the central role of the ocean in the earth system, and includes consideration of the land-sea interface and ocean-atmosphere and ocean-cryosphere interactions.
Outcome	Describes the 'ocean we want' at the end of the Decade. Outcomes describe both the desired state of the ocean, and the desired state of society's use of, and interaction with, the ocean.
Programme	A Decade Action that is typically global or regional in scale and will contribute to the achievement of one or more of the Ocean Decade Challenges. It is long-term (multi-year), interdisciplinary and multi-national. A programme will consist of component projects, and potentially enabling activities.
Project	A Decade Action is a discrete and focused undertaking that is typically of a shorter duration. It may be regional, national or sub-national and it will typically contribute to an identified Decade programme.
Proponent	An institution who proposes and implements a Decade Action, Coordination Office, Collaborative Centre, Implementing Partner, or other forms of contributions to the Decade.
UN entity	United Nations agencies, funds, and programmes.