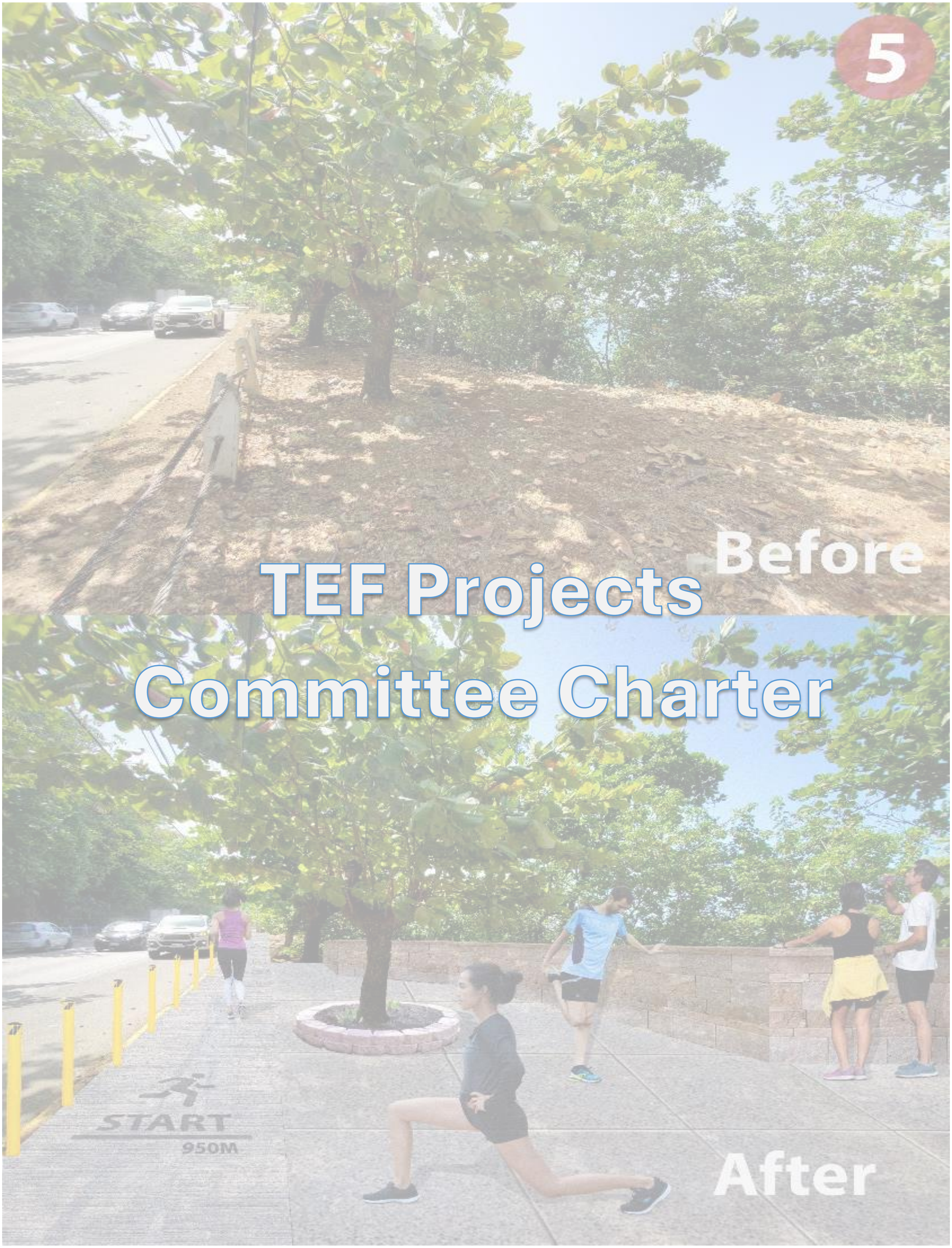
TEF Projects Committee Charter



	TOURISM ENHANCEMENT FUND **Projects Committee Charter**		**REVISION NO:** 1.0 **APPROVED DATE:** 2025-04-16 **EFFECTIVE DATE:** 2025-04-21
	DOC. NO.	**TEF-CHTR-PRJ2025/04-16**	
	DOCUMENT OWNER: Corporate Secretary	**APPROVED BY:** Board of Directors	

TOURISM ENHANCEMENT FUND

PROJECTS COMMITTEE CHARTER

60 Knutsford Boulevard,
Kingston 5
Tele: (876) 908-5970
www.tef.gov.jm

"This charter outlines the purpose, scope, and guiding principles of the Projects Committee, establishing its main objectives, roles and responsibilities to ensure effective governance, successful outcomes and long-term impact."

Document Title: *TEF Projects Committee Charter*
Version: *Version 1.0*
Approval Date: *April 16, 2025*

TOURISM ENHANCEMENT FUND
PROJECTS COMMITTEE CHARTER

TABLE OF CONTENTS

1. PURPOSE

1.1 The Project Committee (the "**Committee"**) of the Tourism Enhancement Fund ("**TEF**") has been created to assist the Board in the effective discharge of its responsibilities of reviewing and endorsing new project requests and to monitor projects progress.

1.2 The Committee serves as a dedicated body within the framework of the TEF's governance structure with its primary purposes being to ensure that all funded and implemented projects align with the strategic objectives of TEF, contributing to the sustainable growth and enhancement of Jamaica's tourism sector.

1.3 The Committee is to provide focused oversight, guidance, and support to the Board of Directors in matters related to project management and strategic initiatives. The Committee will assist in the evaluation, planning, and execution of projects to ensure alignment with the organization's goals and objectives.

1.4 The Committee does not replace or replicate established management responsibilities and delegations.

1.5 This Charter sets out the role and responsibilities delegated by the Board to the Committee and the Committee's membership and structure.

2. KEY RESPONSIBILITIES

2.1 Project Oversight and Strategic Alignment

2.1.1 Ensure that all proposed and ongoing projects are aligned with TEF's mission, vision, and strategic tourism priorities.

2.1.2 Assess the feasibility, scope, and impact of all project proposals submitted for TEF funding or support

2.1.3 Evaluate and prioritize projects that contribute to the sustainable growth of the tourism sector, while balancing economic, social, and environmental factors.

2.1.4 Oversee that funded projects directly support the national tourism development goals and community well-being.

2.2 Evaluation of Project Proposals

2.2.1 Assess the feasibility, scope, and impact of all project proposals submitted for TEF funding or support.

2.2.2 Provide thorough evaluations and recommendations based on alignment with the Fund's objectives, national tourism priorities, and measurable outcomes.

2.2.3 Ensure that projects demonstrate their capacity to foster local economic growth, improve tourism infrastructure, and preserve cultural heritage.

2.3 Monitoring and Risk Management

2.3.1 Establish and enforce systems for the ongoing monitoring and tracking of project progress, milestones, and deliverables.

2.3.2 Evaluate and identify risks (financial, operational, and reputational) related to project execution and recommend mitigation strategies.

2.3.3 Ensure transparency and accountability in project execution through regular performance reviews and reporting.

2.4 Stakeholder Engagement and Collaboration

2.4.1 Facilitate effective engagement with all relevant stakeholders, including local communities, government entities, private sector partners, and tourism operators.

2.4.2 Foster collaboration with tourism stakeholders to leverage resources, expertise, and synergies, ensuring successful project outcomes.

2.4.3 Ensure continuous communication with stakeholders to maintain alignment with national priorities and local needs.

2.5 Financial Oversight and Resource Allocation

2.5.1 Review and provide input in the crafting of the project budgets to ensure the efficient allocation of TEF funds, ensuring financial resources are used optimally.

2.5.2 Monitor financial progress, review expenses, and recommend adjustments where necessary to ensure projects stay within budget and are sustainable.

2.5.3 Uphold financial management standards by ensuring compliance with the Ministry of Finance and the Public Service's (MoFPS) and TEF's policies and other applicable regulations.

2.5.4 Recommend appropriate resource allocation for projects, considering budgetary capacity and organizational priorities.

2.6 Ensuring Impactful Project Outcomes

2.6.1 Champion the development of projects that improve Jamaica's competitiveness as a top global tourism destination.

2.6.2 Prioritize projects that enhance tourism infrastructure, elevate the visitor experience, and promote sustainability within the industry.

2.6.3 Regularly assess the outcomes of completed projects, analyzing their effectiveness and sustainability and generating insights to inform future project development.

2.7 Advocacy and Public Communication

2.7.1 Ensure clear, transparent communication about the objectives, progress, and outcomes of projects to foster public understanding and support.

2.8 Policy Development and Best Practices

2.8.1 Recommend and review policies and operational guidelines for the implementation and management of TEF projects.

2.8.2 Ensure that projects adhere to industry best practices, ensuring efficiency, effectiveness, and alignment with TEF's strategic goals.

2.8.3 Continuously refine TEF's project management processes, applying lessons learned to enhance future project planning and execution.

2.9 Sustainability and Innovation

2.9.1 Promote projects that integrate sustainable tourism practices, innovative technologies, and environmental stewardship.

2.9.2 Encourage the use of cutting-edge solutions that enhance long-term sustainability and resilience in Jamaica's tourism sector.

2.9.3 Ensure that all funded projects contribute to the preservation of Jamaica's natural and cultural resources while enhancing the visitor experience.

3. MEMBERSHIP

3.1 The Committee will comprise a minimum of three (3) Board Directors.

3.2 The Committee shall be chaired by an independent Board Member appointed by the Board and will serve as the primary liaison between the Committee and the Board.

3.3 The membership of the Committee can be selected by the Committee Chairman but must be appointed by the Board Chairman.

3.3.1 The Board Chairman may also select the membership of the Projects Committee

3.3.2 Committee Membership will be terminated if they cease to be a Board Member.

3.4 Committee Members should have a working knowledge of the GoJ Procurement guidelines and understand the operational, financial and strategic risk profiles of the TEF.

3.5 The duties and responsibilities of a Committee Member will be in addition to those set out for Board Members.

4. MEETINGS

4.1 Committee meetings will be convened monthly but the Committee Chair may call such additional meetings as may be necessary to address any urgent matters referred to the Committee by the Board, the Executive Director or other executives, or in respect of matters that the Committee at its discretion wishes to pursue.

4.2 Meetings may be held in person, virtually, or through teleconferencing, provided that all Committee Members involved in the meeting are able to participate in the discussion.

4.3 The quorum of the meeting is a simple majority of the Board Members on the Committee.

4.4 Resource persons, including the Directors of Projects, Tourism Linkages Network, Jamaica Centre of Tourism Innovation, and the Research and Risk Management Department, shall attend Committee meetings where they have submissions or matters under consideration. The Committee may also invite other members of the team whose expertise or input is deemed necessary.

4.5 The Committee may co-opt external persons to attend meetings where their expertise, experience, or input is considered beneficial to the Committee's deliberations.

4.6 In the absence of the Chair or appointed delegate, the Committee may elect a member present to chair the meeting.

4.7 The Corporate Secretary or his/her delegate will be the Committee 'Secretary'.

4.8 The Corporate Secretary or his/her delegate will be responsible for the preparation and compilation of the meeting agenda and accurately minuting all Committee decisions in consultation with the Chair. The Secretary will also be responsible for the timely tabling of all correspondence, reports and other information relevant to the Committee's deliberations and operations.

4.9 Minutes and Actions are to be prepared within a reasonable time following each Committee meeting. Following review by the Chair, the Minutes are circulated to Members for approval and inclusion in the Board Package within one month of approval and Actions are advised to Management for execution.

4.10 The Committee may consider matters without a meeting via the following procedure:

4.11 The Executive Director or Corporate Secretary shall obtain the Chair's approval to circulate a matter to Committee members via round-robin for review and endorsement, prior to submission to the Board for formal resolution.

4.12 The Committee should determine its own agenda, ensuring appropriate consultation to include emerging issues and emphasis on the most significant urgent matters relating to the resort areas;

4.13 The agenda and relevant papers will be distributed to members at least seven days prior to the meetings

5. CONFLICTS OF INTEREST

5.1 Committee members must:

5.1.1 Disclose to the Committee any actual or potential conflict of interest which may exist as soon as they become aware of the issue. The disclosure must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting, and be updated as necessary;

5.1.2 Take any necessary and reasonable measures to try and resolve the conflict; and

5.1.3 Comply with the Public Bodies Management and Accountability (PBMA) Act and Financial Audit and Administration (FAA) Act requirements in relation to the disclosure of interests and restrictions on voting.

5.2 Unless the Committee Members decide otherwise, if a conflict or potential conflict situation exists, the conflicted Committee Member will be excluded from all considerations on the matter by the Committee including any segment of the Committee papers or other documents containing any reference to the matter.

6. SCOPE, ACCESS AND AUTHORITY

6.1 The Committee is authorised to review project appraisals and make appropriate recommendations to the Board.

6.2 The Committee has the authority to seek any information it requires to carry out its duties from any officer or employee of TEF.

6.3 Except as specifically stated in this Charter or by the Board, the Committee has limited delegated authority and exists predominately to provide recommendations to the Board on issues within the purview of the Committee and to provide oversight and monitoring responsibilities of projects being implemented by the TEF or supported by the entity.

6.4 The Committee has the authority to consult any independent professional advisers it considers appropriate to assist in meeting its responsibilities.

7. REPORTING

7.1 The Projects Sub-Committee will report to the Board of Directors on a regular basis, summarizing its activities, findings, and recommendations.

7.2 The Committee will prepare and submit to the Board any additional reports as appropriate.

7.3 Through the above protocols, all matters relevant to the Committee's role and responsibilities will be reported to the Board.

8. REVIEW OF COMMITTEE PERFORMANCE

8.1 The Committee will once each year undertake a self-assessment of its performance for the previous 12 months.

8.2 The review is generally completed in conjunction with the annual Board Evaluation process.

9. REVIEW OF CHARTER

9.1 The Charter will be reviewed at least biennially by the Corporate Governance Committee to ensure that the Charter remains consistent with the Committee's authority, objectives and responsibilities.

9.2 Any changes to the Charter recommended by the Corporate Governance or Project Committee must be approved by the Board.

10. PUBLICATION OF THE CHARTER

10.1 A copy of the approved Project Committee Charter will be made available on the TEF's website available at www.tef.gov.jm

11. ADOPTION AND AUTHENTICATION

11.1 This charter has been adopted by the Board of Directors of the Tourism Enhancement Fund and is intended to assist the Projects Committee in the exercise of its assigned responsibilities. These principles and policies are in addition to and are not intended to change the applicability of, nor the interpretation of any Law or GoJ requirements and guidelines.

11.2 This version of the Charter has been adopted by the Board of Directors of the Tourism Enhancement Fund at its meeting held at 60 Knutsford Boulevard, Kingston 5 on **April 16, 2025,** and the signature of the Chairman of the Board signifies such approval.

11.3 This charter is effective as of April 21, 2025 and will remain in effect until amended or rescinded by the Board of Directors.

Board Chairman's Signature

Godfrey Dyer, OJ, CD, JP

16-04-2025

Date

Corporate Governance Chairman

Marcia Gilbert-Roberts, CD, JP

16th April 2025

Date