

**Terms of Reference
For
Renewable Energy & Energy Efficiency Training Competency Standards
Advisory Committee
And associated
Technical Committees**

Background

Renewable Energy (RE) and Energy Efficiency (EE) is a high priority for Governments within the Pacific Island Countries and Territories (PICTs) with many of them implementing projects/programs and other initiatives to increase their usage of RE technologies and EE. These are being supported by the various multi-lateral and bi-lateral donors operating in the region and the CROP agencies. However for these interventions to be successful and sustainable in the long term requires skilled people trained in the design, installation and maintenance of the RE and EE systems being deployed.

Though RE and EE training has been undertaken in the PICTs for over twenty years, it has typically been project based and operated sporadically. A mature private sector industry to survive also requires quality training established within the regions that the industry is operating and a sustainable long term training programme is imperative for any RE/EE development. However quality training programs require:

- Competency standards (also known as task analysis) which details what should be taught and assessed in a course to provide an individual with the skills to competently do a specific task (e.g. install an off grid power system); and,
- Professional training centres that have the correct equipment and suitably trained and experienced trainers. Preferably these centres should be accredited by some third party organisation.

In 2005, the Pacific Renewable Energy Training Initiative (PRETI) was developed with support from ESCAP but unfortunately it never obtained funding. The new Renewable Energy & Energy Efficiency Training Competency Standards Advisory Committee is to build on previous and existing training initiatives and experience to assist establishing sustainable quality training programs in the PICTs.

Advisory Committee Representation

The committee shall comprise representatives from CROP agencies, training institutes and donor agencies which have an interest in the development of quality RE and EE training.

Initial members include:

- a. USP (Chair)
- b. SEIAPI (one representative from executive and GSES as secretariat)
- c. PPA
- d. SPC

- e. UNDP
- f. SPREP
- g. College of Micronesia (COM-FSM)
- h. IUCN
- i. Guam Community College (GCC)

Advisory Committee Objectives

The objectives of the Renewable Energy and Energy Efficiency Training Competency Standards Advisory committee are to:

1. Recommend specific technical competency standards, upon which training courses conducted in the region could be based; and,
2. Recommend a quality regional training framework which can be used to accredit training programs within the Pacific Region when national frameworks did not cover RE and EE training courses.

Advisory Committee Responsibilities

The specific responsibility of the Renewable Energy and Energy Efficiency Training Competency Standards Advisory committee is to:

1. Recommend prioritised list for the development of the technical competency standards.
2. Nominate individuals that could join the technical committees that will develop the competency standards.
3. Send invitations through their mailing list soliciting nominations from suitable persons for the technical committees membership.
4. Based on applications appoint the members to the technical committees.
5. Advertise through their data distribution systems that draft competency standards (when available) have been released for public comment.
6. Review and approve competency standards once completed by the technical committees.
7. The chair shall maintain a data base of training institutions operating within the PICTs that are offering RE and EE courses.
8. The chair shall develop a web site where draft versions distributed for public comment and final versions of the competency standard are listed and available as Word.
9. The chair shall maintain the Web Site which will also include general information on this initiative
10. The chair shall distribute the final versions of the competency standards.

11. Recommend when an existing competency standards shall be reviewed.
12. If requested review draft proposals developed with respect to the quality training framework.
13. Provide recommendations on the quality training framework that should be adopted for the region.
14. Create awareness among various stakeholders about the need for competency standards and certification.

Technical Committee Representation

The technical committee shall comprise:

1. Subject matter experts for the particular technology and application of that technical committee. These will typically comprise sector including industry representatives from within the PICTs and from companies and other interested organisation based outside the area that have an interest in the region.
2. Educational experts for the particular technology and application of that technical committee. These will typically comprise trainers/lecturers from training institutes.

Procedures for Developing a Competency standard

1. SEI-API in Collaboration with USP shall develop the initial draft competency standards.
2. A representative of SEI-API/USP will act as the chair for each committee
3. The chair will distribute the draft competency standards to the relevant technical committee for their comments.
4. The individual members of the committee shall provide their comments in writing no later than one (1) month after the draft competency standards have been distributed.
5. The chair shall compile the comments and then organise a phone/Skype conference with the technical committee to discuss and finalise the draft document.
6. The chair shall then co-ordinate the release of the draft competency standard for public comment through the advisory committee.
7. Public comment shall be open for 2 months and all comments shall be returned to the chair.
8. The chair shall compile the list of comments and distribute to the relevant technical committee.
9. The chair shall organise a phone/Skype conference with the committee to discuss comments and finalise the competency standard.
10. Once finalised the Chair will send the final version of the competency standard to the advisory committee for approval.

Technical Committee Responsibilities

The responsibility of the technical committees is to:

1. Review the draft technical competency standard and provide comments to the chair within 1 month.
2. Be available for a phone/Skype conference for discussing the comments and finalising draft competency standard.
3. Review comments resulting from the public comments.
4. Be available for a phone/Skype conference for discussing the public comments and finalising competency standard.