



## LETTER OF AGREEMENT

between

**The Pacific Islands Applied Geoscience Commission (SOPAC), and  
The Secretariat of the Pacific Regional Environment Programme (SPREP)**

- 1 This Letter of Agreement (LOA) is between the Pacific Islands Applied Geoscience Commission (SOPAC) and the Secretariat of the Pacific Regional Environment Programme (SPREP), two independent intergovernmental regional organisations.
- 2 It constitutes the record of full and effective transfer of specific functions within the work programme of SOPAC to SPREP upon the date this Agreement is signed and dated.
- 3 The basis of this LOA is the decision of the meeting of the Joint Governing Bodies of SOPAC, SPREP and SPC convened in Suva, Fiji, 7-8<sup>th</sup> July 2009 and subsequently endorsed by the Leaders at the Pacific Islands Forum Meeting in Cairns, 5-6<sup>th</sup> August 2009.
- 4 Both SOPAC and SPREP acknowledge that this LOA constitutes a formal and binding agreement between the two organisations, and that the format and extent of the LOA is consistent with previous transfers of work programme functions between intergovernmental regional organisations. As such it is recognised the LOA conforms with "best practice".
- 5 Both SOPAC and SPREP acknowledge that this LOA is consistent with the role of the Council of Regional Organisations of the Pacific (CROP) as a partnership of equals, the CROP Charter, and its guiding principles for improving services to Member Countries.
- 5 The CEOs of SOPAC and SPREP are to sign this LOA in accord with the decision of the Joint Governing Bodies of SOPAC, SPREP and SPC of 7-8<sup>th</sup> July 2009 in Suva, Fiji, and with the concurrence of the Chair of the SOPAC Governing Council and the Chair of the SPREP Governing Council.
- 6 The specific functions covered by this LOA are as follows and are described in paragraphs 10 through 23 below.
  - Pacific Islands Global Ocean Observing System (PI-GOOS).
  - Islands Climate Update (ICU).
  - Climate and Meteorological Databases (CMD).
  - Energy functions related to Climate Change, specifically monitoring and evaluation of Greenhouse Gas and the Clean Development Mechanism.
- 7 Upon signing of the LOA, the SOPAC Secretariat will hand over to SPREP all materials pertaining to the four specific functions comprising mainly data and administrative reports. SOPAC will continue to support SPREP in its future role in regard to these four work programme functions, in the spirit of cooperation, collaboration, and partnership amongst regional organisations, and as described in the CROP Charter.
  - There are no staff positions to be transferred.
  - There are no financial obligations except in the case of PI-GOOS.

SPREP 1/6/11 ✓

cc: PM-PP

8 SPREP, upon receiving the data and administrative reports, acknowledges that these comprise intellectual property in so far as the island members are concerned, and for which members may wish to exercise confidentiality. Accordingly, SPREP will seek approvals from members before releasing data and any other forms of information to third parties.

9 Upon signing this LOA, the SPREP Secretariat will undertake a full and effective commitment to develop and strengthen each of the functions described and provide updates to the members through yearly reporting to the SPREP Governing Council. In the immediate future every effort will be made by SPREP to secure funding for the re-establishment of the PI-GOOS Coordinator position, and to establish a new agreement with New Zealand for the future of the ICU, noting the current agreement with SOPAC expires on 31<sup>st</sup> March 2010.

### **Pacific Islands Global Ocean Observing System (PI-GOOS)**

10 PI-GOOS is a regional programme linked to a global programme which aims to assist development in the Pacific region via improved uptake and use of data and information from global and regional oceanic and coastal observing systems. Implementation of the programme is through capacity building at the local and regional level, and via the delivery of useful observation related products to the relevant national level government departments ([www: pi-goos.org](http://www.pi-goos.org)). All materials pertaining to PI-GOOS are available from the website, including the list of members of the PI-GOOS Advisory Committee.

11 SOPAC has since the inception of PI-GOOS in 1998 been responsible for the development of PI-GOOS activities including the establishment of a PI-GOOS Coordinator position in 2004 (which has been vacant since early 2009), chairing the PI-GOOS Advisory Committee, and the oversight of the Strategic Plan, and the establishment of the PI-GOOS webpage, the hosting of which transferred to the International Pacific Research Centre at the University of Hawaii Manoa campus in 2007.

12 SPREP will assume full responsibility for functions previously provided by SOPAC including the financial and administrative responsibilities, and undertake to coordinate amongst key stakeholders to secure future funding, and liaise with the host of the webpage to update it and maintain it. In addition SPREP will undertake to develop and strengthen the linkages between PI-GOOS and PI-GCOS which it also coordinates and other relevant elements of the climate change agenda.

13 Members of the Advisory Committee, who include the donors supporting this activity, are aware of this pending transfer of responsibility and will receive copies of the signed LOA as confirmation.

14 SOPAC will transfer funds to SPREP. These funds are described in the Annex on page 5 to this LOA. 80% of these indicative funds will be transferred upon signing of the LOA. The balance to transfer upon finalisation of the audit of the 2009 SOPAC accounts and the completion of the unaudited SOPAC accounts for the period 1<sup>st</sup> January to 30<sup>th</sup> June 2010. Henceforth SPREP will assume full financial liability in regard to funding as per

### **Pacific Island Climate Update (ICU)**

15 The Pacific Island Climate Update (ICU) project is implemented by SOPAC, in collaboration with SPREP and the New Zealand National Institute of Water and Atmospheric Research (NIWA) and supported by NZAID. The main output of the ICU process is the publication of a monthly seasonal climate bulletin for the Pacific region with a primary goal of assisting Pacific SIDS to make informed planning and management decisions across a range

of sectors through the provision of timely and accurate seasonal climate forecasts. The ICU bulletin is published by NIWA, in print and online, and distributed to end users across the Pacific region. Since 2009, the print version has ceased in order to devote more resources to develop an improved online presence and accessibility. At the 13<sup>th</sup> Regional Meteorological Services Directors' meeting in Nadi in May 2009, Directors noted the crucial contribution by the ICU in developing and building climate forecasting capacity in the region.

16 As a result of the transfer of this function, SOPAC relinquishes its coordination role. There are no assets including datasets to transfer. An archive of bulletins produced under the project is publicly available online (<http://www.niwa.co.nz/our-science/climate/publications/all/icu>). SOPAC will be responsible for the final reporting to NZAID on the current support provided for the ICU function, as per the Grant Funding Arrangement. It is anticipated, as per previous annual reporting, that the financial reporting will show full commitment of the funds provided.

17 SPREP will immediately be responsible for the preparation of a new agreement with NZAID for the continuation of the functions of the ICU, noting that the current agreement with SOPAC expires on 31<sup>st</sup> March 2010.

### **Climate and Meteorological Data (also known as Historical Climate Data in Pacific Island Countries)**

18 Under a joint initiative between SOPAC, SPREP and NIWA and funded by the New Zealand Ministry of Environment (NZMoE) funding support was provided to rescue, preserve and digitise historic climate observations from Pacific island countries. Progress to date has been to assess the data available and to provide a listing of daily climatological and rainfall records that are archived in NIWA's climate database, as well as sites for which daily data are still to be archived. The NIWA climate database has 716 Pacific island sites of which there are 524 locations where daily observations of weather and climate are made.

19 SOPAC will be responsible for the final reporting to NZ MoE on the current support provided, as per the Agreement for Funding No.12269. It is anticipated, as per previous annual reporting, the financial reporting will show full commitment of the funds provided.

20 A copy of metadata files received by SOPAC will be transferred to SPREP on DVDs. SPREP shall seek appropriate arrangements with relevant island members National Meteorological Services, should they wish to do so, to create a secondary data storage centre outside NIWA.

### **Energy functions related to Climate Change, specifically monitoring and evaluation of Greenhouse Gas (GHG) and the Clean Development Mechanism (CDM)**

21 As part of SOPAC's energy activities and identifying potential funding opportunities specific attention has been given to assessing the possible benefits that could be gained from development projects through the reduction of GHG and linking this to the CDM. This has been managed as an integral part of ongoing core energy activities and has included the preparation of a technical information pamphlet distributed at the Regional Energy Officials Meeting in 2007 in the Cook Islands, as well as hosting a specific session on CDM. SOPAC has further provided technical advice on CDM opportunities to members and continued to monitor and report on CDM developments and its appropriateness for the region.

22 Subsequent to the specific attention given to the CDM prior to and in 2007 this activity has been only a small part of SOPAC's work programme and has involved ongoing monitoring of the literature and responding to members' requests for information on an

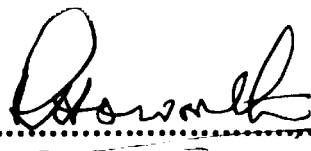
"needs arises" basis with no dedicated resources. The technical publication from 2007 has been widely distributed and now will require updating if it is to be reprinted.

23 SPREP will undertake to remain current in respect to any new developments and opportunities that arise in regard to GHGs and CDM, and ensure this information service is readily available and accessible for members and agencies developing and implementing energy projects.

Signed.....

**David Sheppard,  
Director, SPREP**

Date..... 29-03-2010

Signed.....

**Russell Howorth,  
Director, SOPAC**

Date..... 31.03.10



PACIFIC ISLANDS APPLIED GEOSCIENCE COMMISSION - REGIONAL COORDINATION OF PACIFIC GOOS IN THE SOPAC REGION-VARIANCE REPORT FOR THE PERIOD 2002-2009

Account Codes Name	2002 FJS	2003 FJS	2004 FJS	2005 FJS	2006 FJS	2007 FJS	2008 FJS	2009 FJS	2010 FJS	YTD FJS
100700 UNREALISED EXCHANGE GAIN/LOSS	(74,913.75)		(9,523.85)		120.65	47,286.28	10.41			131.06
100900 TRANSFER OF FUNDS (refer notes below)							31,994.88			(5,156.44)
101100 XB CONTRIBUTIONS-Donors										
TAIWAN/ROC										
UNESCO										
IOC		(29,182.88)	(17,776.20)							(46,959.08)
THE GRAND ALLIANCE		(20,027.00)	(47,250.56)	(4,209.46)						(108,392.84)
BOMET			(16,857.72)							(62,966.12)
NOAA			(33,631.52)	(61,977.21)						(33,631.52)
NOAA			(12,420.82)							(178,406.27)
NOAA										(207,729.72)
<b>TOTAL INCOME</b>	<b>(74,913.75)</b>	<b>(49,209.88)</b>	<b>(137,450.67)</b>	<b>(66,186.67)</b>	<b>120.65</b>	<b>(153,861.85)</b>	<b>(161,598.76)</b>	<b>-</b>	<b>-</b>	<b>(643,110.93)</b>
201010 PERSONAL EMOLUMENTS/RELATED COST			23,036.43	69,313.31	50,903.75	69,665.50	114,203.58	25,883.72		353,006.29
201040 APPOINTMENT/REPATRIATION COSTS			4,245.38	4,409.18	10,628.90	21,908.75	2,324.00	8,881.51		52,397.72
201050 SUPERANNUATION								1,067.28		1,067.28
201060 EDUCATION ALLOWANCE			139.72	836.47	909.46	415.75	768.75	966.45		3,860.15
201070 STAFF INSURANCE & MEDICAL COST						1,552.11	3,178.15			4,730.26
201080 STAFF INSURANCE-IN HOUSE SCH.						125.00	330.00			455.00
201090 ANNUAL LEAVE - GROSS						2,143.55	(2,143.55)			
202010 AIRFARES - SOPAC STAFF	236.00	10,611.10	5,787.90	1,471.26	12,746.39	10,092.28	8,043.09	3,150.96		44,751.80
202020 AIRFARES - OTHERS		9,811.40	(162.00)							11,453.20
202030 DSA- SOPAC STAFF	(1,501.45)	10,890.68	12,855.07	6,049.91	8,427.54	8,919.30	1,803.80	3,806.87		53,694.14
202040 DSA - OTHERS		4,114.00				1,879.94	8,043.09			14,037.03
203010 REGIONAL WORKSHOP & SEMINARS		72.00	(32.79)			956.60				995.81
203020 IN COUNTRY- WORKSHOP & SEMINARS		5,212.85		214.57		47.94	1,242.00			6,717.36
203040 WORKSHOP SUPPLIES & CONSUMABLE						14.51				14.51
206010 COMPUTER ACCESSORIES & CNSMBLE			470.00	1,224.23	181.65	235.15	10.93			2,121.96
206030 COMPUTER HARDWARE						4,325.00	365.80			4,690.80
207050 SUPPORT COSTS	(87.84)	3,285.12	3,838.15	6,921.50	7,552.50	9,838.52	10,796.48	3,150.96		45,295.39
207060 CONSULTANCIES			440.00					1,600.00		2,040.00
208010 AUDIT FEES			130.00	611.29	1,267.00	100.00				2,008.29
208030 PRINTING AND REPORTING								84.11		84.11
208040 SUBSCRIPTIONS/PERIODICALS										(25.88)
208050 STATIONARY & OFFICE SUPPLIES		(25.88)								2,696.73
208060 POSTAGE & FREIGHT	84.10	77.05	87.30	1,517.98	745.26	146.94	122.20			2,696.73
208070 TAXI & MILEAGE CLAIMS		251.72	339.06	508.49	201.32	193.66	405.93			1,984.28
208080 ADVERTISING COSTS										
208090 OFFICIAL ENTERTAINMENT										
208140 GENERAL OFFICE SUNDRIES		20.00	551.64	68.50	6,419.29	90.00	368.23	657.49		1,465.49
208150 SPECIAL EXPENDITURE						40.00	150.47	20.00		259.12
210010 TRAVEL-INSURANCE		29.11	39.29	275.48	129.56		(24.27)	51.27		341.77
211030 TELEPHONE & FAX	83.33		49.86	18.09	52.02					232.41
<b>TOTAL EXPENDITURE</b>	<b>(1,185.86)</b>	<b>44,349.15</b>	<b>51,816.01</b>	<b>93,440.26</b>	<b>101,968.76</b>	<b>132,920.06</b>	<b>146,762.46</b>	<b>42,637.95</b>	<b>-</b>	<b>611,487.79</b>
<b>(Surplus)/Deficit of Funds</b>	<b>(76,099.61)</b>	<b>(4,860.73)</b>	<b>(85,645.66)</b>	<b>27,253.59</b>	<b>102,079.41</b>	<b>(21,041.79)</b>	<b>(15,846.30)</b>	<b>42,537.95</b>	<b>-</b>	<b>(31,623.14)</b>
<b>Accumulated Project Balance</b>	<b>(76,099.61)</b>	<b>(80,960.34)</b>	<b>(166,696.00)</b>	<b>(139,362.41)</b>	<b>(37,273.00)</b>	<b>(58,314.79)</b>	<b>(74,161.09)</b>	<b>(31,623.14)</b>	<b>-</b>	<b>(31,623.14)</b>
<b>INKIND SUPPORT FROM SOPAC (estimate)</b>		<b>7,000</b>	<b>9,000</b>	<b>13,000</b>	<b>15,000</b>	<b>16,500</b>	<b>17,500</b>	<b>15,000</b>	<b>2,000</b>	<b>95,000</b>

**Notes:**  
Yr 2002 FS74,913.75-PI GOOS Funds were transferred from UNESCO FS10,855.36 and FS65,156.41 from, Taiwan /ROC  
Yr 2004 FS9,523.85 -Balance of RT 1997,007 UNESCO funds were transferred to PI GOOS Account  
Yr 2007 FS47,415.74 was transferred to SEARED Project as authorised by Stephen R. Piotrowicz (U.S Argo Program Manager)  
Yr 2008 FS31,994.88 was transferred to RT 2008.010 to facilitate data workshop as authorised by Paul Eastwood (PI Goos Coordinator)  
**Personal Emoluments**  
Yr 2006 PI GOOS Officer finished employment in October 2006 and was paid at a high end Support Staff Grade with minimal expatriate benefits.  
Yr 2007 PI GOOS Coordinator commenced employment in May 2007 at a Professional Staff Grade and Terms and Conditions  
Please note that the financials for this project has been audited except for year 2009 which is scheduled to be audited in April 2010. There has been no transactions for year 2010 so far.