



SPREP

South Pacific Regional Environment Programme

Report
★ of the ★
Tenth
★ SPREP Meeting ★

15-18 September 1998

Apia, Samoa

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Report
of the
Tenth
SPREP Meeting

*Apia, Samoa
15-18 September 1998*

October 1998
Apia, Samoa

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Meeting Report

Agenda Item 1:

Official Opening

1 The Tenth SPREP Meeting (10SM) was convened in Apia, Samoa, from 15 to 18 September 1998. Representatives of the following SPREP countries and territories attended: American Samoa, Australia, Cook Islands, Federated States of Micronesia, Fiji, France, Guam, Kiribati, Nauru, New Zealand, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, United States of America and Vanuatu. Representatives of the Secretariat of the Pacific Community (SPC), Forum Secretariat and the United Nations Environment Programme (UNEP) attended as Advisers. South Pacific Organisations Coordinating Committee (SPOCC) partners, Forum Fisheries Agency (FFA), South Pacific Applied Geoscience Commission (SOPAC) and the University of the South Pacific (USP) were also represented. Observers from a range of regional, international and non-governmental organisations were also present. A list of participants is attached as Annex I.

2 Chair of the Ninth SPREP Meeting (9SM), Tonga, as outgoing Chairperson (represented by Dr Savae Latu), called the meeting to order and introduced the Reverend Nu'uvasala Siao Si Siutaia who led the Meeting in prayer. The representative of Tonga welcomed delegates, and introduced the Deputy Prime Minister and Minister of Finance of Samoa, the Hon. Tuilaepa Sailele Malielegaoi.

3 In officially opening the Meeting, the Deputy Prime Minister welcomed delegates and emphasised the excellent work and contributions of the Secretariat to the region. He reiterated the support of the Government of Samoa to the organisation and to the construction of the SPREP Headquarters and stated that SPREP had full legal status in Samoa. The Deputy Prime Minister reminded delegates that since the SPREP Meeting had moved to a two-yearly meeting cycle, their guidance and advice to the Secretariat was of utmost importance in order for the Secretariat to proceed

unhampered with its work until they meet again in the year 2000. The Deputy Prime Minister outlined major issues on the agenda with emphasis on Work Programme implementation and encouraged delegates to provide constructive direction to the Secretariat in the types of activities that they, SPREP's Governing Council, wanted to see being implemented in the Work Programmes for the years 1999 and 2000. The Deputy Prime Minister wished the Meeting well in its deliberations and stressed again the importance of the delegates' participation, guidance, cooperation and contributions to the Secretariat. The Deputy Prime Minister's speech is attached as Annex II.

4 The representative of France, Mr Jean-Pierre Galtier, on behalf of the Meeting, gave a vote of thanks to the Deputy Prime Minister and expressed his sentiments on the welcome accorded to the delegates to the 10SM by the Secretariat and the Government of Samoa. He noted that the outcome of the Meeting would be communicated beyond the Pacific region and wished the Meeting success in its deliberations.

5 The Director of SPREP, Mr Tamari'i P. Tutangata, thanked the Deputy Prime Minister and Minister of Finance, Government of Samoa, for his presence and for sharing his wisdom and knowledge through his opening remarks. He also thanked the Chair of the 9SM for his advice and assistance to the Secretariat over the past twelve months. Thanks also were extended to the Work Programme and Budget Sub-committee which had met on several occasions to provide guidance and support to the Secretariat.

6 The Director referred to the advent of the new millennium and how environmental issues such as air pollution, greenhouse gases, sea level rise, deforestation and wildlife extinction would then have an impact on the region and its peoples. He made reference to those Pacific island countries which are threatened by potential sea level rise and that could subsequently disappear beneath the ocean. He also referred to the disastrous effects of El Niño on our

small islands. The Director encouraged the member governments and administrations to bear in mind, when making national allocations to the sustainable utilisation of natural resources and sound management of the environment, that the wise use of such resources is the key to sustainable development in the new millennium. He welcomed the country delegates, advisers and observers to the 10SM and stated that the Secretariat would welcome the Meeting's directions in all items addressed in the agenda. The Director further stated that he looked forward to ideas on how best the Secretariat could assist member countries in the global arena by infusing a greater sense of urgency into environmental concerns.

7. The Director's speech is attached as Annex III. The Director then officially launched SPREP's Website which went online in June 1998 and invited delegates to browse at their leisure through information contained in the website.

8. Acknowledgements were given to local and overseas companies: Quality Print (Fiji), and Samoan-based companies and organisations, namely, Apaula Travel, Trans Pacific Travel, Retzlaff Travel, Commercial Printers, Computer Services Ltd., and the University of the South Pacific, for corporate sponsorship which included donations towards morning and afternoon tea as well as Internet and equipment use.

Agenda Item 2:

Appointment of Chair

9. The outgoing Chair advised the Meeting of the Rules of Procedure for appointment of the Chair and Vice Chair. In accordance with Rules 8.1 and 8.2 of the Rules of Procedure of the SPREP Meeting, the representative of Cook Islands, Mr Ned Howard, was appointed Chair of the 10SM. The representative of Fiji, Mr Rishi Ram, was appointed Vice-Chair of the 10SM in accordance with Rule 8.3 of the Rules of Procedure. The outgoing Chair, Dr Savae Latu, thanked Member countries and territories of SPREP for the guidance and support provided during Tonga's term as Chair. He urged National Focal points to become more active in their liaison with the Secretariat especially

when the Secretariat requires timely responses for approval of work programmes and other issues relevant to its activities. He also encouraged members to clearly state their real needs, and forward these to the Secretariat to use as a basis for drawing up the Work Programme and to seek funding to implement these needs. The outgoing Chair also underscored Tonga's commitment to the SPREP programme.

10. The Chair of the 10SM thanked the outgoing Chair, the Kingdom of Tonga, for guidance to the Secretariat in the period since the last Meeting. He also thanked the Secretariat for the quality and timely circulation of working papers to the Meeting.

Agenda Item 3:

Adoption of Agenda and Working Procedures

11. The Agenda was adopted and is attached as Annex IV. The working hours of the Meeting were agreed as proposed by the Secretariat and an open-ended Report Drafting Sub-committee, Chaired by New Zealand, was established to assist with the preparation of the draft Meeting Report. This committee comprised the representatives of Australia, Fiji, Kiribati, New Zealand, Samoa, Tonga and the United States of America.

12. The Meeting decided that, given the limited size of some delegations and the importance of financial issues, especially relating to the proposed increase in member contributions, matters that would normally be put to the Work Programme and Budget Sub-Committee should be addressed in Plenary.

Agenda Item 4:

Matters Arising from Ninth SPREP Meeting

13. The Secretariat reported on implementation of matters arising from the 9SM as outlined in the table attached to the Secretariat's working paper and under ensuing agenda items. The Meeting agreed

to discuss Matters Arising from the 9SM under other relevant agenda items.

Agenda Item 5:

Presentation of Annual Report for 1996-97 and Director's Overview

14. The Director tabled the Annual Report of SPREP covering the period 1 June 1996 to 31 December 1997. He noted that, whilst previous reports covered twelve-month periods (1 June - 31 May), this current report was for an eighteen-month period. This would allow future Annual Reports to cover the same period as SPREP's Work Programme and Budget which is on a calendar year basis. This change would enable SPREP to report more clearly on projected annual outputs as approved by member countries.

15. The Director noted the importance of providing progress reports on implementation of the 1997-2000 Action Plan and added that, as well as vesting responsibility in the Secretariat to implement this Plan, responsibility also rests with the Members. He expressed his hope that the Secretariat's reports during the Meeting would encourage active feedback from Members, both on how the Secretariat could improve its service to Members and also on how Members are themselves implementing the Action Plan.

16. In response to an enquiry by the representative of Australia, the Director advised the Meeting that the 'Ministerial Statement on Environment and Development', agreed at the 9SM, which spoke about ensuring that environmental implications were taken into account by Forum Economic Ministers in their deliberations, had been tabled at the recent Forum Economic Ministers' Meeting (FEMM). However, preoccupation of that meeting with financial and macroeconomic issues had not allowed an opportunity for Ministers to focus on environmental issues. The same experience was reported from the Nadi FEMM earlier this year. The Director was now encouraging the host of the next FEMM (Samoa, 1999) to ensure that environmental considerations were taken into account in what was expected to be an agenda that would enable such a focus.

17. In his presentation, the Director expressed concern that the Ministerial-level SPREP Meeting was now held only every four years. Members agreed that this was a concern that needed to be addressed, while bearing in mind financial constraints in holding more frequent meetings. This was discussed in a subsequent agenda item.

18. The Meeting noted the Director's overview and commended the Secretariat for its informative and well presented Annual Report and agreed that the implementation of the SPREP Action Plan was the joint responsibility of the SPREP Secretariat in partnership with all SPREP Member countries and territories.

Agenda Item 6:

Policy

Agenda Item 6.1: Integrating Corporate Plan and SPREP Action Plan

19. The SPREP Director tabled a report on the review of the existing 1994-1996 Corporate Plan and discussed the Consultant's recommendation to integrate the Corporate and Action Plans. He explained the difficulties that had arisen in bringing these two plans together and recommended to the Meeting that it would be better for the plans to stand side-by-side. In the circumstances he described, the Director suggested that the existing 1994-1996 Corporate Plan continue to be used by the Secretariat as a guide until new plans for the period 2001-2004 could be formally presented at the Ministerial Meeting in the year 2000.

20. The Meeting:

- **accepted** that the 1994-96 Corporate Plan continue to be used as a guide up until 2000; and
- **approved** that the Corporate Plan be extended to cover four-year periods that were identical to the Action Plan and that the Corporate Plan be reviewed for consideration by the Eleventh SPREP Meeting in the year 2000.

Agenda Item 6.2:

Gender Policy

21. In line with an initiative currently being developed through the SPOCC Gender Strategy, the Secretariat produced a draft Gender Policy to assist in directing its work and to ensure that all Work Programme activities and internal operating procedures were grounded in gender equity and equality. It is envisaged that this policy will evolve through combined efforts to harmonise practices of SPOCC agencies, especially through development of the SPOCC Gender Strategy.

22. The representative of New Zealand provided guidance to the Secretariat for further development of the policy. She also suggested specific gender criteria be developed that were in line with international standards and further suggested that monitoring arrangements be established.

23. The representatives of Solomon Islands, Tonga and the United States of America voiced their appreciation of the Secretariat's efforts and added that they looked forward to the policy being implemented within the Secretariat's operational activities as well as through Work Programme implementation.

24. The Meeting endorsed the Policy with recommendations for clarifying some of the wording and, in commending the Secretariat for developing such a Policy, encouraged it to continue efforts to harmonise with the SPOCC Gender Strategy. The SPREP Gender Policy is attached as Annex V.

Agenda Item 7:

Institutional Matters

Agenda Item 7.1: New Headquarters (Centre)

25. The Secretariat informed the Meeting of the findings of the SPREP Headquarters Task Force which had examined funding options for the SPREP Centre. In light of funding constraints, the Task Force had agreed to forego the original design for the Centre and to proceed with development of a more modest functional design including a training facility.

26. To date funding pledged was reported as follows:

New Zealand	1.0 million NZ dollars;
Australia	1.25 million AU dollars
Papua new Guinea	100,000 Kina

This amounted to approximately US\$1.3 million in total and in relation to recent formal advice from a quantity surveyor which put the current design costs at US\$1.835 million, this left a funding shortfall of US\$520,000. The SPREP Director paid tribute to the efforts to attract donor funding made on behalf of SPREP, by Forum island countries and the Forum Secretariat. The SPREP Director also acknowledged the contributions of Samoa in making available the site and the land for the SPREP Headquarters.

27. The Director stated that discussions had been held with Japanese officials to look at funding for a specific component of the complex, with preference being for an Environmental Training Centre. The Task Force was awaiting a response from Japan on a concept paper prepared by SPREP for a proposed Training Centre.

28. In response to a request from the representative of Guam, the Secretariat informed the Meeting that an Environmental Impact Assessment (EIA) had been conducted in accordance with Samoa Government procedures on the basis of the minimal cost option and the two-stage construction proposal and he stated that a preliminary report had been prepared. The Government of Samoa had considered the preliminary Environmental Impact Assessment submitted by SPREP and had requested further detailed information on issues remaining to be addressed. Close consultation between SPREP and the Government of Samoa was continuing.

29. The Meeting was also informed of further developments and indications of possible financial commitments made by several Post Forum Dialogue partners at the 29th South Pacific Forum in Pohnpei, Federated States of Micronesia. The SPREP Director advised the Meeting of willingness by the European Union to consider making a contribution; commitment by the Government of France to examine the possibility of contributing; consideration of a US\$200,000 pledge made by the United States of America; and comments by China

and the United Kingdom, who had not been previously approached, to consider the proposal.

30. The Chairman of the Headquarters Task Force (Australia) acknowledged the SPREP Director's catalytic role in pursuing extra funding, commended the Governments of New Zealand and Samoa, acknowledged his own government's contribution as well as the Secretariat's hard work and effort put into furthering the development of the new Headquarters.

31. The representative of New Zealand reiterated comments made by the Chairman of the Task Force and also thanked the Government of Samoa for the prime site given for the Headquarters. He also stated that the balance of New Zealand's original pledge (NZ\$1million) will be paid in October 1998. The representatives of Tonga and Fiji commended the Task Force on its fundraising efforts.

32. The representative of the United States of America informed the Meeting that his Government was considering the US\$200,000 pledge made during the South Pacific Forum and stated that arrangements should soon be finalised. The representative of Australia advised that the funds committed by his Government (AU\$1.25 million) had been set aside and would be forwarded as soon as the project was ready to proceed.

33. The Meeting noted the present status of the Centre and gave its approval for the Secretariat to proceed with the construction of the SPREP Headquarters Centre under the guidance of the Headquarters Task Force as soon as sufficient donor funding was obtained. The Meeting mandated the Headquarters Task Force to continue its work in relation to the project.

Agenda Item 7.2 : Review of SPREP Staff Terms and Conditions

34. The Secretariat had engaged the services of a consulting firm, Kolone Vaai & Associates to carry out an independent review of SPREP Staff Terms and Conditions in June 1998. The Secretariat in its Working Paper summarised recommendations covered in the Consultant's report. It identified recommendations which proposed no change, or should not yet be implemented pending harmonisation considerations. It also outlined amendments required

to the Regulations to implement the Consultant's recommendations.

35. Regulation 19(d) of the Staff Regulations contains a specific requirement for contract salary scales to be reviewed triennially. The Secretariat proposed that, since there was no review mechanism under current regulations other than the SPREP Meeting, SPREP should await the outcome of the Forum Secretariat job-sizing review and take that into account when an appropriate meeting of SPREP members convenes to consider these matters.

36. Several representatives voiced their concern at the implications that this proposal would have on the current Secretariat budget. Members further noted that they would not be able to make a decision without prior knowledge of the outcome of the Forum Secretariat terms and conditions and job-sizing review.

37. The Meeting:

- agreed to await the decision of the Forum Officials Committee meeting and to convene a Special Meeting of SPREP Members to be held back-to-back with another regional meeting in 1999;
- approved the measures contained in Annex VI (A) which were based on the consultant's recommendations, the Secretariat's comments and the Meeting's deliberations and agreement; and
- approved the consequential changes to the Staff Regulations proposed by the open-ended Sub-committee and as contained in Annex VI (B), to take account of the SPREP Meeting's decisions in Annex VI (A) together with other specific amendments recommended by the Sub-committee.

Agenda Item 7.3: Personnel

38. The Secretariat advised the Meeting that an internal review of the Management structure resulted in a proposal to: (a) not fill the now vacant position of Deputy Director; and (b) create for an interim period a position of Executive Officer, Management (EOM). The Secretariat stated that the

position of EOM would be funded from savings from the Deputy's position. This proposal had been sent to Members in November 1997 with the 1998 Work Programme and Budget papers. The written approval of Members had been sought for the Secretariat to proceed with the proposal.

39. The Director noted that 19 members had responded to the proposal. Those who responded had not opposed, in principle, the creation of an Executive Officer, Management post. However, there were some concerns relating to the proposal to put the position of Deputy Director on hold. The Secretariat had taken the view that it did not have the mandate to proceed with the proposal without the consensus of members and hence had brought it to the attention of the 10th SPREP Meeting.

40. The Secretariat in its working paper, recommended the creation of an Executive Officer, Management position, on a trial period of three years, with the position of Deputy Director to be retained (on hold) during this period. The Secretariat noted that the proposal to dispense with the Deputy's position raised the issue of representation in the absence of the Director and recommended that the HOD positions be renamed as Assistant Directors. Assistant Directors would be expected to represent SPREP at high level consultations while there was no Deputy. The Secretariat emphasised that it did not propose that there be any variation to their salaries, just the designation.

41. The Meeting raised the following concerns and queries.

- (i) consequences to the organisation of a vacant Deputy Director position, were the current Director to unexpectedly vacate his post;
- (ii) impact on the effectiveness of Heads of Divisions to run their own programmes, were they to take on the additional management functions including the role of officer-in-charge in the absence of the Director; and
- (iii) the long-term implications on the SPREP budget with regard to the proposed job-sizing of SPREP staff positions.

42. The representative of New Zealand suggested that the Executive Officer, Management position work with the Director and be given a wider brief of change management. This would include undertaking a comprehensive review of the management structure of the entire organisation with the primary objective of enabling the Secretariat to maximise efficiency, resource utilisation and accountability.

43. The Meeting approved:

- the creation of a position of Executive Officer, Management for a trial period of three years; and
- the retention of the position of Deputy Director, unfilled for this period.

44. The Meeting further agreed that the other proposed Terms of Reference for the EOM were subsumed within the requirement, put forward by New Zealand, for the position, together with the Director, to undertake a comprehensive review of the organisation. The comprehensive review would include, but not be limited to:

- the proposed change in titles from Heads of Division, to Assistant Directors;
- the primary and project management staff establishment;
- proposed renaming of certain positions to reflect the variation in duties and responsibilities; and
- consequent amendments to the Staff Regulations.

45. Further, the Meeting agreed that a report on the revised organisational structure incorporating the results of the review would be tabled at the Eleventh SPREP Meeting in the year 2000.

46. The Meeting also approved the Secretariat's proposal that a consultancy for a job-sizing review be carried out during 1999, which would feed into the comprehensive review and take into account other developments in the region, including the job-sizing review being undertaken on behalf of ForSec.

Agenda Item 7.4 : Revision of SPREP Financial Regulations

47. The Secretariat tabled a report stating that at the 9SM, while Intergovernmental Meetings were agreed to be held biennially, no change had been made to the Financial Regulations to accommodate the change. With the move to a biennial meeting cycle, and in the absence of an agreed interim measure for budget approval in the intervening year, the Secretariat, in consultation with the 9SM Chair, assigned the review of the 1998 Work Programme and Budget to the Work Programme and Budget Sub-committee which met in Apia for this purpose in November 1997.

48. With the new performance-based output format, the Secretariat noted that it had no mandate to change the Budget format to eliminate the 'project management function' component of the Budget. Under the new Budget format, such function should be incorporated into one of the Strategic Outputs, either as a Key Output of its own or as part of each Key Output. Such a move would mean that fees or cost recoveries would not be identified, whilst many of the actual costs could not be specifically identified against each Key Output.

49. The Secretariat, in light of these changes, proposed amendments to the Financial Regulations. The Meeting was invited to approve the proposed amendments to the Financial Regulations; to consider the membership structure of the Work Programme and Budget Sub-committee; and to further provide guidance to the Secretariat in this regard. An open-ended Sub-committee was assigned the task of reviewing the proposed amendments and reporting back to the Meeting.

50. The Meeting:

- agreed that the Work Programme and Budget Sub-Committee would comprise those members with representation in Apia, including the representative of Samoa, plus one representative each from the geographical regions of Polynesia, Micronesia and Melanesia and include a representative of France;
- delegated and authorised the Work Programme and Budget Sub-Committee to

review and adopt the Secretariat's budget during the years when the SPREP meeting is not in session; and

- approved the amended Financial Regulations which now incorporate this decision and consequential changes. The report of the Sub-committee on Revision of SPREP Staff Regulations is attached as Annex VII (A) and the amended Financial Regulations are attached as Annex VII (B).

Agenda Item 7.5: SPREP Status as UN Observer

51. The Secretariat outlined the steps necessary for SPREP to obtain Observer status at the UN General Assembly (UNGA) and also provided an outline of costs and benefits. UN Observer status would enable SPREP to improve its delivery of technical advice and support to Pacific island countries (PICs) across the full range of international environmental meetings and negotiations. The Secretariat stated that there were no resource implications other than the cost of implementation of projects that assisted PIC participation in international environment negotiations, adding that it expected its involvement would be budget neutral in relation to current and expected commitments. Observer status was expected to improve the efficiency of the projects and thereby increase Pacific Members' input at the international level.

52. To obtain Observer status, SPREP would need to make a request for the inclusion of an appropriate item on the agenda of UNGA. This request would be accompanied by an explanatory memorandum together with a draft resolution. A Committee of UNGA would then review the request and make a recommendation to the General Assembly.

53. A number of delegations expressed support for, and highlighted the importance of, UN Observer Status to the delivery of technical advice to Members concerning the environment at the international level. The Meeting also considered questions concerning coordination among SPOCC agencies in this area, specifically between SPREP and the Forum Secretariat. Concern was expressed especially by Nauru and New Zealand that adequate time was not being given for implementation of the guidelines noted at a recent

SFOCC Meeting. The Meeting further agreed that the SPREP Director should, in the spirit of regional cooperation and consultation, advise the Forum Secretariat of the decision reached by the Meeting.

54. In discussion, Members raised the possibility of logistical and administrative support from the Commonwealth Small States Office, New York. The Meeting suggested that the proposed submission to the General Assembly should indicate where SPREP's activities were relevant to the General Assembly's mandate. The Secretariat also agreed to explore the possibility of submitting the request for UN Observer status to the 53rd UNGA, in order to enable SPREP (if Observer status was granted) to participate in its own right at appropriate UN Meetings, particularly during the forthcoming session. The Secretariat agreed to inform the membership of the outcome of its approach.

55. In conclusion, the Meeting endorsed the recommendation put forward by SPREP to seek Observer Status at the UNGA. The Observer Status would be used to:

- (1) render technical assistance to member countries in preparation for key international environment meetings; and
- (2) monitor developments and give technical advice during appropriate international negotiations related to the environment and sustainable development.

The Meeting approved the Request, Explanatory Memorandum and Draft Resolution for the General Assembly which are attached as Annex VIII. The representative of New Zealand proposed draft guidelines which would form an appropriate basis for the exercise of UN Observer status by SPREP. The Meeting endorsed the proposed guidelines which are attached as Annex IX.

Agenda Item 7.6 : SPREP/IMO Agreement

56. Of the 155 parties to the IMO Convention 1948, 10 of them included SPREP countries: Australia, Fiji, France, Marshall Islands, New Zealand, Papua New Guinea, Samoa, Solomon Islands, United States of America and Vanuatu. Cooperation between SPREP and IMO was considered in January 1997 in light of the relevance of

IMO administered Conventions to SPREP's waste management programme, capacity building and legal activities, and the proposed 1999-2003 Pacific Ocean Pollution Prevention Programme (PACPOL). The Agreement of Cooperation allows for the sharing of information, consultations and rendering of assistance, as well as the sending of representatives as Observers to each organisation's meetings.

57. The Meeting noted that the Secretariat had funding arrangements in place with the Danish Government and Commonwealth Secretariat and that future funding was expected to become available through the Canadian South Pacific Ocean Development Program - Phase II (CSPOD-II). The Meeting approved the Agreement of Cooperation, as amended, whilst urging the Secretariat to ensure that activities associated with cooperation under this agreement were budget neutral.

Agenda Item 7.7: Rules of Procedure for Appointment of Director

58. The revised *Rules of Procedure for Appointment of Director* were presented to the Meeting in response to a request from the GSM. Changes were suggested to Rules 5, 6, 7 and 8 to address concerns regarding the selection process and to ensure synchronisation of the Director's term of office with the biennial SPREP Meeting schedule.

59. An open-ended sub-committee was established to address specific issues and comprised representatives of Australia, Nauru, New Zealand and Samoa. The sub-committee, in accordance with direction from the Meeting, amended Rules and prepared a new draft Rule to cover the procedure to be adopted when a vacancy in the position of Director occurs where the period prior to the next SPREP Meeting is in excess of one year.

60. The Meeting endorsed amendments to the *Rules of Procedure for Appointment of Director* as follows:

Rule 5 now makes provision for the Chairperson to transmit notification of a pending vacancy and to advertise the position, no later than six months prior to the SPREP Meeting immediately preceding the expiry of

the term of office of the incumbent and provides additions to the rule as follows:

- Where a vacancy arises and there is no Deputy Director and the position is likely to be vacant for more than 12 months, the procedures in these Rules will apply and the Chairperson shall convene a special SPREP Meeting to appoint a new Director.
- Where a vacancy occurs and there is no Deputy Director, the Chairperson in consultation with members, may appoint an interim Director on such terms and conditions as may be agreed by members. The interim Director shall be selected from Heads of Division of the Secretariat or if there is no suitable candidate in the Secretariat from nominees of Members. Interim appointments stand until a permanent appointment is made. Interim appointments confer on the holder no assumption of permanency. Holders of an interim appointment shall not however, be precluded from applying for permanent appointment in accordance with the provisions of these rules.

Rule 6 now makes provision for the Selection Advisory Committee (SAC) to *inter alia*:

- draw up a shortlist of no more than five people;
- notify Members of the shortlist, seeking their comment which shall then be transmitted to the Chair of the Selection Advisory committee within fourteen days of date of notification; and
- make recommendations concerning the appointment to the next SPREP Meeting preceding the expiry of the term of office of the incumbent Director. Such recommendations should contain the shortlisted candidates in order of suitability/preference.

Rule 7 now makes provision for more than one applicant per country to be eligible for

selection; and ineligibility for consideration of "individuals", rather than "member countries" of the SAC.

Rule 8 now makes provision for the successful candidate to be appointed for a period of four years in the first instance and, subject to the agreement of the SPREP Meeting, for a further two years.

The revised Rules of Procedure for Appointment of Director are attached as Annex X.

61. In accordance with Rule 3 a Selection Advisory Committee (SAC) was created comprising representatives of Australia, Fiji, France, Kiribati, and Tonga, to be chaired by the 10SM Chair (Cook Islands). In nominating the Committee, Members were cognizant of the importance of representation by each of the Pacific sub-regions. In accordance with normal practice, metropolitan country members would finance their own attendance, while the Secretariat would finance the cost of Pacific Island attendance and other associated administration costs.

Agenda Item 8:

Implementation of the Action Plan

Agenda Item 8.1 : Summary of Programme Activities

62. SPREP's four Divisions gave a Power Point presentation on their Work Programme areas for the period June 1996 - June 1998 and sought guidance from members on future directions in the implementation of the Action Plan. The Director presented information on SPREP's mandate and role and encouraged members' input and feedback.

63. Finance and Administration Division
The Head of Finance and Administration outlined key activities undertaken by the Division. These included improvements to systems and resources, funding contributions to SPREP and funding of SPREP's Work Programmes. He also referred to the development of an output based performance budget.

64. Environmental Education, Information and Capacity-building Division (EEIC)

The Head of Division for EEIC introduced the Programme Areas covered under this Division: Environmental Policy/Capacity Building; Environmental Education, Training and Awareness; Information and Publications, Library and Information Centre and Information and Computer Technology. It was explained that the Division's work was cross-cutting and of a service-oriented nature, with a heavy emphasis on capacity building activities within member countries. She stated that funding for the Division came mostly from Australia, New Zealand, UNDP and UNESCO.

65. Environmental Management and Planning Division (EMP)

The Head of Division for EMP reported on three Work Programme areas within this Division; Climate Change and Sea Level Rise; Waste Management/Pollution; and Environmental Assessment and Reporting. Presentations were made by individual Programme Officers.

66. Conservation of Natural Resource Division (CNR)

The Head of Division for CNR reported on progress of the South Pacific Biodiversity Conservation Programme (SPBCP). Other members of the division gave presentations on the Regional Species Conservation Programmes, the Regional Invasive Species Programme and on the Coastal Management Programme. The community-based approach of these programmes was highlighted.

67. Members' Discussion

The representative of Fiji expressed gratitude to SPREP's Library/Information Centre for its assistance. He noted that the services provided by the EEIC Division had greatly enhanced the ability of Fiji's Department of Environment to address the needs of the public. The representative of Vanuatu also acknowledged assistance provided by this Division. He noted, in particular, the cooperation between the Secretariat and the NGOs in Vanuatu, regarding this as an important focus for SPREP. The Library/Information services provided by SPREP were most useful in assisting Vanuatu's Environment Unit to provide information to the public to enable them to understand sustainable development issues.

68. The representative of Tonga recognised that the EEIC Division's activities were of considerable importance to Tonga. She urged SPREP to continue its Small Grants Scheme, Country Attachment and Internship Programmes, based on past benefits to Tonga. She also commented that the Environmental Awareness Programme should become more country-specific in the implementation of its activities. The Division also needed to ensure internal coordination of Environmental Education across all work programme areas within SPREP. She further noted that in the area of Curriculum Development, the Division needed to build linkages between regional and sub-regional educational boards.

69. The representative of Nauru suggested the EEIC Division consider its weaknesses as well as its success stories. He requested clarification on several matters regarding the Division's activities and requested that training for desktop publishing be made available. The representative of Samoa welcomed the contribution of the Library/Information unit and requested assistance from the Secretariat in the development of a website for those members which have capacity constraints. The representative of American Samoa, noting the activities of this programme and the Director's opening remarks to the 10SM, requested that SPREP programmes and services be extended to the United States Pacific insular areas.

70. The representative of Kiribati expressed appreciation for the EEIC Division's work and requested the Secretariat, through all its work, to take into account the limited personnel within member countries in relation to the development of new programmes and reporting requirements. She also commented on the difficulties experienced by her country in providing timely reports on quarterly expenditure for projects. Concern was expressed over financial arrangements with regard to in-country consultancy payments and the preparation of Memorandum of Understanding (MOU) and Letters of Understanding (LOU). She requested the continuation of Australian Volunteers Abroad (AVA) support especially in the area of waste management. Following interest by several members in the Country Attachment Scheme, the representative of the United States requested the Secretariat to develop specific criteria for the Country Attachment Scheme, to ensure wide member country benefit.

71. In discussion of activities under the EMP Division, the representative of Samoa suggested that SPREP follow up with members as to the early ratification of the Waigani Convention and urged the Secretariat to render its assistance in particular to Small Island States. The representatives of American Samoa, Federated States of Micronesia, Fiji, Samoa and Solomon Islands expressed interest in the Waste Management and Pollution Programme. The representative of Tonga expressed interest in the PICCAP area and also requested further assistance with State of Environment (SOE) reporting, using the existing database.

72. The representative of Vanuatu expressed appreciation for the EMP Division's work and enquired about the possibility of a follow-up activity for people who had already undergone training. The representative of the Cook Islands requested assistance from the Waste Management and Pollution programme, particularly the chemical clean-up aspect of the project. The representative of Nauru commended the EMP Division on its work.

73. During discussion of activities under the CNR Division a member of the US delegation, Mr Hannibal Bolton, Chief of the Division of Fish and Wildlife Management Assistance, United States Department of the Interior, delivered a statement on the United States' support for SPREP's work to develop a strategy to prevent the spread of Invasive Alien Species in the Central and South Pacific Region.

74. The representative of Tonga commended the CNR Division on the excellent implementation of its programme. She noted the challenging nature of projects under the SPBCP, especially as they involved use of natural resources for economic gain, while at the same time attempting to ensure their conservation. She further suggested that the programme may need to re-focus, constantly review its priorities and consider partnership with other donors outside SPBCP to encourage establishment of more conservation areas and to focus on species conservation.

75. The representative of Samoa suggested that strict quarantine regulations would be one way to address the issue of invasive alien species and noted the importance of a country-specific approach to this issue. The representative requested clarification as

to whether the Integrated Coastal Management Programme was working in partnership with SOPAC and also requested that the SPBCP provide a brief summary of constraints faced by this particular programme if no indicators existed.

76. The representative of the United States welcomed the idea of a Trust Fund to be used to sustain existing conservation areas. He also welcomed the idea of a Protected Area Training Centre and commended the Secretariat for its initiatives on Climate Change Mitigation and on its Strategy for Coral Reef Protection.

77. The Secretariat noted these comments and advised the Meeting that it was attempting to ensure that the available resources under the SPBCP would be effectively utilised to develop the existing seventeen conservation areas. The Secretariat also supported the idea of using the SPBCP philosophy in other conservation projects which are initiated by other partners.

78. In summing up, the Director noted that capacity building underpinned all SPREP activities. He added that economic reforms being carried out in Pacific island countries needed to be taken into account, as this has often meant a decrease in resources available to address environmental concerns in countries. The Director noted SPREP's reliance on extra-budgetary funding and suggested the need for a strategy for eliciting support from the private sector to facilitate the implementation of ongoing projects. The Director also noted that regular monitoring and evaluation was undertaken and work programme implementation was adjusted accordingly.

Agenda Item 8.2: Reports on Specific Issues

Agenda Item 8.2.1: Building EIA Capacity in Pacific Island Countries

79. The Secretariat tabled a framework for building Environmental Impact Assessment (EIA) capacity in Pacific island countries within the context of a review of SPREP's EIA programme. Financial assistance for the review, preparation of background papers and the Expert Meeting was provided by the Government of New Zealand under its Global Environment Issues Strategy for the South Pacific (GEISSP). The Secretariat

noted that the progress evaluation had identified several areas in which further work would be required.

80. The objectives of the framework are to strengthen capacity in Pacific island countries to use EIA as a tool for promoting sustainable investment and development and also to encourage investment in building local EIA capacity.

81. The representative of Guam noted that EIA should be undertaken by developers rather than by government officials, whose task was to assess EIA. He also noted that it was important to educate developers in understanding EIA requirements before doing an EIA. The representative of UNEP suggested to member countries that a simple EIA was better than none at all; modifications to Government cabinet procedures may be simpler than enacting legislation; and suggested also that socio-economic implications of EIA be highlighted. The representative of Fiji hoped that the proposed EIA framework would look at developing an environmental code of practice and the training of personnel in various aspects of EIA to assist countries in drawing up relevant legislation.

82. The representative of Tonga suggested that the framework be more focused and pointed out that various countries are at different levels of EIA development. She also reiterated comments by Guam and UNEP on the difficulties associated with reading and understanding EIA guidelines. The representative of American Samoa offered the Environmental Protection Agency (EPA) EIA guidelines as an example. The representative of New Zealand expressed support for development of a 2nd phase of EIA capacity building and sought clarification of the process to finalise a detailed project document. The representative of the University of the South Pacific (USP) pointed out that a number of current initiatives within the University would provide valuable assistance to countries in EIA.

83. The Secretariat acknowledged comments in relation to complexity of EIA guidelines, underlining that SPREP's role would be in facilitating regional capacity building. To develop the framework further, the Secretariat envisaged bringing on board an EIA officer and consulting further with members.

84. The Meeting endorsed the Framework for Building EIA Capacity in Pacific Island Countries.

Agenda Item 8.2.2 : Action Strategy for Nature Conservation in the Pacific Islands Region 1999-2002

85. The draft Action Strategy for Nature Conservation is the fourth developed since 1985; the current strategy expires at the end of 1998 and the tabled draft strategy is its replacement. The Action Strategy provides a framework for implementation of SPREP's Action Plan in the area of nature conservation. The draft Action Strategy, the result of a widely consultative process at local, national and regional levels, identified the most critical issues in nature conservation facing the region and suggested the most urgent actions required. A Roundtable mechanism had also been developed for regional implementation and monitoring of the Action Strategy. This involved active consultation and collaboration with governments, national, regional and international organisations which have nature conservation programmes in the region.

86. The representative of Tonga commended the draft Action Strategy and stated that its development could be used as a basis for development of other Strategies within the Secretariat. The Secretariat drew the attention of the Meeting to the foreword of the Action Strategy which had become a collaborative signatory exercise by stakeholders as well as partners. It was noted that the University of the South Pacific (USP), the World Conservation Union (IUCN), The Nature Conservancy (TNC) and the World Wide Fund for Nature (WWF) had already signed the Strategy. The Secretariat proposed that the Chair of the 10SM sign on behalf of member countries with the Director of SPREP, and invited the representative of the Foundation for the Peoples of the South Pacific - International (FSP) and the representative of the New Zealand Government to sign the foreword of the document.

87. The Meeting endorsed the draft Action Strategy for Nature Conservation in the Pacific Islands Region 1999-2002 and the Roundtable process.

Agenda Item 8.2.3: Environmental Education and Training Conference Outcomes

88. The Secretariat tabled its report on the outcomes from the Pacific Regional Conference for

Environmental Education and Training held at Suva, 29 June – 3 July, 1998. The Secretariat reported that the Conference had been attended by 170 participants including strong representation from Education and Environment Departments, as well as Non-Governmental Organisations (NGOs) from each Pacific Island country. The Secretariat noted that the Conference had financial assistance from a number of donor agencies and countries, including AusAID, Danida, NZODA, and the United Kingdom Department of International Development, Pacific (DFID). The University of the South Pacific (USP) and the Pacific Resources for Education and Learning (PREL) were co-hosts of the Conference. The draft Action Strategy for Environmental Education and Training in the Pacific Region 1999–2003, was introduced with the Secretariat expressing the hope that organisations involved in environmental education and training in the Pacific would work in partnership with Member countries to implement the Strategy. The Secretariat noted that although SOPAC had not been involved in the preparation of the Strategy, SOEAC's integral role in environmental education and training in the Pacific was well recognised and SPREP would look to SOPAC as an implementing partner.

89. The representative of USP welcomed the opportunity to work collaboratively with SPREP on environmental education. They requested that their tertiary mandate be respected, noting that they had instigated the following into their programmes:

- environmental education, at both undergraduate and postgraduate level;
- environmental concepts mainstreamed within their courses; and
- the development of a Pacific Centre for Environment and Sustainable Development.

90. The representative of New Zealand supported the Strategy's recommendations, while noting the need to link information dissemination activities with existing clearing house mechanisms. The representative of Tonga called upon the Secretariat to ensure coordination of environmental education activities across all work programmes within the Secretariat. The representative of Fiji supported the strategy.

91. The representative of the United States commended the inclusion of reference to the private

sector in the Strategy and encouraged the Secretariat to make efforts to further develop private sector linkages and to utilise the resources from this area in environmental education and training activities.

92. The draft Action Strategy for Environmental Education and Training in the Pacific Region 1999–2003, was endorsed. The Secretariat was urged to take into consideration other programmes with which the Strategy could be linked; to continue its work to develop performance indicators; and to continue its efforts to attract donor support to assist member countries in implementing the strategy.

Agenda Item 8.2.4: Climate Change Negotiations

93. The Secretariat reported that at the Third Meeting of the Conference of the Parties (COP3) to the United Nations Framework Convention on Climate Change (UNFCCC), a Protocol was adopted which aimed to reduce overall global emissions of six main greenhouse gases.

94. Some of the key decisions reached during the Kyoto Protocol included each of the 39 developed countries and countries undergoing transition to a market economy. These were assigned a different quantified emission limitation or reduction commitment target in accordance with their national circumstances, to achieve the overall global emission reduction of 5.2% below 1990 levels by 2012. For the Protocol to enter into force it must be ratified, acceded to, or approved by at least 55 countries who are Parties to the UNFCCC. Annex I Parties were urged to cooperate with other Annex I Parties to enhance individual and combined effectiveness of their policies and measures to reduce emissions.

95. Further, the Secretariat reported that COP4 was due to be held in Buenos Aires, Argentina, in November 1998 and a number of regional activities had been scheduled in preparation for COP4. A Preparatory Meeting for Pacific Island Country (PIC) delegations attending UNFCCC COP4 to be convened by the Secretariat in collaboration with the Forum Secretariat, was scheduled for October 1998. Other interested partners such as Australia, New Zealand, the European Union and United States of America had also been invited.

96. The Secretariat reported that a study by CSIRO Division of Atmospheric Research (Australia) commissioned by the Secretariat, concluded that sea level rise resulting from greenhouse gases already in the atmosphere had the potential to threaten all regions of the Pacific, particularly in areas where coastal impacts were currently marginal. It also stated that, by the year 2020 sea level rise that would result from greenhouse gases already in the atmosphere would increase the severity of impacts in areas currently under threat. Data gathered by New Zealand's National Institute of Water and Atmospheric Research (NIWA) also showed a general change in the South Pacific climate from the mid-1970s.

97. The Secretariat advised that it was currently coordinating the US Department of Energy Atmospheric Radiation Measurement Program (ARM) in the Pacific region with the aim to reduce the uncertainties surrounding the links between climate change impacts and greenhouse gas emissions. The Meeting emphasised the importance for island countries to continue to seek the early entry into force of the Kyoto Protocol.

98. The representative of the United States of America supported the need to consider a regional policy on investing in renewable energy and raised a number of points to clarify information contained in the tabled paper. These were noted by the Secretariat. In terms of the regional preparations for COP4, the representative of Samoa encouraged the Secretariat to inform the members of SPREP of the work of the Alliance of Small Island States (AOSIS) and suggested that the Nadi Meeting scheduled for 29-30 October be brought forward to allow participation by PICs in preliminary group meetings at COP4. She noted the importance of adaptation to Small Island States and would welcome this reflection in the meeting's decision, calling for adequate resources for adaptation needs. The representative of New Zealand welcomed the leaders' views on Climate Change contained in the Forum Communique and encouraged advocacy by PICs in the lead-up to and at COP4.

99. The Meeting noted the information provided by the Secretariat including indications from members. The Meeting also recognised the importance of adaptation measures to Small Island States and called for adequate resources to be made available through the GEF and other appropriate mechanisms and donors to address these adaptation needs.

Agenda Item 8.2.5: Preparations for UN General Assembly Special Session on the Sustainable Development of Small Island Developing States

100. The Secretariat outlined preparations for the UN General Assembly Special Session (UNGASS) on the Sustainable Development of Small Island Developing States (SIDS) and for the review of the Barbados Programme of Action. It was expected that the Special Session and its preparatory meeting would address the issue of island vulnerability, trade liberalisation, resource flows, and the progress to implement the Barbados Programme of Action on the Sustainable Development of SIDs. At the Forum Officials Meeting in December 1997, Forum Members had agreed on certain specific targets for the UNGASS. The Secretariat advised the Meeting that for these specific targets to be achieved, SPREP members would need to identify actions taken at the national level to implement the Barbados Programme of Action; submit proposals to be considered by the Donors' Conference that reflect national priorities; and to participate in relevant regional and international preparatory meetings as well as in the Special Session.

101. The Secretariat tabled a framework for preparations for the Special Session which had been endorsed in principle by SPOCC.

102. The representative of Samoa highlighted the need for the UNGASS to build concretely on the Barbados Programme of Action. In addition to the issues identified for the Commission on Sustainable Development (CSD7), priorities for the region should include climate change, waste management, biodiversity, freshwater conservation and capacity building. She encouraged SPREP, in collaboration with other SPOCC agencies to work closely with PIC Permanent Missions to the UN in New York and to monitor the resolutions of UNGA 53 which would be important and relevant to the UNGASS.

103. The Meeting encouraged the active participation of non UN Pacific island members and called for support for their participation. It noted the deadline of 15 November for the submission of proposals for the Donor Conference and encouraged all Pacific island countries to take advantage of this opportunity.

104. The representative of Samoa also recognised the development of a comprehensive Vulnerability Index as a priority for the UNGASS and emphasised that the Index should include ecological indices and capacity building measures.

105. The representative of New Zealand outlined New Zealand's support for the framework, noted that the Hon. Simon Upton, New Zealand Minister of Environment was Chair of CSD7, and advised the meeting of support to SPREP through UNEP for a workshop, 11–13 November 1998, to prepare input to an action oriented agenda for CSD7, highlighting issues of importance to PICs.

106. The representative of the United States welcomed the framework, noting the role of CSD7. The representative of the Secretariat of the Pacific Community (SPC) noted support also received from New Zealand for their activities in preparation for CSD.

107. The Meeting noted decisions taken at the 29th South Pacific Forum and endorsed the Secretariat's framework for preparation for the UNGASS; also requested the Secretariat to submit relevant regional proposals as outlined in the Secretariat's working paper and, noting the UN deadline, encouraged PICs to submit national proposals in the context of sustainable development, for submission to the Donors' Conference to be held in February 1999.

Agenda Item 8.2.6: Pacific Ocean Pollution Prevention Programme (PACPOL)

108. A progress report on the original SPREP/International Maritime Organization (IMO) Strategy and Work Programme showed that none of the projects contained in the Work Programme had been implemented. The development of PACPOL stemmed from the revision and updating of the original SPREP/IMO Strategy, and represents a concerted effort to resurrect this strategy and proceed with on-the-ground implementation. The revised and updated strategy reiterated issues covered under the SPREP/IMO Strategy published in 1993 but reflected changes that had occurred in shipping; changes in international, regional and national regulatory regimes; and the need to ensure that the requirements and priorities of SPREP members are reflected in the programme, and

to ensure that there is strong ownership of the programme by members.

109. The development of PACPOL was outlined with activities including the preparation of a draft PACPOL document based on the SPREP/IMO Strategy and circulation of the draft to all stakeholders for review and comment, together with a review by the Secretariat of other similar regional maritime pollution strategies to identify any useful lessons for the Pacific. The Secretariat reported that Regional cooperation is seen to be of major importance as the global shipping fleet is dominated by industrialised countries, and perhaps the biggest environmental threat from shipping in the region comes from transit shipping, which is largely beyond the control and influence of Pacific island countries.

110. PACPOL identified links with SPC's Regional Maritime Programme (RMP) and named RMP as the implementer of some PACPOL projects. Other regional organisations such as ForSec, SOPAC and USP were also listed as important players. The Secretariat advised that the success of PACPOL will depend highly on the PACPOL Target Countries as they have the most important role to play in ensuring successful implementation. Involvement of the private sector, in particular the shipping, port, oil and waste management industries, is also seen as vital to the success of PACPOL.

111. The Secretariat reported on the PACPOL budget and outlined the funding that had been secured to date. It also advised that the SPREP/IMO agreement would allow provision of funds through the IMO integrated technical assistance programme.

112. The representative from the Secretariat of the Pacific Community (SPC) congratulated SPREP on the dynamic and collaborative manner in which the PACPOL project had been initiated. He pledged the full support of SPC under its Regional Maritime Programme.

113. The representative of Australia also supported the programme but pointed out that Australia would not be in a position, at this stage, to commit further financial support to PACPOL.

114. The Meeting endorsed the revised SPREP/IMO Strategy as PACPOL and actively supported the

effective and timely implementation of PACPOL projects.

Agenda Item 8.2.7: Capacity Building for Environmental Management in the Pacific Programme (CBEMP)

115. The Meeting was informed of new support to member countries through the Capacity Building for Environmental Management in the Pacific (CBEMP) Programme. The Secretariat noted that the CBEMP had been developed through an intensive in-country consultation process to ensure that national priorities and views on the most appropriate form of capacity building were taken fully into account in the final Programme document.

116. The Secretariat advised the Meeting that a National Programme Coordinator (NPC) had been nominated by each government as their in-kind contribution and an in-depth national consultative process had been undertaken.

117. It was noted that a number of activities had been planned and would be implemented under thematic areas identified by member countries. The Secretariat outlined how the information was going to be used to develop resource materials for schools and the community, as well as to formulate legislation. The CBEMP, in response to concerns raised by member countries during earlier presentations, stated that it was endeavouring to work together with relevant existing projects within the Secretariat.

118. The representative of the United States of America expressed strong support for the programme and looked forward to the partnership through use of Peace Corps in implementing relevant activities. He also encouraged the Secretariat to look closer at the end-of-project outcomes. The representative of the Federated States of Micronesia gave endorsement to the CBEMP, and indicated strong support for the national consultation process. He encouraged the Secretariat to seek financial assistance from the Donors' Conference to enable inclusion of all activities identified by participating countries. The representative of Vanuatu also supported the consultative process.

119. The Meeting endorsed the CBEMP Programme and the emphasis within CBEMP to integrate

beneficial traditional resource management practices within current national resource management systems. The Meeting also supported the Secretariat's efforts to obtain additional financial resources.

Agenda Item 8.2.8: Pacific Year of the Coral Reef (PYOCR) Campaign Outcomes

120. In 1996, the Secretariat was directed by member governments and administrations to co-ordinate activities relating to the International Coral Reef Initiative (ICRI) in the Pacific. A Regional Evaluation Meeting (REM) for the PYOCR Campaign was held in Fiji where the outcomes of the campaign were reviewed. Positive in-country action has resulted from the increased awareness of corals as living communities; awareness that they are slow growing and fragile, yet provide bountiful goods and services that sustain people's lives. Based on the outcomes of the campaign, the REM agreed that the PYOCR goal had been successfully achieved and also agreed that the awareness, interest and support for coral reef conservation generated through the PYOCR campaign at the local, national and regional levels be maintained. The REM identified and prioritised coral reef issues that were relevant to country needs and concerns as was experienced through the campaign and as a result, an Activity Plan to address these issues at both the national and regional levels, was developed for implementation over the next five years.

121. The Activity Plan comprised five key issues: education and awareness; monitoring, assessment and research; capacity building; legislation; and networking/linkages. It outlined actions required from the national and regional level to achieve coral reef conservation objectives, time frames to undertake and complete these actions and requested countries concerned to meet at the end of five years to review progress with the implementation of the Plan and to decide on future follow up action. To assist with the implementation of the Activity Plan, the REM agreed to establish a Coral Reef Expert Group with terms of reference to be drafted by the Secretariat.

122. The representative of Australia commended the Pacific Year of the Coral Reef Campaign in addressing socio-cultural and economic aspects of member countries. She also commented on the PYOCR promoting the ICRI in the Pacific. She requested the meeting to recommend that SPREP encourage

members to participate in the International Tropical Marine Ecosystems Management Symposium (ITMEMS) to be held in Townsville, Australia on the 23–26 November 1998. The representative of American Samoa commended PYOCR as it was one of the programmes that worked successfully in US insular states. Tonga strongly supported the work of the PYOCR and supported the proposal for Pacific island member participation in ITMEMS. The representative of the United States supported comments made by Tonga and stated that the November meeting would provide a good foundation for CSD7 and the Small Island States Conference thereafter.

123. The Meeting noted the outcomes of the PYOCR Campaign and the development of a Five Year Activity Plan for the Conservation of Coral Reefs in the Pacific Islands Region; the establishment of a Coral Reef Expert Group; and the request for countries to meet at the completion of the life-span of the Activity Plan. The Meeting encouraged SPREP members to participate in the International Tropical Marine Ecosystems Management Symposium (ITMEMS).

Agenda Item 9:

Finance

Agenda Item 9.1: Report on Members' Contributions

124. In accordance with Financial Regulation 13, the Secretariat reported to the Meeting on receipt of Members' contributions. The report addressed Members' contributions received during both 1996 and 1997. An update of outstanding Members' contributions as at 30 June 1998 was also tabled. The Secretariat expressed deep concern at the level of outstanding contributions and reflected that, although it had been advising Members of the importance of the contributions to the functional operation of the Secretariat, there had not been any improvement by most Members that were in arrears.

125. The representative of Australia stated that the arrears would reflect on the Secretariat's activities and projects and suggested that at some stage, the Meeting might like to consider a different approach. He further suggested that the SPREP Director write to member countries with outstanding amounts requesting they pay their arrears. The representative of France

supported comments by Australia and commended the Secretariat for its enthusiastic approach to projects, despite financial constraints encountered. He pointed out that it was the responsibility of each member country to ensure timely payments and that perhaps a written commitment to regularise these contributions be drawn up, so that the budget did not encounter difficulties.

126. The representative of Nauru suggested that the formula be revised so that Nauru was shown as a Small Island State. This concern was linked to their outstanding contributions. She further stated that Nauru was very eager to pay its share. The representative of Samoa pointed out that the introduction of assessed contributions may be one way to resolve this issue. The representative of Australia suggested that instead of penalties, the suggestion of the Secretariat writing to countries be taken up.

127. The representative of France suggested that the letter to be sent to members who had not paid their contribution, should include a formula stating that the amount set as its contribution was now expected and that, in the absence of any reply, that amount would be regarded as agreed, and this would become a commitment to pay the funds in question. He indicated that his objective was to arrive at a realistic budget which is balanced on the basis of actual, rather than expected, income. The intention was to achieve a more rational approach.

128. The Meeting urged members to take up this matter with their governments and administrations. The Meeting also urged the Director to write to member countries with outstanding contributions requesting them to pay immediately.

Agenda Item 9.2:

Primary Budget Financing Issues

129. The Secretariat advised the Meeting that an update of the Secretariat's financial situation showed a continuing overall budget deficit. The budget had two components; the primary function budget which is funded through Member countries and territories, and a project management budget which is donor funded. The primary function budget had been set in 1991 at US\$500,000. A formula for country contributions had been set accordingly.

130. The primary function budget had shown a surplus over the past two years. However, the Secretariat noted that this was due in part to recent payment of outstanding Members' contributions. The Secretariat reflected that the overall workload of the Secretariat had increased substantially since 1991 because Members had requested that more donor funded activities be undertaken by SPREP. There had accordingly been an increase in primary function administrative costs. It was noted that donors could not be expected to finance all the escalating administrative costs in servicing Members' increasing needs. Currently, salaries for 32 positions in the Secretariat accounted for 60% of the primary function budget. Staff numbers under this budget had only increased with the Meeting's approval.

131. The Secretariat proposed an overall 20% increase (12% increase for 1999, with a further 8% increase in the year 2000) in Members' contributions in order to assist in balancing the current budget deficit.

132. Member countries noted the current depressed economic situation of the region and stated that they would experience difficulty in meeting this increase. Representatives also requested clarification on current practices regarding the use of surplus funds from the primary function budget and further asked that a simplified document be prepared to clarify the existing financial situation.

133. The Director of SPREP noted the concerns raised and pointed out that the Secretariat had been proactive in reducing its expenditure. Actions included putting on hold the position of Deputy Director. He also suggested that the Special SPREP Meeting in 1999 discuss long-term planning and consider essential positions that should be funded from the primary function budget.

134. The representative of New Zealand observed that the current reserve of funds for deficit was quite high and suggested that part of this reserve be used to cover the current arrears. He also urged Members to consider their obligations to the Secretariat and to pay their contributions on time if this was possible. He endorsed the Director's proposal to undertake longer-term planning as an effective means of controlling the budget.

135. The Meeting agreed to defer this matter to the Special SPREP Meeting to be held in 1999 and

requested that the Secretariat prepare a report to present a clear picture of the current financial situation. The Meeting further decided that contributions for 1999 would remain at current levels.

Agenda Item 9.3: Cash Flow

136. The SSM had directed the Secretariat to present to each subsequent meeting a report summarising cash flow for SPREP finances. The Secretariat advised the Meeting that Project Implementation Function cash flows were not included in this report as these are donor funded, with expenditure only being incurred once funds had actually been received. The report covered only the Primary and Project Management Functions.

137. The Secretariat noted that a review and change of its operations had occurred where all administration fees were charged and transferred on a monthly basis. Members had also been encouraged to have their contributions paid at the beginning of each financial/calendar year. This had resulted in a positive cash flow for the Primary Function 1997 except for January. Under the Project Management Function, it was shown that negative cash flows had been experienced from January 1996 to October 1997. This was attributed primarily to a shortfall in administration fees which were calculated as a percentage of actual Project Implementation expenditure incurred during the year. The Secretariat had continued to monitor project expenditure closely through regular inter-office consultations.

138. The Secretariat noted that donors had been reluctant to meet the full cost of administration fees on donor funded projects and stated that it would continue to seek an increase in these fees.

139. The Meeting noted the report; encouraged Members with outstanding contributions to remit these as soon as possible; commended those who had contributed and encouraged Members to continue to remit future contributions early.

Agenda Item 9.4: Audited Annual Accounts for 1997

140. The Secretariat tabled the report of the Audited Annual Accounts for 1997 and Financial Statements.

The representative of New Zealand requested the Secretariat to provide a report that included a comparison between actual and budgeted income and expenditure. After discussion, the Meeting adopted the Audit Report and Financial Statements.

Agenda Item 9.5: Appointment of Auditors

141. In accordance with Financial Regulation 31, the Secretariat sought the Meeting's approval on the appointment of auditors for 1999 and 2000.

142. The representative of Samoa recommended that in future, prior to the next SPREP Meeting, the Secretariat put out an open tender in the local market to promote competition and reduce costs. The representative of France proposed a regional tender to widen the competitive field. The representative of Fiji supported a wider tender process based on two reasons: (1) retention of the same auditor for a lengthy period was not necessarily desirable; and (2) it was time to assess whether the scope of the current audit properly reflected the expansion of SPREP's activities.

143. The representative of Nauru, in response to the suggestion that there should be a regional tender raised the possible funding implications for Member countries in terms of the airfares and per diem.

144. The representative of France stressed that the SPREP Meeting in 1996 had asked for an international tender and that a one or two month delay in the auditor's reports would not make a significant difference. He stated that the international tender would enhance credibility and transparency of the organisation in relation to Members' contributions, and suggested that the terms of reference for the auditor include a report on the cost effectiveness and use of funding within SPREP programmes. He further stated that the Government of France may be encouraged to support higher contribution rates, if the suggestion of an international tender was taken on board.

145. The Secretariat noted comments by Member countries and suggested a local as distinct from an international tender for the practical reasons outlined by Samoa and Nauru.

146. The Meeting agreed to advertise the tender regionally (including the local market) for the audit

for the years 1999 and 2000 and for the result of the tender to be tabled at the Special Meeting in February 1999 for a decision. The Secretariat should also as a matter of practice, put out the audit for tender every two years.

Agenda Item 10:

Work Programme and Budget

- Proposed Work Programme and Budget for 1999
- Indicative Work Programme and Budget for 2000 and 2001

147. The Secretariat tabled its proposed Work Programme and Budget in the new output performance-based format and asked the Meeting to consider and approve the Work Programme and Budget proposals.

148. The representative of France suggested that the Secretariat produce a budget simulation which was more realistic. He further suggested that instead of one budget reporting format, there should be drawn up: (1) showing actual accounts; (2) with expected Members' contributions; and (3) future indications of Member countries' contributions.

149. The representative of Australia welcomed the new format and requested the Meeting to consider and approve a one year budget (1999) on the assumption that the amended Financial Regulations will provide guidance to ensuing years. He further suggested that a qualitative output performance-based budget be developed by the Secretariat and be presented to the Special Meeting. The representative of Samoa sought clarification from the Secretariat on what constitutes Members' Funds, Foreign Exchange Reserves and how these were applied. The Secretariat explained that Members' Funds were basically surpluses from the previous years' primary budgets kept in reserve to be applied when SPREP budgets go into deficit. The representative of Samoa expressed grave concern about this practice which he believed was inconsistent with the Financial Regulations, such as Regulation 10 which required surpluses in previous years to be re-voted to income of subsequent years. The Financial Regulations also disallow deficits in the primary budgets. He requested

the Secretariat to ensure that the provisions of the Financial Regulations be followed more closely in the future.

150. The representative of France requested clarification from the Secretariat on how projects are prioritised, noting that the environmental education and information budget was quite low as compared to climate change. The Secretariat stressed that capacity building underpins all SPREP projects but that it had no control over priorities identified through conventions, for example, the Climate Change Convention. The representative of New Zealand congratulated the Director and staff of the Secretariat for linking outputs to the budget. He suggested that in future reporting, the narrative section for each key output show the funding source and the level of commitment of each donor. The representative of the United States of America requested that there be quantitative measures in the form of putting in time-frames for staff to accomplish tasks.

151. The representative of Australia specifically requested the Secretariat to take into account in its Work Programme implementation, the proposal to establish a South Pacific Sanctuary for Great Whales which was supported by leaders at the 29th South Pacific Forum; and work related to the draft treaty for the conservation and management of tuna stocks under the Multilateral High Level Conference on Conservation and Management of Migratory Fish Stocks of the Western and Central Pacific. She also requested SPREP include in the Work Plan, work on fresh water environmental management issues and aquatic biodiversity. This should complement existing work on fresh water issues undertaken by other organisations, particularly SOPAC, and countries in the region.

152. The representative of American Samoa reiterated his comments in relation to the Secretariat's Work Programme and Budget not considering the United States' insular areas and urged that in future, the Secretariat's Work Programme and Budget reflect this. The representative of Samoa sought from the Secretariat a revised Primary Function budget that would reflect the agreement of the SPREP Meeting that there would be no increase in Members' contributions in 1999, as well as the cost savings accruing from the decision to temporarily replace the

Deputy Director with an Executive Officer. He also requested the Secretariat to itemise (in the revised budget) the total amount programmed into the 1999 budget for an 11% professional staff salary increase which had now been deferred, as well as any other cost reductions to balance the 1999 budget. The representative of France encouraged the Secretariat not to work towards a deficit budget and requested that it set its Work Programme according to future indications of commitments from Member countries.

153. The Meeting adopted the Work Programme and Budget for 1999 with appropriate amendments to reflect the above points and requested that this revised document be circulated as soon as possible to Members and be tabled at the Special SPREP Meeting in early 1999 to review SPREP Programme Officers' salaries.

Agenda Item 11:

Report from Meetings of the Parties to the Apia and SPREP Conventions

154. The Meeting noted the Joint Report of the Fourth Ordinary Meetings of the Contracting Parties to the SPREP and Apia Conventions, Apia, 14 September 1998 and approved that minor amendments, as proposed by a Party, be incorporated into the report.

Agenda Item 12:

Items Proposed by Member Countries

Agenda Item 12.1 : Submission by Government of the Republic of Nauru

155. The Government of Nauru requested during the 9SM, reclassification as a Small Island State. At the same Meeting, it was agreed that a formal submission would be required from Nauru for such reclassification. The Secretariat advised the 10SM of implications in accepting the proposal which included a shortfall of US\$5,720 in contributions.

156. The Meeting noted Nauru's Small Island State recognition by other SPOCC agencies, and approved the proposal by Nauru to be reclassified as a Small Island State.

Agenda Item 13:**Statements by Observers**

157. Advisers, other SPOCC Member representatives and Observers from international and regional organisations were present throughout the Meeting and brief statements were made by the representatives of UNDP, SOPAC, SPC and USP. A summary of statements is attached as Annex XI.

Agenda Item 14:**Other Business**

158. There was no other business.

Agenda Item 15:**Date and Venue for Eleventh SPREP Meeting**

159. The Meeting agreed that the Eleventh SPREP Meeting would be hosted by Guam in September or October of 2000.

Agenda Item 16:**Adoption of Report**

160. The Meeting adopted the Report.

Agenda Item 17:**Close**

161. The Chair of the 10SM commended the Secretariat for the time and effort put into the preparation of papers during the meeting. He also thanked members of the sub-committees and all the delegates for the commitment they had shown to the Agenda of the Meeting.

162. The Director of SPREP extended his sincere appreciation to the Chair of the 10SM for his patience and guidance during the Meeting. He thanked the delegates, advisers and observers for the evaluation and feedback they had provided to the Secretariat. He expressed his appreciation of the work of the team of Secretariat staff, interpreters and translators and acknowledged the hotel management and corporate sponsors for their support.

163. The representative of American Samoa spoke on behalf of all the delegates and thanked the Chair for his leadership and acknowledged the Secretariat and the Government of Samoa for their hospitality and support throughout the Meeting.

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Ladies and Gentlemen

On behalf of the Government of Samoa, I extend to you a warm welcome to Samoa on the occasion of the Tenth SPREP Meeting, the biennial policy and technical meeting of the South Pacific Regional Environment Programme (SPREP).

This is the second time that the SPREP Meeting has been convened in Samoa since the attainment of full autonomy for SPREP as a separate regional organisation, following the entry into force in 1995 of the Agreement Establishing SPREP. Since gaining autonomy, SPREP has provided sound advice and relevant up-to-date technical information to member governments to assist in their efforts at environmental management and protection. It is increasingly recognised that the fragile ecosystems of our island nations, and for that matter the world, are coming under tremendous pressure from growing populations and economic development. SPREP's work has continued to ensure that the Pacific shows to the world the commitment of our region towards protection not only of the national environments of the 22 Pacific island governments and administrations, but also the Pacific's ability to act regionally and speak strongly but sensibly at global fora on the environment. SPREP's contributions therefore provides the Pacific with the measure of confidence to stay at the forefront of the major debates on environmental issues that could impact adversely on our region's potential to develop in a sustainable manner. In implementing its work and support to member countries and territories, SPREP has the full support of our Government and country as host to the SPREP Headquarters.

In January 1992 the SPREP Secretariat moved to Apia. That move came at the heels of the devastation by cyclone Val in December of 1991. Despite the difficult conditions at the time, SPREP's successful relocation was clear evidence to the mutual supportive spirit exhibited by SPREP and the Government of Samoa which made that event possible. This collaborative relationship forged in most trying circumstances remains strong and vibrant to this day.

SPREP has full legal standing in our country. Our government, as one of the members of the SPREP Headquarters Task Force has lent what support we could to the efforts to raise the financial resources necessary to construct the new SPREP Headquarters. The availability from the outset of temporary accommodation facilities at Vaitele for SPREP and the provision of prime land at Vailima are indicative of Samoa's commitment to this youngest but very crucial regional organisation of the Pacific.

Samoa firmly believes in the importance of the work SPREP is doing for the countries of the region. Samoa also believes in the importance of SPREP in projecting to the rest of the world the positive attitude of SPREP countries to taking measures and actions to protect and conserve the environment. For these reasons, Samoa will continue to give the organisation every assistance possible to ensure that it can effectively continue its work on behalf of our region's participating governments and administrations.

Distinguished delegates, in the next few days, you will deliberate and make decisions on various important issues as outlined in the meeting's agenda. SPREP has now moved to a two-yearly meeting cycle on the basis of the significant cost savings made possible as a result of this arrangement. It is against this background of Biennial SPREP meetings that you may need to examine closely practical considerations arising out of this arrangement that were not apparent before when it was approved in 1996. Most importantly, you are required to make decisions that would bear on the ability of your organisation's efforts to

operate successfully for the next two years before this meeting can again convene in the year 2000. I am confident that all delegations and governments represented today have come prepared to help and guide the organisation to greater efficiency and effectiveness.

In this vein, I notice that your agenda is broad ranged, covering issues on policy, organisational and institutional arrangements, the budget and work programme.

Ultimately the worth of the organisation is in what it can deliver for the membership and the region. SPREP proposes to build on existing efforts to support national environmental management capacities in areas which include: climate change responses, nature conservation, environmental impact assessment, environmental education and awareness, pollution prevention, waste management and coral reef protection.

It is up to you, the Governing Council, to give directions on the type of activities and outputs you wish the organisation to deliver. As much as most of us prefer that there is some other way, the fact remains that the work programme of the organisation is inextricably linked to the resources that it would be able to call upon to implement its activities.

Obviously some of the key decisions you will make during your meeting are budget related. The work programme is the major component of the financial considerations for the organisation. However, of no less importance are those that relate to organisational and institutional arrangements for SPREP. I would encourage delegations to consider these closely with the view to both improving the efficiency of the organisation as well as providing SPREP with the improved ability to secure additional resources to carry out activities required of it by the membership.

Finally, the membership is aware of the efforts to secure funding for the new Headquarters of the Organisation here in Apia. The temporary premises which the organisation has occupied since setting up in Apia is no longer adequate with the rapid increase in the size of the organisation. It has therefore become a matter of urgency to construct the new headquarters for the organisation as envisaged from the beginning on the land that has been allocated to SPREP for this purpose.

I am told that the revised Headquarters concept has concentrated on functional requirements of the organisation. In this way, cost estimates have become relatively modest and manageable making implementation feasible. It is the hope of our government, a sentiment which I am sure is widely shared by the membership, that the new Headquarters will be constructed before too much more time passes. In this regard I wish to express our appreciation to Australia, New Zealand, Papua New Guinea, France, the United States, Japan, the European Union and other donors who, with their pledges and indications of assistance, make the implementation of the Headquarters project in the near future a distinct probability. I would also like to thank the SPREP membership for their collective support of the efforts that continue to be made to secure the necessary resources for the project. Lastly and very importantly, a vote of appreciation is in order to the South Pacific Forum for its decisive involvement in promoting donor support for the Headquarters.

In closing my remarks, I do hope that delegates and all visiting participants will have an opportunity to see some of Samoa's environment and to experience our traditions and culture.

I wish you a successful meeting.

It is now my great pleasure to declare the Tenth SPREP Meeting officially open.

Soifua.

Annex III: Statement by Director of SPREP Mr Tamari'i Tutangata

The Honourable Tuilaepa Sailele Malielegaoi

Deputy Prime Minister and Minister of Finance of Samoa

The Honourable Fiame Mata'afa, Minister of Education of Samoa

Chairperson

Reverend Nu'uausala Siasia Siutaia

Distinguished Representatives of SPREP Member Governments and Administrations

Your Excellencies Members of the Diplomatic Corps

Distinguished Advisers and Observers

Distinguished Guests, Thank you for accepting our invitation for this occasion.

It is a real honour for me to join the Honourable Deputy Prime Minister of Samoa in extending a warm welcome to you all to the official opening of the 10th SPREP Meeting. To those of you from overseas, welcome to Samoa.

To the Honourable Deputy Prime Minister, please accept the sincere appreciation of the Secretariat for honouring us with your presence and for sharing your wisdom as well as your extensive knowledge and experience with us through your opening remarks.

To our Chairperson, Dr Savae Latu of Tonga, thank you for your understanding guidance to the Secretariat and that all-important meeting of the Budget and Work Programme Sub-Committee late last year. We extend our thanks also to Mr Tu'a Taumoepeau, Tonga's Secretary of Foreign Affairs who chaired the 9th SPREP Meeting and assisted the Secretariat in other ways before handing over the Chair to Dr Latu just over a year ago when Dr Latu became SPREP's National Focal Point for the Kingdom.

To Reverend Siutaia, we have been fortunate to have you to lead us in seeking the blessings from on High for the three official openings for the four meetings that the SPREP Secretariat convened over the past week, thank you.

To my mind ladies and gentlemen, the world appears to have become increasingly inebriated, even intoxicated, with the apparent opportunities that the advent of the new millennium and the demise of the old could bring to the bold. Every week it seems, we are bombarded through every possible medium with new and innovative events that urge us to become a party thereto, either to celebrate the new or to farewell the old, but even the events to farewell the old are portrayed as a kind of celebration. Amidst all these exhortations for us to be a part of the greatest and most unique celebrations that the world will ever witness, I find myself asking: do we really have anything to celebrate as we enter the new millennium and farewell the old?

Since those of you, as the distinguished representatives of SPREP's Member Governments and Administrations accorded me the singular honour of heading the SPREP Secretariat from January last year, I have become better acquainted with the extent of the environmental issues facing each one of us in our respective countries and the most likely scenario facing us and our successors in the new millennium.

I used to look up at the clear night sky and try to work out where in that wonderful creation of God's was Heaven located. Now, when I look up at that same starry sky, I wonder how long it will be before even our part of the sky is covered by the murky haze that we now find blanketing an ever-increasing proportion of our globe. I also wonder as to how long the ozone layer will continue to provide us with its protective cover - into the new millennium.

I used to look at the sea with awe at the seemingly endless supply of fish that I, as a ten year old, could harvest with my bare hands to feed my family. Now, when I look at the sea, I wonder how far into the new millennium will it be before the coastline is overwhelmed by that same sea.

Equally, when I look at other marine life, bird life, animal life, the forests and the other elements of God's bountiful nature, I wonder how long will mankind

continue to enjoy such bounty - into the new millennium.

I ask again: Do we really have anything worthwhile to celebrate as we leave behind the old and usher in the new millennium? What is there to celebrate at the end of 1999 - just over fifteen months away - if all we can expect is the ever-increasing pace of environmental degradation that is in evidence today? What is there for us to celebrate in relation to the new millennium if the Northern Group islands of the Cook Islands or the islands of Kiribati, Tokelau and Tuvalu are to disappear beneath the ocean? What is there for us to celebrate in the new millennium if the very biodiversity that we all need to sustain our very lives were to completely disappear from the face of our planet.

Unimaginable isn't it - the murky haze that began over the industrialised west spreading to our part of the globe, the ozone layer disappearing, nature's bounty disappearing, islands even countries disappearing - unimaginable. Yet, each one of us can see with our own eyes nature's own efforts to give each one of us fair warning, the most dramatic being the disastrous effects that the El Niño weather pattern exerted and continues to exert around the world and in our very own respective countries.

It is amazing that with all the evidence that nature is amassing before our very own eyes and with all the evidence that has been amassed from around the world, which resulted in the Rio Earth Summit together with those that have been amassed since Rio, that the sense of urgency and mission that seemed to abound around the world six years ago seems to have abated, almost gone. Taking a reference from Reverend Siutaia's Good Book, I am reminded somewhat of the Bible story of Noah and the Ark, and of the ostrich with its head in the sand.

Around the Pacific almost all our island countries are at varying stages of reforming our national infrastructure and economies. Necessary as these efforts are, I cannot help but note that even while we strive for sustainable development, in many cases national resource allocations to one of the essential elements of

the sustainable development model, that of the sustainable utilisation of natural resources and sound management of the environment are amongst the national services that receive more severe reductions. Yet, it is these very same services that will ensure that the effects of these reform efforts will be long-lasting, well into the next millennium. I therefore extend a plea to all Member Governments and Administrations to bear this in mind in the hard decisions that you have to make in allocating national resources. It is in these national efforts, with their flow-on effects to the regional and global levels that the struggle for real sustainable development will be won and lost.

For us in your SPREP Secretariat, our own efforts to be more responsive to the needs of our countries and administrations as well as our drive for greater efficiencies and increased focus in our performance as evidenced in the papers before you, will be lost without matching efforts at the national level. Greater global and developed member country support for these national efforts is also essential.

Distinguished Delegates, we, in the SPREP Secretariat, look forward to receiving your in-depth and frank evaluation of our performance since the 9th SPREP Meeting two years ago. We also look forward to your directions in terms of our organisational and staffing structures, our proposed work programme and resource requirements as well as their allocation over the next two years in particular, that would best enable us to jointly work together with the support of the advisers and observers who are here with us as well as those who are not able to be with us, for the real sustainable development of our region to make positive in-roads into the mine-field of negatives that I outlined earlier.

We also look forward to your directions as to how best we can assist you in your efforts at the global level, in infusing a greater sense of urgency in the global arena in addressing the same negative impacts on our environment, so that we can have every reason to celebrate our coming entry into the new millennium with our own Pacific-grown millennium events.

Soifua.

Annex IV: Agenda

1. **Official Opening**
2. **Appointment of Chairperson**
3. **Adoption of Agenda and Working Procedures**
4. **Matters Arising from Ninth SPREP Meeting**
5. **Presentation of Annual Report for 1996–97 and Director's Overview**
6. **Policy**
 - 6.1 Integrating Corporate Plan and SPREP Action Plan
 - 6.2 Gender Policy
7. **Institutional Matters**
 - 7.1 New Headquarters (Centre)
 - 7.2 Review of SPREP Staff Terms and Conditions
 - 7.3 Personnel
 - 7.4 Revision of SPREP Financial Regulations
 - 7.5 SPREP Status as UN Observer
 - 7.6 SPREP/IMO Agreement
 - 7.7 Rules of Procedure for Appointment of Director
8. **Implementation of the Action Plan**
 - 8.1 Summary of Programme Activities
 - Power Point Presentation by Secretariat
 - Member Country Discussion
 - 8.2 Reports on Specific Issues
 - 8.2.1 Building EIA Capacity in the Pacific Island Countries
 - 8.2.2 Action Strategy for Nature Conservation in the Pacific Islands Region 1999 - 2002
 - 8.2.3 Environmental Education and Training Conference Outcomes
 - 8.2.4 Climate Change Negotiations
 - 8.2.5 Preparations for UN General Assembly Special Session on the Sustainable Development of Small Island Developing States
 - 8.2.6 Pacific Ocean Pollution Prevention Programme (PACPOL)
 - 8.2.7 Capacity Building for Environmental Management in the Pacific Programme (CBEMP)
 - 8.2.8 Pacific Year of the Coral Reef (PYOCR) Campaign Outcomes

9. **Finance**

- 9.1 Report on Members' Contributions
- 9.2 Primary Budget Financing Issues
- 9.3 Cash Flow
- 9.4 Audited Annual Accounts for 1997
- 9.5 Appointment of Auditors

10. **Work Programme and Budget**

- Proposed Work Programme and Budget for 1999
- Indicative Work Programme and Budget for 2000 and 2001

11. **Report from Meetings of the Parties to the Apia and SPREP Conventions**

12. **Items Proposed by Member Countries**

- 12.1 Submission by the Government of the Republic of Nauru

13. **Statements by Observers**

14. **Other Business**

15. **Date and Venue for Eleventh SPREP Meeting**

16. **Adoption of Report**

17. **Close**

Annex V: Gender Policy

Introduction

1 The mandate of the South Pacific Regional Environment Programme (SPREP) in its role of protecting the environment should be understood in the greater context of international and regional commitments that Pacific island nations have undertaken, including the Rio Declaration and Agenda 21, and the *Pacific Platform for Action: Rethinking Sustainable Development for Pacific Women Towards the Year 2000*. These commitments provide a framework in which the social impact, as well as the ecological impact of SPREP's activities should be considered.

2 Agenda 21 recognises the necessity of the "full, equal and beneficial" integration of women into the sustainable development process. It emphasises the participation of women in resource conservation and management activities and recognises their traditional knowledge in sustainable resource use. It connects sustainable development to the active involvement of women in economic and political decision-making, the elimination of gender-based discrimination, and to ensuring women have access to land and other resources, education, and safe and equal employment.

3 Sustainable development is only attainable when the needs and interests of both women and men are fully recognised in the planning and implementation of projects and programmes. In any development activity the likelihood of success is enhanced if the needs and roles of both women and men are taken into account. Because of the nature of their work, many women are affected differently and more strongly by environmental degradation. Many women are responsible for household work and also play significant roles in agricultural work. In most Pacific island countries, rural women perform much of the labour in subsistence tasks including gathering and using water and firewood and planting, irrigating and harvesting crops, for subsistence and sometimes for income as well. The recognition of the different impact of development on women and men, and the realisation that not all women and men are affected equally is a crucial concept in sustainable development.

4 SPREP's goal under the current Action Plan 1997-2000, recognises the need to build national capacity to protect and improve the environment of the region for the benefit of Pacific island people now and in the future. Therefore it is important that both men and women are equally involved in the planning and management of the environment and its natural resources at all levels of development.

Policy and Strategies for the Integration of Gender Dimensions

5 In order to enhance the promotion of gender equity and equality in projects and in the work of the organisation, and thus the success and sustainability of the projects and programmes, SPREP will seek to ensure that:

- An understanding of gender roles and the gender division of labour becomes an integral part of all project and programme activities, from initial planning activities to final evaluation.
- Women's strategic interests and practical needs are integrated into all SPREP policy and programme goals, objectives, and priorities, utilizing new and existing mechanisms such as environmental impact assessment and guidelines.
- Any collective terminology in SPREP documents (e.g. 'beneficiaries', 'community', 'participants', etc.) should be interpreted as applying equally to women and men.
- Both men and women should be able to participate and benefit equally from the new policies and programmes. Adequate procedures to monitor the impact of these policies and programmes on women, men and children should be in place.
- Women should be encouraged and enabled to participate equally and actively in the selection, planning, design,

implementation, monitoring, and evaluation of all SPREP projects.

- Any data collected should be disaggregated by sex if possible, and should reflect the different impact on men, women and children.
- Criteria should be established to guide consultants and consultancy reports.
- Gender training for all male and female staff in the organisation should be provided so that staff can have a better understanding and appreciation of the gender-differentiated impact of development intervention that contributes to environmental degradation.
- Senior management should be committed to gender equity and equality and such commitment should be reflected in SPREP management decisions.

- The policy of gender equity and equality are entrenched in policy statements such as the Corporate and Action Plans.

6. SPREP also recognises the need for monitoring and evaluation of this policy and so will seek to:

- Hold consultations, where appropriate, with women and men directly and indirectly involved in programmes and projects on the relevance and success of this policy.
- Provide support, where possible, for women's organisations involved in environmental activities.
- Collaborate and cooperate with other national and regional organisations and agencies on gender issues and make continued efforts to harmonise SPREP's Gender Policy with the SPOCC Gender Strategy currently being developed.

**Annex VI(A): Review of Staff Salaries and Conditions of Service
Summary and Analysis of Recommendations Endorsed by the
SPREP Meeting**

Tenth

Recommendation	Action/Comment
(a) Administration Staff	
1. No general adjustment to salary levels	Accepted. Report indicates that most salary levels exceed the intended 20% margin over the public service and private sector in Samoa. No further action is required.
2. Four positions which are lower than the 20% margin, to be reclassified up slightly to maintain the 20% margin. (Administration Officer, Conference Officer, Cleaner and Gardener).	Accepted. Requires a revision of the salary scales, in the Staff Regulations for the four positions. The Meeting agreed that such recommendation go hand in hand with provision that salaries of those staff already above the 20% margin be frozen till such time as market forces in Samoa catch-up and reduce the margin to 20%.
3. CPI increases be discontinued. To be replaced with a procedure for adjustments in line with adjustments in the Public Service with biennial reviews linked to the Apia market (public and private sector).	Accepted. Requires an amendment to Regulation 19(f).
4. Increments to be restricted to recognition of permanent increases in formal skill levels or increases in capacity to accept responsibility.	Accepted, in association with Recommendation 5. Requires an amendment to Regulation 20(f).
5. Introduction of a performance payment or bonus system.	Accepted, in association with Recommendation 4. Requires an additional paragraph to be added to Regulation 20.
6. Annual leave to be harmonised, after consultation with other SPOCC agencies. Report suggests an increase in annual leave of between 3-7 days per annum.	Not accepted. The Meeting agreed that conditions should, in principle, be harmonised with local (Samoa) conditions. It was pointed out by the representative of Samoa that what should be considered is a total package and he noted that SPREP Administrative staff conditions are already very competitive. Delegates agreed to retain the status quo of 15 days annual leave.
7. Long service leave to be considered - 20 days after 12 years of service, 10 days after 15 and 20 years and 20 days after 25 and 30 years	Not accepted. The representative of Samoa stated that SPREP employment conditions were not intended to be associated with a 'career' structure, noting that the 20% margin in salaries above local Samoan salaries, served to compensate for the lack of a career structure. Long service leave was not in keeping with the spirit of SPREP's employment conditions.
8. Superannuation contributions (NPF) to be at the rate of 7% for all staff.	Accepted. Is consistent with most SPOCC agency rates and practice. Is an area where the present Regulations clearly discriminate between groups of staff. Amendment to Regulation 32(h) is required. The representative of Samoa proposed that this be implemented immediately (i.e. 1 October 1998) and this was agreed to.
9. All administrative vacancies to be advertised in the Apia market. Proposed amendment to Regulation 12 (c).	Accepted.

10. Leave credits be granted for time taken off to sit for examinations for approved courses of study that are directly relevant to present duties in SPREP.	Accepted, with leave credits granted after examination. Examination added in Regulations.
11. All administrative staff be placed on fixed term contracts (one to three years) that can be extended subject to satisfactory service and available funding.	Accepted. Regulations also needs to be updated under open programme staff as well as expatriate programme. Future SPREP Staff Regulations.
12. Present five step salary bands to be continued.	Accepted. No change.
13. Overtime provisions be reviewed to have a ceiling level for payment - ceiling may be no overtime above such level, or for rates of pay to be no higher.	Accepted. Details of overtime. Service Regulations and (b).
(b) Programme Staff	
14. Current system of linking salaries to SDR be continued.	Accepted. No change.
15. Use of official IMF rate of exchange for SDR to calculate salaries.	Accepted. No change.
16. COLDA be paid to all Programme staff.	Accepted. With programme expatriates. We remove this representative to be implemented especially as SPOCC Agreement accepted.

19. Gratuity to cease on completion of current contracts	The Meeting noted by the originally be retention pro to SPREP, th problem in S whilst the gr payment sho Professional January 1998 introduced.
20. Contract completion allowance to be paid to all Programme staff on completion of all new contracts	Not accepted allowance of reintroduced their contract This is in lin apply to con 1998.
21. Superannuation contributions to be at the rate of 7% for all staff.	Accepted. Is and practice clearly discri Amendment
22. Regulation 13(e) be amended to extend the six year maximum employment period rule, to allow for further contracts of 3 year periods for incumbent staff, provided positions are advertised in the open market.	Maintain cur or practice w after six year vacant. The market, and the Director should repor
23. Present housing/rental allowance to continue for all Programme staff.	Accepted. N
24. Conditions be harmonised, where appropriate, with	In implement

Annex VI(B): Staff Regulations

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¹ Amended at 10th SPREP Meeting

² Amended at 10th SPREP Meeting

³ Amended at 10th SPREP Meeting

PART I : SCOPE AND APPLICATION

Regulation 1

- (a) These Regulations set out the mutual obligations and rights of SPREP and its employees. They have been approved by the SPREP Meeting and are administered by the Director. They apply to all staff appointed to SPREP by the Director and where appropriate to the Director as well. They do not apply to temporary or short term professional contract staff, casual workers or consultants unless the contrary is specifically indicated, nor where other conditions have been agreed to in writing.⁴
- (b) If any part of these Regulations becomes contrary to the laws of Samoa, or where they are silent, the laws of Samoa will apply.
- (c) These Regulations may be supplemented or amended by the SPREP Meeting without prejudice to the existing contracts of staff members.
- (ca) The amendments made to these Regulations at the Tenth (1998) SPREP Meeting shall take effect from 1 October 1998.⁵
- (ci) The Director may supplement these Regulations with Staff Instructions not inconsistent with these Regulations or with any decisions made by the SPREP Meeting and further, may issue such Staff Instructions as may appear to be necessary to render these Regulations effective.
- (e) The Eighth SPREP Meeting in 1995 agreed that Fiji would be used as the country from which the comparator organisation is selected for the development of an appropriate regional remuneration model to be based on a comparison with market based data for the skills required. This regional model shall be adjusted for equitable implementation in SPOCC organisations based in other countries and the tax-free entitlement for expatriate staff

shall be considered in determining appropriate allowances and benefits.

PART II : DEFINITIONS

Regulation 2

- (a) In these Regulations, unless the context otherwise requires -

"allowances" means remuneration other than salaries but does not include money received to meet expenses incurred by an employee in the course of duty.

"contract staff"⁶

"dependent" means the financial dependent spouse or dependent child of an employee.

"dependent child" means an employee's unmarried and financially dependent child who is

- (i) under the age of 16 years; or
- (ii) under the age of 19 years if undertaking full-time study at a secondary school; or
- (iii) under the age of 22 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- (iv) mentally or physically incapacitated.

"employee" is a general term which according to the context may mean local contract staff, professional contract staff, temporary staff or all three.⁷

"establishment" means staff positions approved by the SPREP Meeting.

"expatriate" means a professional contract staff member, not a citizen or permanent resident of Samoa, who resides in Samoa only by virtue of employment with SPREP.⁸

"greater Apia area" includes Letogo, Afiamalu, Ululoloa and Faleula.

⁴ Amended at 10th SPREP Meeting

⁵ Inserted at 10th SPREP Meeting

⁶ Deleted at 10th SPREP Meeting

⁷ Amended at 10th SPREP Meeting

⁸ Amended at 10th SPREP Meeting

"local" means a staff member who is not an expatriate.⁹

"local contract staff" are local staff engaged under a fixed term contract whose work does not require the qualifications and/or experience required of professional contract staff and include accounts, administration, clerical, secretarial and technical employees.¹⁰

"professional contract staff" are staff engaged under a fixed term contract undertaking work which requires a university degree or equivalent qualification, or a lower qualification with expertise and practical experience of sufficient breadth to counter-balance the lack of formal qualifications.¹¹

"remuneration policy" means the basis for remuneration approved by the SPREP Meeting.

"salary" means the basic annual rate of pay for the job which is specified in SPREP's salary scale.

"SPOCC" means the South Pacific Organisations Coordinating Committee.

"SPREP" means the South Pacific Regional Environment Programme.

"staff" or "staff member" means local contract staff and professional contract staff appointed to an established position.¹²

- b) Where there is difference or disagreement over the interpretation of these definitions, the decision of the Director will be final.

PART III : DUTIES AND OBLIGATIONS

Status as International Civil Servants

Regulation 3

The Director and all members of the staff of SPREP are international civil servants. Their responsibilities

are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of SPREP only in view.

Responsibility of SPREP

Regulation 4

The Director is responsible for the proper functioning of SPREP. Staff members are subject to the authority of the Director and shall not seek or receive in the performance of their duties any instruction from any external authority.

Privileges and Immunities

Regulation 5

Privileges and Immunities are as set out in the Headquarters Agreement between the Independent State of Samoa and SPREP signed on the 30th April 1996.¹³

Communication of Unpublished Information

Regulation 6

Staff shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person or the press any unpublished information known to them by reason of their official position, except in the course of their duties or by authorization of the Director. All rights in, and title to, the results of any work performed by staff in the course of their duties shall be the property of SPREP.

Conduct

Regulation 7

Staff shall avoid any action, and in particular any kind of public pronouncement or activity, which may adversely reflect on their positions as international civil servants. They are not expected

⁹ Amended at 10th SPREP Meeting

¹⁰ Amended at 10th SPREP Meeting

¹¹ Amended at 10th SPREP Meeting

¹² Amended at 10th SPREP Meeting

¹³ Inserted at 10th SPREP Meeting

to give up their national sentiments or their political and religious conventions, but they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Outside Activities

Regulation 8

No staff may accept, hold or engage in any office or occupation which, in the opinion of the Director, is incompatible with the proper discharge of their duties with SPREP.¹⁴

Candidacy for Public Office

Regulation 9

Any staff member who becomes a candidate for a public office of a political character shall resign from SPREP.

Acceptance of Honours, Decorations, Favours, Gifts or Fees

Regulation 10

No staff shall accept in respect of their work for SPREP, any honour or decoration from any government or organisation or, except with the approval of the Director, any favour, gift or fee from any government, organisation or person during the period of their appointment.

PART IV : APPOINTMENT AND PROMOTION

Appointment of Director and Staff

Regulation 11

Director

- (a) The Director is appointed under such terms and conditions as the SPREP Meeting determines.

Director - Exercise of Powers

- (b) When the position of Director is vacant, the Director's functions and powers shall be exercised according to the instruction of the Chairperson of the SPREP Meeting and in the absence of any instruction by the Deputy Director.
- (c) When the Director is absent from Headquarters, the Deputy Director shall be designated to act as Director, in the event that both are absent, an officer of the Director's choice shall be designated Officer-in-Charge.

Power of Appointment

- (d) The power of appointment rests with the Director subject to the establishment and remuneration policy approved by the SPREP Meeting.

Appointment Policy

Regulation 12

- (a) In selecting staff for appointment to SPREP, the dominant considerations shall be:
- (i) the required qualifications and experience
 - (ii) competence
 - (iii) integrity
 - (iv) the principle of open competition
- (b) Subject to Regulation 12 (a) above, the Director shall, in selecting professional contract staff, give due consideration to the nationals of SPREP island member states and to the desirability of obtaining equitable national representation.¹⁵
- (c) When a local contract staff vacancy occurs the vacancy will be advertised in the Apia press. When a professional staff vacancy occurs the vacancy will be advertised regionally.¹⁶
- (d) When two applicants for a local contract staff position are rated equally suitable, and one is a SPREP employee, preference shall be given to the existing staff member.¹⁷

¹⁴ Amended at 10th SPREP Meeting

¹⁵ Amended at 10th SPREP Meeting

¹⁶ Amended at 10th SPREP Meeting

¹⁷ Amended at 10th SPREP Meeting

- Ⓔ Men and women are equally eligible for all posts in SPREP.

Appointment Procedure

Regulation 13

- Ⓐ No appointment is valid which is not the subject of a written offer of employment signed by the Director or an authorized representative, and a written acceptance signed by the appointee. Every offer of employment shall contain a statement of duties, all the terms and conditions of employment and a copy of the Staff Regulations.
- Ⓑ An appointment is either, temporary or on a fixed or short term contract. The length of appointment of a temporary or contract staff member is set by the Director according to the requirements of the work programme and available funding.¹⁸
- Ⓒ The term of appointment of a local contract staff member shall not exceed a maximum of three years. Such period may be extended for a term or terms of up to the same duration, subject to the work programme requirements and available funding and provided the employee's work performance has been satisfactory.¹⁹
- Ⓓ A temporary appointment may not exceed a period of six months. A temporary appointment is usually made to replace a local contract staff member who has resigned at short notice or is on leave.²⁰
- Ⓔ A fixed term of appointment for professional contract staff is of not less than three years. A short term appointment for professional contract staff is for any period less than three years and is subject to such terms and conditions as the Director determines, but within the salary scales applicable to SPREP. Subject to Regulation 13 (ea) a short term appointment may be renewed for a further term or terms.²¹
- Ⓕ Subject to Regulation 13 (ea), a fixed term appointment of three years for professional contract staff is renewable, based on the needs of SPREP, and the merit and performance of the employee, for a further period not exceeding three years.²²
- Ⓖ When an aggregate period of six years has been served by professional contract staff it shall be mandatory for that position to be re-advertised. The incumbent is eligible to apply and should the Director decide to re-appoint the incumbent on merit he may do so provided a report is made to the next SPREP Meeting.²³
- Ⓗ The length, terms and conditions of appointment may be varied in exceptional circumstances by the mutual agreement in writing of the Director and employee.
- Ⓖ Appointment is provisional until confirmed. Appointment is subject to a satisfactory medical examination by a designated medical practitioner and a probationary period of six months' service which may be extended or reduced by the Director. At the end of the probationary period the Director shall in writing:
 - Ⓐ confirm the appointment; or
 - Ⓑ extend the probationary period; or
 - Ⓒ terminate the appointment.
- Ⓗ The appointment of:
 - Ⓐ an expatriate runs from the date of leaving home to take up appointment with SPREP; and
 - Ⓑ a local employee from the date of appointment.
- Ⓐ Salary is earned from the date of appointment.

¹⁸ Amended at 10th SPREP Meeting

¹⁹ Inserted at 10th SPREP Meeting

²⁰ Amended at 10th SPREP Meeting

²¹ Amended at 10th SPREP Meeting

²² Amended at 10th SPREP Meeting

²³ Inserted at 10th SPREP Meeting

Promotion

Regulation 14

- (a) A local contract staff member is promoted when appointed to a position higher than his or her current position.²⁴
- (b) A promotion is a variation to the terms of an appointment and is subject to Regulation 13 (f) .

Termination

Regulation 15

Ways of Termination

- (a) An appointment is terminated -
 - (i) when being a fixed term appointment it reaches the end of its term; or
 - (ii) by either SPREP or the staff member giving the other one month's notice in writing; or
 - (iii) without notice by either SPREP or the employee paying to the other one month's salary in lieu of notice; or
 - (iv) as a disciplinary measure by dismissal with or without notice under Regulation 30 (b) .

Suspended Staff

- (b) Before dismissing or giving notice to a staff member who is a permanent employee of a member government's Public Service, the Director shall inform the government in question.

Certificate of Service

- (c) A staff member shall, on leaving the service of SPREP, be given a certificate relating to the nature of his or her duties, the length of service, the amount of emoluments, and other relevant information.

Final Pay

- (c) Upon leaving the service, any indebtedness of a staff member to SPREP shall be deducted from any money due to the staff member from SPREP.

PART V : ENTITLEMENTS ON APPOINTMENT AND TERMINATION

Regulation 16

Entitlements

- (a) SPREP shall meet the following appointment and termination expenses of professional contract staff recruited from outside the Greater Apia Area. The entitlements cover the transport and accommodation enroute for the staff member and accompanying dependents between home and Apia, and back, by the shortest and most economical route. The Director has discretion, after taking family circumstances into account, to include dependents who arrive within six months of the start of appointment or leave within one month of termination.²⁵

Fares

- (i) Director: Business class
- Other staff: Economy class

Removal Expenses

- (ii) The reasonable cost of packing, insuring, shipping and unpacking furniture, household and personal effects as follows-
 - (a) 12m³ in respect of the staff member
 - 4m³ in respect of a dependent spouse
 - 2m³ in respect of each dependent child
 - (b) up to 20 kilos of excess baggage per person for all professional contract staff recruited overseas.²⁶

Establishment Grant

- (iii) To offset incidental expenses and compensate for the upheaval of removal an establishment grant on appointment only at the rate prescribed in Schedule 1 to these Regulations.

Temporary Accommodation

- (iv) Accommodation at a suitable hotel or other fully furnished accommodation for up to five working days or such other

²⁴ Amended at 10th SPREP Meeting

²⁵ Amended at 10th SPREP Meeting

²⁶ Amended at 10th SPREP Meeting

period as the Director considers reasonable in the circumstances. Professional contract staff will not be paid a housing subsidy for the period when temporary accommodation costs are met.²⁷

SPREP Assistance

- (i) An appointee will be assisted to settle into Apia. This assistance could include help to find suitable rented accommodation and advice on suitable terms.

Ineligibility

- (b) The entitlements prescribed in Regulation 16 (a) do not apply and, at the Director's discretion, may be withheld in whole or in part if:
 - (i) all or part of the expenses are met from some other source; or
 - (ii) within 12 months of appointment the staff member resigns appointment under Regulation 15 (a) (ii) or (iii) or is dismissed under Regulation 30 (b) (iv) or (v).

PART VI : HOURS OF WORK

Normal Hours

Regulation 17

- (a) The Director has the right to call upon the services of staff to the extent considered reasonable.
- (b) Normal office hours are 8 am to 12 noon and 1 pm to 4.35 pm Monday to Friday, making a total of 37 hours 55 minutes per week.

- (c) The driver/messenger, gardener, handyman and tea attendant/cleaner will be required to work hours as directed by the Director. They will have to work either 40 hours per week or 8 hours a day before overtime rates become applicable.

- (d) The watchman will be required to work from 6 pm to 6 am Monday to Friday as well as any additional hours required by the Director.

Overtime

Regulation 18

Eligibility

- (a) Local contract and temporary staff at Level 4 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours.²⁸

Overtime Rates of Pay

- (b) The rates of pay for overtime are:
 - (i) for days other than public holidays and Sundays, one and half times the normal hourly rate.
 - (ii) for Sundays or public holidays, double the normal hourly rate.

Provided that the normal hourly rate paid for any overtime shall be no higher than the normal hourly rate paid to an employee at the top Step of Grade 2.²⁹

Meal Allowance

- (c) Staff required to work overtime for more than 6 hours on a Saturday, Sunday or public holiday, or beyond 6.30 pm on a full working day, shall be paid lunch and dinner allowances as appropriate at rates approved by the Director.

Transport Assistance

- (d) Staff required to work more than one hour's overtime on a normal working day shall be taken

²⁷ Amended at 10th SPREP Meeting

²⁸ Amended at 10th SPREP Meeting

²⁹ Proviso inserted at 10th SPREP Meeting

home by SPREP transport, if it is available, and if not, by taxi at SPREP expense.

(e) Staff required to work overtime on weekends or public holidays shall be;

(i) taken to and from work by SPREP transport, if it is available, and if not, by taxi at SPREP expense; or

(ii) entitled to claim mileage allowance under Regulation 29 (d) .

(e) Adjustments to related locations allowances shall be based upon:

- change in the relevant cost-of-living differential excluding housing
- exchange rate
- taxation relativity factor

(f) The salaries of local contract staff are to be adjusted at the same time and in accordance with the same rate of adjustments paid in the Samoan Public Service. Provided that where the salary of such employee is in excess of 20% over the Apia public and private sector market at the commencement of this amendment, any adjustment due under this provision will not be made except to the extent that some part of the proposed increase is required to maintain the 20% margin above such market. Such salaries are to be reviewed biennially to maintain the same relativity to the Apia public and private sector market.³²

PART VII : REMUNERATION

Determination and Adjustments

Regulation 19

(a) The remuneration policy and conditions of service of SPREP employees are determined by the SPREP Meeting.

(b) The remuneration of all SPREP staff shall be expressed and paid in Samoan Tala.

Adjustments

(a) Professional contract salaries and expatriate allowances are expressed in International Monetary Fund Special Drawing Rights (SDRs) and adjusted every six months based on a moving average in the value of the SDR relative to the Samoan Tala for the six months period immediately preceding the date of review.³⁰

(c) Professional contract staff salary scales shall be reviewed periodically in co-ordination with other SPOCC agencies and based upon:

- recruitment effectiveness
- analysis of practices in the market from which the Secretariat recruits.³¹

Salaries

Regulation 20

General

(a) Current salary scales as at the date of approval of these Regulations by the SPREP Meeting are set out in Schedules 2A and 2B to these Regulations.

Salary on Appointment

(b) Appointments of local contract staff shall be to the bottom step of the grade for the position except that the Director shall have discretion, in particular cases, to appoint to a higher step if the circumstances justify it.³³

(c) The Director shall have the flexibility to appoint professional contract staff to whatever salary step is considered appropriate by the Director within the designated salary level; appointments should be subject to annual review by the Director.³⁴

³⁰ Amended at 10th SPREP Meeting

³¹ Amended at 10th SPREP Meeting

³² Amended at 10th SPREP Meeting

³³ Amended at 10th SPREP Meeting

³⁴ Amended at 10th SPREP Meeting

³⁵ Amended at 10th SPREP Meeting

(d) The salary level for any contract period for professional contract staff shall be fixed; any review within that period shall be at the discretion of the Director.³⁵

Salary on Promotion

(e) Appointment on promotion is at the minimum of the salary range for the higher position or, if the salaries for the two positions overlap, to the level of the higher salary range which affords an immediate salary increase equal to one incremental step.

Increments

(f) The Director may authorize an increment to an employee at the completion of a particular year's service in recognition of permanent increases in formal skill levels of that employee, relevant to their duties in SPREP, or where the Director is satisfied that the employee has permanently increased their capacity to accept responsibility in their duties within SPREP.³⁶

Performance Bonus³⁷

(g) Where an employee's work performance is assessed as having been exceptional, on completion of a particular year's service, the Director may grant a fixed sum performance bonus payment to that employee, provided that any such bonus:

- (i) is not made as a permanent increase in the salary of the employee;
- (ii) can be fully financed from available budgetary provision in that year; and
- (iii) shall not exceed 5% of the employee's current salary.

PART VIII : ALLOWANCES AND RELATED BENEFITS

Higher and Extra Duties Allowances

Regulation 21

³⁶ Amended at 10th SPREP Meeting

³⁷ Inserted at 10th SPREP Meeting

³⁸ Amended at 10th SPREP Meeting

³⁹ Subsection number inserted at 10th SPREP Meeting

⁴⁰ Amended at 10th SPREP Meeting

(a) Any staff member may at any time be required by the Director to undertake the duties of a senior or other position whether or not the circumstances justify increased pay.

(b) A staff member who is required by the Director to carry out and does carry out the full duties of a higher graded position for a continuous period of not less than ten working days will be paid a higher allowance amounting to the difference between his or her salary at the time and the minimum salary for the higher graded position.

Representational Allowance

Regulation 22

The Director and Deputy Director shall receive a non-accountable representational allowance of 5% and 1% of basic salary respectively.

Professional Contract Staff and Expatriate Staff Allowances³⁸

Regulation 23

(1)³⁹ In addition to salary, expatriate staff are entitled to receive the following allowances and benefits-

- (a) **A location allowance** of 5% of salary.
- (b) **A cost-of-living differential allowance** to reflect the differential in the cost of living between Suva and Apia. The allowance will be reviewed annually and adjusted provided a movement of at least plus or minus five per cent has occurred in the index in the period since the last review.
- (c) **An education allowance** up to a maximum of \$10,788 per child per annum, with a maximum of \$32,364 per family per annum, to assist with the actual education costs of the employee's dependent children. This includes tuition fees, boarding fees, compulsory extra-curricular activities organised by

school authorities and any necessary private language tuition. This allowance shall be subject to periodic reviews.⁴⁰

- (i) in Samoa - tuition fees and compulsory school excursions;
- (ii) outside Samoa - tuition and boarding fees, compulsory school excursions, regulation school uniforms and purchase or hire of text books.

Any external financial assistance (such as a bursary) received by an expatriate professional contract staff towards the above items is to be deducted from actual expenses when determining the amount to be reimbursed.⁴¹

- (c) **School holiday travel.** The entitlement of one return economy class flight each year between place of education and Apia by:

- (i) each dependent child being educated outside Samoa; or
- (ii) the staff member or spouse, providing the journey is not made within the final six months of the contract.

- (e) **Home leave travel** for every completed year of service except for the terminal year. The entitlement is for the reimbursement of one economy class return flight between Apia and home for the staff member, spouse and dependent children. The normal home of the staff member will be agreed between him or her and SPREP at the time of appointment.

- (f) **A gratuity** equivalent to 14% of final year basic salary at the end of a two-year contract provided the contract is not renewed, 21% on completion of a three-year contract provided the contract is not renewed and

33% on completion of six years. Under special circumstances (e.g. illness) the Director may authorise payment of the gratuity in full or in part. This provision shall not apply to any new contract entered into on or after 1 October 1998.⁴²

- (fa) **A repatriation allowance** equivalent to two week's salary, on completion of a contract providing the contract is not extended or renewed.⁴³

- (g) **A market allowance** as follows:

- the Director shall have discretion to decide whether a particular position qualifies for this allowance.
- eligibility shall be assigned to the position and not personally.
- the allowance shall be negotiable up to 25% of salary scale mid-point.
- the maximum allowance shall be reviewed annually and adjusted according to relative movement in the base salary scale in SDR units.
- guideline criteria for eligibility shall be:
 - (i) that the skills are rare and in international demand.
 - (ii) proven failure to recruit appropriate candidates.
 - (iii) budgetary provision is available.
 - (iv) conditions justifying the decision to apply the allowance are readily transparent.

The amount shall be determined through negotiations with the preferred candidate.

The Allowance should not apply to more than 10% of professional contract staff positions at any one time.⁴⁴

⁴¹ Amended at 10th SPREP Meeting

⁴² Proviso inserted at 10th SPREP Meeting

⁴³ Inserted at 10th SPREP Meeting

⁴⁴ Amended at 10th SPREP Meeting

The Director shall notify the SPREP Meeting of Market Allowance agreements greater than 5% of the salary mid point.

(2)⁴⁵ In addition to salary, local professional contract staff are entitled to receive the following allowances and benefits -

(a) **A cost-of-living differential allowance** to reflect the differential in the cost of living between Suva and Apia as shown in Schedule (2a) of these Regulations. The allowance will be reviewed annually and adjusted provided a movement of at least plus or minus five per cent has occurred in the index in the period since the last review. This allowance does not apply where an allowance is paid under Regulation 23 (1) (b) .

(b) **A gratuity** equivalent to 14% of final year basic salary at the end of a two-year contract provided the contract is not renewed, 21% on completion of a three-year contract provided the contract is not renewed and 33% on completion of six years. Under special circumstances (e.g. illness) the Director may authorise payment of the gratuity in full or in part. Any entitlement under this provision shall only accrue in respect of contracts commencing from or after 1 January 1996. This provision does not apply where a gratuity is paid under Regulation 23 (1) (f) . This provision shall not apply to any new contract entered into on or after 1 October 1998.

Director's Entitlements

Regulation 24

In addition to any other allowances provided for elsewhere in these Regulations the Director shall be entitled to the following:

- (a) rent-free accommodation up to a rental limit specified in Schedule 1;
- (b) electricity charges for accommodation; and
- (c) a domestic assistance allowance. The allowance is to be adjusted at the same time and in accordance with, the same rates of adjustments made to pay in the Samoa Public Service and the rate for the time being is set out in Schedule 1.

PART IX : LEAVE

Annual Leave

Regulation 25

(a) The annual leave entitlement is:

⁴⁶Professional contract Staff

25 working days. For contracts entered into prior to 1 October 1998 the entitlement is 30 working days.

⁴⁷Local contract Staff

15 working days

(b) For each staff member the leave year runs from the date of appointment to its anniversary and thereafter from anniversary to anniversary. Leave accumulates with the passing of the leave year with the full entitlement, minus any leave taken, falling due on the anniversary of appointment.

(c) If a Samoan public holiday is observed on a normal working day while a staff member is on annual leave or duty travel that day shall be added to his or her entitlement.

(d) Applications for leave should where possible be received by the Director 30 days before the leave applied for begins.

(e) Annual leave does not carry over from one leave year to the next without written approval from the Director, and shall not exceed 50 days. In considering

⁴⁵ Inserted at 10th SPREP Meeting

⁴⁶ Amended at 10th SPREP Meeting

⁴⁷ Amended at 10th SPREP Meeting

applications to carry over annual leave, the Director will have regard both to the requirements of SPREP and the situation of the staff member.

- (f) SPREP will only pay salary in lieu of unexpended leave at the end of a contract. Cases involving dismissal under Regulation 30(b) will not receive salary in lieu of unexpended leave.

Sick Leave

Regulation 26

- (a) Each staff member is entitled to 36 days' paid sick leave per year after one year. Sick leave not taken accumulates up to a maximum of 108 days.
- (b) To qualify for sick leave a staff member is required:
- (i) to notify his or her immediate supervisor as early as practical on the first day of absence; and
 - (ii) as soon as practicable, apply for sick leave in writing.
- (c) All applications for sick leave shall be supported by a certificate from a qualified medical practitioner justifying the absence on medical grounds unless;
- (i) the application is for two days or less; and
 - (ii) the applicant has not already taken six days of uncertified sick leave in the last 12 months.
- (d) The Director may at any time withdraw the dispensation from the requirement to furnish a medical certificate, or require a staff member to undergo a medical examination from a designated medical practitioner, when certified sick leave appears to be excessive.

- (e) If a staff member is taken sick or is injured while on annual leave and produces a medical certificate to that effect, the period of sickness shall be recorded as sick, not annual, leave.

Other Leave

Regulation 27

Maternity Leave

- (a) A staff member with at least one year's continuous service at the expected date of confinement is entitled to 60 working days' maternity leave on full pay. The period of leave begins on a date decided by the Director in consultation with the mother but not more than 30 days before the expected confinement. The balance of the leave, but in any case not less than 30 working days, shall be taken immediately after confinement.

Compassionate Leave

- (b) Applications for compassionate leave will be considered by the Director on an individual basis, but will not exceed five days per situation or ten days in any year plus minimal travelling time for all staff members whether they have to travel outside or within Samoa. Sick leave (Regulation 26(a)) may not be used by a staff member to meet his or her extended family responsibilities.

Special Leave Without Pay

- (c) Requests for special leave without pay shall be submitted in advance and require approval in writing from the Director. Special leave may be granted for cases of extended illness or other exceptional or urgent reasons.
- (d) Special leave without pay shall be granted only after accrued annual leave has been expended. No leave accruals or other financial allowances of any kind shall be earned or granted during periods of special leave without pay.

Examination Leave⁴⁸

- (e) Where an employee sits for an examination for an approved course of studies, which is directly

⁴⁸ Inserted at 10th SPREP Meeting

relevant to their duties in SPREP, and is successful in passing such examination, the Director may grant a leave credit for leave taken by the employee to enable them to attend and sit for that examination.

PART X : HOUSING

Regulation 28

Eligibility

- (a) All professional contract staff shall be eligible to receive a housing subsidy.⁴⁹

Rental Assistance

- (b) A rental assistance supplement of 18% of basic salary shall be a component of remuneration for all professional contract staff. This supplement shall be reviewed annually and adjusted on relative movement in the rent index.⁵⁰

PART XI : EXPENSES

Regulation 29

Duty Travel

- (a) SPREP meets the travelling expenses necessarily incurred by staff required to travel away from Apia on official business.
- (b) The Director is entitled to travel business class. All other staff will travel economy class except that the Director shall have the discretion, where particularly arduous combinations of duty and travel have to be undertaken on behalf of SPREP, to authorize business or executive class travel.

Per Diem Allowance

- (c) Staff travelling on business and spending the night away from Samoa will receive:
 - (i) reimbursement of actual and reasonable expenses. Such expenses will include the cost of hotel and other non private accommodation and meals. A daily incidental allowance is also payable at a rate set by the Samoan Public Service; or

- (ii) a subsistence allowance at the appropriate per diem rate. Rates will be equivalent to those agreed by SPOCC, and will be updated regularly in line with changes promulgated by SPOCC.

Mileage Allowance

- (d) A mileage allowance at the rates prevailing in the Samoan Public Service may be claimed by a staff member who uses his or her personal vehicle with the prior approval of the Director in the following circumstances;
 - (i) to travel on official business in and around Apia when SPREP transport is not available; or
 - (ii) when working overtime as set out in Regulation 18 (d) and (e).

Official Entertainment

- (e) Providing the Director's approval in writing has been obtained prior to the offer of official entertainment, a Head of Division may be reimbursed the expenses of entertainment extended on behalf of SPREP. The Director shall not authorize any reimbursement under this provision unless reasonable evidence of the official nature of the entertainment is provided and the claim is supported by receipts.

PART XII : DISCIPLINE

Regulation 30

Offences

- (a) An employee commits an offence who:
 - (i) wilfully disobeys a lawful order of the Director or of any other officer to whom the employee is formally responsible;
 - (ii) wilfully disregards the Regulations;
 - (iii) is negligent, inefficient or incompetent in the exercise of his or her duties;
 - (iv) wilfully acts without regard to SPREP's interests;

⁴⁹ Amended at 10th SPREP Meeting

⁵⁰ Amended at 10th SPREP Meeting

- (v) behaves disgracefully or improperly either in an official capacity or otherwise; or
- (vi) steals or misappropriates the funds or property of SPREP.

Penalties

- (b) The Director may discipline an employee found guilty of an offence by:
 - (i) an official reprimand;
 - (ii) a fine not exceeding 14 days' salary;
 - (iii) demotion to a lower step in the grade of the offender's position;
 - (iv) dismissal with notice under Regulation 15(a) (ii); or
 - (v) if the offence is theft or misappropriation of SPREP's funds or property, by summary dismissal without notice.

Procedures

- (c) No employee suspected of committing an offence shall be penalized under Regulation 30 (b) unless guilt is confirmed by:
 - (i) the employee's own admission; or
 - (ii) the outcome of criminal proceedings; or
 - (iii) the findings of an internal inquiry conducted as soon as practicable by the Director (or in his or her absence by the Deputy Director) and two other staff members, one of whom may be nominated by the suspected employee.

Suspension

- (c) An employee may be suspended without pay if suspected of theft or misappropriation of SPREP's property and on pay in all other cases. If the suspicion cannot be sustained the employee will be fully reinstated with effect from the date of suspension.

PART XIII : STAFF CONSULTATIONS

Regulation 31

⁵¹ Amended at 10th SPREP Meeting

⁵² Amended at 10th SPREP Meeting

⁵³ Amended at 10th SPREP Meeting

Regular meetings will be held between SPREP management and staff to discuss general matters relating to the work programme, staff administration and staff welfare.

PART XIV : GENERAL

Regulation 32

Personal Accident Insurance

- (a) All employees who are required by SPREP to travel away from Apia by any form of transport on official business are insured under SPREP's blanket cover for personal accidents.
- (b) All staff are covered 24 hours per day by SPREP's Personal Accident Insurance Policy.
- (c) Additional cover is available at the cost of the employee.

Medical Insurance

- (c) All employees and their dependents will have all reasonable medical, dental and optical expenses, as determined by the Director, met by SPREP direct or, where appropriate, by SPREP's medical scheme.
- (e) Additional cover is available at the cost of the employee.

Superannuation

- (f) An expatriate professional contract staff member will receive a superannuation allowance of seven percent of basic salary.⁵¹
- (g) Local staff will contribute to the Samoa National Provident Fund.⁵²
- (h) For all local staff, SPREP will make a contribution to the Samoa National Provident Fund equivalent to seven percent of basic salary.⁵³

Protective Clothing

- Ⓚ On confirmation of their appointment, local contract staff regularly employed on labouring work shall be issued with two sets of overalls and two pairs of safety boots, at a charge of eight tala for a set of overalls or a pair of safety boots.
- Ⓛ Overalls and safety boots issued to staff will be replaced on a fair wear and tear basis but not more than once a year.

Training

- Ⓚ The Director shall, where deemed necessary in the interests of SPREP, provide for the training of staff members in areas directly related to their duties and advancement. Priority should be given to local contract staff.

Documentation

- Ⓚ The Director shall maintain up-to-date documents detailing the establishment, grading system, salary scales and conditions of service of SPREP as approved by the SPREP Meeting.

Review

- (m) These salaries and conditions of service should be subject to periodic review.

SCHEDULE 1

ALLOWANCES

Establishment Grant:

Regulation 16 (iii) Samoan Tala

Director
2,747

Other Staff
2,060

Maximum Rate for Director's Rent-free Accommodation:

Regulation 24 (a)

Samoan Tala 3,500 per month

Domestic Assistance Allowance for Director:⁵⁴

Regulation 24 (c) :

Samoan Tala 4,471 per annum (at 30 June 1998) :
Adjusted at the same time and in accordance with the adjustments made to pay in the Samoan Public Service.

⁵⁴ Updated at 10th SPREP Meeting to reflect rate at 1 July 1998

SCHEDULE 2A⁵⁵
SDR SALARY SCALES FOR SPREP PROFESSIONAL CONTRACT STAFF

			Basic Salary 1/1/1996 Reg.20(a) SDR *	Location Allowance 1/1/1996 Reg.23(1)(a) SDR *	COLDA 1/10/1998 Reg.23(1)(b) Reg.23(2)(a) SDR
Grade 6	Minimum	1	9,584	479	1,552
	High	1	10,452	527	1,592
	Minimum	2	10,438	522	1,588
	High	2	11,482	574	1,632
	Minimum	3	11,368	568	1,627
	High	3	12,505	625	1,676
	Minimum	4	12,381	619	1,670
	High	4	13,619	681	1,723
	High	5	14,833	742	1,775
Grade 5	Minimum	1	16,316	816	1,838
	High	1	17,951	898	1,907
	Minimum	2	17,767	888	1,899
	High	2	19,544	977	1,975
	Minimum	3	19,459	973	1,971
	High	3	21,407	1,070	2,054
	High	4	23,271	1,164	2,133
Grade 4	Minimum	1	22,618	1,131	2,105
	High	1	24,886	1,244	2,201
	Minimum	2	24,642	1,232	2,191
	High	2	26,794	1,340	2,282
	Minimum	3	26,614	1,331	2,275
	High	3	29,275	1,464	2,388
Grade 3	Minimum	1	29,571	1,479	2,400
	High	1	32,536	1,627	2,526
	Minimum	2	30,465	1,523	2,438
	High	2	33,514	1,676	2,568
	Minimum	3	32,802	1,640	2,538
	High	3	36,084	1,804	2,677
Grade 2	Minimum		39,229	1,961	2,810
	High		43,115	2,156	2,975
Grade 1	Minimum		44,841	2,242	3,049
	High		49,332	2,467	3,239

*SDR Salary levels remain constant until revised by a SPREP Meeting

⁵⁵ Updated at 10th SPREP Meeting to reflect revised Regulation numbers

SCHEDULE 2B

SALARY SCALES FOR LOCAL CONTRACT STAFF FROM 1 OCTOBER 1998⁵⁶

{-----Gardener-----}							
{-----Cleaner-----}							
{-----Night Watchman-----}							
{-----Tapeperson/Cleaner-----}							
{-----Driver/Clerk-----}							
{-----Receptionist-----}							
{-----Handyman-----}							
{-----Registry Clerk-----}							
{-----Clerk/Tapeperson-----}							
{-----Maintenance Tradesman-----}							
{-----Accounts Clerk-----}							
{-----Divisional Assistant-----}							
{-----Administration Assistant-----}							
{-----Secretary to Division Head-----}							
{-----Registry Supervisor-----}							
{-----Conference Officer-----}							
{-----Personal Assistant-----}							
{-----Senior Accounts Officer-----}							
{-----Assistant Accountant-----}							
{-----Administration Officer-----}							
	Step	1	2	3	4	5	6
	Grade						
	1	5,160	5,418	5,689	5,974	6,273	6,587
	2	8,232	8,643	9,075	9,530	10,006	10,506
	3	12,901	13,545	14,222	14,934	15,680	16,464
	4	18,429	19,351	20,319	21,335	22,402	23,522

⁵⁶ Updated at 10th SPREP Meeting to reflect revised salary scales at 1 July 1998 and regrading of four positions

Annex VII(A): Report of the Sub-committee on Revision of SPREP Financial Regulations

The Sub-committee recommended and the Meeting agreed, to the following changes to the existing SPREP Financial Regulations, to take account of the 9th SPREP Meeting's decision to hold SPREP meetings in every second year:

- Add the following definition to Regulation 2:

" 'Work Programme and Budget Sub-committee' means the committee that is appointed, authorised and delegated by the SPREP Meeting to consider and adopt a Work Programme and Budget during the year that the SPREP Meeting is not in session."

- Delete from Regulation 5 the word 'annual', after the words 'opening of the'
- Add the following paragraph at the end of Regulation 5:

"In those years where a SPREP Meeting is not to be held, the annual Budget estimates for the following year will be circulated to all Members at least eight weeks prior to the convening of a Work Programme and Budget Sub-committee Meeting. All Members will be invited to submit their comments, on the annual Budget estimates for the following year, to the Secretariat at least three weeks prior to the convening of the Work Programme and Budget Sub-committee Meeting and copies of all such comments received by the Secretariat will be distributed to all Members at least one week prior to that Meeting."

- Add the following words at the start of Regulation 6:

"The SPREP Meeting or the Work Programme and Budget Sub-committee may adopt the annual budget."

- Change the words "Intergovernmental Meeting" to "SPREP Meeting" in the following Regulations:

4, 5, 10, 16, 17 (first two occurrences), 22, 23(d) (ii), 25, 31, 37 and 38.

- Change the words "Intergovernmental Meeting" to "SPREP Meeting or Work Programme and Budget Sub-committee" in the following Regulations:

6, 7(7), 7(8), 8(5), 11, 13, 14(e), 15, 17 (third occurrence), 18, 19, 24, 26 (c), 26(d), 32(c), 33(f) and 34.

Annex VII(B): Financial Regulations - Adopted at the Fifth Intergovernmental Meeting, Apia, Western Samoa, 14-18 September 1992 (As amended by the Tenth SPREP Meeting in Apia, Samoa, 15-18 September 1998)

Contents

'Primary functions' means core functions including servicing the SPREP Meeting, seeking funds, co-ordination activities and providing information to members.

'Project management functions' means the management of donor funded projects on behalf of members and donors.

'Project implementation functions' means the implementation of donor funded projects on behalf of members and donors excluding the project management function.

'Secretariat' means the South Pacific Regional Environment Programme's personnel and financial resources associated with undertaking primary, project management and project implementation functions.

'Work Programme and Budget Sub-committee' means the committee that is appointed, authorised and delegated by the SPREP

Meeting to consider and adopt a Work Programme and Budget during the year that the SPREP Meeting is not in session.

Regulation No. Subject

- 1 Purpose
- 2 Definitions
- 3 The Budget
- 4 Appropriations
- 5 Provision of Funds
- 6 Funds
- 7 Custody of Funds
- 8 Procurement and Funds
- 9 Bank Overdraft
- 10 Internal Control
- 11 Accounting
- 12 External Audit
- 13 General Provisions

THE BUDGET Regulation 3

The annual Budget estimates shall cover income and expenditure of the South Pacific Regional Environment Programme and its auxiliary and subsidiary bodies for the fiscal year to which they relate and shall be presented in US dollars. The fiscal year of the South Pacific Regional Environment Programme shall be the calendar year. The annual Budget estimates will incorporate income and expenditure proposals for the primary, project management and project implementation functions.

PURPOSE Regulation 1

These Regulations shall govern the financial administration of the South Pacific Regional Environment Programme.

DEFINITIONS Regulation 2

In these Regulations, unless the contrary intention appears:

'Budget' means a consolidation of statements of income and expenditure for the primary, project management and project implementation functions.

'Capital Fund' means a general purpose fund, the proceeds of which will be applied from time to time to partially finance the activities of the South Pacific Regional Environment Programme.

'Operating Fund' means a fund for processing all receipts and payments.

Regulation 4

The annual Budget estimates shall be arranged in such form and in such Parts, Heads and Sub-Heads

as the SPREP Meeting may from time to time direct.

The annual Budget estimates shall include the following documents:

- (a) A detailed statement dealing with each sub-head separately of estimated income and expenditure for the following year for the primary, project management and project implementation functions and the basis of computation;
- (b) A comparative table, dealing with each sub-head separately, of actual income and expenditure during the last completed fiscal year; of estimated income and expenditure in the approved Budget for the current year; of revised estimates (if any) of income and expenditure for the current year, based on the latest figures available, and of estimated income and expenditure for the following year;
- (c) A detailed statement showing the estimated financial position of the South Pacific Regional Environment Programme at the end of the current fiscal year;
- (d) A detailed statement dealing with extra-budgetary funds; and
- (e) Any other documents which the SPREP Meeting may deem necessary and useful.

Regulation 5

1. The annual Budget estimates for the following year will be circulated at least six weeks prior to the opening of the SPREP Meeting.
2. In those years where a SPREP Meeting is not to be held, the annual Budget estimates for the following year will be circulated to all Members at least eight weeks prior to the convening of a Work Programme and Budget Sub-committee Meeting. All Members will be invited to submit their comments, on the annual Budget estimates for the following year, to the Secretariat at least three weeks prior to the convening of the Work Programme and Budget Sub-committee Meeting

and copies of all such comments received by the Secretariat will be distributed to all Members at least one week prior to that Meeting.

APPROPRIATIONS

Regulation 6

1. The SPREP Meeting or the Work Programme and Budget Sub-committee may adopt the annual budget.
2. The adoption of the annual Budget estimates for the primary, project management project implementation functions shall constitute an authorisation to the Director to incur commitments and make payments for the purposes for which the expenditure was approved and up to the amounts so approved.
3. When the SPREP Meeting or Work Programme and Budget Sub-committee has not met in a particular year to consider revised Budget estimates for that current year for the primary functions, the Director may subject to Regulation 9 incur additional commitments and make additional payment up to a limit of ten per cent of the total sums already approved for the primary functions.

Regulation 7

1. Income for the primary and project management functions shall be accounted for on a cash basis except for interest income.
2. Expenditure for the primary and project management functions shall be accounted for on an accrual basis.
3. Funds provided in the Budget for primary and project management functions shall be available for commitment during the fiscal year to which they relate.
4. Funds provided in the Budget for primary functions shall remain available for twelve months following the fiscal year to which they relate to the extent to which they are required to liquidate commitments.

5. Funds shall remain available in the Budget for project management functions until they are required to liquidate commitments.
 6. The Director may transfer within the Budget for primary functions anticipated savings under any Part, Head or Sub-Head to meet anticipated expenditure under any other Part, Head or Sub-Head.
 7. In the event of any delay in the meetings of the SPREP Meeting or Work Programme and Budget Sub-committee to adopt the annual Budget estimates for the primary functions, the Director is authorised, pending approval of the annual Budget estimates for the primary functions, to incur obligations and meet expenditure in the first three months of the current year up to a limit not exceeding twenty five per cent of the total expenditure incurred for the whole of the preceding year, subject to any reservations which have been placed on any individual item.
 8. The Director may incur additional expenditure on project management functions in excess of that provided in the Budget for project management functions provided that funding is available and that such additional expenditure does not adversely impact on the capacity of the Secretariat to carry out and manage the activities detailed in the Budget approved by the SPREP Meeting or Work Programme and Budget Sub-committee.
4. The Director may transfer within the Budget for project implementation functions anticipated savings under any Part, Head or Sub-Head to meet anticipated expenditure under any other Part, Head or Sub-Head.
 5. The Director may incur additional expenditure on project implementation functions in excess of that provided in the Budget for project implementation functions provided that funding is available and that such additional expenditure does not adversely impact on the capacity of the Secretariat to carry out and manage the activities detailed in the Budget approved by the SPREP Meeting or Work Programme and Budget Sub-committee.

Regulation 8

1. Income and expenditure for the project implementation functions shall be accounted for on an accrual basis except for receipts for project implementation functions which shall be accounted for on a cash basis.
2. Funds provided in the Budget for project implementation functions shall be available for commitment until such time as a specific project is either amended, cancelled or replaced.
3. Funds shall remain available in the Budget for project implementation functions until they are required to liquidate commitments.

Regulation 9

The Director shall not enter into any commitment or expenditure in respect of any functions unless funds are available.

PROVISION OF FUNDS

Regulation 10

The Director shall recommend to the SPREP Meeting levels of Members' contributions by taking into account:

- (a) The estimated expenditure for primary functions for the current fiscal year and the succeeding fiscal year;
- (b) Any other revenue in addition to Members' contributions;
- (c) Any balance of uncommitted funds available from previous fiscal years.

Regulation 11

After the SPREP Meeting or Work Programme and Budget Sub-committee has adopted the annual Budget estimates the Director shall:

- (a) Transmit the relevant documents to all members of the South Pacific Regional Environment Programme;

contributions and the depository into which it is desired that the contributions be paid.

Regulation 12

Contributions shall be payable in US dollars. However, the Director is empowered to accept, at his discretion, the total or partial payment of contributions by a member of the South Pacific Regional Environment Programme in currencies other than US dollars which are necessary for the functioning of the South Pacific Regional Environment Programme.

Regulation 13

The Director shall submit to each SPREP Meeting or Work Programme and Budget Sub-committee a report on the receipt of member contributions.

FUNDS

Regulation 14

The working funds of the South Pacific Regional Environment Programme shall be held in two principal funds:

- (i) a Capital Fund; and
- (ii) an Operating Fund;
 - (a) Expenditure on primary functions under Regulation 7 may be financed by advances from the Capital Fund;
 - (b) Any advances made from the Capital Fund shall be reimbursed to that Fund as soon as available funds permit;
 - (c) Income derived from investments of the Capital Fund shall be credited to miscellaneous income;
 - (d) All income of the South Pacific Regional Environment Programme shall be credited to the Operating Fund except for contributions to the Capital Fund.
 - (e) Capital fund transactions shall be reported to the SPREP Meeting or Work Programme and Budget Sub-committee.

- (b) Inform members of the South Pacific Regional Environment Programme of their commitments in respect of member

Regulation 15

The Director may establish Special Purpose Accounts and shall inform the SPREP Meeting or Work Programme and Budget Sub-committee of the details.

Regulation 16

The Director may establish Trust Funds with the approval of the SPREP Meeting.

Regulation 17

The purpose and limits of each Trust Fund shall be clearly defined by the SPREP Meeting and unless otherwise directed by the SPREP Meeting such Funds shall be administered in accordance with these Regulations and audited reports be presented annually to the SPREP Meeting or Work Programme and Budget Sub-committee.

Regulation 18

The Director may accept contributions for primary, project management and project implementation functions and shall inform the next SPREP Meeting or Work Programme and Budget Sub-committee of details of such contributions.

CUSTODY OF FUNDS

Regulation 19

The Director is authorised to open and close bank accounts and shall inform the SPREP Meeting or Work Programme and Budget Sub-committee of the details.

Regulation 20

Project implementation function banking transactions shall be conducted through a separate

account to that for primary and project management function transactions.

INVESTMENT OF FUNDS

Regulation 21

The Director may make short-term investments in interest-bearing Bank deposits of monies not needed for immediate requirements.

BANK OVERDRAFT

Regulation 22

The SPREP Meeting will set biennially a limit on what advances by way of bank overdraft, the Director may obtain for a particular year.

INTERNAL CONTROL

Regulation 23

The Director shall:

- (a) Establish detailed financial rules and procedures in order to ensure effective financial administration and the exercise of economy;
- (b) Cause all payments to be made on the basis of supporting vouchers and other documents which ensure that the services or goods have been received, and that payments have not previously been made;
- (c) Designate the officers who may receive monies or incur obligations on behalf of the South Pacific Regional Environment Programme and disburse South Pacific Regional Environment Programme funds;
- (d) Maintain an internal financial control which shall provide for an effective current examination and/or review of financial transactions, in order to ensure:
 - (i) The regularity of the receipt, custody and disposal of all funds and other financial resources of the South Pacific Regional Environment Programme;

- (ii) The conformity of commitments and expenditure with the appropriations or other financial provisions approved by the SPREP Meeting, or with the purposes and rules relating to Trust Funds and Special Purpose Accounts;

- (e) Take all precautionary measures necessary to safeguard the property, equipment and supplies of the South Pacific Regional Environment Programme; and
- (f) Arrange for the adequate protection of funds and property by insurance.

Regulation 24

The Director may, after full investigation, authorise the writing off of losses of cash and other assets, provided that the value of all such items written off shall be reported to the SPREP Meeting or Work Programme and Budget Sub-committee.

Regulation 25

Rules governing quotations and tendering procedures for procurement and disposal of equipment and supplies shall be established by the Director and reported to the SPREP Meeting for endorsement.

ACCOUNTING

Regulation 26

The Director shall:

- (a) Adopt accounting principles which conform to generally accepted international accounting standards;
- (b) Implement in consultation with South Pacific Regional Environment Programme officers appropriate financial management policies;
- (c) Submit annual financial statements to the SPREP Meeting or Work Programme and Budget Sub-committee;

- (d) Give such other information to the SPREP Meeting or Work Programme and Budget Sub-committee as appropriate to indicate the current financial position of the South Pacific Regional Environment Programme.

Regulation 27

The financial statements and the accounting records of the South Pacific Regional Environment Programme shall be presented in US dollars.

Regulation 28

Appropriate separate accounts shall be maintained for all Trust Funds and Special Purpose Accounts.

Regulation 29

The financial statements shall be submitted by the Director to the Auditors as soon as possible following the end of each fiscal year and always by 31 March of the following year.

Regulation 30

All liabilities in respect of the financing of assets shall be incorporated in the annual Budget estimates and annual financial statements.

EXTERNAL AUDIT

Regulation 31

The SPREP Meeting shall appoint biennially one or more Auditors in no way connected with the South Pacific Regional Environment Programme on such terms as it sees fit.

Regulation 32

The Auditors shall:

- (a) Conduct their audit each year in accordance with generally accepted international auditing standards;

- (b) Prepare a report expressing an opinion as to the fairness of the South Pacific Regional Environment Programme's financial statements; and
- (c) Conduct, at the request of the SPREP Meeting, additional specific examinations and submit separate reports on the results of their examinations.

Regulation 33

The Auditors, in their report on the accounts certified, shall mention:

- (a) the extent and character of their examination and any changes in accounting practice;
- (b) matters affecting the completeness or accuracy of the accounts;
- (c) the accuracy or otherwise of the supplies and equipment records as determined by stocktaking and examination of the records;
- (d) the adequacy of financial procedures of the South Pacific Regional Environment Programme including internal control matters and adherence to the financial regulations;
- (e) the adequacy of insurance cover for the buildings, stores, furniture, equipment and other property of the South Pacific Regional Environment Programme; and
- (f) any other matters which should be brought to the notice of the SPREP Meeting.

Regulation 34

The Auditors shall submit their report to the Director as soon as possible following the end of the fiscal year to which it relates. The Director shall circulate the full report of the Auditors including comments on the financial operations of the South Pacific Regional Environment Programme and accounts, together with such remarks as the Director may wish to offer to members, prior to the next SPREP Meeting or Work Programme and Budget Sub-committee.

GENERAL PROVISIONS

Regulation 35

The Director may enter into contracts and other agreements for the purposes of renting accommodation, office space, storage and any other requirements of the South Pacific Regional Environment Programme.

Regulation 36

These Financial Regulations are to apply to all financial activities of the South Pacific Regional Environment Programme irrespective of the source of funds.

Regulation 37

1. When the position of director is vacant the Director's functions and powers shall be exercised according to the instruction of the Chairperson of the SPREP Meeting and, in the absence of any instruction, by the Deputy Director.
2. In the absence from the South Pacific Regional Environment Programme headquarters or during the incapacity of the Director, the powers and responsibilities of the Director as provided in these Regulations shall, during such periods, devolve on the Deputy Director. In the event that the Director and Deputy Director are both absent, an officer of the Director's choice shall be designated Officer-in-Charge with such powers and responsibilities as determined by the Director.

Regulation 38

1. These Regulations shall enter into force immediately after their approval by the SPREP Meeting.
2. Amendments to these Regulations will have immediate effect upon acceptance by the SPREP Meeting.

Annex VIII: Observer Status to United Nations

To: Secretary General
United Nations
New York

Fifty-fourth session

**REQUEST FOR INCLUSION OF AN ADDITIONAL ITEM IN THE AGENDA OF
THE FIFTY-FOURTH SESSION**

**OBSERVER STATUS FOR THE SOUTH PACIFIC REGIONAL ENVIRONMENT
PROGRAMME IN THE GENERAL ASSEMBLY**

Letter dated 15 September 1998 from the representatives of American Samoa, Australia, Cook Islands, Federated States of Micronesia, Fiji, France, French Polynesia, Guam, Kiribati, Republic of the Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Northern Mariana Islands, Palau, Papua New Guinea, Pitcairn, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, United States of America, Vanuatu and Wallis and Futuna to the United Nations addressed to the Secretary-General

We have the honour to request, pursuant to Rule 15 of the Rules of Procedure of the General Assembly, the inclusion in the agenda of the fifty-fourth session of an additional item of an important and urgent character entitled "Observer status for the South Pacific Regional Environment Programme (SPREP) in the General Assembly".

Pursuant to Rule 20 of the Rules of Procedure of the General Assembly, this request is accompanied by an Explanatory Memorandum and the corresponding draft Resolution.

[to be signed by the relevant representatives]

EXPLANATORY MEMORANDUM

The Conference on the Human Environment in the South Pacific, held at Rarotonga Cook Islands, on 8–11 March 1982 decided to establish the South Pacific Regional Environment Programme (SPREP) as a separate entity within the Secretariat for the Pacific Community (SPC) – at that time known as the South Pacific Commission. The United Nations Environment Programme (UNEP), Economic and Social Council for Asia and the Pacific (ESCAP), the South Pacific Forum and the South Pacific Conference supported the establishment and encouraged the development of SPREP as a regional programme and as part of UNEP's Regional Seas Programme.

For the past 16 years SPREP has promoted environmental protection within the region and cooperated with international organisations to ensure coordination in efforts to protect the environment and use the natural resources of the region on a sustainable basis. On 16 June 1993 the Plenipotentiaries of Fiji, France, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tuvalu, United States of America and Vanuatu signed the Agreement Establishing the South Pacific Regional Environment Programme as a separate legal autonomous body. The Programme moved its headquarters to Apia, Samoa and is now a 60 person organisation providing technical support and assistance to Pacific island countries. The Agreement entered into force on 30 August 1995 after the tenth (10th) signatory.

Capacity-building and institutional strengthening underpin all SPREP activities. The programmes developed, support country activities at the national and regional levels, provide inter-regional support, for example to Governments participating in the Alliance of Small Island States (AOSIS) as well as supporting member countries at the global level, in negotiations such as the Conference of Parties to the UN Framework Convention on Climate Change (UNFCCC), Convention on Biological Diversity (CBD) and the UN Commission on Sustainable Development (CSD).

Objective

- to promote cooperation in the Pacific Islands region and to provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Mechanism

To attain this objective SPREP currently has five programmes in its 1997–2000 Action Plan, approved by the Ninth SPREP Meeting in 1996.

- 1 Biodiversity and Natural Resource Conservation.
- 2 Climate Change and Integrated Coastal Management.
- 3 Waste Management, Pollution Prevention and Emergencies.
- 4 Environmental Management, Planning and Institutional Strengthening.
- 5 Environmental Education, Information and Training.

SPREP is the region's intergovernmental environmental organisation which enables member countries and the wider international community to direct their attention to environmental issues in the Pacific. To this end SPREP actively seeks collaborating partners and funding support which necessarily involves international organisations such as UNEP, UNDP, UNFPA, IMO, UNESCO, the World Bank and the Global Environment Facility as well as Governments such as Canada, Denmark and Japan.

Institution

SPREP is composed of 22 Pacific Island countries and four developed countries with direct interest in the Pacific island region as follows:

American Samoa, Australia, Cook Islands, Federated States of Micronesia, Fiji, France, French Polynesia, Guam, Kiribati, Republic of the Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Northern Mariana Islands, Palau, Papua New Guinea, Pitcairn, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, United States of America, Vanuatu and Wallis and Futuna.

SPREP's objectives and work plan are decided by member countries at biennial SPREP Meetings, facilitated by the SPREP Secretariat which consists of a Director, Deputy Director, and four Heads of Division (Conservation of Natural Resources; Environmental Education, Information and Capacity-building; Environmental Management and Planning; and Finance and Administration).

DRAFT RESOLUTION

Observer Status for the South Pacific Regional Environment Programme (SPREP) in the General Assembly

The General Assembly,

Noting the desire of the South Pacific Regional Environment Programme for cooperation between the United Nations and the South Pacific Regional Environment Programme

1. Decides to invite the South Pacific Regional Environment Programme to participate in the sessions and the work of the General Assembly in the capacity of Observer;
2. Requests the Secretary General to take the necessary action to implement the present resolution.

Annex IX: Guidelines for Use of SPREP UN Observer Status

- (a) The purpose of SPREP seeking separate Observer Status at the United Nations is to increase its capacity to fulfill its mandate as the region's primary environmental agency.
- (b) Observer Status is sought specifically to:
- (i) facilitate prompt delivery of technical advice and assistance to Members at UN negotiations;
 - (ii) enable access for SPREP to the meetings of relevant UN agencies; and
 - (iii) improve SPREP's access to UN documentation.
- (c) The Instruments and Agencies whose meeting processes SPREP will attend include:
1. Convention on Biological Diversity (CBD)
 2. United Nations Framework Convention on Climate Change (UNFCCC)
 3. Commission on Sustainable Development (CSD)
 4. Barbados Programme of Action
 5. Other agencies/meetings dealing with environmental issues.
- (d) SPREP agrees to provide Member Countries with a review of the effectiveness of separate UN Observer Status in achieving the aims described in (a) and (b) above, together with details of the costs incurred, by circulating a report to Members, 12 months after Observer Status is attained. SPREP's experience of separate Observer status would also be considered at the next SPREP meeting.
- (e) SPREP shall continue the current practice of close coordination with other SPOCC agencies on the range of its involvement in UN activities.

Annex X: Rules of Procedure for Appointment of Director (as revised at the 10th SPREP Meeting)

Contents	
Rule No.	Subject
1	Scope
2	Definitions
3	Selection Advisory Committee
4	Chairperson
5	Notices
6	Selection Advisory Committee Functions
7	Selection Criteria
8	Term of Appointment
9	Expenses
10	Amendments

Scope Rule 1

These Rules shall apply to any appointment of a Director of SPREP under Article 3 (g) of the Agreement Establishing the South Pacific Regional Environment Programme.

Definitions Rule 2

For the purposes of these Rules:

- "Director" means the position established by virtue of Article 6 of the Agreement Establishing the South Pacific Regional Environment Programme;
- "SPREP" means the South Pacific Regional Environment Programme established by virtue of Article 1 of the Agreement Establishing the South Pacific Regional Environment Programme;
- "SPREP Meeting" means the organ of SPREP established by virtue of Article 1 of the Agreement Establishing the South Pacific Regional Environment Programme.

Selection Advisory Committee Rule 3

The SPREP Meeting shall as required from time to time appoint a Selection Advisory Committee comprising:

- the current chairperson, who shall also chair the Selection Advisory Committee; and
- at least two other members of the SPREP Meeting.

Chairperson Rule 4

The functions of the chairperson are to:

- inform Governments and Administrations of a pending vacancy;
- advertise the position;
- invite nominations;
- receive applications;
- convene the Selection Advisory Committee; and
- chair the Selection Advisory Committee.

Notices Rule 5

1. The Chairperson shall transmit notice of a pending vacancy to all SPREP Member Governments and Administrations no later than six months prior to the expiry of the term of office of the incumbent.
2. Advertising of the position in major regional newspapers and periodicals shall be effected by the Secretariat in consultation with the chairperson no later than six months prior to the expiry of the term of office of the incumbent Director and in any case in sufficient time to enable the Selection Advisory Committee to complete its work prior to the next SPREP Meeting.
3. Applications should close no sooner than two months following such notification or advertising.
4. Where a vacancy arises and there is no Deputy Director and the position is likely to be vacant for more than 12 months, the procedures in these Rules will apply and the Chairperson

shall convene a special SPREP Meeting to appoint a new Director.

5. Where a vacancy occurs and there is no Deputy Director, the Chairperson in consultation with members, may appoint an interim Director on such terms and conditions as may be agreed by Members. The interim Director shall be selected from Heads of Division of the Secretariat or if there is no suitable candidate in the Secretariat, from nominees of Members. Interim appointments stand until a permanent appointment is made. Interim appointments confer on the holder no assumption of permanency. Holders of an interim appointment shall not however, be precluded from applying for permanent appointment in accordance with the provisions of these rules.

Selection Advisory Committee Functions Rule 6

In considering applications received by the Chairperson, the Selection Advisory Committee shall:

- consider each application against the selection criteria;
- make such enquiries as it sees fit;
- draw up a shortlist of no more than five people;
- notify Governments and Administrations of the shortlist seeking their comment which shall then be transmitted to the Chair of the Selection Advisory Committee within fourteen days of date of notification;
- interview shortlisted candidates; and
- make recommendations concerning the appointment to the next SPREP Meeting preceding the expiry of the term of office of the incumbent Director. Such recommendations should contain the shortlisted candidates in order of suitability/preference.

Selection Criteria Rule 7

The following criteria shall be taken into account by the Selection Advisory Committee when considering applications:

- applicants must be nominated by a Government or Administration. More than one applicant per country is eligible for selection;
- applicants must be nationals of the nominating Government or Administration;
- applicants must possess sound personal qualities;
- shortlisted applicants shall be selected on the basis of merit, with regard to:
 - 1 relevant qualifications and experience;
 - 2 proven management abilities; and,
 - 3 superior representational skills.
- individuals of the Selection Advisory Committee are not eligible for consideration.

Term of Appointment Rule 8

The successful applicant shall be appointed for a period of four years in the first instance. Subject to the agreement of the SPREP Meeting, a Director may be reappointed for a further two years. The maximum length of appointment for any individual is six years.

Expenses Rule 9

All costs associated with convening meetings of the Selection Advisory Committee and with advertising and interviewing shortlisted candidates shall be met by the Secretariat.

Amendments Rule 10

These Rules may be amended by consensus decision of the SPREP Meeting.

Adopted at Tarawa, Republic of Kiribati, this thirteenth day of October 1994.

Annex XI: Statements by Observers

Under Agenda Item 13, representatives of Adviser Organisations, other SPOCC members and international and regional organisations made statements on their roles as collaborators with SPREP and Member Countries in implementation of the Action Plan. These statements are summarised as follows:

United Nations Development Programme (UNDP)

The representative of UNDP, Apia, Officer-In-Charge, Mr Richard Olver, thanked SPREP for the invitation granted to UNDP as Observer to the 10th SPREP Meeting and highlighted the role that UNDP has played in the region to address Pacific issues of environmental concern both at the country, as well as the regional level through the UNDP offices in Papua New Guinea, Fiji and Samoa. He stated that UNDP covers ten Pacific Island Countries. UNDP Suva is also actively working with its countries to secure funds under the GEF Medium-sized project facility (grants of \$750,000 or less). Projects which have initial approval from GEF include:

- 1 Hybrid energy project in Fiji;
- 2 Community conservation in Pohnpei, Federated States of Micronesia;
- 3 POPs (persistent organic pollutants) project with USP in Fiji; and
- 4 Women's traditional medicine project with an NGO in Fiji.

All these will be fully integrated with SPREP projects to ensure that there is no overlap.

He highlighted the partnership between UNDP and SPREP (in terms of capacity-building and staffing) and noted that, specifically at the regional level, managed out of the Fiji UNDP Office, UNDP has the following programmes in which most PICs are active participants and direct beneficiaries: Forest and Trees Programme; Disaster Management Programme; and Capacity-Building for Environmental Management in the Pacific Programme (CBEMP). He stated that

CBEMP has a budget of \$541,000 and duration of 39 months (including the Preparatory Assistance phase). Its objectives are to build countries' capacities. Participating countries so far are 12 and the starting date is 24 September 1998.

Further he highlighted UNDP's role in addressing global environmental conventions that are funded by the Global Environment Facility (GEF) namely:

- 1 Convention on Biodiversity (CBD) which culminated in the \$10.6 million SPBCP, co-funded by AusAID which has established and supported 17 Conservation Areas (CAs) in 12 Pacific Island Countries;
- 2 UNFCCC which culminated in the Pacific Islands Climate Change Assistance Programme (PICCAP) with a budget of \$2.4 million, in collaboration with the CC: TRAIN programme of the United Nations Institute for Training and Research (UNITAR);
- 3 International Waters programme approval status with \$12.4 million budget; and
- 4 UNDP's partnership with SPREP in carrying out these programmes in the Pacific region with reference to UNDP's financial contribution to SPREP.

He also referred to Environmental Assessment (EA) for Biodiversity to assist PICs in preparing their National Strategies for Biological Diversity, and in meeting their reporting obligations to the Conference of the Parties (COP). These projects are implemented at the country level in Niue, Samoa, Cook Islands, as well as Pacific countries under the UNDP Fiji parish.

He stated that other matters included UNDP's willingness to address the issue of financial reporting (quarterly) as raised by Kiribati and responded to by SPREP from the donors' perspective. He also suggested that, following Tonga's request,

SPREP Members might wish to invite Tonga to work with SPREP and UNDP (instead of UNEP) in preparing an EA project on PICCAP for submission for GEF funding. UNDP's advantage is that it has already a regional enabling activities project, the ongoing PICCAP, which could assist Tonga in the formulation of a Tonga EA project, as well as its subsequent implementation once approved.

South Pacific Applied Geoscience Commission (SOPAC)

The Director of the South Pacific Applied Geoscience Commission (SOPAC), Mr Alfred Simpson, stated that SOPAC has a membership of Pacific island countries which closely resembles that of SPREP. As a regional agency, SOPAC therefore regards SPREP as having similar clients to SOPAC. A close look at the respective mandates of the two organisations as defined in the SPREP Action Plan and by the SOPAC Council in 1997 as a conclusion to the review of the future role and direction of the organisation, clearly shows a need for very diligent cooperation between the two Secretariats in order to ensure most cost-effective delivery of programmes to the respective clientele.

At the same time the clients, as owners of the two regional organisations, need to fully appreciate the respective mandates in order to play their part in the process of ensuring most cost-effective delivery of programmes.

The 1997 SOPAC Council decision agreed that priority areas for the SOPAC Work Programme are environmental geoscience, mineral resources assessment and policy advice and training, all supported by technical, information and general support core functions necessary to carry out this work. As the same time the SPREP Action Plan defines a 4-year goal to improve the environment for the region by means of a strategy which aims at building national capacity in environmental and resources management.

SOPAC also subscribes fully to the development of a regional strategy amongst SPOCC agencies, an endeavour being led by the Forum Secretariat at the direction of the 1995 Forum. Nonetheless, SOPAC recognises the difficulties being experienced and is of

the view that agency mandates can be used to inhibit the challenge of fully developing an effective regional strategy.

SOPAC recognises the following areas where there is a need for close co-operation with SPREP:

- *Coastal zone management:* or, as we would prefer, a more holistic approach in the form of Island Systems Management.
- *Climate change:* mitigation of impacts by developing appropriate regional energy strategies.
- *Resource utilisation and pollution:* including sand and gravel mining in coastal areas and more large scale mining for metals both onland and, in the future, offshore.
- *Information technology and remote sensing.*
- *Human resources development.*
- *Water resources and sanitation.*
- *Ocean resources management:* Pacific Global Ocean Observation System (GOOS); marine habitats mapping and Law of the Sea issues.
- *Hazards assessment and disaster reduction.*

A most recent development, of which I would like to make particular mention is the need for a composite (economic and environmental) Vulnerability Index as expressed in the Barbados Programme of Action, and which received particular attention at the recent Forum in light of the UNGA Special Session on Small Island States scheduled for September 1999. The task of developing a Vulnerability Index was found to be difficult by the Expert Group Meeting convened in New York last December at which the Forum Secretariat, SPREP and SOPAC were represented.

As you may well know, SOPAC has recently been provided with financial support from New Zealand (in its capacity of Chair of CSD.7) to work on this issue at the Pacific regional level. We see this as a joint initiative for which we are simply designated the lead regional agency. As such, we would like to take the opportunity of this meeting to seek advice from country representatives on their perceptions of national environmental parameters relating to vulnerability.

In closing, I would like to make mention of the particular assistance we have given this year to SPREP and the Samoa Post and Telecommunications Department by way of information systems development. We recognise the particular problem in the region of physical separation leading to communication/collaboration break down. We hope the assistance provided will make a most positive contribution to eliminating this problem and at the same time enhancing co-operation between SPREP and SOPAC.

University of the South Pacific (USP)

The representative of the University of the South Pacific, Dr Paddy Nunn, outlined areas of ongoing close collaboration between USP and SPREP and stated that USP was keen to further strengthen this collaboration.

Secretariat of the Pacific Community (SPC)

The representative of the Secretariat of the Pacific Community (SPC), Dr Tim Adams, referred to SPC and SPREP's close and long-standing collaboration and looked forward to continued coordination of activities.

International Centre for Protected Landscapes (ICPL)

The representative of the International Centre for Protected Landscapes (ICPL), Dr Michael Beresford, congratulated SPREP and the Member Countries on a successful Tenth SPREP Meeting and thanked them for the invitation to attend as an Observer, and to hear and learn about the formidable scope of SPREP's activities and high standards of professionalism. He reiterated earlier comments made at the Nature Conservation Action Strategy Roundtable meeting, held immediately prior to the 10th SPREP Meeting, of ICPL's willingness to work closely with SPREP and other regional bodies such as USP, in developing training for protected area managers.